



“Promoting Excellence in Child Care”

**Sacramento County
Local Child Care & Development Planning Council
Executive Committee Meeting**

3:00pm, Wednesday, August 17, 2011

Child Action, Inc.

9800 Old Winery Place, Sacramento, CA

Minutes

Attendees: C. Grady Miller, A. Hall, M. Kurtz

Staff: L. Hathaway, J. Shah, J. White

Topic	Discussion	Action/Next Steps
Call to Order	<ul style="list-style-type: none"> Meeting was called to order at 3:05pm 	
Review of Agenda & Minutes	<ul style="list-style-type: none"> Agenda was reviewed by meeting attendees Minutes were tabled until the next meeting 	
Annual Planning Meeting Debrief	<ul style="list-style-type: none"> The Annual Planning Meeting was discussed 5 Committees were formed at the Planning Meeting to complete the mandates of the Council The Ad-Hoc Child Care Plan committee needs additional members & a chair A vice chair for the Council is needed 	<p>M. Kurtz was nominated to serve as Council vice-chair M. Breeding was nominated to serve as Ad-hoc Child Care Plan Committee chair. A. Hall will follow up with M. Breeding to see if she is available to serve as chair.</p>
Executive Committee Training Plan	<ul style="list-style-type: none"> Training and professional development for committee chairs was discussed Chairs were asked what topics they would like more training and information on. Training materials will be provided throughout the year 	<p>Staff will provide training information on Robert’s Rules of Order, Brown Act, and Conducting/chairing a meeting</p>
Additional Business	<ul style="list-style-type: none"> Committee meeting protocol was discussed Work of the LPC is done in committees and not at the full council Members interested in the work of the committees can attend those committee meetings or review minutes from those committees Each Committee chair will provide an update on the progress of their committee at each Executive Committee meeting 	<p>Committee minutes will be posted on the LPC website.</p>
Adjourn	<ul style="list-style-type: none"> Meeting adjourned at 4:05pm 	

