September 20, 2018 Minutes  
9:30AM-12:00PM

1. **Call to Order:** Molly DesBaillets, Vice-Chair, called the meeting to order at 9:42AM

2. **Establish Quorum:** Quorum established: 4 of 7 members present  
   **Members Present:** Nancy Mahannah, Julie Winslow, Molly DesBaillets, Annaliesa Calhoun  
   **Guests Present:** Jacinda Croissant (Mono County Health Department), Caitlin Wellwood (Kindred Spirits School)  
   **LPC Coordinator:** Queenie Barnard  
   **IMACA Staff:** Nancy Carrillo, Charles Broten (phone)

3. **Public Comment:** None

4. **Agency Round Table:**  
   **Mono County Health Department Update:** Jacinda Croissant, Mono County Health Department, shared with the Council that the Health Department will be holding their community flu vaccine clinics.

   **Kids Corner Update:** Julie Winslow shared that she is excited about Kids Corner having three full-time/year-round teachers as of 9/1/18 and all three are taking classes. They will be holding a multi-cultural potluck next week and will be inviting Kacee Mahler to share information about Raising a Reader.

   **Kindred Spirits School Update:** Caitlin Wellwood shared that she is currently in her third week of the school year at her site. She has twelve children each day and nineteen families who take their children to her. Her assistant, Courtney, has settled in nicely and is working her first school-year with Caitlin. She is currently operating fulltime, Monday through Thursday.

   **Child Care Quality System Update:** Annaliesa Calhoun shared that the Ages and Stages Questionnaire went out to the providers on 9/28. The first Communities of Practice for providers will be held next Thursday and Annaliesa will be facilitating.

   **First 5 Update:** Molly DesBaillets shared that she applied for a CalWORKs Home Visiting Grant. Their Peapod groups have been well attended, and they are now limiting attendees to Mono County residents only. There is a new Peapod leader in Walker, they will be starting a new group in October. They had test trials in June Lake and Benton but there was not enough attendance to make it worth starting up groups.
5. Membership Update:
   a. Council reviewed Dyanna Hernandez’s resignation letter which went into effect August 31st. Queenie has reached out to Dyanna to ask if she and Stacey Adler had decided on a replacement for Dyanna’s position on the Council.
   b. Council reviewed Nancy Mahannah’s resignation letter which would go into effect at the end of the meeting.
   c. Annaliesa Calhoun made a motion to approve Caitlin Wellwood for a 2-year term from 10/1/2018-9/30/2020 to be appointed by the Board of Supervisors or County Superintendent of Schools. Julie Winslow seconded. Vote: 4 yes; 0 no. **Motion carried.**
   d. Nancy Mahannah made a motion to approve Jacinda Croissant for a 2-year term from 10/1/2018-9/30/2020 to be appointed by the Board of Supervisors or County Superintendent of Schools. Molly DesBaillets seconded. Vote: 4 yes; 0 no. **Motion carried.**
   e. Annaliesa Calhoun made a motion to approve Molly DesBaillets for a 2-year term from 10/1/2018-9/30/2020 to be reappointed by the Board of Supervisors or County Superintendent of Schools. Julie Winslow seconded. Vote: 4 yes; 0 no. **Motion carried.**
   i. Queenie will check with County Counsel to confirm that Molly DesBaillets is able to vote on her own membership

f & g. Queenie reviewed the Council responsibilities while going over the proposed amended By-Laws. Council requested that a line item about member absences be added to the next meeting agenda. Council requested that a line item about the development of a Child Care Taskforce be added to the next meeting agenda. Council requested that #10 and #11 from the Council Responsibilities be added to future agendas for discussion. Annaliesa Calhoun made a motion to approve the proposed edited By-Laws to send to the Board of Supervisors and County Superintendent of Schools for final approval. Nancy Mahannah seconded. Vote: 4 yes; 0 no. **Motion carried.**
   i. 10. Facilitate community-based efforts to coordinate part-day programs, including State Preschool and Head Start, with other child care to provide full-day, full-year child care and development services based on guidelines and funding models approved by state and federal agencies.
   ii. 11. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of Council meetings.

6. Minutes:
   a. Approval of January 18, 2018 meeting minutes was tabled until a quorum of members who were present at the meeting is established.
   b. Approval of June 18, 2018 meeting minutes was tabled until a quorum of members who were present at the meeting is established.
   c. Council reviewed September 7, 2018 Executive Committee meeting minutes. There was no comment.
7. **Budget Update:**
   a. Queenie reviewed the year-end 2017-18 Council budget. We did not fully expend the contract for the fiscal year. There was a large portion of funds spent at the end of the fiscal year on advertising for Cerro Coso College classes, digital textbooks, and incentives from Lakeshore to go to each child care site.
   b. Queenie reviewed the current 2018-19 Council budget and proposed expenses for the year in order to ensure that the 2018-19 contract is fully expended. Queenie requested that the Council fund the purchase of several extra textbooks for one of the in-person Child Development courses currently being offered at Cerro Coso as the Council had originally only purchased one textbook for the course and three students were interested in borrowing the textbook. Council requested that this request be brought to the November meeting for approval as it was not on the September agenda as an action item.
   c. Annaliesa Calhoun made a motion to approve the request from IMACA Head Start/State Preschool to pay for a portion of the child care provider training that was held on August 13th in the amount of $1,413.13 with the request that any future trainings funded by the Council be open to all providers in Mono County. Julie Winslow seconded. Vote: 4 yes; 0 no.  *Motion carried.*

8. **Annual Report, Strategic Plan, and BOS Requests:**
   a. Council requested that the review of the Annual Report / progress made on the Strategic Plan for fiscal year 2017-18 be tabled for the Strategic Planning and Implementing Retreat in October or next regular meeting in November.
   b. Council requested that the review of the Mono County Boards of Supervisors’ Requests be tabled for the Strategic Planning and Implementing Retreat in October or next regular meeting in November.
   c. Council chose October 18th as the best date to meet for the Strategic Planning and Implementing Retreat.

9. **LPC Contract & Self-Evaluation:**
   a. Queenie shared the 2018-19 Council contract with the Council members. The contract amount for the fiscal year is $54,472 with a $7,500 in-kind match requirement that is met by the Council members’ donated time contributing to the Council. Queenie will reach out to Council members throughout the year to provide them with In-Kind forms.
   b. Charles Broten, IMACA Executive Director, will be meeting with Stacey Adler, Superintendent of Schools, for further discussion about the potential transfer of the LPC contract from IMACA to MCOE.
   c. Nancy Mahannah made a motion to approve submitting the Self-Evaluation report with the input that was discussed to the California Department of Education. Julie Winslow seconded. Vote: 4 yes; 0 no.  *Motion carried.*
10. Zip Code Priorities: Queenie reviewed the priority setting progress and timeline. In the fall, there will be a slot survey conducted that will include local data in addition to data collected from the American Community Survey. Queenie will be meeting with different agencies to collect the data. In the winter, Queenie will be reviewing the data with the Council and then presenting it to the Board of Supervisors for approval in the spring. Queenie is anticipating changes to this year’s numbers compared to last year’s numbers with the usage of local data.

11. Meeting Schedule: Council reviewed remaining meetings for 2018-19 Fiscal Year:
Third Thursday of every other month (9:30AM-12:00PM):
November 15, 2018, January 17, 2019, March 21, 2019,
May 16, 2019, June 6, 2019

Meeting Adjourned: 12:08PM

Respectfully submitted,
Nancy Carrillo, Bilingual Resource and Family Services Assistant