



CHILD CARE PLANNING & ADVISORY COUNCIL

CPAC Executive Committee | Dec 18, 2024 | 9:00 – 10:00am

MEETING NOTES

Participants: Yensing Sihapanya, Ryan Hazelton, Heather Morado, Monique Guidry, Cheryl Horney, Pat Sullivan, Jessica Campos, Savitha Moorthy

Welcome

CPAC Mid-Year Budget Update (Yensing Sihapanya)

CPAC budget:

- Melanie and Yensing will meet with Mark Tao (new CPAC Treasurer) in January to break down budget.
- Yensing suggested CPAC apply for Hellman grant.

UPK budget:

- Amie is working on revisions to UPK Round 1 and 2. Savitha requested to be a thought partner in this. Ryan, Yensing, Savitha, Mark – meet in January to make sure money is available for UPK expected expenditures, cadence, decide how much cash to have on hand.
- Savitha – will break down Rounds 1,2,3 into 3 columns of spending. Suggested meeting with Mark and Yensing to project future UPK spending.
- UPK Savitha/Amie present to CPAC meeting about allowable expenses, budget to spend.
- Talk about process – what invoices are being approved – with Amie/Savitha.

UPK Interest account- vote? (Ryan Hazelton)

- There is an approx. \$500,000 balance from UPK Round 1 and 2.
- CPAC wants to utilize the interest for unrestricted funds for CPAC. The funding can earn around \$15K in interest – in money market savings account.
- Recommend putting \$250K from checking to money market account.
- Children’s Council has a system to spread out investments to other banks so it is FDIC insured.

EXECUTIVE COMMITTEE VOTE:

MOTION- move UPK funds into a money market account with Children’s Council.

Ryan motioned. Yensing seconded.

All were in favor. None were opposed. The motion is approved.

EXECUTIVE COMMITTEE VOTE:

The Platinum Advisors contract ends Dec 2024. CPAC currently has funds to secure their services through March 2025. Scope of work is the same. If CPAC extends the contract, we can assess how the newly hired Strategic Manager is doing, and after that, talk about the need to extend the Platinum contract.

MOTION- to extend the contract with Platinum Advisors through Dec 2025 with the option to cancel at any time with 30 days notice.

Yensing motioned. Ryan seconded.

All were in favor. None were opposed. The motion is approved.

Discuss: pre-thinking budget recommendations to DEC (Yensing Sihapanya)

As CPAC approaches 2025 conversations about budget:

- Need to establish process for the Executive Committee making budget recommendations to DEC. Committee chairs know what their committees need for success. Committee chairs can bring recommendations to Executive Committee in January for discussion.
- How can CPAC members and attendees be involved? For collaboration we can have a share out with the whole membership and let them know that Executive Committee would prioritize based on San Francisco situational need.
- There are potential projects to request funding from DEC- Black educator symposium, policy retreat for next year, Provider event, CPAC retreat to talk about priorities.

New Officers Orientations (Yensing Sihapanya, Heather Morado)

- January 2025- Hand- off and orientations for new officers.

Updates (Yensing Sihapanya)

- Hiring CPAC Strategy and Policy Manager (consultant)
- CPAC ran the scope of work by Arianna, Jenny, Graham at DEC.

Melanie out/CPAC closed Dec 20 – Jan 6

Committee Updates

- UPK Mixed Delivery-
- Legislation/Public Policy- brought Mayor-elect Lurie to an event at toy store by Safe and Sound. Talked about DEC and DCYF to start coordinating more to serve families as wholistic group. Let them know how we are coordinating as CPAC to benefit families.
- Membership-
- Black Ad Hoc- Delia Fitzpatrick co-chair
- Workforce-
- Title 5-

Open Items

Next CPAC Executive Committee Meeting: January 22, 2025 from 9:30-11:00am