



# CHILD CARE PLANNING & ADVISORY COUNCIL

CPAC Executive Committee | Feb 25, 2026 | 9:30 – 11:00am  
IN PERSON: Cross Cultural Family Center\_1347 Pierce Street, San Francisco

## MINUTES

**Participants in Person:** Ryan Hazelton, Claudia Quiñonez, Heather Morado, Jessica Campos, Mark Tao, Yensing Sihapanya,

**Participants on Zoom:** None

**Absent:** Delia Fitzpatrick, Cheryl Horney, Liz Winograd, Monique Guidry,

**Staff:** Melanie Hopson

**Public:** None

The Meeting was called to order at 9:40am.

**General Public Comment:** *There was no public comment.*

**Public Comment on Agenda Items:** *There was no public comment.*

**CPAC Chair and LPC Coordinator Updates** (Ryan Hazelton, Melanie Hopson)

Chair Ryan Hazelton announced that the Executive Committee will start meeting every other month. Emergency sessions can be called if needed. The next meeting is April 22, 2026.

Coordinator Melanie Hopson shared key changes that will take place at CPAC meetings to comply with California SB 707, which will take effect on July 1, 2026. The requirements include:

- Accessible website – the CPAC website is moving over to sfgov.org this Spring.
- Agendas must be translated when 20% or more of the population speaks a language other than English (DEC has been translating the consistent non-agenda items).
- Hybrid public access to CPAC committees (the official ones).
- Disruption policy – if the Zoom or internet fails CPAC meetings must pause and restore access.
- Remote public comment – equal time as those in person.
- Real time commenting – opportunity to comment in the Zoom chat.

Comments from Committee Members:

- It was suggested to display a slide at the beginning of CPAC meetings about upcoming SB 707 changes and ask people on Zoom to raise their hand for public comments.
- Comments in the chat need to be allowed, but they don't have to be addressed.
- Create a plan for if the internet goes out; distribute a free conference call line as back-up.
- Ryan just purchased a mic for his laptop and could use a "hot spot".

- Claudia and the Children’s Council IT team will always have a “hot spot”.

**CPAC Workgroup Improvement Action Plan** (Ryan Hazelton)

*Changing how Workgroups function; Expectations of Workgroup Chairs/Co-Chairs*

- Ryan Hazelton announced a plan to more strategically align CPAC’s eight Workgroups to ensure sustainable progress. Recognizing that staffing all groups is resource-intensive, CPAC is reassessing how Workgroups function to make the best use of staff time.
- Ryan, Melanie, and Ericka are working on an Action Plan for Workgroups. Ryan shared documents of the timeline and tasks as well as a draft of responsibilities for Workgroup Chairs/Co-Chairs to fulfill as leaders and hosts of the Workgroups.

Comments from Committee Members:

- It was suggested to keep a list of Workgroup members and ask people to sign in as they are in the meeting.
- Tie this change to other governance actions at CPAC (like SB 707, Brown Act, Bylaws Revision) to demonstrate that this is a bigger picture about infrastructure and governance.
- Create all agenda templates, give Workgroup Chairs (Members only) access to their folder in the shared Google files so they can drop the meeting notes in the files.
- Consider risk management in giving CPAC Members access to the CPAC Google drive.
- Use of AI notes would be allowed, if reviewed for accuracy.
- Consider combining the Workgroup expectations into the CPAC Member Handbook.
- How will CPAC continue to support?
  - Project management and/or follow-ups if any meeting notes are missing.
  - Posting all meeting agendas and notes on the CPAC website.
  - Review of meeting notes, assessing potential Workgroup overlap and opportunities for collaboration.

**NEXT STEPS:** share the Workgroup Work Plan with CPAC at March 11, 2026 Council meeting.

**CPAC Executive Committee Goals for 2026** (Ryan Hazelton)

- Encourage all Workgroup to review their goals on a quarterly basis.
- Next year when Workgroups create their goals, CPAC will provide a template that requires a timeline, and ask how the goals contribute to the work of the Policy Platform.

Executive Committee Goals for 2026:

1. Implement and support active engagement with the Strategic Plan
2. With updated bylaws, execute on the implementation of new structure, roles, and expectations for Committees and Workgroups

- a. Work with City Attorney office. How CPAC works within City and County of SF.
  - b. Brown Act, SB 707 alignment.
3. Develop and implement strategies to cultivate and engage a diverse group of emerging leaders for CPAC (this is part of the Strategic Plan)
  4. Conduct an assessment of child care needs in the county.
    - a. This is in process

**Next Steps:**

- Ryan will outline key milestones, timeline for Goals 1, 2, 4
- Heather will work on Goal 3 as part of the Membership Committee by adding key milestones and SMART goals.
- Bring back to the Executive Committee in April. Create plan and ownership for the rest of the year.

**Vote: CPAC Mid-Year Budget Revision (Mark Tao)**

**Action Item:** Approval of a mid-year revision to the FY2025-26 CPAC budget.

Treasurer Mark Tao shared the line items that have not been spent in the 2025-26 CPAC budget and outlined a plan for modifying the budget for the remainder of FY 2025-26.

**Still to be spent:**

- Ryan is looking into using the budgeted \$2,000 for a Brown Act training.
- \$11,650 will remain in events and a mini-RFP will go out shortly to CPAC Workgroups to be spent by June 30, 2026. Ryan, Ericka, and Melanie will make decisions about funding.
- Member Retreat for \$2,000 is being kept.

**Modifications to be made:**

- An extra \$2,500 needs to go to Indigo Project for the Pilot Project contract.
- Stipends for \$5,900 will not be spent. The proposed modification is:
  - \$1,500 to be spent on graphic design for CPAC collateral materials (e.g. Policy Platform)
  - \$1,100 to be spent on printing collateral materials
  - \$1,500 to be spent on software.

**Action Item:** Approval of the FY2025-26 budget modification as described above.

**Motion:** Mark Tao moved to move the stipend and travel dollars to consultants, printing, software, and Indigo Project.

**Second:** The motion was seconded by Jessica Campos.

**Vote:** The motion was adopted unanimously by voice vote. None were opposed. None abstained.

**Next Steps:**

- Melanie ask Arianna at DEC whether approval is required for the revised budget.
- Melanie – send Heather an invoice for a donation.
- Mark will follow-up with asks for contributions from CPAC Members

### **Committee and Workgroups Updates**

Workgroup/Committee Chairs- please provide 2 mins (max) updates on:

1. Current Challenges
  2. Recent Wins
  3. Needs from CPAC members/Exec Committee
  4. Important Notables i.e. event reminders, project announcements
- **Black Children and Families–**
    - Current Challenges
    - Recent Wins
    - Needs from CPAC members/Exec Committee
    - Important Notables i.e. event reminders, project announcements
  - **Legislation/Public Policy-**
    - Current Challenges- working to make sense of charter reform in City Hall. Baselines for children’s causes, moving them out of the charter.
    - Recent Wins- DEC hearing on Prop C Reserve, shining light on the issue.
    - Needs from CPAC members/Exec Committee- zip code priority ad hoc
    - Important Notables i.e. event reminders, project announcements- Summer Resource Fair last Saturday.
  - **Membership-**
    - Current Challenges- vacant consumer seats, did a lot of work with FCC’s and someone misspoke about FCC’s not being needed as a CPAC member.
    - Recent Wins- good candidates are applying for a consumer seat.
    - Needs from CPAC members/Exec Committee- people who fill educator/parents/people in child care. Tied to a foundation or community org that doesn’t federal, state funding. Consultant for graphic design – use them for a recruiting flyer etc.?
    - Important Notables i.e. event reminders, project announcements
  - **Title 5-**
    - **Current Challenges-** Contractors continue to experience challenges related to differences between CDSS and CDE regulations. Clarification and alignment remain ongoing concerns, as these differences impact implementation and compliance for Title 5 providers.

- **Recent Wins-** We began the year by sharing information about the Family Housing Plan and facilitating a discussion on how it will impact families and Title 5 providers. We also discussed how Title 5 programs can support the Inclusion and Equity Taskforce, which Title 5 providers founded.
  - **Needs from CPAC Members / Executive Committee-** In the coming months, we may present a letter of support related to a policy proposal concerning rates advocacy and would appreciate CPAC and Executive Committee consideration and partnership.
  - **Important Notables-** We have an in-person meeting scheduled with CDSS on Thursday at the Sunnydale Hub from 9am - 12pm .
- **UPK-**
    - Current Challenges- K readiness and validity of instruments.
    - Recent Wins- narrative and budget sent off, no-cost extensions until 2028, meeting contents more aligned with Theory of Change.
    - Needs from CPAC members/Exec Committee- need more time to look at potential UPK portal/website. CCSF, Wu Yee, DEC having conversations about aligning technology.
    - Important Notables i.e. event reminders, project announcements- March 25 – CDE hosting program quality and improvement team. March 26 next UPK workgroup.
    - UPK presentation at CPAC about progress in next few months
- **Workforce**
    - Current Challenges- inconsistency in attendance, who are members vs general public?
    - Recent Wins- consistent SMART goals. Had convo about zip codes.
    - Needs from CPAC members/Exec Committee- Jessica will need to step away from Chair. Anna from EDvance is interested in Chairing.
    - Important Notables i.e. event reminders, project announcements-
- **Unidos-**
    - Current Challenges- none
    - Recent Wins- designed project plan and timeline, initiating stakeholders mapping process.
    - Needs from CPAC members/Exec Committee- none
    - Important Notables i.e. event reminders, project announcements- meeting next Monday at 2pm

**Adjournment-** The meeting was adjourned by Chair Ryan Hazelton at 11:04am

*Next CPAC Executive Committee Meeting: April 22, 2026 from 9:30-11:00am*