



# CHILD CARE PLANNING & ADVISORY COUNCIL

CPAC Executive Committee | April 22, 2026, | 9:30 – 11:00am  
IN PERSON: Cross Cultural Family Center\_1347 Pierce Street, San Francisco

## MEETING NOTES

**Participants in Person:** Ryan Hazelton, Heather Morado, Cheryl Horney, Liz Winograd, Yensing Sihapanya, Delia Fitzpatrick

**Participants on Zoom:** Claudia Quiñonez, Mark Tao, Jessica Campos,

**Absent:** Monique Guidry,

**Staff:** Melanie Hopson

**Public:** None

The meeting was called to order at 9:42am.

**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)

LPC Coordinator Melanie Hopson announced that the Executive Committee retreat will likely be on June 24, in-person from 9:30am-12:30pm.

**Discuss: CPAC 2026-27 Budget Draft** (Mark Tao)

Treasurer Mark Tao presented an initial draft of the FY27 budget for discussion.

- Funding sources will remain the same as last year - \$142,00 from CDSS, \$100,000 from DEC.
- UPK funds expire June 2028.
- Most 2026-27 funds will be focused on the CPAC Needs Assessment. DEC will contribute staff time from their evaluation and data department.
- It was suggested that CPAC draft a 3-year budget projection so there is clarity regarding requests to the CPAC community.
- There are no available funds for Platinum Advisors after June 2026.

### ACTION ITEMS:

- Mark will draft an email to CPAC Title 5 Contractors asking for support for the CPAC Needs Assessment.
- Mark will draft a 3-year budget projection.

- Melanie and Ericka will distribute a proposed scope of work for each of their positions, with estimated hours for LPC, UPK, and Needs Assessment.

**Vote: CPAC/DEC MOU for 2026-27** (Ryan Hazelton)

**Action Item:** Approval of the 2026-27 Memorandum of Understanding between San Francisco Department of Early Childhood and San Francisco Child Care Planning & Advisory Council.

Melanie shared that the proposed 2026-27 MOU is the same as the 2025-26 MOU. The current distributed version accidentally omitted the sentence about CPAC overseeing the Pilot Project, but it will be added by DEC before signatures are secured.

*“Pilot Project: Coordinate the completion of Pilot Project responsibilities including both quarterly Title 5 reports and state reports required every three years.”*

**Action Item:** Approval of the 2026-27 Memorandum of Understanding between San Francisco Department of Early Childhood and San Francisco Child Care Planning & Advisory Council.

**Motion:** Yensing Sihapanya moved to move approve the MOU with the addition of the above sentence about the Pilot Project.

**Second:** The motion was seconded by Cheryl Horney.

**Vote:** The motion was adopted unanimously by voice vote of those present in person. Zoom participants were unable to vote. None were opposed. None abstained.

**Vote: Letter of Support for “Day Without Child Care”** (Ryan Hazelton)

**Action Item:** Approval of a CPAC letter of support for child care providers during “Day Without Child Care” May 11, 2026.

**Motion:** Cheryl Horney moved to approve the letter of support for child care providers during “Day Without Child Care” May 11, 2026.

**Second:** The motion was seconded by Yensing Sihapanya.

**Vote:** The motion was adopted unanimously by voice vote of those present in person. Zoom participants were unable to vote. None were opposed. None abstained.

**Vote: UPK Mixed Delivery Grant Extension to June 2028** (Dr. Ericka O. Erickson)

**Action Item:** Approval of a 2025-2028 budget outline for all 3 Rounds of UPK funding

**Motion:** Ryan Hazelton motioned to postpone this agenda item.

**Second:** The motion was seconded by Delia Fitzpatrick.

**Vote:** The motion was adopted unanimously by voice vote of those present in person. Zoom participants were unable to vote. None were opposed. None abstained.

**Discuss: CPAC Meetings Optimization/Structure/Strategy** (Ryan Hazelton)

*Discussion of ideas for upcoming CPAC full Council meetings.*

Chair Ryan Hazelton led a discussion about what Executive Committee members would like to see in future CPAC meetings. Suggestions included:

- Discussion/engagement among CPAC Members as well as interaction with the public (non-members) e.g. working on Workgroup goals.
- Engage more government partners.
- Clarify city government policies about CPAC Members voting on CPAC issues.
- Presentations are not necessary every month.
- Community updates are important to share the good work of the ECE community.
- Set agendas based on CPAC Policy Platform. 1) identify an issue (workforce, FRC's, etc.), 2) anchor the topic with a short presentation, 3) facilitate discussion.
- Provide structure for public comment by limiting it to one minute.
- CPAC should consider being a stronger advocate for ECE issues; utilize our collective voice.
- Stay compliant as an advisory body to City and County of SF. CPAC is not a coalition or community hub.

**Discuss: CPAC Workgroups Trial Run (Ryan Hazelton)**

*Feedback from Workgroup Chairs/Co-Chairs on the April pilot of independent Workgroups.*

In April CPAC Workgroup Chairs shifted to handling the logistics of their workgroups. Ryan led a discussion for feedback on how the transition is going. Discussion included:

- An acknowledgement that it takes time and more work for Workgroup Chairs to handle invitations, agendas, meeting notes.
- There was a suggestion to utilize Eventbrite for workgroup invitations.

**Adjournment-** The meeting was adjourned by Chair Ryan Hazelton at 11:00am

*Next CPAC Executive Committee Meeting: June 24, 2026 from 9:30am-12:30pm*