



London Breed  
Mayor

#### Committee Members

Meredith Dodson  
Gina Fromer  
Pamela Geisler  
Sara Hicks-Kilday  
June Lin-Arlow  
Mina Kim  
Pat Sullivan  
Monica Walters  
Jerry Yang



Ingrid Mezquita  
Executive Director

## OECE Citizens Advisory Committee May 20, 2021 4:00 - 6:00 pm Virtual Convening **Meeting Minutes**

**Members Present:** Meredith Dodson, Gina Fromer, Pamela Geisler, Sara Hicks-Kilday, Mina Kim, Pat Sullivan, Monica Walters, Jerry Yang

**Members Absent:** June Lin-Arlow

### I. Call to Order, Agenda Review, Zoom Norm-Setting

- A. Outgoing Chair Quiroz called the meeting to order, welcomed attendees, reviewed the meeting agenda and zoom webinar norms.

### II. February 10, 2021 CAC Meeting Minutes

- A. Outgoing members (those seated during the February 10<sup>th</sup> meeting) reviewed meeting minutes. Vice Chair Yang motioned to approve, seconded by member Davidson. Motion carried. *February 10, 2021 meeting minutes approved.*

### III. New Member Welcome and Introduction

- A. Outgoing Chair Quiroz welcomed Meredith Dodson, Gina Fromer, Pamela Geisler, Sara Hicks-Kilday, Mina Kim, June Lin-Arlow, and Monica Walters, to CAC and described the appointment requirements of each of their seats. Each new and ongoing CAC member described initial involvement in the early care and education field.

### IV. Honoring Outgoing Members

- A. Director Mezquita thanked each outgoing member for their dedication, collaboration and leadership during their time as Citizen's Advisory Committee members and presented each outgoing member with a certificate of Appreciation for their work (*see attachment 1*).

### V. Onboarding Materials and Process Discussion

- A. In advance of the meeting, incoming CAC members received an onboarding packet of documents and materials and participated in one-on-one introductory conversations with Director Mezquita to orient to OECE CAC rules, norms, and

work. Chair Quiroz asked CAC members for feedback on onboarding materials and process.

- i. CAC members greatly appreciated the materials, commented how well organized and comprehensive they were. They suggested the following additions:
  1. Overview/summary of Citywide ECE needs data (i.e. what are major challenges and gaps at this time)
  2. Once Strategic Plan is complete data/gap analysis will be shared for future onboarding packets
  3. Additional support / in-person presentation of Brown Act and Sunshine Ordinance rules (members appreciated the included power point and some requested in depth training)

## **VI. Defining CAC Roles and Responsibilities**

### **A. Electing Officers**

- i. Outgoing Chair Quiroz proposed two options for new officer elections: 1) stay on schedule with elections and take action at this meeting 2) continue item to next meeting once new members had a full orientation with Vice Chair Yang serving as Interim Chair until CAC elects new officers. Member Walters motioned to move forward with officer elections as scheduled, and seconded by Member Kim. Motion carried to *move forward with officer elections as scheduled.*
- ii. Outgoing Chair Quiroz described duties of Chair and Vice Chair and requested incoming and ongoing members to self-nominate or propose nominations for consideration. After discussion of different members' availability, interest and the desire for continuity in leadership, Member Walters nominated Member Fromer to serve as Chair and Member Sullivan nominated Member Yang to continue as Vice Chair. Member Hicks-Kilday motioned to approve and seconded by Member Walters to appoint *Member Fromer as Chair and Member Yang as Vice Chair through May 2022.*

### **B. CAC and CPAC Two-Way Communication Protocol**

- i. Director Mezquita discussed the emerging need for a formalized communication loop between the OECE Citizen's Advisory Committee (OECE CAC) and the state-funded Local Planning Council the Child Care Planning and Advisory Council (CPAC). She proposed the CAC adopt a standing agenda item for CAC's CPAC representative - Seat #9, currently filled by Member Hicks-Kilday – to share information with the CAC about current discussions, actions, and updates from CPAC. She further proposed one or two CAC members currently on CAC and CPAC provide updates to CPAC on CAC business as a standing agenda item at CPAC meetings.
- ii. CAC members agreed a more formalized communication loop is necessary. *Member Hicks-Kilday agreed to provide CPAC update during a*

*standing CAC agenda item. Member Kim with support from Members Yang and Hicks-Kilday agreed to provide CAC update at CPAC assuming CPAC chooses to adopt a standing agenda item.*

- C. CAC & Community Information Sharing
  - i. OECE CAC Coordinator Maya Castleman demonstrated to members the CAC page of the OECE website, which includes agendas and minutes from every CAC meeting. Ms. Castleman encouraged CAC members to share information with community and to ensure information shared is based on meeting documentation.

## **VII. Looking Forward: Work Ahead for OECE CAC**

- A. Director Mezquita presented on the major categories of work for the CAC over the next two years (*see attachment 2*).
  - i. CAC members appreciated the focus on Racial Equity throughout the upcoming work. They encouraged OECE to focus on racial equity not just for children and families, but also for the ECE workforce.

## **VIII. Land Acknowledgement Discussion**

- A. OECE CAC Coordinator Maya Castleman provided an overview for the requirement of all City Departments to have a Racial Equity Action Plan. The plan includes an action item for an opening statement during public meetings, such as the OECE CAC meetings, to acknowledge the meeting takes place on the unceded ancestral lands of the Ramaytush Ohlone who are the original inhabitants of the San Francisco Peninsula. She shared several resources regarding Land Acknowledgement statements including the U.S. Department of Arts and Cultures' [Honor Native Land Guide](#) and the [Ramaytush Ohlone's Land Acknowledgement webpage](#), which includes examples of land acknowledgement statements adopted by other San Francisco City Departments and organizations.
- B. CAC members stated it would be important to adopt a land acknowledgement statement and needed more time to review the resources provided before taking action to adopt. CAC members agreed to spend time reviewing the materials provided and continue to the item to the next meeting.
- C. Public Comment
  - i. When we talk about indigenous acknowledgement, it is important that we acknowledge that Latino communities are also indigenous.

## **IX. Final Public Comment**

- A. None

## **X. Closing**

- A. Outgoing Chair Quiroz thanked members of the CAC, OECE staff, and members of the public for their attendance and participation.
- B. Meeting Adjourned at 6:03pm.

**Next scheduled meeting: July 22, 2021.**

For questions or assistance, please contact Maya Castleman  
Email: [maya.castleman@sfgov.org](mailto:maya.castleman@sfgov.org) Phone: (415) 355-3669

\*\*Know Your Rights Under the Sunshine Ordinance: Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102. (415) 554-7724 / fax (415) 554-5163 [sotf@sfgov.org](mailto:sotf@sfgov.org)

**Attachments:**

**I. Honoring Outgoing Members Presentation**

**II. Looking Forward: Work Ahead for OECE CAC Presentation**



# Honoring Outgoing Members



  
**CERTIFICATE OF APPRECIATION**  
**FONDA DAVIDSON**  
for three years of dedicated service to the Office of Early Care and Education Citizen's Advisory Committee ensuring strong representation and advocacy on behalf of early education administrators and center-based educators as well as children and families enrolled in City-funded programming.

  
**INGRID MEZQUITA**  
Director

 San Francisco Office  
of Early Care & Education



CERTIFICATE OF APPRECIATION

**YOHANA QUIROZ**

as a founding member, your six years of dedicated service to the San Francisco Office of Early Care and Education Citizen's Advisory Committee, and as Committee Chair, contributed to a strong foundation for community participation.

**INGRID MEZQUITA**  
Director



CERTIFICATE OF APPRECIATION

**LYGIA STEBBING**

for six years of dedicated participation in the Office of Early Care and Education Citizen's Advisory Committee serving as a founding member and ensuring strong representation of early educators, especially those engaged in higher education pathways

**INGRID MEZQUITA**  
Director





CERTIFICATE OF APPRECIATION

**MEENOO YASHAR**

for four years of dedicated service to the Office of Early Care and Education Citizen's Advisory Committee ensuring strong representation of administrators and educators working in the San Francisco Unified School District's Early Education Division as well as children and families enrolled in SFUSD early education programs.

A handwritten signature in black ink, appearing to read "Ingrid Mezquita".

**INGRID MEZQUITA**

Director



# OECE Citizens Advisory Committee: *Looking Forward*

Overview of our collective work ahead...

## But first...let's look back

### Original Mandate

- Develop initial citywide strategic plan for ECE, *“The OECE CAC shall work with the Office of Early Care and Education to develop a strategic plan and proposal”*
- Review and input, less emphasis on working goals.
  - *“The OECE CAC shall **advise** the OECE on funding guidelines*
  - *The OECE CAC shall **review** the OECE’s needs assessments, plans, and funding allocations but shall not have any approval authority over these matters.*
  - *The OECE CAC can provide **input** to the OECE on the evaluation plan for tracking the City’s investments in early care and education.”*



## Looking Ahead: The Big Picture



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### Joint Strategic Planning

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- CAC provided input for Mission and Values, as well as First 5 Commission.
- Moving forward, the Strategic Planning process includes CAC & F5 Commission as critical partners, as well as a commitment to centering *direct parent input*.

A photograph of wooden blocks on a wooden surface. The blocks are arranged to spell out the word 'FUNDING'. The letters are: F (with a subscript 4), U (with a subscript 1), N (with a subscript 1), D (with a subscript 2), I (with a subscript 1), N (with a subscript 1), and G. Other blocks with letters like J, W, P, E, R, H, and D are scattered around.

## Joint Procurement Planning

- CAC reviews OECE budget and Prop C funding strategies.
- CAC members are also grantees and unable to participate in specifics for public procurement.
- CAC can develop long-view budgetary strategies.

## Joint Structural Planning

- OECE & First 5 SF under an umbrella, Department of Early Childhood.
- OECE & First 5's alignment requires public transparency and together with CAC, Commission, and the City Attorney's Office will explore:
  - What does the overall governance structure look like?
  - What is the CAC's role?
  - If/when/how will CAC and Commission Coordinate?
    - How will both bodies work together to provide accountability and oversight related to the joint strategic plan?

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# Racial Equity Action Plan: Phase I Implementation

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- All City departments require Racial Equity Action Plans to advance racial equity within Boards, Commissions and Committees.
- OECE CAC/Commission determined the following overarching goal for our work:  
***“Over the next two years, the First 5 SF Commission and OECE CAC will work with department leadership to support racial equity at the governance level by developing recruitment guidance to achieve equitable representation reflective of the communities we serve, developing decision-making processes that center equity, and creating onboarding protocols to increase the comfort, inclusion and contribution of new members.”***

