Special Meeting
Early Childhood Development and Early Learning Task Force Minutes
Wednesday, April 20, 2022
5:00 P.M.

Task Force Members Present: Chair Vera Vignes, Marie Poulsen, Tony Santilena, Blanca Siebels, Toni Boucher, Efren Aguilar, Geoff Albert, Melanie Smith-Hill, Lila Guirguis, Ree Harris-Hudson, Carla Hegwood (Ex-Officio)

Task Force Members Absent: Susan Wood (excused), Dianne Philibosian (excused), Ernesto Saldana (excused)

Staff Present: Michelle Garrett, Assistant to the City Manager, Danica Borja, Recording Secretary, Vannia De La Cuba, Dion O'Connell, Pat Bowie (Consultant)

1. **Call to order**
   Chair Vignes called the meeting to order at 5:12 P.M.

2. **Roll call**
   Staff Garrett called the roll and a quorum was established for the Task Force.

3. **Review Meeting Objectives**
   Chair Vignes reviewed meeting objectives.

4. **Brown Act Overview – Dion O'Connell, Deputy City Attorney, City of Pasadena**
   Staff O'Connell provided a presentation on the Brown Act.

5. **2015 Early Childhood Development Policy, Resolution and Context**
   Chair Vignes provided historical context on the Early Childhood Development Policy that was adopted by City Council on March 23, 2015.

   Task Force Member Aguilar presented on the five domains (Physical health and well-being, social competence, language and cognitive development, emotional maturity, communication skills and general knowledge) of the Early Development Instrument (EDI) and the sub-domains.

   There were no public comments.

6. **2015 Policy Implementation Strategies & Progress**
   Staff (Hegwood) provided a presentation on the Master Plan for the Young Child Structure and a brief overview of the eight building blocks.

There were no public comments.

7. **Questions and Open Discussion**
Patricia Bowie provided a brief summary about the discussion and the policy and opened the floor for discussion and questions of the charge. The Brown Act was discussed further in detail by Staff O'Connell to highlight what task force members can do in between meetings as to not violate meeting rules. Ad hoc meetings can potentially be formed so that information is shared appropriately and does not violate the Brown Act. Task Force Member Poulsen and Siebels requested that meeting materials be provided prior to the meeting. Staff Garrett commented that materials could be made available if they receive appropriate approvals beforehand. Staff Garrett commented that Dr. Goh and Dr. Feaster from Pasadena Public Health Department would be in attendance at the May 4th meeting to provide key data and metrics about early childhood data in Pasadena. Staff Garrett suggested emailing potential agenda items to Chair Vignes to discuss during the bi-weekly city-consultant debrief meetings to determine whether proposed agenda items make it onto future agendas. Task Force Member Guirguis suggested that members of the task force go in more depth and provide additional information on the relationship between Office of the Young Child, Growing Together, and ACT.

There were no public comments.

8. **Motion Adopting Task Force Regular Meeting Schedule**

After discussion, it was moved (Santilena) and seconded (Poulsen) to establish a regular meeting schedule for the Early Childhood Development and Early Learning task force on the first and third Wednesday of each month from 5-7 PM. (Motion carried)

In Favor: Chair Vignes, Aguilar, Albert, Boucher, Guirguis, Harris-Hudson, Polusen, Santilena, Siebels, Smith-Hill
Opposed: None
Abstain: None

9. **Adjournment**
It was moved by (Santilena) to adjourn the meeting and seconded (Poulsen) to adjourn the special meeting. (Motion carried)

The meeting was adjourned at 7:07 P.M.

X Michelle Garrett

Michelle Garrett
Assistant to the City Manager

X

Danica Borja
Recording Secretary