

# Sacramento County Local Child Care & Development Planning Council



Executive Committee Meeting Minutes

August 23, 2006 | 3:00 p.m.  
9961 Horn Road, Sacramento, CA

## Meeting Attendance

Committee Members		Staff		Guests	
Linnea Hathaway	x	Anne Kress		Marianne Knoy	x
Tracy Tomasky	x	Kathryn Skrabo	x	Marge Tomczak	x
				Donna Sneeringer	x
				Joyce Wright	x

Issue	Discussion	Action
Welcome & Introductions	The meeting was called to order at 3:00 p.m.	
<b>Committee Reports</b>		
Policy	Committee Chair Kathryn Skrabo reported the committee reviewed the process for taking information and recommendations forward to the Board of Education and Board of Supervisors. Guest presenters at the committee meeting were Donna Sneeringer and Natalie Woods Andrews, Sacramento County Office of Education. Upon discussion, Policy Committee members determined a need for an outline of the process and procedures for submitting policy and issue recommendations to the appointing boards. Staff will create a draft and forward to the chair for review. The Policy Committee also proposed addressing a by-laws change to empower the Executive Committee to approve correspondence and presentations designed to advise and inform the Board of Supervisors and the Board of Education consistent with the bylaws of the LPC and the strategies outlined in the five year plan.	Staff to develop a procedures guide for submitting policy and recommendations to the LPC's appointing boards.
Quality/CARES	Marianne Knoy reported on behalf of committee chair, Anne Kress. The committee has discussed the LPC partnering with other agencies to sponsor "Program Administration Scale" training in Sacramento. Preliminary information to determine the potential cost of the event has been collected by staff. The committee will bring this to the September Executive Committee as an action item for approval to participate in this event.	Staff to draft a process for approval of sponsoring events, including a flow chart, to identify the steps involved and levels of input required.
Business & PR	Committee Chair Tracy Tomasky reported on the committee's work to define its purpose. Presently the committee is focused on the development of talking points and training	Staff to identify the components involved in developing the

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	<p>LPC members in the talking points. Additionally, the Committee identified a need to review the planning process with members, and asked staff to identify the components involved in developing the Child Care Plan and to forward those to committee members to review.</p> <p>The Committee is requesting 15 minutes at each LPC Quarterly meetings for training on the talking points and the Child Care Plan process. Executive committee members agreed on-going training on public speaking and representing the LPC and its issues would be worthwhile to include at each quarterly meeting.</p> <p>Tracy also noted the committee discussed the need for the LPC to make annual reports in person to both appointing boards. Committee members agree and staff was requested to schedule dates for presentations. The presentations will include a summary of the prior plan, and an introduction of the new child care plan, and will take place in the Spring. It was agreed the LPC Chair should make the presentations, and that each committee chair should attend as well.</p>	<p>Child Care Plan and to forward those to committee members to review.</p> <p>Joyce Wright to schedule presentation for Child Care Plan to Board of Education. Marianne Knoy to schedule presentation for Child Care Plan to Board of Supervisors.</p>
<p>Child Care Plan</p>	<p>Marianne Knoy reported the Child Care Plan is currently under development and that the committee is scheduled to meet September 26 to review the draft. Once changes are made, drafts will be sent to all LPC members to review prior to the October meeting. The Executive Committee discussed combining the child care plan public hearing with the January LPC meeting. Staff will look into accommodations for this joint meeting. Drafts of the plan will be available on-line prior to the public hearing. Hard copies will also be available upon request, and at the hearing. Joyce Wright recommended the LPC notify the Boards of Education and Supervisors to get placed on upcoming agendas.</p> <p>As part of the Child Care Plan outreach, the Executive Committee discussed the possibility of the Business &amp; PR Committee delivering drafts of the plan to community leaders (public and private). Press releases should also be released in collaboration with both boards.</p>	<p>Staff to pull child care plan distribution list and update.</p>
<p><b>Membership</b></p>	<p>Staff reported that Board of Supervisor positions were announced Tuesday, August 22 and will remain open until November 8. Currently a Consumer position is open.</p>	

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<p><b>Review October LPC Draft Agenda</b></p>	<p>Staff confirmed the meeting date had been changed to Tuesday, October 17, 2006 and the meeting would be held at SCOE in Conference Room C.</p>	<p>Plan draft to members by October 5.</p>
	<p><b>DRAFT AGENDA</b></p>	
	<p><u>Action Items:</u></p> <ul style="list-style-type: none"> <li>• Child Care Plan – approve draft to go to public hearing (45 minutes) with caveats that any comments are to address substance and content. Any editorial comments for typographical or grammar corrections should be sent in writing or via email directly to Marianne Knoy.</li> </ul>	
	<p><u>Presentation Items</u></p> <ul style="list-style-type: none"> <li>• CARES – Program year-end summary (15 minutes)</li> <li>• Children’s Coalition – Introduction to the Coalition (foundation of the Coalition), discussion on Children’s Summit (20 minutes)</li> <li>• Postpone R&amp;R presentation until January</li> <li>• Business &amp; PR Training – Training on talking points with Jana Saastad (10 minutes)</li> </ul>	<p>Donna Sneeringer will approach Coalition for a speaker.</p>
	<p><u>Committee Reports:</u></p> <ul style="list-style-type: none"> <li>• Quality/CARES – 5 minutes</li> <li>• Business &amp; PR – 5 minutes</li> </ul>	
	<p><u>Informational Items:</u></p> <ul style="list-style-type: none"> <li>• Constructing Connections written report</li> </ul>	
<p><b>Other Business/ Next Meeting</b></p>	<p>Dennis Vicars announced the CDPI Fall Policy Institute September 18-19 at the Holiday Inn at the Capitol Plaza.</p>	
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 4:45 p.m.</p>	