

# Sacramento County Local Child Care & Development Planning Council



Executive Committee Meeting Minutes

September 27, 2006 | 3:00 p.m.  
9961 Horn Road, Sacramento, CA

## Meeting Attendance

Committee Members		Staff	LPC Members/Guests	
Kathryn Skrabo	x	Marianne Knoy	x	Alix Hall
Tracy Tomasky	x	Marge Tomczak	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 discussed Regional Market Rate changes, and the impact those changes may have on parents, especially those using after-school programs. Executive Committee members suggested the Policy Committee may want to draft letters notifying the Board of Supervisors of the rate reduction, and the challenges it creates for parents in Sacramento County. The Policy Committee will also keep watch as new methodology develops for the next RMR revision. The Committee's guest speaker, Leslie McFadden, was unable to attend the September meeting. It is hoped she will be able to attend a future meeting to discuss the process for submitting recommendations to the Board of Supervisors.	
Quality/CARES	Marianne Knoy reported on behalf of committee chair, Anne Kress. The committee submitted for Executive Committee approval, a request to co-sponsor "Program Administration Scale" training in Sacramento. (See Action Items).	
Business & PR	Committee Chair Tracy Tomasky reported the Constructing Connections project is making significant strides in building relations with the County and City officials, as well as representatives from SHRA and lending institutions. A facilities needs assessment is near completion. Committee work includes development of Talking Points, which will be presented at the October LPC meeting when Jana Saastad conducts a short training in outreach.	

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<p>Child Care Plan</p>	<p>Marianne Knoy reported the Child Care Plan committee reviewed the draft of the Plan and have until the end of the week to submit additional comments. Once the suggested changes are made, drafts will be sent to all LPC members to review prior to the October meeting.</p>	
<p><b>Action Items</b></p>	<p>Committee members reviewed two requests for Executive Committee approval:</p> <ol style="list-style-type: none"> <li>1. Approve Co-Sponsorship of Program Administration Scale Training, submitted by the Quality/CARES committee.</li> <li>2. Approve Letter of Support for Child Action, Inc. application for First 5 funding.</li> </ol>	<p>KS moved, AH seconded. Motion carried. AH moved, TT seconded. Motion carried.</p>
<p><b>Written Policies</b></p>	<p>Marianne Knoy submitted a draft of a Policy &amp; Procedures Manual for the LPC. In August, each Committee requested staff to draft policies on various topics. In reviewing the requests, and existing policy statements, staff developed a single publication that would incorporate each committee's policies, as well as overall policies of the LPC that extended beyond the By-Laws. Committee members are to review and provide comments at the next committee meeting.</p>	
<p><b>Membership</b></p>	<p>Staff confirmed that Theresa Roberts had been appointed to the LPC by the Board of Education, and that a welcome letter and invitation to the October 17, 2006 meeting had been sent to her.</p> <p>Billee Willson has submitted her resignation to the Council.</p> <p>Current open positions are now: Consumer and Public Agency from the Board of Supervisors.</p> <p>Staff provided committee members with an attendance summary, noting the members that have not attended any committee meetings since the beginning of the fiscal year. The Executive Committee will review the attendance summary at it's next meeting, after the October 17<sup>th</sup> LPC meeting and the status of those members who are in violation of the attendance requirement stated in the By-Laws.</p>	
<p><b>Review October LPC Draft Agenda</b></p>	<p>The 2<sup>nd</sup> Quarter LPC Meeting is scheduled for Tuesday, October 17, 2006 at SCOE in Conference Room C.</p> <p>DRAFT AGENDA</p>	<p>Plan draft to members by October 13.</p>

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	<p><u>Presentation/Discussion/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>• Business &amp; PR Training – Training on talking points with Jana Saastad (10 minutes)</li> <li>• The Policy Committee proposal to change by-laws to empower the Executive Committee to act on behalf of the entire Council and 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.</li> </ul> <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>Staff Updates and Announcements (15 minutes)</u></p> <p><u>Informational Items:</u></p> <ul style="list-style-type: none"> <li>• Constructing Connections written report</li> <li>• LPC 1<sup>st</sup> Quarter Report</li> <li>• Attendance Record</li> <li>• Updated Events Calendar</li> </ul>	
<p><b>Other Business/ Next Meeting</b></p>	<p>The Committee will meet again Wednesday, October 25, 2006 at 3:00 p.m. at the Child Action, Inc. offices at 9961 Horn Road. The November meeting is scheduled for the Wednesday before the Thanksgiving holiday. Members agreed to move the November meeting back a week to Wednesday, November 29.</p>	
<p><b>Adjournment</b></p>	<p>The meeting was adjourned at 4:00 p.m.</p>	