



*"Promoting Excellence in Child Care"*

**SACRAMENTO COUNTY LOCAL CHILD CARE & DEVELOPMENT PLANNING COUNCIL  
QUARTERLY MEETING**

12:30 p.m., Thursday, October 11, 2007  
SETA HeadStart  
925 Del Paso Boulevard, Suite 200, Sacramento, 95815

**AGENDA**

<b>ALLOTTED TIME*</b>	<b>ORDER OF BUSINESS</b>	<b>ITEM TYPE(S)</b>
12:30 p.m.	<b>I. Call to Order - Chair</b> a. Roll Call b. Welcome / Introductions	
3 min. per speaker	<b>II. Public Comment</b> Members of the public may introduce themselves and comment on items not on the agenda. Comments are limited to three minutes. Speaker cards are available for those who wish to make comments.	
10 min	<b>III. Professional Association for Childhood Education (PACE)</b> A representative of PACE will make a presentation to the Council.	Presentation
15 min	<b>IV. Inter-Tribal Council</b> A representative of the Inter-Tribal Council will make a presentation to the Council.	Presentation
20 min	<b>V. Sacramento First 5</b> A representative of Sacramento First 5 will make a presentation to the Council on First 5 funded programs.	Presentation
30 min	<b>VI. CARES</b> Child Action, Inc. will report out on the 2006-07 CARES program.	Presentation
10 min	<b>VII. Professional Incentive Program (PIP)</b> Staff will report out on PIP and present potential action items.	Presentation / Discussion / <b>Possible Action</b>
10 min	<b>VIII. Proposed By-Laws Revisions</b> The proposed revisions are being presented for vote.	<b>Action</b>
10 min	<b>IX. Workplan Development</b> A brief discussion on using the Child Care Plan as the basis for development of committee workplans.	Discussion
20 min	<b>X. Committee Reports</b> a. Policy Committee Update – <i>Jane Dankbar/Norm Tanaka</i> b. Business & PR Committee Update – <i>Tracy Tomasky</i> c. Quality/CARES Committee Update – <i>Anne Kress</i> d. Child Care Plan Committee Update – <i>Mary Breeding</i>	Information
5 min	<b>XI. Updates / Announcements / Reports</b> - This section's materials will be provided at the Council meeting.	Information
8:30 p.m.	<b>XII. Adjournment</b>	

\*Estimated time for item. Actual time per item may be less than or exceed allotted time.

**Any member unable to attend please call Marianne Knoy at 916/369-3344 or e-mail her at Marianne.Knoy@childaction.org by October 10, 2007.**



**October 11, 2007**  
**Agenda Item III: Presentation of**  
**Professional Association for Childhood Education (PACE)**

**Presenters:** Linnea Hathaway, Executive Director, Hand in Hand Development Center  
Mary Breeding, Executive Director, Kinder World, Inc.

**Recommendation:** N/A

**Background Information:** The Professional Association for Childhood Education (PACE) is a nonprofit, tax-exempt, and membership-based organization. PACE was established in 1955 to fill the legislation, education and development needs of early child care professionals. Their mission is to promote excellence in education and quality child care in private center-based programs. Today's presentation will focus on PACE's activities in Sacramento County.

**Attachments:** Provided at meeting

**Process:** Presentation Item

**Options:** N/A

**Conflicts of Interest: To vote or not to vote**

1. Are you making, participating in, or using your "official position" to influence a governmental decision?
2. Do you have an economic interest in the decision?
3. Is your economic interest directly involved in the decision?
4. Will the decision have a material effect on your economic interest?
5. Is the effect of the decision on your economic interest distinguishable from its effect on the general public?

If the answer to all of the above questions is yes, you probably have a conflict of interest and must disqualify yourself from participating in the decision.



**October 11, 2007**  
**Agenda Item IV: Presentation of**  
**Inter-Tribal Council**

**Presenters:** Kayla Olvera, Program Coordinator  
Child Care Development and Services Block Grant

**Recommendation:** N/A

**Background Information:** The Inter-Tribal Council of California, Inc. (ITCC) is a statewide consortium of over 50 federally recognized tribes and Tribal organizations, which are 501c3 certified. This non-profit organization was formed in 1968 to enhance education, health, economic, cultural, and social status of all Native Americans in California. ITCC has been advocating and implementing policies, programs, and projects to strengthen sovereignty and improve the health and well-being of our tribal communities.

**Attachments:** Handouts will be provided at the meeting

**Process:** Presentation Item

**Options:** N/A

**Conflicts of Interest: To vote or not to vote**

1. Are you making, participating in, or using your "official position" to influence a governmental decision?
2. Do you have an economic interest in the decision?
3. Is your economic interest directly involved in the decision?
4. Will the decision have a material effect on your economic interest?
5. Is the effect of the decision on your economic interest distinguishable from its effect on the general public?

If the answer to all of the above questions is yes, you probably have a conflict of interest and must disqualify yourself from participating in the decision.



**October 11, 2007**  
**Agenda Item V: Presentation of**  
**Sacramento First 5**

**Presenters:** Carmen Garcia, Program Planner  
School Readiness Coordinator  
Sacramento First 5

**Recommendation:** N/A

**Background Information:** Ensuring children's healthy development and well-being is First 5 Sacramento's number one priority. From its inception in 1999 through 2007, First 5 Sacramento has invested more than \$82 million in programs and services to benefit the healthy development of children prenatal to age five and their families in Sacramento County.

**Attachments:** Handouts will be provided at the meeting

**Process:** Presentation Item

**Options:** N/A

**Conflicts of Interest: To vote or not to vote**

1. Are you making, participating in, or using your "official position" to influence a governmental decision?
  2. Do you have an economic interest in the decision?
  3. Is your economic interest directly involved in the decision?
  4. Will the decision have a material effect on your economic interest?
  5. Is the effect of the decision on your economic interest distinguishable from its effect on the general public?
- If the answer to all of the above questions is yes, you probably have a conflict of interest and must disqualify yourself from participating in the decision.



**October 11, 2007**  
**Agenda Item VI: Presentation of**  
**Sacramento CARES Program**

**Presenters:** Jaci White, Director  
Community Services  
Child Action, Inc.

**Recommendation:** N/A

**Background Information:** This presentation will report out on the 2006-07 CARES program, and provide an overview of the 2007-08 program

**Attachments:** Provided at the meeting

**Process:** Presentation Item

**Options:** N/A

**Conflicts of Interest: To vote or not to vote**

1. Are you making, participating in, or using your "official position" to influence a governmental decision?
  2. Do you have an economic interest in the decision?
  3. Is your economic interest directly involved in the decision?
  4. Will the decision have a material effect on your economic interest?
  5. Is the effect of the decision on your economic interest distinguishable from its effect on the general public?
- If the answer to all of the above questions is yes, you probably have a conflict of interest and must disqualify yourself from participating in the decision.



**October 11, 2007**  
**Agenda Item VII:**  
**Sacramento Child Care Professional Incentive Program (PIP)**

**Presenters:** Marianne Knoy, Council Coordinator

**Recommendation:** None at this time

**Background Information:** The Council previously approved the development of the Sacramento Child Care Professional Incentive Program (PIP) for use of the one-time AB212 funds provided by the California Department of Education, Child Development Division for 2007-08. Staff will present an update on the roll-out of the program, as well as review the presentation and materials given to interested applicants. In the course of the roll-out, questions regarding eligibility and approved sources of professional development have been brought forward to share with the Quality/CARES Committee for discussion. The committee will review those questions and issues at its meeting on October 10, 2007, and from that determine what, if any, need to move forward for full Council action at the October 12, 2007 Council meeting.

**Attachments:** Provided at the meeting

**Process:** Presentation / Discussion / Possible Action

**Options:** Council members have the option to:

1. Vote in favor of the motion
2. Vote against the motion
3. Abstain from a vote

**Conflicts of Interest: To vote or not to vote**

1. Are you making, participating in, or using your "official position" to influence a governmental decision?
  2. Do you have an economic interest in the decision?
  3. Is your economic interest directly involved in the decision?
  4. Will the decision have a material effect on your economic interest?
  5. Is the effect of the decision on your economic interest distinguishable from its effect on the general public?
- If the answer to all of the above questions is yes, you probably have a conflict of interest and must disqualify yourself from participating in the decision.



**October 11, 2007**  
**Agenda Item VIII: By-Laws Revisions**

**Presenters:** Jane Dankbar, Chair  
Policy Committee

**Recommendation: APPROVE**

**Background Information:** The Policy Committee, on direction from the Executive Committee, developed proposed changes to the by-laws to address responsiveness to timely issues and member attendance requirements. The proposed changes were presented at the April 2007 Council meeting for review and discussion and at the July 2007 Council meeting for action. At that time Council Member Alix Hall noted that the changes in attendance requirements noted in Article XIII must also be reflected in Article VI. Council members moved for the change to be made and the revisions presented at the October 2007 meeting for action.

The proposed changes are:

- a. **Article VI.** The change reflects Council membership eligibility includes meeting the attendance requirements set forth in Article XIII of the bylaws.
- b. **Article X. Second Paragraph:** The change to quarterly meetings presents a challenge for the full Council to review and approve policy recommendations to the Board of Supervisors and/or Board of Education in a timely fashion. The Policy Committee is proposing a change in the Council's by-laws granting authority to the Executive Committee to act on behalf of the full Council to advise and inform the Board of Supervisors and/or Board of Education consistent with the Council By-Laws and Child Care Plan strategy. *(This item was first presented 10/2006. It is being presented again as a new item because 1) it was sent back to committee for review; and, 2) it has been over six months since the initial presentation.)*
- c. **Article XIII.** A second change relates to attendance requirements. Currently members are required to attend 75% of Council and committee meetings combined. However, because of the variance in the number of meetings each committee may hold, what constitutes 75% of combined meetings may vary by member, and in some cases, a member may only attend committee meetings and no Council meetings, and still meet the 75% requirement. Current policy also does not address excused absences. The revised policy sets attendance requirements for Council meetings separately from committee meetings. It also addresses approved excused absences.

**Attachments:** Copy of By-Laws with proposed changes noted in large bolded text

**Process:** Council members will vote to approve proposed changes.

**Options:** Council members have the option to:

1. Vote in favor of the motion
2. Vote against the motion
3. Abstain from a vote

**Conflicts of Interest: To vote or not to vote**

1. Are you making, participating in, or using your "official position" to influence a governmental decision?
2. Do you have an economic interest in the decision?
3. Is your economic interest directly involved in the decision?
4. Will the decision have a material effect on your economic interest?
5. Is the effect of the decision on your economic interest distinguishable from its effect on the general public?

If the answer to all of the above questions is yes, you probably have a conflict of interest and must disqualify yourself from participating in the decision.



# SACRAMENTO COUNTY LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL

## By-Laws

Adopted September 9, 1998

Amended January 13, 1999

Amended January 10, 2001

Amended March 13, 2002

Amended May 8, 2002

Amended February 11, 2004

Amended August 25, 2004

Amended January 11, 2006

Proposed Amendments presented October 11, 2007

### Article I - Name

The Council shall be designated the Sacramento County Local Child Care and Development Planning Council, referred to hereafter as the "Council."

### Article II - Authority

The Local Child Care Planning Council was previously authorized on April 30, 1991 by the Sacramento County Board of Supervisors and on May 20, 1991 by the Sacramento County Board of Education. The Sacramento County Child Care and Development Planning Council was authorized on December 2, 1997 by the Sacramento County Board of Education and on December 3, 1997 by the Sacramento County Board of Supervisors. This was done in accordance with state law established by AB 1542 that mandated the formation of Local Child Care and Development Planning Councils.

### Article III - Purpose

The purpose of the Council is as follows:

- ◆ To provide a forum for the planning of child care services that meet the diverse needs of families in Sacramento County;
- ◆ To promote public participation in the planning process;
- ◆ To advocate for the needs of the families in Sacramento County with respect to child care;
- ◆ To advise the Sacramento County Board of Supervisors and the Sacramento County Board of Education with respect to the child care needs of the families in Sacramento County;
- ◆ To serve as a forum for discussion of community child care issues.

### Article IV – Goals

The goals of the Council are as follows:

- ◆ To provide a non-judgmental forum or arena where representatives from all types of child care services feel comfortable to express and participate in planning of child care services;
- ◆ To serve as the clearinghouse for information about child care services, issues and public policy;
- ◆ To establish and periodically update local priorities for the maintenance, expansion and improvement of child care services for children and families eligible under State guidelines;
- ◆ To prepare a comprehensive, county-wide child care plan in accordance with state guidelines and to update and report annually on the results of this planning process;
- ◆ To review and evaluate legislation affecting child care, to collect and evaluate data regarding local supply, demand, cost and market rates of child care services, and to consider community concerns

# SACRAMENTO COUNTY LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL

and issues that affect local child care services;

- ◆ To create linkages with educational institutions, government agencies, business or corporate interests.

## Article V - Structure and Composition of the Council

The County Board of Supervisors and the County Board of Education shall each appoint 10 members as defined below. In making appointments the appointing Board shall select persons from varying backgrounds who have demonstrated abilities, expertise and experience with child care.

The Council shall be comprised as follows:

- ◆ 4 members shall be child care providers reflective of the range of child care providers in Sacramento County. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be consumers. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be public agency representatives. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be community representatives, who shall not be child care providers or agencies that contract with the State Department of Education to provide child care and development services. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.
- ◆ 4 members shall be appointed at the discretion of the appointing Boards. The Board of Supervisors shall be responsible for 2 appointments. The Board of Education shall be responsible for 2 appointments.

## Article VI - Terms of Membership

Each member's term is for a two-year appointment.

### Vacancies

The status of a member shall be reviewed by the Executive Committee when a member:

- resigns;
- attends less than 75% of Council meetings held in a year ;
- attends less than 75% of committees meetings of which they are a member;
- neither resides nor is employed in Sacramento County;
- dies.

The attendance year of the Council shall be from July 1 to June 30, inclusive.

Where a member, prior to the expiration of his/her term, resigns or ceases to be eligible for Council membership, the appropriate Board will appoint the vacancy. The term for the incoming member will be to fill the vacancy for the remainder of the original term. To remain eligible for membership the appointee must reside or be employed in the County of Sacramento, remain eligible under the category of appointment and **meet the attendance requirements as set forth in Article XIII of these bylaws.**

## Article VII - Officers

Officers elected by the Council shall be Chair and Vice-Chair. Election of officers shall take place at the first meeting after the start of the new appointment term. Officers are elected to serve a two-year term. If

# SACRAMENTO COUNTY LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL

the Chair resigns from the Council mid-term, the Vice-Chair will assume the position of the Chair until the term is completed. The Chair will also appoint one of the committee chairs to assume the position of the Vice-Chair until the term is completed. If the Vice-Chair resigns from the Council mid-term, the Chair will appoint one of the committee chairs to assume the Vice-Chair position until the term is completed.

## Article VIII - Duties of Officers

The Chair:

- ◆ Shall call and preside over all meetings of the Council;
- ◆ Shall plan the agenda in cooperation with the staff of the Council;
- ◆ Shall appoint committees as necessary;
- ◆ Shall represent the Council or designate a representative at public functions;
- ◆ Shall take an annual report of activities of the Council to the Board of Supervisors and the Board of Education.

The Vice-Chair:

- ◆ Shall assume the responsibilities of the chair in the absence of the chair;
- ◆ Shall render assistance to the chair as requested.

## Article IX – Conflict of Interest

Section 1.01 A Council member is deemed to have a conflict of interest when he/she, or a relative or business associate, has one or more of the following relationships existing with a program or competing program under consideration:

- (a) Ownership of financial interest;
- (b) Director, trustee or officer;
- (c) Employee; and/or
- (d) Provider of goods or services, including contracts with Sacramento County departments or other related County agencies, material or other substantial interest which may inhibit objective decision.

In addition to specific relationships to a program under consideration, members may find themselves in conflict when discussing other matters.

Section 1.02 Members shall give an initial written disclosure to the full Council of any personal, professional and agency ties which pose a conflict of interest and thereafter, annually.

Members having a conflict of interest that occurs or is discovered subsequent to submission of any such written disclosure shall immediately amend their disclosure in writing to the full Council.

Said written disclosures mentioned here and above shall be distributed to each member of the Council by the Council staff.

Section 1.03 Members having a conflict of interest on a specific issue before the Council shall disclose the conflict before discussion of the issue in question, shall not participate in the discussion of that issue or agenda item, shall abstain from voting on said issue, and shall physically remove themselves from the room while the discussion and vote occurs.

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Section 1.04 Minutes of the Council meetings shall include any disclosure of a conflict-of-interest and abstentions from voting due to a conflict of interest on said issue or any specific issue.

Section 1.05 Any member having a conflict of interest relating to any funding or grant resources which are administered, managed, reviewed, the subject of recommendation by, or otherwise within the purview of Council business, may not serve on a Committee ministering to such financial resources, not participate in any Council committee discussion of such funding or grant resources, proposals or recommendations.

Section 1.06 Statements of Economic Interests: Time of Filing  
All designated appointees of this Council shall file statements within 30 days after the effective date of this bylaw.

Section 1.07 Assuming Office Statements. All persons assuming designated positions after the effective date of this bylaw shall file statements within 30 days after assuming the designated position.

Section 1.08 Annual Statements. All members of the Council shall file statements no later than April 1.

Section 1.09 Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving their position.

Section 1.10 Statements for Persons Who Resign 30 Days After Appointment. Persons who resign within 30 days of initial appointment are not deemed to have assumed the appointment provided they did not make or participate in the making of, or use their position to influence any decision and did not receive or become entitled to receive any form of payment as a result of their appointment. Such persons shall not file either an assuming or leaving office statement.

## **Article X - Committees and Procedures**

The Council shall establish committees on either a permanent or temporary basis, to address child care issues and concerns. Committees may also include persons not on the Council. A chairperson shall be selected for each committee from the membership of the Council. Chairpersons of each committee shall be selected at the beginning of each calendar year. Council members shall actively serve on at least one committee. Committees will meet a minimum of once per quarter.

**When there are no regularly scheduled meetings and there are time sensitive issues, the Executive Committee will have authority to act on behalf of the full LPC to advise and inform the appointing bodies and their representatives on child care related issues that are consistent with LPC bylaws and the LPC Child Care Plan strategy.**

## **Article XI- Voting Procedures**

Each Council member has one vote.

A quorum shall be required for the transaction of business. A majority of the current Council membership shall constitute a quorum.

A majority of the Council members present at the meeting at which a vote is taken is required to carry a motion.

Except for elections, voting by a show of hands is acceptable unless a Council member requests a roll call vote be taken.

## SACRAMENTO COUNTY LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL

A member cannot vote on service priority issues in which the potential exists for her/his agency or organization to directly benefit, in the form of funds received, because of the vote. Additionally a member must declare a conflict of interest prior to any discussion of an issue.

Records shall be kept of action and roll call votes.

### **Article XII - Meetings**

Council meetings shall be held quarterly, commencing in July of the fiscal year and held the first month of each quarter thereafter. Committees will meet at least once between each Council meeting. Meeting dates shall be set at the annual organizational meeting of each year.

Written notice of the meeting shall be sent via the mail at least one week prior to the meeting date.

All meetings shall be open to the public and held in accordance with the Ralph M. Brown Act, Government Code Sec. 54950.

Meetings will be governed by rules adopted by the Council at each annual organizational meeting held each year.

An interim schedule of meetings and rules governing those meetings shall be adopted at such time a newly constituted Council is enacted prior to the organizational meeting.

### **Article XIII- Attendance**

**Members must attend at least 75% of all Council meetings. Members must also attend 75% of all committee meetings of which they are a member. Attendance is based upon a fiscal year (July 1 – June 30). Approved absences include: work related issues, medical leave and family emergencies. Failure to attend meetings or notify the Council Coordinator of an approved absence may result in the Executive Committee declaring the position open for appointment. The Executive Committee will then notify the appropriate Board to appoint a new member to fill the remaining term of the said member.**

### **Article XIV- Staffing**

Under AB 1542 Chapter 270 Section 8499.5 the Council is authorized to select a staff, which is hereby defined as a vendor. The vendor shall be evaluated in January of each year. The vendor selected by the Council must be independent from the Sacramento County Board of Supervisors and the Sacramento County Board of Education.

The Council will develop, review, and approve a budget and a work plan each year. An annual budget and quarterly reports from the vendor shall be presented at the annual organizational meeting held each year.

### **Article XV - Amendment of By-Laws**

These by-laws may be amended or repealed and new by-laws adopted by a two-thirds vote of the members at any regular or special meeting, subject to quorum and subject to the amendment being submitted in writing at the previous regular meeting.



**October 11, 2007**  
**Agenda Item IX: Workplan Development**

**Presenters:** Linnea Hathaway, Council Chair

**Recommendation:** N/A

**Background Information:** Committees have been developing workplans to carry out the recommendations noted in the 2007-12 Child Care Plan. The chair will review focus and direction for developing the workplans.

**Attachments:** Updated copies of the workplan will be provided at the meeting

**Process:** Discussion

**Options:** N/A

**Conflicts of Interest: To vote or not to vote**

1. Are you making, participating in, or using your "official position" to influence a governmental decision?
2. Do you have an economic interest in the decision?
3. Is your economic interest directly involved in the decision?
4. Will the decision have a material effect on your economic interest?
5. Is the effect of the decision on your economic interest distinguishable from its effect on the general public?

If the answer to all of the above questions is yes, you probably have a conflict of interest and must disqualify yourself from participating in the decision.



**October 11, 2007**  
**Agenda Item XI: Updates / Announcements / Staff Report**

**Presenters:** Council Members and Staff

**Action Required:** No

**Recommendation:** None

**Background Information:** None

**Attachments:**

- Attendance Roster
- Event Calendar
- 2006/07 4th Qtr Report

**Process:** None



Sacramento County Local Child Care and Development Planning Council  
Attendance Roster for FY2007-2008

Member Name		1st Quarter FY07-08																		
		JULY						AUGUST						SEPTEMBER						TTL
		LPC	E	BPR	CC	P	QC	LPC	E	BPR	CC	P	QC	LPC	E	BPR	CC	P	QC	
Mary	Breeding	0												0						0
Jane	Dankbar	0				1								0				1		2
Ana	Garcia-Nevarez	1					1												0	2
Alix	Hall	1							1						0					2
Linnea	Hathaway	1											1	0						2
Anne	Kress	1					1						0					1	3	
Allyson	Kurtz	1			0												0		1	
Mike	Kurtz	1							0						1				2	
Ruth	McGregor	0			0														0	
Kayla	Olvera	1				1			1						1		0	1	5	
Theresa	Roberts	0																	0	
Jana	Saastad	1							0						1				2	
Kathryn	Skrabo	0			1												1		2	
Loretta	Smith	0				0												0	0	
Lisa	Sowell-Sims	1																1	2	
Marta	Suarez	0			0												1		1	
Norman	Tanaka	1			1								0				1		3	
Tracy	Tomasky	0							1				0	1					2	
Betsy	Uda	0				1												1	2	
<b>Guests</b>						4													2	6
<b>Notes</b>		JULY: Executive, Business PR & Child Care Plan Mtgs cancelled.						AUG: No LPC meeting. Policy & Quality/CARES cancelled. Executive cancelled due to lack of attendance.												
<b>Staff Name</b>																				
Joyce Wright / Natalie Woods Andre		0							0					1	0		0	0	1	
Jaci White		0				1			0					0	0		0	0	1	
Donna Sneeringer		1				1			0					1	0		0	0	3	
Marianne Knoy		1			1	1			1					1	1		1	1	8	
Julie Ball									1					1	1		1	1	5	
<b>Total</b>		12	0	0	0	4	11	0	0	5	0	0	0	0	5	6	0	6	8	57

LPC = Local Planning Council Meeting, E = Executive Committee, BPR = Business & PR Committee  
 CC = Child Care Plan Committee, P = Policy Committee, QC = Quality/CARES Committee  
 Attendance: C = Cancelled, 1 = Attended, 0 = Missed, NA = Not Applicable (no meeting scheduled)

**Use this sheet to track your attendance to Council and Committee meetings.**

Council members are required to attend 75% of all Council meetings.  
 The Council meets 4 times per year.  
*Example: 3 meetings = 75%*

Council members are also required to attend 75% of all Committee meetings of which they are a member.  
*Example: The committee meets 10 times per year.*  
*9 meetings = 90%*  
*8 meetings = 80%*  
*7 meetings = 70%*

Sacramento County Local Child Care and Development Planning Council  
Attendance Roster for FY2007-2008

Member Name		2nd Quarter FY07-08																		TTL
		OCTOBER						NOVEMBER						DECEMBER						
		LPC	E	BPR	CC	P	QC	LPC	E	BPR	CC	P	QC	LPC	E	BPR	CC	P	QC	
Mary	Breeding																			0
Jane	Dankbar																			0
Ana	Garcia-Nevarez																			0
Alix	Hall																			0
Linnea	Hathaway																			0
Anne	Kress																			0
Allyson	Kurtz																			0
Mike	Kurtz																			0
Ruth	McGregor																			0
Kayla	Olvera																			0
Theresa	Roberts																			0
Jana	Saastad																			0
Kathryn	Skrabo																			0
Loretta	Smith																			0
Lisa	Sowell-Sims																			0
Marta	Suarez																			0
Norman	Tanaka																			0
Tracy	Tomasky																			0
Betsy	Uda																			0
<b>Guests</b>																				0
<b>Notes</b>																				
<b>Staff Name</b>																				
Joyce Wright / Natalie Woods Andre																				0
Jaci White																				0
Donna Sneeringer																				0
Marianne Knoy																				0
Julie Ball																				0
<b>Total</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

LPC = Local Planning Council Meeting  
 CC = Child Care Plan Committee, P  
 Attendance: C = Cancelled, 1 = /

**Use this sheet to track your attendance to Council and Committee meetings.**

Council members are required to attend 75% of all Council meetings.  
 The Council meets 4 times per year.  
*Example: 3 meetings = 75%*

Council members are also required to attend 75% of all Committee meetings of which they are a member.  
*Example: The committee meets 10 times per year.*  
*9 meetings = 90%*  
*8 meetings = 80%*  
*7 meetings = 70%*

Sacramento County Local Child Care and Development Planning Council  
Attendance Roster for FY2007-2008

Member Name		Annual Meeting Count							% Attendance				Overall
		LPC	E	BPR	CC	P	QC	COM	LPC	LPC	COM	COM	
		TTL	TTL	TTL	TTL	TTL	TTL	TTL	TTL	%	TTL	%	
Mary	Breeding	4	10	0	4	0	0	14	0	0%	0	0%	0
Jane	Dankbar	4	0	0	4	10	0	14	0	0%	2	14%	2
Ana	Garcia-Nevarez	4	0	0	0	0	10	10	1	25%	1	10%	2
Alix	Hall	4	0	10	0	0	0	10	1	25%	1	10%	2
Linnea	Hathaway	4	10	0	0	0	0	10	1	25%	1	10%	2
Anne	Kress	4	10	0	0	0	10	20	1	25%	2	10%	3
Allyson	Kurtz	4	0	0	0	10	0	10	1	25%	0	0%	1
Mike	Kurtz	4	0	10	0	0	0	10	1	25%	1	10%	2
Ruth	McGregor	4	0	0	0	10	0	10	0	0%	0	0%	0
Kayla	Olvera	4	0	10	0	0	10	20	1	25%	4	20%	5
Theresa	Roberts	4	0	0	4	0	0	4	0	0%	0	0%	0
Jana	Saastad	4	0	10	0	0	0	10	1	25%	1	10%	2
Kathryn	Skrabo	4	0	0	0	10	0	10	0	0%	2	20%	2
Loretta	Smith	4	0	0	0	0	10	10	0	0%	0	0%	0
Lisa	Sowell-Sims	4	0	0	0	0	10	10	1	25%	1	10%	2
Marta	Suarez	4	0	0	0	10	0	10	0	0%	1	10%	1
Norman	Tanaka	4	0	0	0	10	0	10	1	25%	2	20%	3
Tracy	Tomasky	4	10	10	0	0	0	20	0	0%	2	10%	2
Betsy	Uda	4	0	0	0	0	10	10	0	0%	2	20%	2
<b>Guests</b>												0	6
<b>Notes</b>													
Staff Name		LPC	LPC	COM	COM	Overall							
		TTL	%	TTL	%	TTL							
Joyce Wright / Natalie Woods Andre		0		1		1							
Jaci White		0		1		1							
Donna Sneeringer		1		2		3							
Marianne Knoy		1		7		8							
Julie Ball		0		5		5							
<b>Total</b>						<b>57</b>							

LPC = Local Planning Council Meetir  
 CC = Child Care Plan Committee, P  
 Attendance: C = Cancelled, 1 = /



Sacramento County Local Child Care & Development Planning Council  
2007 – 2008 Event Calendar

[www.sac-lpc.org](http://www.sac-lpc.org)

july							august							september							october						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
										1	2	3	4							1		1	2	3	4	5	6
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
22	23	24	25	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
29	30	31											30														

  

november							december							january							february									
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S			
				1	2	3						1			1	2	3	4	5						1	2				
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9			
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16			
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29							
							30	31																						

  

march							april							may							june						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30								
30	31																										

Meeting / Event	Date	Time	Location
Policy Committee	10/04/07	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	10/10/07	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
2 <sup>nd</sup> Quarter Council Meeting	10/11/07	12:00 – 2:00 p.m.	SETA Headstart, 925 Del Paso Blvd, Suite 200, Sacramento
Policy Committee	11/01/07	12:00 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	11/07/07	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Child Care Plan Committee	TBD	TBD	Child Action, Inc., 9961 Horn Road, Sacramento
Business & PR Committee	11/21/07	2:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Executive Committee	11/21/07	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Policy Committee	01/03/08	12:00 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	01/09/08	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
3 <sup>rd</sup> Quarter Council Meeting	01/10/08	12:00 – 2:00 p.m.	SETA Headstart, 925 Del Paso Blvd, Suite 200, Sacramento
Child Care Plan Committee	TBD	TBD	Child Action, Inc., 9961 Horn Road, Sacramento
Business & PR Committee	01/23/08	2:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Executive Committee	01/23/08	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento

Dates, Times and Locations are subject to change. Visit [www.sac-lpc.org](http://www.sac-lpc.org) for up-to-date information.



Sacramento County Local Child Care & Development Planning Council  
 2007 – 2008 Event Calendar  
[www.sac-lpc.org](http://www.sac-lpc.org)

Meeting / Event	Date	Time	Location
Policy Committee	02/07/08	12:00 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	02/13/08	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Business & PR Committee	02/27/08	2:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Executive Committee	02/27/08	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Child Care Coalition Awards Dinner	02/29/08	6:30 p.m.	Sheraton Grand, 13th and J Street, Sacramento
Policy Committee	03/06/08	12:00 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	03/12/08	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Business & PR Committee	03/26/08	2:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Executive Committee	03/26/08	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Policy Committee	04/03/08	12:00 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	04/09/08	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
4 <sup>th</sup> Quarter Council Meeting	04/10/08	12:00 – 2:00 p.m.	SETA Headstart, 925 Del Paso Blvd, Suite 200, Sacramento
Business & PR Committee	04/23/08	2:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Executive Committee	04/23/08	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Policy Committee	05/01/08	12:00 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	05/14/08	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Business & PR Committee	05/28/08	2:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Executive Committee	05/28/08	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Policy Committee	06/05/08	12:00 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Quality/CARES Committee	06/11/08	9:00 a.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Business & PR Committee	06/25/08	2:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento
Executive Committee	06/25/08	3:30 p.m.	Child Action, Inc., 9961 Horn Road, Sacramento

Quarterly Council Meetings

Committee Meetings

Special Events/Forums

Holidays

**LOCAL PLANNING COUNCIL**  
**SUMMARY OF ACTIVITIES REPORT FORMAT**  
**Third Quarter Report: April 1, 2007 – June 30, 2007**

Agency Name: Child Action, Inc. for Sacramento County Office of Education County # 34  
Address : 9812 Old Winery Place Suite 1, Sacramento, CA 95827  
Contract No: CLPC-6033 Contract Amount: \$114,789.00

The following report format provides a description of the type of information that should be submitted to the CDE/CDD as part of your contract reporting requirements; please provide copies of any publications that have been printed using contract funds. **DO NOT SEND COPIES OF MINUTES, AGENDAS, PUBLICATIONS OR HANDOUTS DISTRIBUTED BY CDD.** The Summary of Activities (CD-6002) must be submitted together with Quarterly Expenditure Report (CD 6003) to the LPC Team on the dates specified in your contract. Please mail this form to: The LPC Team, 1430 N Street, Suite 3410, Sacramento, CA 95814.) This form may be submitted electronically to [lpfitt@cde.ca.gov](mailto:lpfitt@cde.ca.gov). Please contact a LPC Team member for additional information. (CD-6002 must not have more than 15 characters/spaces per inch. A standard 10 or 12 pitch typewriter font or a computer using a font such as Times New Roman 12 point are examples of acceptable sizes.)

**I. Major Activities and Accomplishments during the contract reporting period**

- **Child Care Plan:**
  - Presented final draft to Board of Supervisors, April 3, 2007. Accepted and approved by the Board.
  - Presented final draft to Superintendent and Board of Education, April 25, 2007. Accepted and approved.
  - Plan submitted to printer ( PDF version can be viewed at sac-lpc.org. A final document will be forwarded in July 2007)
  - Committees began work plan development based on new plan. Child Care Plan Committee leading development.
- **Business & PR Committee**
  - Continued work on five year timeline for child care plan development, to include outreach by the BPR committee to local businesses
  - Finalized media packet.
  - Developed outreach strategy to present at July 2007 LPC meeting.
- **Quality/CARES Committee**
  - Drafted concepts for AB212 Augmentation funds.
  - Reviewed CARES/AB212 stipend program appeals for 2006/07 year.
  - Addressed policy questions with the intent to clarify procedures and qualification criteria.
- **Policy Committee**
  - The committee proposed by-laws changes granting authority to the Executive Committee to act on behalf of the entire Council in matters of presenting policy recommendations to the appointing Boards, and changing attendance requirements to 75% of Council and 75% of committee meetings. To be voted upon at the July 2007 meeting.
  - Completed and sent a letter of support for SB680 to BOE and BOS.
  - Completed a letter supporting the planning of child care in the Sacramento Railyard Re-Development project. Sent to the City of Sacramento.
- **Council Annual Planning Retreat**
  - Committees successfully identified areas of focus for the new work plan, and set goals for continued development of individual committee work plans.
  - Council members reviewed successes of the past year and goals for the next year.
  - Council members identified areas of interest for presentations and educational opportunities, and ways they may contribute to the Council through participation and representation within the community.

- Staff made a presentation on the difference between advocacy versus advisory activities
- Staff also made a presentation on the legal responsibilities of Council members, including Ethics training and Conflict of Economic Interest filings.

## II. Problems and Proposed Resolutions to Local Planning Issues/Activities

- The Policy Committee continues to identify and develop focus. There is currently no chair. The Executive Committee believes a committee chair is necessary and the Council Chair will discuss this at the next LPC meeting. It is the hope a Council member will step up to chair the committee.
- The Council has consistently had empty positions, and at least one member who does not meet the minimum attendance requirements. The Executive Committee has made attendance a focus, as well as looking at opportunities to network and recruit within the community for new members.

## III. Dissemination Activities (include one copy of all materials disseminated during the reporting period as part of the contract activities)

- Child Care Plan. Printing not expected to be completed until July 2007. However, it is available in its final form on the LPC website at [www.sac-lpc.org](http://www.sac-lpc.org).
- Agendas and Minutes of the January, February and March LPC and committee meetings are available on the LPC website.

## IV. Other Related Activities (e.g., centralized eligibility list)

- Staff and Council members attended the annual Child Care Coalition awards dinner on April 20, 2007.
- Staff participated in Breastfeeding Coalition of Greater Sacramento's strategic planning sessions to provide input from child care perspective and identify areas of possible collaboration.
- Council members and staff participated in Child Care Coalition meeting May 23, 2007. Constructing Connections presented a new Resource Guide to assist child care providers in opening child care centers.
- Council members and staff participated in the County Superintendent's Preschool Expansion Committee Technical Assistance training on June 15, 2007.

## V. Activities Planned for the Next Reporting Period

- All Committees
  - Continued development of Child Care Plan work plans
- Rollout of AB 212 One Time Funding program
- Report out on 2006/07 CARES program to Council
- Implement outreach campaign to community
- Distribution of new Child Care Plan

## VI. Coordination/Collaboration Efforts (Children & Families Commission, CalSAFE, etc.)

- Continue collaborative efforts with the Sacramento First 5 Commission, its Advisory Committee and Task Forces.
- Continue working with SCOE as the regional administrator for the Preschool Curriculum Guidelines.
- Continue working on developing collaborative projects with other agencies in the county as part of the proposals to the Commission.
- Continue collaboration with the Sacramento County Regional Preschool Instructional Network (CPIN), school districts and child care community on school readiness.

- Work closely with the Quality Child Care Collaborative in continuation of projects implemented under the SB1703 Implementation Plan, and support continued funding for those projects.
- Continue to build the Sacramento Child Care Coalition through collaboration with SCOE, Sacramento First 5, Child Action, Inc. and the Constructing Connections grant.
- Continue participation in the County Superintendent's Preschool Expansion Committee.
- Continued support of and coordination with Child Action, Inc. job board announcements, workshop and training announcements, and providing services to the community.