

Sacramento County Local Child Care & Development Planning Council



Executive Committee Meeting Minutes

August 20, 2008 | 3:00 p.m.
9961 Horn Road, Sacramento, CA

Meeting Attendance

Members		Staff		Guests		
Tracy Tomasky	X	Linnea Hathaway	X	Marianne Knoy	X	Natalie Woods Andrews
Alix Hall	X	Betsy Uda	X			
Mary Breeding		Marta Suarez	X			
MB – Out of Town						

Issue	Discussion	Action
	The meeting was called to order at 3:12 p.m. by Vice Chair Alix Hall.	
Agenda Item II - Approval of Agenda and Minutes	<p>Members reviewed the July 23, 2008 Executive Committee meeting minutes, requesting the following changes:</p> <ul style="list-style-type: none"> Page 1: Council Meeting Review, third, fifth and sixth bullet points under "Next Steps Identified" – change SCOE to appointing bodies. Page 3: Fifth bullet point at top of page – change appointing boards to Council. Page 3: Committee Reports, Policy Committee – replace "Chair Marta Suarez and Council staff has discussed a shift in focus for the committee to..." to "Staff reported on behalf of Chair Marta Suarez a shift in focus for the committee will" The purpose of the change is to clarify that Chair Suarez was not at the July Executive Committee meeting and that staff reported out on committee activities on behalf of the chair at that meeting. The minutes were approved with the noted changes. The Vice Chair requested staff research Roberts Rules of Order to see if members may vote to approve minutes of meetings of which they did not attend. <p>Members voted to table until the September meeting the following agenda items:</p> <ul style="list-style-type: none"> III.b – Review draft work plan matrix and outline for meeting structure changes V. – Role of Committee Chair VI.b. – First 5 Strategic Plan VII – CDD Annual Report VIII – Preliminary October Council Meeting Agenda 	<p>M/S – Betsy Uda / Alix Hall Approved.</p> <p>M/S – Linnea Hathaway, Marta Suarez Approved.</p>
Agenda Item III – Old Business	<p>Members continued discussion from the July 2008 meeting determining attendance policy and procedures.</p> <p>Members clarified the following procedures:</p> <ol style="list-style-type: none"> Staff will be responsible for providing current attendance rosters to the Council Chair and Committee Chairs 	

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	<ol style="list-style-type: none"> 2. The Council Chair and Committee chairs will be responsible for initial contact with members who fall below the 75% attendance requirement <ol style="list-style-type: none"> a. The Council Chair will be the first point of contact with Council members who's attendance falls below 75% b. Committee Chairs will be the first point of contact with committee members who's attendance falls below 75% 3. If attendance remains a challenge with a member, the Council Chair / Committee chair will bring the issue before the Executive Committee for review, discussion and possible action 4. If deemed necessary, the Executive Committee will direct staff to draft a letter of concern to the member(s) with attendance issues for the Council Chair's signature <p>Members requested staff to develop a flow chart outlining the procedures noted above.</p>	
<p>Committee / Program Reports</p>	<p>Policy Committee: Committee Chair Marta Suarez reported a growth in committee membership. The committee discussed the development of letter templates for hot issues and developing procedures for sending hot issue letters. The committee is to develop a list of hot issues, link to the Child Care Plan and identify other agencies with interests in the issues. The County of Sacramento has requested advisory board input into its Legislative Platform. The turnaround time for response was short, and the Policy Committee did not have an opportunity to review and develop a response. Policy committee members discussed the focus of the committee, noting similarities with the Child Care Planning Committee. Chair Suarez brought forward the Policy Committee member's suggestion of a merger with the Child Care Planning Committee. Executive Committee members responded that while the two committees may be in transition and redefining their focus, both were distinctly different, and should remain separate.</p> <p>Business & PR: Committee Chair Linnea Hathaway reported the Constructing Connections Employer Toolkit is complete and suggested a presentation on the kit be added to the Council's October meeting agenda. Constructing Connections has reserved a booth at the Sacramento Area Human Resources Association conference, to promote the tool kit. Chair Hathaway reported the committee's discussion on how to connect with businesses in general, including ways for providers to become involved in local organizations that would connect them to the local business community. The committee also updated work plan responsibilities, noting many of the goals are being addressed through Constructing Connections.</p> <p>Quality/CARES: Chair Betsy Uda reported the committee's discussion on proposed changes to the Sacramento CARES program. The committee will continue discussion at the September meeting after reviewing additional materials that had been requested of staff. Proposed changes will be presented to</p>	

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	<p>the Executive Committee in September for consideration and to include on the Council's October agenda.</p> <p>Child Care Plan: Staff reported on behalf of Chair Mary Breeding. The committee discussed the process for the final review of the work plan, with an assignment for all members to conduct a close review for discrepancies, incompleteness, grammatical/typing errors, etc. All corrections are to be forwarded to staff for updating prior to the committee's September meeting. The committee is scheduled to bring the work plan before the Executive Committee in September for consideration and to place on the Council's October meeting agenda. Executive Committee members discussed the Child Care Planning Committee's focus once the work plan is complete. In addition to the side by side comparison of the Council's Child Care Plan to the Superintendent's Preschool Plan, the Child Care Planning Committee should also review and respond to strategic planning efforts by First Five, as well as review and respond to city and county planning processes.</p>	
<p>Agenda Item VI - Advocacy</p>	<p>Staff presented the County of Sacramento's request for input to the County's Legislative Platform. Staff presented a draft response to the County. Committee members requested more time to review materials. In order to meet the September 1, 2008 deadline for response to the County, Committee Members scheduled an emergency Executive Committee meeting for Wednesday, August 27 at 3:00 p.m. at the San Juan Unified School District Child Development offices at 5309 Kenneth Avenue, Carmichael, 95608. Staff will email materials to Committee Members for review.</p>	
<p>Next Meeting / Adjournment</p>	<ul style="list-style-type: none"> • Emergency meeting, August 27, 2008 at 3:00 p.m. San Juan Unified School District Child Development offices at 5309 Kenneth Avenue, Carmichael, 95608. • Next regularly scheduled meeting is Wednesday, September 17, 2008, at 3:00 p.m. at the Child Action, Inc. offices, 9961 Horn Road. • The meeting adjourned at 4:40 p.m. 	