

Sacramento County Local Child Care & Development Planning Council



Executive Committee Meeting Minutes

July 23, 2008 | 3:30 p.m.
9961 Horn Road, Sacramento, CA

Meeting Attendance

Members			Staff			Guests		
Tracy Tomasky	X	Linnea Hathaway	E	Marianne Knoy	X	Natalie Woods Andrews		
Alix Hall	X	Betsy Uda	X	Donna Sneeringer	X			
Mary Breeding	E	Marta Suarez	E					
LH – Family Emergency; MB – Work Related; MS– Work Related								

Issue	Discussion	Action
Welcome & Introductions	The meeting was called to order at 3:30 p.m.	
Council Meeting Review	<p>Council Chair, Tracy Tomasky, requested a report out on the Council meeting held on July 10. Members expressed they felt the Council meeting went well, and that it included a productive discussion on roles and boundaries for Council Members and the appointing Boards and their staff designees.</p> <p>Executive Committee members asked if the intent was for an on-going discussion with the Boards to address issues as they arise. Chair Tomasky noted it was, and in turn, Committee Chairs would be the liaisons for addressing issues between their committees and the Executive Committee. The Executive Committee will serve as the liaison for addressing issues between the Council/Executive Committee/Committees and the Boards.</p> <p>Chair Tomasky suggested that any community/policy issue, for which a member would like the Council to address/advocate, needs to be tied to the approved Child Care Plan. If the issue can not be served through the Plan, then the Council may not be able to make a formal recommendation or advocate for the issues. However, members may work to find another outlet to address the issue, if not on behalf of the Council, as individual community members.</p> <p>Next steps identified:</p> <ul style="list-style-type: none"> • Clarifying the Policy Committee Role • Setting a path for the Council • Creating a feedback loop between Executive Committee / Committees / Appointing Boards / Child Action, Inc. / Council Meetings • Reviewing meeting structure • Continuing an on-going discussion with Appointing Boards • Establishing and maintaining open flowing communication between Child Action, Inc./ Appointing Board / Council, making certain to clarify 	

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perspective when contributing to the conversation.
(i.e. Legal Entity / County Office of Education / Sub-Contractor / Council Member / Provider / etc.)

Staff addressed meeting structure concerns by recommending the following:

- Approval of minutes at each meeting. This will provide members background and guidance on committee activities and actions.
- Approving the Council meeting agenda at the start of the meeting. This would provide opportunity to add emergent issues not on the posted agenda. In accordance with Brown Act requirements, members would not be able to take action on items added to the agenda unless these items met the specific criteria outlined in the Brown Act.
- Develop a "Consent Items" section for the agenda. This section would include items requiring action that could be approved with group consent. Members would have the opportunity to request items to be removed from the consent list for further discussion.
- A matrix summarizing work plan activity.

Committee members reviewed attendance regulations as outlined in Articles VI and XIII of the Council by-laws. Prior to the discussion on attendance regulations, members were advised the Executive Committee may want to plan to review and update the Council by-laws over the course of the next year.

Committee members then reviewed the updated attendance tracking tool. No changes were made.

Members asked for clarification of the next agenda item "Discuss leave policy – does one need to be developed and added." Staff reported that the Council may want to consider a leave policy, similar to those in a work environment and established by other advisory bodies. Leave of absences may include long term illness, family leave, etc. While the current attendance policy allows for excused absences for family leave, illness and work related issues, it does not address a lengthy absence from Council activities. A leave policy would also protect the quorum requirements for Council actionable items. Committee members asked staff to gather examples of leave policies for review at the next committee meeting.

Members then discussed the process and timeline for notifying members of attendance issues. The following steps were determined:

- Staff will distribute attendance tracking reports monthly to the Chair, Vice-Chair and Committee

Staff will develop a draft matrix and outline for the recommended meeting structure adjustments and bring to the August Executive Committee Meeting.

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Committee Reports

Chairs.

- Committee Chairs will be the first contact with a committee member who indicates attendance challenges.
- Once a Council Member's attendance drops below 75% for either Committee or Council attendance, the matter will go before the Executive Committee for review.
- Members notify the LPC Coordinator if they are unable to attend a meeting
- The LPC Coordinator records if an absence is excused or unexcused
- The LPC will notify the appointing boards about attendance issues if there is cause for concern to do so.
- The appointing boards will be notified of vacancies.

Chair Tomasky requested Committee Chairs who are not able to attend the Executive Committee meeting, to provide a written summary of their Committee's activities to be reported out and entered into the record.

Policy Committee: Staff reported on behalf of Chair Marta a shift in focus for the committee will be presented at the committee's August 2008 meeting. The committee will focus less on legislative issues, and more on internal Council policy and creating letter templates to utilize in advocacy efforts with the Boards.

Business & PR Committee: Council Vice-Chair Alix Hall reported an update on Constructing Connections projects.

- The sustainability plan is currently under review by the programs funder, the Low Income Investment Fund (LIIF).
- The project has developed an Employer Toolkit to assist employers in identifying work / life balance issues of employees relating to child care, and what employers may do to assist their employees.
- Jigna Shah, Constructing Connections Coordinator, has been invited to attend the regional fire marshal's association meeting in August to make a presentation on the project and efforts to facilitate a streamlined process between fire departments and business owners seeking to open a child care center.
- The next Child Care Coalition meeting is scheduled for Wednesday, July 20, 2008 from 8:30 – 1:30 at the offices of First 5 Sacramento.

Quality/CARES: Nothing to report since July Council meeting.

Child Care Plan: The Committee will meet in August to review the final work plan and begin comparison to the

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<p>2008/09 Meeting Schedule</p>	<p>Superintendent's Preschool Plan.</p> <p>Staff reported Council members voted to continue holding Council meetings on the second Thursday of the first month of each quarter from 12:00 p.m. – 2:00 p.m. at SETA Head Start, 925 Del Paso Boulevard, Suite 200, Sacramento.</p> <p>Staff requested a reconsideration of the schedule for Executive Committee meetings in order to have optimal time for preparation and distribution of the Council's Quarterly Meeting packets. Council Chair, Tracy Tomasky will contact all members of the Executive Committee to suggest alternate meeting options.</p> <p>As the Business & PR Committee typically meets immediately prior to the Executive Committee meeting, Council Vice-Chair Alix Hall will contact members of that committee and its chair, Linnea Hathaway, to suggest alternate meeting options as well.</p> <p>Both Chair Tomasky and Vice-Chair Hall will then apprise Marianne Knoy, LPC Coordinator of their determinations by the end of the month.</p> <p>Quality/CARES Committee Chair, Betsy Uda, confirmed the Quality/CARES Committee has changed its meeting day and time to the second Monday of the month, from 1:30-2:30 to be held at Child Action, Inc., 9961 Horn Road.</p> <p>Policy Committee Chair Marta Suarez has scheduled the first Policy Committee meeting for the fiscal year on August 13, 2008, from 9:00 a.m. – 10:00 a.m. The committee will determine at that time its schedule for the remainder of the fiscal year.</p>	
<p>Other Business/ Next Meeting</p>	<p>The next meeting day and time is to be determined. The meeting adjourned at 4:30 p.m.</p>	