

Sacramento County Local Child Care & Development Planning Council



General Meeting Minutes

September 10, 2009 | 12:00 – 2:00 p.m.
SETA, 925 Del Paso Blvd., Sacramento, CA

Meeting Attendance

Council Members		Staff / Board Designees		Guests	
Mary Breeding	X	Kayla Olvera	X	Marianne Knoy	X
Sara Fung	X	Theresa Roberts	X	Donna Sneeringer	
Alix Hall	X	Caroline Stromberg	X	Natalie Woods Andrews	X
Anne Kress	X	Marta Suarez	X	Linnea Hathaway	X
Allyson Kurtz	X	Erica Taylor	X		
Mike Kurtz	X	Kathleen Tibbals	X		
Tracee Lewis		Tracy Tomasky	X		
Laura Lystrup	X	Elizabeth Uda	X		
Nadine Newman	X				

Issue	Discussion	Action
Agenda Item I - Call to Order	Chair Tracy Tomasky called the meeting to order at 12:10 p.m.	
Welcome & Introductions	Members and guests were welcomed and asked to introduce themselves.	
Approval of Minutes	The minutes of the April 9, 2009 Council meeting were approved.	M/S – Alix Hall / Elizabeth Uda Approved
Approval of Agenda	The agenda for the September 10, 2009 Council meeting was approved.	M/S – Sara Fung /Alix Hall Approved
Agenda Item II - Public Comment	There was no public comment at this time.	
Agenda Item III - 209 CARES Program Survey Report	<p>Marianne Knoy, Workforce Development Supervisor, Child Action, Inc., presented summary findings of a Child Action, Inc. survey conducted between May 30 and June 15, 2009 of Sacramento CARES program participants. The purpose of the survey was to identify:</p> <ul style="list-style-type: none"> • Longevity of participants • Effects of the CARES program on professional development • Effects of the CARES program on program quality • Challenges and barriers to participation in the CARES program <p>Of an estimated 1200 potential respondents, 460 past and current CARES program participants responded to the survey. Of those 323 received stipends for the 2008 CARES program year. The CARES Survey summary report focused on those</p>	

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	<p>who participated in the 2008 program year (FY08/09).</p> <p>The CARES Survey report and accompanying Power Point are attached for reference.</p> <p>Members were pleased with the survey and the results demonstrating the positive impact of the Sacramento CARES program on the early care and education workforce in Sacramento County. Members who have staff that participate in CARES shared how the program has motivated their staff to pursue professional development as well as bring skills and knowledge to the classroom and program that facilitates quality child care.</p>	
<p>Agenda Item IV – By-Laws Revision</p>	<p>As stipulated in Council By-Laws Article XV - Amendment of By-Laws: <i>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.</i> The proposed revisions were submitted in writing to members at the April 2009 Council meeting, subsequently presenting the opportunity for members to vote upon approval of the amendment at the September 2009 meeting.</p> <p>Members approved a revision to Council By-Laws, Article XII, pertaining to scheduling of Council and Committee meeting. Approved language now reads:</p> <p><i>Regular Council meetings shall be scheduled throughout the fiscal year commencing each July. A minimum of four Council meetings will be held annually. Committees shall meet a minimum of four times annually. Special meetings may be called by the Council Chair if needed. Meeting dates shall be set at the annual organizational meeting of each year.</i></p>	<p>M/S – Elizabeth Uda / Michael Kurtz Approved</p>
<p>Agenda Item V – Self Evaluation and Annual Report</p>	<p>The Council and Council contractor are required to complete a self-evaluation and report on the self-evaluation process and submit to the California Department of Education, Child Development Division (CDD) annually by November 15 each year.</p> <p>Staff provided members a grid detailing the Council's activities and reports which detailed the Council's compliance with each self-evaluation items and guided them through the review process.</p> <p>Members approved the content and the evaluation. The evaluation and report will be submitted to the Sacramento County Superintendent of Education's office for filing with CDD.</p>	<p>M/S – Alix Hall / Laura Lystrup Approved</p>

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	The Annual Report provides for detailing the steps involved with the self-evaluation process and identifying those involved in the evaluation and annual report process.	
Agenda Item VI - Council Funding Priorities	Members were presented the proposed funding priorities to submit to CDD. Members requested zip codes 95811 and 95814 be moved to Priority 1 for the General Child Care – CCTR list to accommodate the high volume of child care in those zip codes. Both zip codes are part of the City and County of Sacramento's business and government sector and have a high employee count and demonstrated need for child care programs. Members approved the priorities to move forward for public input with these changes. The Executive Committee will determine the date time for public comment on the proposed priorities.	M/S – Caroline Stromberg / Alix Hall Approved
Agenda Item VII – California Department of Education, Child Development Division, Management Bulletin 09-07	Members received an overview of CDD's management bulletin designating LPC's to coordinate paperwork for the transfer of funds between state funded programs. More information will be provided to the Council following the October LPC/CDD meeting at which time staff is expected to receive further instructions and sample forms for implementing the program.	
Agenda Item VII - Committee Reports	<ul style="list-style-type: none"> a. <u>Policy Committee Update – Marta Suarez</u> The committee completed a final review of the policies and procedures manual and will forward it to the Executive Committee for review. The committee prioritized work plan projects and will again track bills once the legislature is back in session. b. <u>Business & PR Committee Update – Erica Taylor</u> The committee is ready to begin work on a second information article and would like to collaborate with other committees to identify a topic. The committee continues to work on a media list and to identify c. <u>Quality/CARES Committee Update – Elizabeth Uda</u> The committee finalized their annual work plan and identified community projects and programs to invite to committee meetings to present on their specific projects/programs. 	No Action Required.
Agenda Item XI - Adjournment	The Council is scheduled to meet next on November 12, 2009.	