

Sacramento County Local Child Care & Development Planning Council



Executive Committee Meeting Minutes

September 16, 2009 | 3:00 p.m.
9961 Horn Road, Sacramento, CA

Meeting Attendance

Members		Staff / Agency		Guests	
Tracy Tomasky	X	Erica Taylor	X	Marianne Knoy	X
Alix Hall	X	Betsy Uda		Donna Sneeringer	X
		Marta Suarez	X		
BU – personal					

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Issue	Discussion	Action
Agenda Item I – Call to Order	The meeting was called to order at 3:05 p.m. by Chair Tracy Tomasky.	
Agenda Item II - Approval of Agenda and Minutes	The minutes for the 06/17/09 and 08/19/09 meetings were approved.	Approved M/S – Alix Hall / Marta Suarez
Agenda Item III – Committee Reports	<p>Policy Committee: Committee Chair Marta Suarez did not have a report.</p> <p>Business & PR: Committee Chair Erica Taylor announced the committee had finished prioritizing their work plan. Members discussed a broader theme topic for the next information article, focusing on how children learn and what activities parents can do as well as to foster social, emotional, cognitive and physical skills and development in their children. Members also see the article as an opportunity to promote ½ day preschool programs. Members also discussed including resources for social activities for both the parents and children. Chair Taylor will develop a draft article for review at the October committee meeting. The committee also discussed sources for release of the information articles including imbedded links in social medial outlets, blogging and posting on the Council website.</p> <p>Quality/CARES: Staff reported on behalf of Committee Chair Betsy Uda. The committee discussed the implications of closed enrollment for the Spring semester at CSUS and challenges that may pose to the CARES program.</p>	
Agenda Item IV – Priorities Public Forum	A forum to accept public comment on the proposed funding priorities is required by state education code. The Executive Committee discussed options and accepted staff’s recommendation to hold the forum at the beginning of the November Council meeting. A number of Councils within the state follow this process with success. Staff will follow through with public notification and posting the proposed priorities on the Council website for download.	
Agenda Item V – Process for Reporting to Appointing Bodies	<p>Staff informed committee members on the results of research into methods for the Council to report to the Board of Supervisors and the County Superintendent of Schools/Board of Education.</p> <p>Board of Supervisors, options for reporting:</p> <ul style="list-style-type: none"> • Coordinate with Department of Human Assistance for a 	

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	<p>presentation before the Board at a regularly scheduled Board meeting</p> <ul style="list-style-type: none"> • Periodic meetings with Board of Supervisors' Chiefs of Staff (40 minute sessions) <ul style="list-style-type: none"> ○ Update on Council Activities ○ Relay concerns and advise on policy and community issues ○ Direct connection to the Supervisors through their own staff ○ Corresponds to practice of BOS's other advisory bodies <p>Members concurred the first option would best be used for presentation of the strategic plan and/or other issues that may require a more public approach for presenting. The second option would provide greater opportunity to connect and establish dialogue with the Board of Supervisors. In preparation for the Committee's action, staff had already requested dates of availability for the Chiefs to meet with the Executive Committee. Members agreed upon Thursday, November 5, 2009 at 3:20 pm. Those attending will be Tracy Tomasky, Alix Hall, Erica Taylor and Marianne Knoy. Staff will confirm the date and time with BOS Chair Susan Peter's office.</p> <p>County Superintendent of Education / Board of Education: As a representative of the County Superintendent attending Council meetings and Executive Committee meetings, currently Linnea Hathaway serves as the Council's liaison for sharing concerns and forwarding advice on policies and community issues.</p>	
<p>Agenda Item VI – 2009/10 Budget Review</p>	<p>Members reviewed the draft budget prepared by Child Action, Inc. (sub-contractor) and submitted to the Sacramento County Office of Education (contractor). Staff relayed the typical expenses associated with each budget line item. An estimated \$1300 has been budgeted for donations. Members of the Executive Committee are to ask their committees for donation suggestions and bring to the October Executive committee meeting for discussion and determination.</p>	
<p>Agenda Item VII – Management Bulletin 09-07</p>	<p>Members initial concern regarding MB 09-07 regarded conflict of interest, and all concurred no Council member should be part of the review process. Members questioned why this task was being assigned to LPC's when contractors already have the ability to contact their state consultant at any time and arrange for fund transfers. Members requested the following before moving forward:</p> <ul style="list-style-type: none"> • Example policies and procedures from other counties • Example forms (currently still under revision by CDD) • Report out on the CDD presentation to the California Child Care Coordinator's Association meeting in October • Feedback and input from contractors <p>Members noted they will be deliberate and thoughtful in developing policies and procedures for Sacramento county.</p>	
<p>Agenda Item VIII – November Council Meeting</p>	<p>Members drafted agenda items for the November Council meeting:</p> <ul style="list-style-type: none"> • Welcome and Introductions • Roll Call 	

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	<ul style="list-style-type: none"> • Committee Reports • CARES annual report / update / survey results • Public Forum 	
<p>Agenda Item VII – Other Business / Adjournment</p>	<p>Council Chair Tracy Tomasky presented for discussion the concept of developing guidelines for conducting meetings. The concept is to create a tool for committee chairs and committee members, as well as staff, to remain focused on the agenda and tasks as laid out in the work plan, as well as to respect each member’s contributions to the process. Members will discuss with their committees at the October meetings.</p> <p>The next Executive Committee meeting is scheduled for Wednesday, October 23 at 3:00 p.m. at the Child Action, Inc. offices, 9961 Horn Road.</p> <p>The meeting adjourned at 4:25 p.m.</p>	