

# Sacramento County Local Child Care & Development Planning Council



Executive Committee Meeting Minutes

August 19, 2009 | 3:00 p.m.  
9961 Horn Road, Sacramento, CA

## Meeting Attendance

Members			Staff / Agency			Guests
Tracy Tomasky	X	Erica Taylor		Marianne Knoy	X	
Alix Hall	X	Betsy Uda		Donna Sneeringer	X	
		Marta Suarez	X			
ET- III; BU – work related						

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Issue	Discussion	Action
Agenda Item I – Call to Order	The meeting was called to order at 3:00 p.m. by Chair Tracy Tomasky.	
Agenda Item II - Approval of Agenda and Minutes	The minutes for the 06/17/09 meeting were not approved. Staff was asked to review and verify content. The agenda for the 08/19/09 meeting was approved.	<b>Approved</b> <b>M/S</b> – Alix Hall / Marta Suarez
Agenda Item III – Committee Reports	<p><b>Policy Committee:</b> Chair Marta Suarez did not have a report.</p> <p><b>Business &amp; PR:</b> Council Vice Chair Alix Hall announced there was no regular Business &amp; PR Committee report to share; however, she did summarize the Constructing Connections updates provided to the committee. In June 2009 the Constructing Connections project in coordination with Child Action, Inc., co-hosted a Small Business Development Center (SBDC) Business Plan Writing workshop for child care providers. The workshop was well attended. Discussions are currently being held with the SBDC to develop a marketing workshop that would address curb appeal, branding, professionalism, viability, advertising and how to market the business and self. Tentative plans are to host the marketing workshop in Fall 2009. An additional business plan writing workshop will be scheduled either Fall 2009 or Spring 2010. The Financial Summit which was previously presented to the committee has been pushed to Spring 2010. The project is considering holding a second Planner’s Guide Workshop for city and county planners with the intent to reach those planners unable to attend the first workshop. The Low Income Investment Fund (LIIF) would conduct this workshop.</p> <p><b>Quality/CARES:</b> Staff reported on behalf of Committee Chair Betsy Uda. The committee reviewed it’s work plan and discussed.</p>	
Agenda Item IV – Annual Report	Members reviewed the Self Evaluation and Annual Report due to CDD in November. Seeing no discrepancies, the committee agreed to move forward to the Council meeting in September.	
Agenda Item V – Staff Report	<p>Staff updated members on the following.</p> <ul style="list-style-type: none"> <li>Management Bulletin 09-07: Addresses establishing LPC’s as intermediaries to facilitate the transfer of state contract funds between under/over earning contracts. This MB is the result of a proposal submitted by CDD on methods to address under-</li> </ul>	

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	<p>earning contracts that was accepted by the Legislature and codified in Ed Code 8275.5.</p> <ul style="list-style-type: none"><li>○ Staff recommended adding as an informational item to the Council's September meeting agenda as an FYI, noting there is ample time for planning and rollout of the process. Information and materials from other counties currently piloting this process has been requested to help guide the development of the process in Sacramento County.</li><li>○ Staff suggested the Council may consider establishing an advisory committee comprised of <b>contract stakeholders</b> who are not Council members. Members agreed, but all conceded that regardless of who served on the committee; there is significant potential for conflict of interest.</li><li>○ Members were agreeable to taking a thoughtful methodical approach to the development of policies, procedures and an advisory council.</li></ul> <ul style="list-style-type: none"><li>• First 5 Sacramento Commission Update: Staff provided members a copy of the First 5 Sacramento Commission strategic plan and its incorporation of Constructing Connections and continued support of CARES.</li><li>• Members discussed the transfer of management of Stage 1 APP from Child Action, Inc. to the Department of Human Assistance, referencing a letter from Donna Sneeringer, Public Affairs Manager, Child Action, Inc. announcing the change.<ul style="list-style-type: none"><li>○ Child Action, Inc. is funded to provide some case management; however, Stage 1 enrollment and payment is now the purview of DHA.</li><li>○ Members expressed concern regarding a smooth transition, noting that the families served by Stage 1 are the most vulnerable and any delay in payment to their providers, or in enrolling the family into Stage 1 could create hardship on the families.</li><li>○ Members and Child Action, Inc. staff reported knowledge of child care providers who are refusing and/or dis-enrolling Stage 1 families rather than accept payments from DHA, based upon the provider's past experience in non-payment by DHA.</li><li>○ Child Action, Inc. is working diligently to transfer any Stage 1 family who is eligible into Stage 2.</li><li>○ County staff are not trained in how to serve providers and families in Stage 1 resulting in delays of transfer of necessary information for child care programs to enroll families, families being misinformed or referred to Child Action, Inc. for services the County no longer contracts for CAI to provide.</li><li>○ Child Action, Inc. is tracking complaints from families and providers on the challenges they are encountering during this process.</li><li>○ Members noted they wanted to be kept apprised on the status of the process; and to discuss how the Council may be able to address and impact further discussion and action on this issue.</li></ul></li><li>• Latch-key program elimination: Members discussed the</li></ul>	
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	<p>impact of the state budget's elimination of the School Age Community Child Care Services (Latchkey) program funding.</p> <ul style="list-style-type: none"> <li>○ The intent was for families using these services to transfer to Bridges programs. However, Bridges does not serve children in kindergarten, many have no spaces available, and the programs are not open on non-school days which has proved a challenge and disruption for many parents.</li> <li>○ Child Action, Inc.'s referral staff has been working with parents by placing them on the Centralized Eligibility List, denoting they were a Latchkey program participant, thus facilitating transfer into a general child care program that offers before and after school care.</li> <li>○ Three state contractors are affected by the elimination of this program:             <ul style="list-style-type: none"> <li>▪ Beanstalk</li> <li>▪ San Juan Unified School District</li> <li>▪ City of Sacramento</li> </ul> </li> <li>• Presentation topics and speakers: Members concurred to send the presentation schedule back to the Business &amp; PR Committee for review and updating.</li> </ul>	
<p>Agenda Item VI – September Council Meeting Agenda</p>	<p>Members finalized agenda items for the September Council meeting:</p> <ul style="list-style-type: none"> <li>● Welcome and Introductions</li> <li>● Roll Call</li> <li>● Committee Reports</li> <li>● CARES annual report / update / survey results</li> <li>● By-Laws Revision - vote</li> <li>● Letter of Support for SETA</li> <li>● Annual Report – vote</li> <li>● Priorities – vote</li> <li>● MB 09-07 Voluntary Transfer of Funds</li> </ul>	
<p>Agenda Item VII – Other Business / Adjournment</p>	<p>Council Chair Tracy Tomasky noted the discussion at the Council retreat to conduct fall talks/presentations with the appointing bodies. Staff was directed to determine the process to best approach the Board of Supervisors and County Superintendent of Education and schedule presentations for December.</p> <p>The next Executive Committee meeting is scheduled for Wednesday, September 16 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>	