



*"Promoting Excellence in Child Care"*

**SACRAMENTO COUNTY  
CHILD CARE & DEVELOPMENT PLANNING COUNCIL  
EXECUTIVE COMMITTEE MEETING**

3:00 p.m., Wednesday, December 15, 2011  
Child Action, Inc., 9800 Old Winery Place, Sacramento, CA 95827

**MINUTES**

**Attendees:** C. Miller, A. Hall, M. Kurtz, T. Lewis,  
**Staff:** J. White, Linnea Hathaway

TOPIC	DISCUSSION	ACTION/NEXT STEPS
<b>Call to Order – Chair</b>	A. Hall called the meeting to order at 3:05 pm	
<b>Welcome and Review of Agenda</b>		
<b>Update on LPC Coordinator Resignation and Hiring</b>	A. Hall and J. White reviewed the hiring process and described the candidates. Resumes have been checked and a selection made. The candidate will be notified next week with a start date of January 5, 2012.	
<b>Update on Plan Timeline</b>	J. White reviewed the timeline with the committee members. Members reviewed decisions that the Ad Hoc Plan Committee was authorized to edit and develop the final edition of the plan once the committees submitted their final drafts. There was discussion about the how and when the plan would be ready for public viewing and what form the final approved draft for the public would take.	The following changes were made to the Plan Development Timeline: 1. The final draft of the plan will be posted on the LPC website with the 1/19/12 LPC meeting agenda by 1/16/12. 2. The public hearing will be announced with the agenda for the 2/9/12 meeting and posted on the LPC website 72 hours prior to the meeting. 3. The public hearing will consist of a presentation and power point detailing the



“Promoting Excellence in Child Care”

		<p>plan on 2/9/12.</p> <p>4. The Ad Hoc Plan Committee will meet on 2/14/12 to review public testimony and make additions to the plan if necessary.</p> <p>5. The Executive Committee will meet on 2/15/12 to approve the final plan.</p> <p>6. The Final Proof of the Web and print version will be completed by 3/15/12.</p> <p><i>Motion carried.</i></p> <p>J. White will send out a revised timeline.</p> <p>C. Miller will verify the format and timeline for submittal to the Board of Supervisors.</p>
<p><b>Funding Priorities Process</b> --Action Item #1</p>	<p>The committee discussed the Data Committee’s recommendation to use Option 2 in the Management Bulletin 09-05, which would use CEL data instead of census and CDE enrollment data. Concerns were raised about the accuracy of the CCEL data, and the consistency of methodology. Options could also include using priorities approved in May 2011. It was suggested we use CEL data from June 30, 2011 prior to the elimination of the CEL</p>	<p>Motion by A. Hall, 2<sup>nd</sup> by C. Miller to determine the priorities for the 2012-2017 plan using Option 2 in the CDE methodology, using CEL data from July 1, 2011. <i>Motion carried.</i></p> <p>Motion by M. Breeding, 2<sup>nd</sup> by M. Kurtz to use May 2011 priorities if CEL data from July 1, 2011 is not available. <i>Motion carried.</i></p>
<p><b>Review of Self Assessment Report</b> --Action Item #2</p>	<p>Committee reviewed the Self Assessment Report due to CDD on November 15, 2011.</p>	<p>Motion by C. Miller, 2<sup>nd</sup> by A. Hall to approve submittal of report to CDE. <i>Motion carried</i></p>
<p><b>Additional Business</b></p>		
<p><b>Adjournment</b></p>	<p>Committee adjourned at 4:40 pm</p>	

\*Estimated time for item. Actual time per item may be less or more than allotted time.



*"Promoting Excellence in Child Care"*

Please RSVP to Jaci White at (916) 369-4461 or [Jaci@childaction.org](mailto:Jaci@childaction.org) if you can or cannot attend this meeting.



*"Promoting Excellence in Child Care"*

### **Action Item #1: Funding Priorities Process**

The Local Planning Council is charged with submitting annual funding priorities to the CDE each year on or before May 30. Management Bulletin 09-05 describes the process to be used to determine the priority for funding. The Local Child Care and Development Council adopted a methodology, selecting Option 1, which used census data and CDE enrollment data to determine unmet need.

The funding priorities were included in the 2007/12 Local Child Care Plan as Appendices.

Option 1: The required census data at the zip code level is not available for the 2010 Census.

Option 2: CEL data is current and available.

Discussion:

Does the Council want to include the priorities in the Five Year Plan as they did in 2007?

Does the Council want to select Option 2, using CEL data for 2012?

Attached:

Instructions from Management Bulletin 09-05 for determination of local funding priorities.

Action:



*“Promoting Excellence in Child Care”*

**Action Item #2: Review of Self Assessment Report**

Each year the Local Planning Council must conduct a self review and submit the approved and signed review to the CDE by November 15.

This self review includes verification that the Council is in compliance with the requirements of the California Education Code that govern the local planning councils.

The Executive Committee can review and approve the submittal of this report on behalf of the Council.

The Self Review is attached.

Action: