



Member Handbook

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2021-2022 Member Handbook

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Tab 5 may be used to compile work collected and created during meetings.*

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Child Care and Development Planning Council

COUNCIL OVERVIEW

San Diego County

HISTORY AND BACKGROUND:

Local Planning Councils are grounded in the federal government, the government of the State of California, and in local government, under the joint authority of the County Board of Supervisors and the County Superintendent of Schools.

In October 1991, the United States Congress established a federal Child Care and Development Block Grant (CCDBG), through which each state was allocated funds to assist low-income families in obtaining child care and development services.

Subsequently, California developed a State Plan – a requirement of all states under the CCDBG – which specified that local communities should have a voice in the appropriation and allocation of CCDBG funds. In the same year, Assembly Bill (AB) 1241, authored by Assemblywoman Jackie Speier, was passed. That bill requested that each county in California establish a Local Child Care and Development Planning Council to identify priorities for the allocation of CCDBG funds, based on the needs of families.

ADDITIONAL CALIFORNIA LAW:

In 1997, Assembly Bill 1542 was passed, which established the state’s welfare reform system, CalWORKs. CalWORKs stands for California Work Opportunity and Responsibility to Kids. AB 1542 revised the membership and responsibilities of LPCs and established the County Superintendent of Schools and the County Board of Supervisors as the appointing and governing bodies of the Councils.

Each of the 58 counties in California has a local child care and development planning council. While most councils are housed in county offices of education, some are within county government and others are administered by non-profit agencies.

WELFARE AND INSTITUTIONS CODE

LPC Mandates are under the Welfare and Institutions Code (WIC) Division 9: Public Social Services [10000 - 18999.82], Part 1.8 Child Care and Development Services Act [10207 – 10490], Chapter 31. Local Planning Councils [10480 – 10487],

1. Article 1. Definitions, 10480
 2. Article 2. Membership and Funding Local Child Care Development Planning, 10485-10487
-

WIC MANDATES:

Article 2 of Chapter 31 lays out the purpose, membership, and responsibilities of LPCs. “It is the intent of the Legislature that local child care and development planning councils shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities.”

That responsibility alone underscores the important role that LPCs play in each community, by bringing together all stakeholders to develop a plan to meet the needs of all children in each county.

MEMBERSHIP COMPOSITION:

The membership of the LPCs also is mandated by Article 2 of Chapter 31 of the CA WIC:

- Twenty percent of the membership shall be consumers; “consumer” is defined as “a parent or person who receives, or has received within the past 36 months, child care services.
 - Twenty percent of the membership shall be child care providers; a provider means a person who provides child care services or represents persons who provide child care services; provider members should be reflective of the range of child care providers in the county.
 - Twenty percent of the membership shall be public agency representatives, who are from a city, county, city and county, or local educational agency (school district, direct- funded charter school, or county office of education).
 - Twenty percent of the membership shall be community representatives, who shall not be child care providers or agencies that contract with the department to provide child care and development services.
 - The remaining 20 percent shall be appointed at the discretion of the appointing bodies.
-

UNIQUENESS OF MEMBERSHIP & GOVERNANCE:

The membership composition of the local planning councils is intentionally broad-based and diverse, so that a wide representation of stakeholders can provide expertise and knowledge, to result in the best outcomes for children and families. LPC meetings intentionally provide a forum where all voices can be heard. The composition is also unique in that it focuses on children through the age of twelve, not just on the first five years of life. The members are appointed equally by the Board of Supervisors and the Superintendent of Schools.

RESPONSIBILITIES OF THE LPCS:

CA WIC Chapter 31 states that, along with providing a forum for the identification of local priorities, local planning councils shall do the following:

- The local planning council shall elect a chair and select a staff
- Each local planning council shall develop and implement a training plan to provide increased efficiency, productivity, and facilitation of local planning council meetings.
- Whereas the original legislation most likely referred to the initial establishment of the councils, it is a good practice to develop an annual training plan for your LPC to ensure the members are kept current on the many initiatives and issues that arise on an ongoing basis.

CA WIC Chapter 31 lays out other requirements of the LPCs:

- The submission of local priorities to the state that reflect all child care needs of the county
 - The development of local priorities requires public input and approval of the two governing bodies
-

ADDITIONAL MANDATES OF THE LPCS:

CA WIC Chapter 31 continues to define the LPCs' mandates:

- Local planning councils must assess child care needs in the county no less frequently than once every five years. Please note that there are specific data collection requirements for the needs assessment that are spelled out by the state code.
- Prepare a comprehensive countywide child care plan to mobilize public and private resources to address identified needs. There are few specifics on developing a countywide child plan in the state code.
- Collaborate with an array of identified stakeholders, including county agencies and other organizations, to foster partnerships designed to meet local child care needs. In addition to the broad membership representation mandated for the local planning councils, we are also mandated to create partnerships with other organizations that serve, or have a stake in serving, the children and families in our communities. This charge is another element that makes local planning councils unique in our counties.

Following is a link to the Welfare and Institutions Code, Chapter 31:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=WIC&division=9.&title=&part=1.8.&chapter=31.&article=2.

SUMMARY OF MANDATES:

The Local Planning Council:

- Collaborates with community organizations and government agencies to provide families with the best possible child care options
 - Promotes services by providing information to families on access to quality child care and development services
 - Assess the overall county needs for child care by completing a needs assessment at least every five years
 - Prepare a Countywide Child Care Plan to mobilize public and private resources
 - Develop local priorities for allocation of state and federal child care funds
-

DEVELOPMENT OF BYLAWS:

According to Black's Law Dictionary, bylaws are rules and regulations adopted by an organization to govern all its ongoing activities. For LPCs, bylaws are based on the authority of the California Education Code, as well as the county Board of Supervisors and Superintendent of Schools.

Bylaws, including amendments to them, require approval of the two governing authorities. Here is a link to more general information on bylaws: <https://thelawdictionary.org/bylaws/>

CONTENT OF COUNCIL BYLAWS:

The contents of the councils' bylaws are not mandated by the state, but typically may include the following:

- The official name of the organization. Whereas there is a generic name for local child care and development planning councils, many around the state have adopted individual names. Some examples are: Early Care and Education Planning Council, Early Childhood Council, Child Care Planning Committee, and Child Care Consortium.
- The duties and functions of the LPC.
- Membership composition, meeting attendance requirements, and terms of membership.
- Duties, elections and terms of officers; officers include a Chair, Chair-elect, Secretary, Treasurer, etc.
- Council committees and their duties; some councils may have standing committees, and some may have ad hoc committees, or a combination.
- Meeting frequency.
- Voting procedures.
- Parliamentary authority, such as Roberts Rules of Order, to provide a framework for the efficient conduct of Council meetings.
- The governing authority of the councils, as established in the Welfare and Institutions Code.
- The mission and vision statements of the Council. For example, in Santa Barbara County, the mission statement reads: “We lead and collaborate in planning, coordinating, and advocating for quality, affordable, accessible, early care and education for all children and families in Santa Barbara County.”

PARLIAMENTARY PROCEDURE AND ROBERTS RULES OF ORDER:

Parliamentary procedure, which developed in the United States out of English procedures brought here by early colonists, provides a consistent and efficient way to conduct meetings, and to protect the rights of each member of an organization to be heard.

Most organizations have adopted Robert’s Rules of Order to guide the conduct of their meetings, to “bring order out of chaos,” and to ensure the accomplishment of common goals. Robert’s Rules were developed in 1873, by Henry Martyn Robert, an army engineer, who created them when he found no existing guidelines when asked to conduct a meeting.

ELEMENTS OF ROBERT’S RULES OF ORDER:

Many resources are available on Robert’s Rules, but the “official” books can be found at this website link: <http://robertsrules.com/>

Robert’s Rules include:

- How to handle motions: moving, seconding, postponing or withdrawing
- Debate and amendments
- Referring a proposal to a committee for further study
- Voting and elections
- Bylaws and how to use them
- Roles of officers and committees

THE AUTHORITY OF THE BROWN ACT:

Whereas the use of parliamentary procedure may help ensure a smooth and efficient meeting, compliance with the Ralph M. Brown Act is a legal requirement of the local child care and development planning councils.

Local Planning Councils must conform to the Brown Act, because its members are appointed by public agencies. The purpose of the Brown Act is to support the public's right to attend and participate in meetings of local "legislative bodies."

The Brown Act, also known as the "Open Meeting" Act, can be found in California Government Code, Title 5, Division 2, Part 1, Chapter 9, Sections 54950-54963 at the following website link:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&chapter=9.&part=1.&lawCode=GOV&title=5.

REQUIRED NOTICES, AGENDAS, AND EXEMPTIONS UNDER THE BROWN ACT:

An agenda containing brief general descriptions of each item to be discussed must be posted at least 72 hours prior to the meeting. The descriptions need not be more than twenty words. Special meetings may be called by the presiding officer and require 24 hours' notice to members but not to the public.

Closed sessions, which may be held for personnel issues, litigation, labor negotiations, or real property negotiations, require descriptions of each item on the meeting notice or agenda.

CONFLICT OF INTEREST CONSIDERATIONS:

State Code was amended in 2002 to include the following clause: "No member of a local planning council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon."

This addition of this clause was, in part, a result of the passage of AB 212, which funded LPCs to administer a stipend program for staff in state-funded child development programs. Since then LPCs also have been given oversight of the Voluntary, Temporary Transfer of Funds, and the administration of the CA Transitional Kindergarten Stipend Project. Because of the composition of LPC membership, potential conflicts may exist if members are administrators of programs funded by the California Department of Education and the California Department of Social Services.

CONFLICT OF INTEREST LAW IN CALIFORNIA:

The Political Reform Act of 1974 was created by ballot initiative to address the issues of conflicts of interest regarding public officials. The basic provision of the Act is that public officials should perform their duties impartially and free from any possible bias caused by their own financial interests, or the interests of their supporters. The Act attempts to cover both actual and apparent conflicts of interest.

Members are required to recuse themselves from participating in discussions or voting on items that may have an actual or perceived conflict of interest. An example, for a LPC member, might be if there is a vote on how stipends or grants are to be allocated to state-funded programs, and the member is an administrator of such a program. In that case, the member should recuse himself or herself.

STATEMENT OF ECONOMIC INTERESTS:

The Political Reform Act of 1974 is administered by the Fair Political Practices Commission (FPPC), which is a five-member, independent, non-partisan commission. The FPPC's objectives are to ensure that public officials act in a fair and unbiased manner, to promote transparency, and to foster public trust.

Council members, or even staff, may be required upon appointment, upon exit, and annually to file a California Form 700, Statement of Economic Interests, with the FPPC. The Form 700 provides information on the filer's financial interests and serves as a reminder to the filer of potential conflict of interest considerations.

CONFLICT OF INTEREST RESOURCES:

The California Office of the Attorney General has prepared a 136-page booklet on conflict of interest law, which can be found online at the following link:

<https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/coi.pdf?>

A link to online training through the Fair Political Practices Commission can be found at:

<https://localethics.fppc.ca.gov/login.aspx>.

CCCCA INFORMATION:

The California Child Care Coordinators Association was established to serve as a forum for sharing knowledge and information and provides leadership and resources in identifying and addressing key issues among LPC and other child care coordinators statewide.

The mission of the association is to promote, support, and improve the coordination of local efforts to provide early care and education services for children in California. For more information on the association, its members and its events, go to: <https://cachildcarecoordinators.org/>

SUMMARY AND CONCLUSION:

This document has covered the following:

- The background and History of the LPCs, including federal and state laws
 - The Governance structure of the LPCs
 - California Code membership requirements
 - California Code mandates and responsibilities
 - Council bylaws
 - Parliamentary procedure and Robert's Rules of Order
 - The Ralph M. Brown Act governing public meetings
 - Conflict of Interest law and the Statement of Economic Interests
 - Information on the California Child Care Coordinators Association
-

ACKNOWLEDGMENTS:

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Child Care and Development Planning Council

County Officials

San Diego County

County Superintendent of Schools:



The county superintendent of schools, appointed by the county board of education, is the chief administrative officer, employer and developer of programs and services as authorized by state statute or determined by needs or requests. He also provides educational leadership and administers mandated services.

The county superintendent of schools has direct oversight responsibilities for approving and assuring school district budgets, calling school district elections, and assisting with school district emergencies by providing necessary services. He is also tasked with developing a three-year Local Control and Accountability Plan (LCAP) for the schools operated by the County Office and reviewing and approving the LCAPs for all school districts in San Diego County.

Dr. Paul Gothold was appointed San Diego County superintendent of schools in May 2017 and officially began in the role June 1, 2017.

County Board of Education:



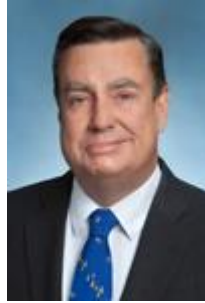
The San Diego County Board of Education consists of five members. Each represents a different trustee area and is selected by voters there. The four-year terms are staggered to allow for continuity.

The board operates under the authority of the California Constitution, the State Legislature, California Education Code and the California State Board of Education. The trustees are responsible for adopting the annual County Office of Education Local Control and Accountability Plan and budget; adopting policies governing the operation of the board; acting as the appeals board for student expulsions, interdistrict transfers, and charter school petitions; hiring and evaluating the county superintendent and establishing the rate of compensation; and serving as the landlord and owner of property. The Board of Education Meeting Calendar can be accessed at <https://www.sdcoe.net/Board/Pages/Meeting-Calendar.aspx>

County Board of Supervisors:



[Nora Vargas](#)
[District 1](#)
[Vice Chair](#)



[Joel Anderson](#)
[District 2](#)



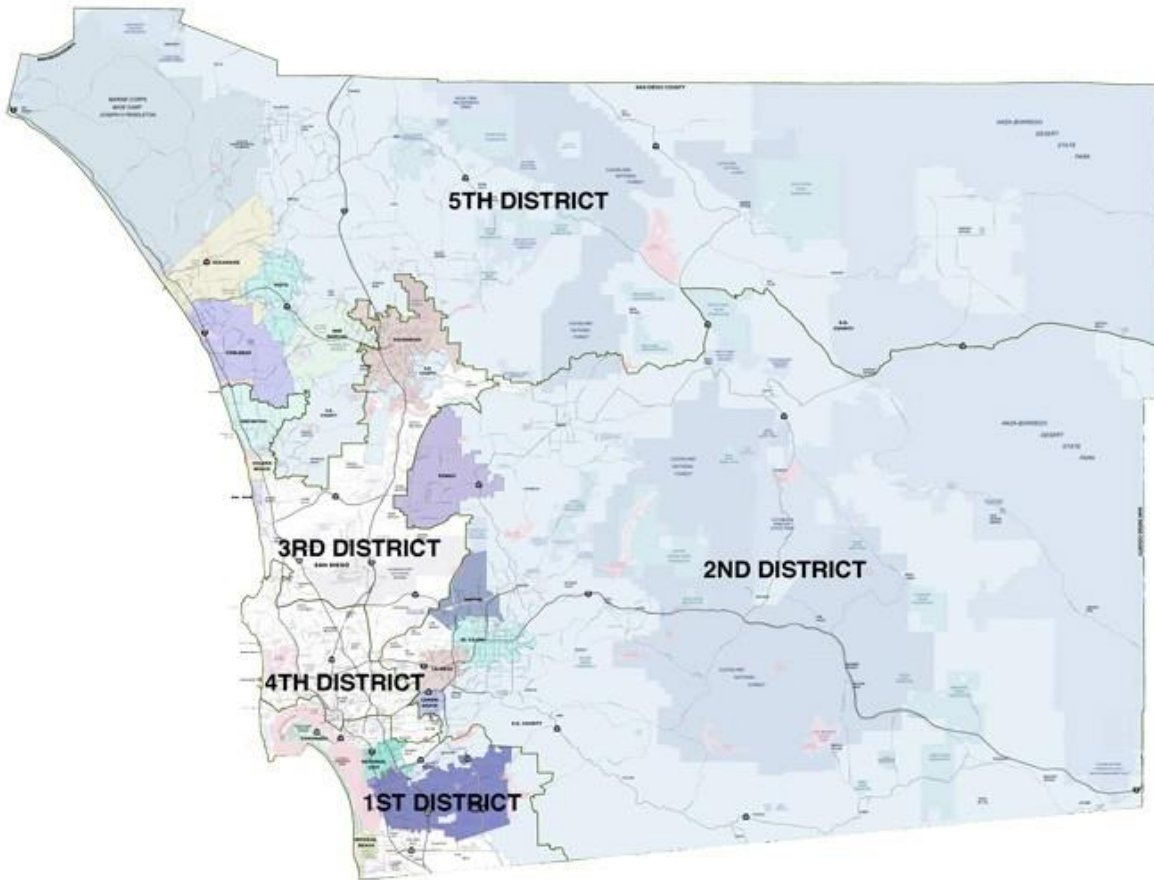
[Terra Lawson-Remer](#)
[District 3](#)



[Nathan Fletcher](#)
[District 4](#)
[Chair](#)



[Jim Desmond](#)
[District 5](#)



The official Board Meeting calendar is available online at <https://www.sandiegocounty.gov/content/sdc/bos/calendar.html>.



San Diego County Child Care and Development Planning Council Strategic Plan

laying the groundwork for tomorrow's children

Vision

Every family throughout San Diego County has access to quality Early Childhood Education and Care.

Mission

The San Diego County Child Care and Development Planning Council advises, plans, and collaborates to strengthen child care and development services.

Priority Area One: Advise, Educate and Promote

Priority Area Two: Assess Needs and Set Priorities

Priority Area Three: Collaborate and Coordinate



History:

For 25 years the San Diego Child Care and Development Planning Council has coordinated efforts to improve the quality and capacity of child care services and early education. Every five years a strategic plan is developed in order to identify needs, mobilize resources, and promote community engagement.



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Strategic Plan Overview

Goal 1: To promote the understanding and improvement of quality in Early Childhood Education and Care Programs for all San Diego County children.

Goal 2: To assess and identify local child care needs and priorities.

Goal 3: To provide guidance and make recommendations for the distribution of early education resources based on concerns identified in need assessments.

Goal 4: To provide a platform for collaboration within the San Diego Child Care and Development Planning Council with the Early Childhood Education and Care community, private child care businesses, non-profit organizations, and professional organizations.

Goal 5: To provide a forum for continuous engagement with public officials, community leaders, stakeholders, and funders to inform, educate and advise on issues relating to Early Childhood Education and Care as a means to improving program quality that is inclusive of all children.

Child Care and Development Planning Council

6401 Linda Vista Road, Suite 315, San Diego, CA 92111

This council is appointed by the County Board of Supervisors and the County Superintendent of Schools to assess child care and development needs and create plans to address those needs. The council and committees meet regularly to conduct ongoing, comprehensive planning, to expand coordination of child care services and enhance quality in early education.

Your participation is welcome. Call 858-298-2050 or www.sdcoe.net/student-services/early-education



Child Care and Development Planning Council

Committee Overview

San Diego County

Standing committee meetings are open to the public and held on a regular schedule to ensure meaningful public access to local committee decisions. Meeting agendas are posted at least 3 calendar days in advance and meeting minutes are made public. Standing committee chairs are selected at the first possible regularly scheduled meeting of each fiscal year; and the role of the chair starts at the beginning of each calendar year.

Ad-hoc committees are established as a need arises regarding current issues such as collaboration, outreach, and current events. Meetings are held on a regular schedule and are open to the public. Agendas and meeting minutes are shared with ad-hoc committee members and follow less stringent requirements than standing committees. Ad-Hoc committee chairs are selected at the first regularly scheduled meeting of each fiscal year; and the role of the chair starts at the beginning of the calendar year. If the ad-hoc committee is established outside of these timelines, the executive committee will determine an appropriate timeline for selection of the committee chair.

Committee Descriptions

All committees are scheduled to meet multiple times per calendar year (see calendar). Meetings may be added to meet project needs. Dates and times are created by the committee chair and members.

Executive Committee is a standing committee that consists of council chairs, standing committee chairs, ex-officio members, a member-at-large, and the previous council chair. If a committee has co-chairs, at least one chair attends. If both chairs attend, there is one vote per committee. Executive Committee may support, review, or report on:

- Committee work progress, based on committee work plans, at each meeting.
- The new, returning, and continuing membership processes, annually.
- The Self-Evaluation and Summary of Activities report, annually.
- The quality assurance evaluations and corrective action(s) if necessary, biannually.
- Strategic planning and updates, quarterly.

Public Policy Committee is an adhoc committee that was created to affect local legislative change that positively affects children, families and the Early Care and Education workforce. Responsibilities of the committee include but are not limited to: [1] Research, review, and analyze state and federal legislation and the state budget affecting all phases of Early Childhood Education; [2] Inform the planning council about upcoming legislative bills, the state budget, and legislative issues; and [3] Collaborate with other local agencies and organizations to share information on current legislative issues.

Needs Assessment Committee is a standing committee that may review, report, and research local matters related to the state-mandated, county-wide topics surrounding child care and development. The Needs Assessment Committee members may support, review, and report on: [1] County-wide 5-year child care Needs Assessment report; [2] Zip Code Priority report, developed by the contractor, annually; and [3] Other research on child care issues affecting San Diego County. Valid and reliable data must be used in all work associated with the Needs Assessment Committee.

Child Care Plan Committee is a standing committee to meet the goals set within the Council's county contract. Child Care Plan Committee seeks community partners to collaborate on developing and maintaining a comprehensive child care plan that is broad in scope and meets the needs of San Diego County. The Child Care Plan Committee is responsible for: [1] Presenting progress of the child care plan at LPC meetings; [2] Using local data, the Needs Assessment, and Barriers Study to develop the child care plan; and [3] Fostering partnerships and establishing collaborations to develop the child care plan with:

- Child Care Providers
- Welfare and Human Services Agencies
- Job Training Programs
- Employers
- Child and Family Service Councils
- Parent Organizations
- Economics and Business Sectors
- Any Other Interested Parties

Needs and Planning Committee is an ad hoc committee that was created to support further action associated with the Needs Assessment Report and the Child Care Plan combined. This ad hoc committee is lead in collaboration between the Child Care Plan Committee Chair and the Needs Assessment Committee Chair. This committee may make recommendations and prepare materials for distribution or presentation. This committee meets as needed. Dates and times of meetings are determined by the committee members.

Membership Selection Committee is a standing committee that meets at least one time annually to support membership needs. The committee is made up of non-voting ex-officio members. The committee is lead by a member of the Executive Committee who is not currently up for a renewed term. Ex-officio members are tasked with reviewing all applications, scoring the applicants based on the member selection rubric, and drafting an initial membership list with assigned categories. The committee may be provided with added tasks related to LPC membership as deemed appropriate by the Executive Committee.



Child Care and Development Planning Council

Welfare and Institutions Code

San Diego County

WELFARE AND INSTITUTIONS CODE - WIC DIVISION 9. PUBLIC SOCIAL SERVICES [10000 - 18999.82] (Division 9 added by Stats. 1965, Ch. 1784.) PART 1.8. Child Care and Development Services Act [10207 - 10490] (Part 1.8 added by Stats. 2021, Ch. 116, Sec. 260.) CHAPTER 31. Local Planning Councils [10480 - 10487] (Chapter 31 added by Stats. 2021, Ch. 116, Sec. 260.) ARTICLE 2. Membership and Funding of Local Child Care Development Planning Councils [10485 - 10487] (Article 2 added by Stats. 2021, Ch. 116, Sec. 260.)

10485.

- a) It is the intent of the Legislature that local child care and development planning councils shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities.
- b) The county board of supervisors and the county superintendent of schools shall do both of the following: (1) Select the members of the local planning council. Before making selections pursuant to this subdivision, the board of supervisors and the county superintendent of schools shall publicize their intention to select the members and shall invite local organizations to submit nominations. In counties in which the superintendent is appointed by the county board of education, the county board of education may make the appointment or may delegate that responsibility to the superintendent. (2) Establish the term of appointment for the members of the local planning council.
- c) The local planning council shall be comprised as follows: (A) Twenty percent of the membership shall be consumers. (B) Twenty percent of the membership shall be child care providers, reflective of the range of child care providers in the county. (C) Twenty percent of the membership shall be public agency representatives. (D) Twenty percent of the membership shall be community representatives, who shall not be child care providers or agencies that contract with the department to provide child care and development services. (E) The remaining 20 percent shall be appointed at the discretion of the appointing agencies. (2) The board of supervisors and the county superintendent of schools shall each appoint one-half of the members. In the case of uneven membership, both appointing entities shall agree on the odd-numbered appointee.
- d) Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county.
- e) The board of supervisors and county superintendent of schools may designate an existing child care planning council or coordinated child and family services council as the local planning council, as long as it has or can achieve the representation set forth in this section.
- f) Upon establishment of a local planning council, the local planning council shall elect a chair and select a staff.
- g) Each local planning council shall develop and implement a training plan to provide increased efficiency, productivity, and facilitation of local planning council meetings. This may include developing a training manual, hiring facilitators, and identifying strategies to meet the objectives of the council. (h) No member of a local planning council shall participate in a vote if the member has a proprietary interest in the outcome of the matter being voted upon.

(Added by Stats. 2021, Ch. 116, Sec. 260. (AB 131) Effective July 23, 2021.)

10486.

- a) The department shall allocate child care funding pursuant to this part based on the amount of state and federal funding that is available.
- b) By May 30 of each year, upon approval by the county board of supervisors and the county superintendent of schools, a local planning council shall submit to the department and the State Department of Education the local priorities it has identified that reflect all child care needs in the county. To accomplish this, a local planning council shall do all of the following: (1) Conduct an assessment of child care needs in the county no less frequently than once every five years. The department shall define and prescribe data elements to be included in the needs assessment and shall specify the format for the data reporting. The needs assessment shall also include all factors deemed appropriate by the local planning council in order to obtain an accurate picture of the comprehensive child care needs in the county. The factors include, but are not limited to, all of the following: (A) The needs of families eligible for subsidized child care. (B) The needs of families not eligible for subsidized child care. (C) The waiting lists for programs funded by the department. (D) The need for child care for children determined by the child protective services agency to be neglected, abused, or exploited, or at risk of being neglected, abused, or exploited. (E) The number of children in families receiving public assistance, including CalFresh benefits, housing support, and Medi-Cal, and assistance from the Healthy Families Program and the Temporary Assistance for Needy Families (TANF) program. (F) Family income among families with preschool or school-age children. (G) The number of children in migrant agricultural families who move from place to place for work or who are currently dependent for their income on agricultural employment in accordance with subdivision (a) of, and paragraphs (1) and (2) of subdivision (b) of, Section 10236. (H) The number of children who have been determined by a regional center to require services pursuant to an individualized family service plan, or by a local educational agency to require services pursuant to an individualized education program or an individualized family service plan. (I) The number of children in the county by primary language spoken pursuant to the department's language survey. (J) Special needs based on geographic considerations, including rural areas. (K) The number of children needing child care services by age cohort. (2) Document information gathered during the needs assessment that shall include, but need not be limited to, data on supply, demand, cost, and market rates for each category of child care in the county. (3) Encourage public input in the development of the priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities. (4) Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs. (5) Conduct a periodic review of child care programs funded by the department to determine if identified priorities are being met. (6) Collaborate with subsidized and nonsubsidized child care providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disability, local child care resource and referral programs, and other interested parties to foster partnerships designed to meet local child care needs. (7) Design a system to consolidate local child care waiting lists, if a centralized eligibility list is not already in existence. (8) Coordinate part-day programs, including state preschool and Head Start, with other child care and development services to provide full-day child care. (9) Submit the results of the needs assessment and the local priorities identified by the local planning council to the board of supervisors and the county superintendent of schools for

approval before submitting them to the department. (10) Identify at least one, but not more than two, members to serve as part of the department team that reviews and scores proposals for the provision of services funded through contracts with the department. Local planning council representatives may not review and score proposals from the geographic area covered by their own local planning council. The department shall notify each local planning council whenever this opportunity is available.

- c) The needs assessment data shall be made available to counties implementing individualized county child care subsidy plans pursuant to Chapter 18 (commencing with Section 10340).
- d) The department shall, in conjunction with all appropriate statewide agencies and associations, develop guidelines for use by local planning councils to assist them in conducting needs assessments that are reliable and accurate. The guidelines shall include acceptable sources of demographic and child care data, and methodologies for assessing child care supply and demand.
- e) The department shall allocate funding within each county in accordance with the priorities identified by the local planning council of that county and submitted to the department pursuant to this section, unless the priorities do not meet the requirements of state or federal law.

(Added by Stats. 2021, Ch. 116, Sec. 260. (AB 131) Effective July 23, 2021.)

[10487.](#)

It is the intent of the Legislature that any additional conditions imposed upon local planning councils shall be funded from available federal funds to the greatest extent legally possible.

(Added by Stats. 2021, Ch. 116, Sec. 260. (AB 131) Effective July 23, 2021.)



Child Care and Development Planning Council

Program Requirements

San Diego County

I. PROGRAM REQUIREMENTS

These are the program requirements for fiscal year 2021-22. Each contractor is required, as a condition of its contract with the California Department of Social Services (CDSS), to adhere to the following:

- *[State Codes]* statutes applied to child care programs identified within the Child Care and Development Services Act;
- The Funding Terms and Conditions (FT&C);
- The Program Requirements;
- The CDSS Audit Guide;
- The California School Accounting Manual;
- The procedures and standards set forth in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (2 CFR Part 200), hereinafter referred to as Uniform Guidance (UG);
- *Title 5* California Code of Regulations (5 CCR) Division 1, Chapter 19 and 19.5, sections 18000 et seq., including 12-Month Eligibility Implementation Guidance (Implementation Guidance);
- [Title 22](#) California Code of Regulations, Community care facilities license regulations, including child care centers.
- Any other requirements incorporated into the contract, in addition to all other applicable laws and regulations, including any applicable law and regulations that may become effective during the term of this contract.

Any variance from the contract, the Program Requirements, the FT&C, or other requirements, laws, or regulations may be considered a noncompliance issue and subject the contractor to possible termination of the contract.

Any interpretation of the FT&C or Program Requirements must be in writing from the CDSS and signed by the Deputy Director of the Child Care and Development Division (CCDD) or his or her authorized designee. Contractors may adopt any reasonable policies relating to the program that are not in conflict with law, regulations or the terms of this contract including any contract amendments. Those potentially affected shall be duly notified and due process, if applicable, shall be assured.

Child Care and Development Contracts are funded with state general funds, federal funds, or a combination of funds. The funding amounts are listed on the contract encumbrance page.

This contract may be fully or partially funded through a grant from the federal Department of Health and Human Services and subject to *Code of Federal Regulations* (CFR) 45, Parts 98 and 99, the Child Care and Development Block Grant Act of 1990, as amended by the CCDBG Act of 2014, *Public Law* 1113-186, the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, 42 USC 9858.

If the Catalogue of Federal Domestic Assistance (CFDA) number is 93.596 (shown as FC# in the funding block), the fund title is Child Care Mandatory and Matching Funds of the Child Care and Development Fund. If the CFDA number is 93575, the fund title is Child Care and Development Block Grant subject to the Child Care and Development Block Grant Act of 1990, the Omnibus Budget Reconciliation Act of 1990, Section 5082, *Public Law* 101-508, as amended, Section 658J and 658S, and *Public Law* 102-586.

II. LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL PROGRAM REQUIREMENTS

- A. It is the intent of the Legislature, that local child care and development planning councils (LPCs) shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities (*EC* Section 8499.3). It is further the intent of the Legislature, that communities implementing new programs or initiatives, connect with existing program strategies and build upon existing local collaboratives, when possible, to provide a unified integrated system of service for children and families (*EC* 54744).

The following program requirements are provided to assist the designated legal entity in meeting the legislative intent.

- B. Responsibilities of the County Board of Supervisors (CBS), County Superintendent of Schools (COE/CSS) and County Offices of Education (COEs)

Pursuant to *EC* sections 8499.3 and 8499.5, both the CBS and COE/CSS/COE are mandated to be involved in the local child care planning process.

Specifically, the CBS, COE/CSS/COEs are directed to:

1. Appoint members to the LPC according to the guidelines prescribed in statute;
2. Publicize their intention and invite local organizations to submit nominations before selecting the members;
3. Establish the term of appointments for the members of the LPC;
4. Approve the local priorities that are developed by the LPC for submission to the CDE, for new state and federal child care funding for the county;
5. Approve the results of the needs assessment developed by the LPC prior to submission to the CDE;
6. Identify member(s), as prescribed in *EC* Section 8499.5, to serve as part of the team that reviews and scores contract child care service applications submitted to the CDE.

- C. Membership of the Local Child Care and Development Planning Council

The statute provides guidelines for the composition of the LPC membership and how appointments are made. The statute specifically requires that every effort should be made by the appointing agencies to assure that the ethnic, racial, and geographic composition of the LPC is reflective of the population of the county. Members shall be appointed from each of the five following categories of representation:

1. 20 percent (20%) consumers, defined as a parent or person who receives, or who has received within the past 36 months, child care services.
2. 20 percent (20%) child care providers, defined as a person who provides child care services or represents persons who provide child care services.

3. 20 percent (20%) public agency representatives, defined as a person who represents a city, county, city and county, or local education agency.
4. 20 percent (20%) community representatives, defined as a person who represents an agency or business that provides private funding for child care services, or who advocates for child care services through participation in civic or community-based organizations but is not a child care provider and does not represent an agency that contracts with the CDE to provide child care and development services.
5. The remaining 20 percent (20%) are to be appointed from any of the above categories or outside of these categories at the discretion of the appointing agencies.

The CBS, COE's/COE/CSS are each to appoint one-half of the LPC members. In the case of uneven membership, both appointing entities will agree on the odd-numbered appointee.

No member of the LPC shall participate in a vote if he or she has a proprietary interest in the outcome of the matter.

The LPC is required to adhere to the requirements in the Ralph M. Brown Act; *Government Code*, sections 54950-54963, in the conduct and public notification of LPC meetings scheduled.

D. LPC Responsibilities

When legislation does not identify specific target populations or geographic areas to be served in allocating expansion funds, the CDE will use the LPC priorities for the purpose of allocating new state and federal funds within each county. Priorities shall be submitted in accordance with *EC* 8499.5. The LPC shall meet the requirements of *EC* 8499.5 to the extent feasible and to the extent data is readily accessible.

The priorities shall be identified in a manner that ensures that all child care needs in the county are met to the greatest extent possible. To accomplish this, the LPC shall do all of the following:

1. Elect a chairperson.
2. Employ, as an LPC Coordinator, a staff person, as funding permits. The staff person shall assist the LPC in meeting the mandates set forth in Title 1, Division 1, Part 6, Chapter 2.3 of the *EC* and in the Child Care Salary/Retention Incentive Program (CRET) set forth in Assembly Bill 212 (Aroner, 2000).
3. Conduct an assessment of child care needs at least once every five years, as funding permits. The needs assessment shall meet the requirements as specified in *EC* 8499.5(b).
4. Document information gathered during the needs assessment which shall include, but is not limited to: data on supply, demand, cost, and market rates for each category of child care in the county.
5. Submit the results of the needs assessment and the local priorities identified by the LPC to the CBS and COE/CSS for approval before submitting them to CDE.
6. Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.
7. Encourage public input in the development of the LPC priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.

8. Conduct a periodic review of child care programs funded by the CDSS and California Department of Education (CDE) to determine if identified priorities are being met.
 9. Collaborate with all interested parties, including, but not limited to, subsidized and non-subsidized child care providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disabilities, and local child care resource and referral programs, to foster partnerships designed to meet local child care needs.
 10. Facilitate community-based efforts to coordinate part-day programs, including state preschool and Head Start, with other child care and development services to provide full-day, full-year child care and development services based on guidelines and funding models approved by state and federal agencies.
 11. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of LPC meetings.
 12. Report significant activities and challenges quarterly and complete an annual self-evaluation review by November 15 and submit reports and the annual self-evaluation review to CDE.
 13. Actively participate in local Quality Counts California (QCC) and Quality Rating Improvement System (QRIS) consortium per *EC* § 8203.1 (b) (2).
- E. Participate in the Preschool Development Grant implementation as required by the United States Division of Health and Human Services and the United States Education Department for the period of December 31, 2018 through December 30, 2020 in order to inventory currently existing state needs assessments, reports, and strategic planning efforts and align them with the needs assessment questions to identify gaps. This federal grant is designed to improve states' early childhood systems by building upon existing federal, state, and local early care and learning investments. Additional information can be found at: [Preschool Development Grant Birth through Five Grant Competition](#).
- F. Local Match Requirement: Each contractor shall contribute a match, in the form of monetary and/or in-kind services, equal to 25% of the annual 1998/99 LPC grant award amount. The local contribution for this contract is shown on the face sheet. This amount must be reported on the Quarterly Expenditure Report (CDFS 9529) Expenditure and Revenue Report Form in Section I –Revenue under Match Requirement.
- G. Reporting Requirements and Other Critical Dates: The following is a listing of required activities and due dates that the contractor must adhere to during the contract period. Failure to comply with these requirements may be considered a noncompliance issue and subject the contractor to possible termination of the contract.

Table 1-Activities Timeline

Report/Activity	Due Date	Reporting Period
Fiscal Plan/Yearly Budget	September 18, 2021	July 1, 2021 – June 30, 2022
Annual Self-Evaluation Report	November 15, 2021	July 1, 2021 – June 30, 2022
CD-6002-Annual Summary of Activities Report	July 19, 2022	July 1, 2021 – June 30, 2022
CDFS-9529-Submit 1 st Quarter Revenue and Expenditure Reports	October 20, 2021	Jul. 1, 2021 – Sep. 30, 2022
CDFS-9529-Submit 2 nd Quarter Revenue and Expenditure Reports	January 20, 2022	Oct. 1, 2021 – Dec. 31, 2021
CDFS-9529-Submit 3 rd Quarter Revenue and Expenditure Reports	April 20, 2022	Jan. 1, 2022 – Mar. 31, 2022
CDFS-9529-Submit 4th Quarter Revenue and Expenditure Reports	July 20, 2022	Apr. 1, 2022– Jun. 30, 2022
CD-3020-Certification Statement Regarding Composition of LPC Membership	January 15, 2022	N/A
Changes to: <ul style="list-style-type: none"> • Bylaws • Previously submitted needs assessments • Comprehensive countywide child care plan – TBD 	Within 4 weeks after approval	N/A
CD-3022-LPC County Priorities Report	May 29, 2022	For use in allocating 2022-2023 EESD Program Funding

1. The Support Contract Expense Report must be submitted via the Child Development Provider Accounting Reporting Information System (CPARIS) reporting system. CPARIS can be accessed on CDE’s website at [CPARIS](#). If you need more information about how to submit your Support Contract Expenses report, contact your assigned fiscal analyst.
2. The Revised Annual Program Activities Report (Revised CD 6002) may be submitted electronically via survey.
3. The Annual Self-Evaluation Review Documents must be submitted by November 15th to: LPC@dss.ca.gov
4. All other reports shall be submitted to: LPC@dss.ca.gov

III. CDSS CONTACT INFORMATION

If you have questions regarding these program requirements, please contact the Child Care and Development Division at: LPC@dss.ca.gov.



Child Care and Development Planning Council

County Ordinance 10494

San Diego County

Meeting Date: 09/26/17 (5)

ORDINANCE NO. 10494 (N.S.)

AN ORDINANCE AMENDING ARTICLE XVI OF THE COUNTY OF SAN DIEGO ADMINISTRATIVE CODE RELATING TO THE SAN DIEGO CHILD CARE AND DEVELOPMENT PLANNING COUNCIL

The Board of Supervisors of the County of San Diego ordains as follows:

Section 1. ARTICLE XVI of the County of San Diego Administrative Code is amended to read as follows:

SEC. 266. CHILD CARE AND DEVELOPMENT PLANNING COUNCIL.

The San Diego County Child Care and Development Planning Council is hereby established as an advisory body to the Board of Supervisors pursuant to the authority of Assembly Bill 1542 (Chapter 270, Statutes 1997) and Education Code sections 8499.3 and 8499.5.

SEC. 266.10. INTENT AND PURPOSE.

The Board of Supervisors of the County of San Diego declares that wellbeing, protection, and healthy development of children, youth and families are essential to the residents of San Diego County. The family is recognized as the primary caregiver and source of social learning and must be supported and strengthened, while always ensuring the safety of children. When families are unable to provide for their children's basic needs, it is society's responsibility to work with them by assisting with the provision of needed services that are efficient, effective, coordinated and readily available. In order to fulfill the tasks related to this policy, the San Diego County Child Care and Development Planning Council is hereby recognized as an advisory body to the Board of Supervisors. As specified in Assembly Bill 11542 and Education Code sections 8499.3 and 8499.5, the Planning Council shall advise the Board of Supervisors as well as the San Diego County Superintendent of Schools in matters within its duties and responsibilities.

The purpose of the Planning Council is to assess the child care and child development needs of San Diego County children and develop plans to address those needs. As required by statute, the Council will establish priorities for the distribution of federal, state, and local child care and development funds. It will seek and advocate for funding for child care and child development services. Working collaboratively with community agencies, the business community, and organizations to support and enhance community child care resources and services, the Planning Council will promote the improvement of quality in child care and development services for all San Diego County children.

Due to its mission to assess and identify local child care needs and priorities, the Council is in a unique position to educate the community and to review and comment upon federal, state and local proposals

related to child care. The Council may review and comment upon proposals which may impact local child care needs and priorities. The Council may provide information and educational materials relating to local child care needs and priorities to individuals and organizations in furtherance of developing additional local child care resources. If the Council wishes the County to take an official position on child care legislation, the Council shall work with County staff to recommend the position be included in the County's established intergovernmental legislative program process.

SEC. 266.11. MEMBERSHIP AND SELECTION.

(a) The Planning Council shall consist of up to 35 members plus designated alternates, reflecting the geographic and ethnic diversity of San Diego County, with a maximum of seven members in each of the five categories defined by Education Code section 8499.3(c)(l).

(1) 20% consumers of child care- parents or persons who receive, or who have received child care services within the past 36 months.

(2) 20% child care providers- persons who provide child care services or represent persons who provide child care services, reflective of the range of child care providers in the County.

(3) 20% public agency representatives- persons who represent a city, county, city and county or local education agency.

(4) 20% community representatives- persons who represent an agency or business that provides private funding for child care services, or who advocate for child care services through participation in civic or community-based organizations but are not child care providers and do not represent an agency that contracts with the California Department of Education to provide child care and development services.

(5) 20% discretionary.

(b) The Planning Council may have up to 35 alternate members. Designation of alternates shall be consistent with the five categories defined by statute. Alternates may attend and participate in meetings. Alternates may be designated to vote in the place of members within their category who are not in attendance at a Council meeting.

(c) The Planning Council may designate ex-officio representatives to the Council as necessary. Ex-officio representatives will not be subject to the membership attendance requirements of the Council and will not vote at meetings of the Council.

SEC. 266.12. APPOINTMENTS.

Appointments to the Council shall be made in accordance with Education Code 8499.3, which requires appointments jointly by the Board of Supervisors and the County Superintendent of Schools. General membership appointments will be made as terms expire. On an annual basis, Council members will solicit and/or review nominations received and make recommendations to the appointing authorities for appointments of new members and alternates to fill vacancies. A list of persons interested in being nominated to the Council shall be kept as a pool for future appointments. On the effective date of this Article, existing Council members previously appointed shall be deemed appointed pursuant to this

Article by operation of law and shall continue as members for the duration of their appointed terms, so long as eligible and qualified for continued Council membership.

SEC. 266.13. VACANCIES.

A vacancy shall occur if any of the following events occur before the expiration of the term:

- (1) the death of the incumbent;
- (2) the resignation of the incumbent;
- (3) the cessation of the incumbent to be a resident of the County of San Diego or to be employed in the County of San Diego by an organization concerned with child care and child development in the County of San Diego;
- (4) three absences from regularly scheduled meetings within a calendar year;
- (5) failure to be an active participant in at least one committee of the Council; or
- (6) failure to complete ethics training as required by Section 266.17.

When a vacancy occurs as the result of any of the occurrences listed above, the Council Chair shall notify Council members when that position has become vacant. The Council shall select an alternate previously approved by the Board of Supervisors and the County Superintendent of Schools to fill the vacancy for the remainder of the calendar year. The Council shall advise the office of the Clerk of the Board of Supervisors in writing of any changes to the membership of the Council.

SEC. 266.14. TERM OF OFFICE.

Planning Council members shall serve two-year terms. Terms are subject to reappointment at the request of the Council and with the approval of the Board of Supervisors and the County Superintendent of Schools. Members and alternates may serve more than two consecutive terms.

SEC. 266.15. ORGANIZATION.

(a) Officers. The Planning Council shall elect from its membership a Chair, a First Vice-Chair, and a Second Vice-Chair.

(b) Rules. The Planning Council shall prepare and adopt the necessary rules and regulations for the conduct of its business.

(c) Quorum. A majority of the members currently appointed shall constitute a quorum. A majority of the quorum in attendance shall be required to carry any motion or approval. Council alternates may be designated to act in order to achieve a quorum.

(d) Meetings. Regular meetings shall be convened a minimum of 6 times annually. Meeting dates, location and time will be established at the beginning of each fiscal year and may be changed as needed.

The Council shall give public notice of the time and place of meetings in compliance with the requirements of the Ralph M. Brown Act, Government Code section 54950, et seq. All meetings of the Planning Council shall be open and public, and all persons shall be permitted to attend any meetings of the Council.

SEC. 266.16. COMPENSATION AND EXPENSES.

Members of the Council shall serve without compensation. In accordance with State Department of Education guidelines, members may be reimbursed at State-determined rates for appropriate meeting, workshop and conference expenses within California, incurred in performing their duties under this Article.

SEC. 266.17. DUTIES AND RESPONSIBILITIES.

The Council shall carry out all duties and responsibilities as set forth in Education Code sections 8499.3 and 8499.5 and as these sections are amended. The Council shall perform such other duties as assigned by the Board of Supervisors.

SEC. 266.18. REPORTS.

The Planning Council shall make all reports required by law and shall make available to the Board of Supervisors and County Superintendent of Schools its findings and recommendations as mandated by state law.

SEC. 266.19. STAFF ASSISTANCE.

The County of San Diego acts as the fiscal agent for the Child Care and Development Planning Council through a revenue agreement with the California State Department of Education. The Health and Human Services Agency oversees the contract to administer funds for and provide support services to the Child Care and Development Planning Council.

SEC. 266.20. ORDINANCE CHANGES.

Any proposed change in the provisions of the Article shall be submitted to the Council for review and comment prior to the said proposed change being considered by the Board of Supervisors.

Section 2. This ordinance shall take effect 30 days after its adoption. Within 15 days after the date of adoption of this ordinance, a summary shall be published once with the names of those members voting for and against the same in the newspaper of general circulation published in the County of San Diego.

APPROVED AS TO FORM AND LEGALITY COUNTY COUNSEL BY: Katherine Hart, Deputy County Counsel

PASSED, APPROVED, AND ADOPTED by the Board of Supervisors of the County of San Diego this 26th day of September 2017.

Chairwoman, Board of Supervisors County of San Diego, State of California

The above Ordinance was adopted by the following vote:

AYES: Jacob, Gaspar, Horn

ABSENT: Cox, Roberts

ATTEST my hand and the seal of the Board of Supervisors this 26th day of September 2017.

DAVID HALL

Clerk of the Board of Supervisors

Ordinance No.10494 (N.S.)

09/26/17 (5)



Child Care and Development Planning Council

Council Bylaws

Last Updated March 2021

Pending County Board of Supervisors Approval

Article I Name

The Council shall be designated the San Diego County Child Care and Development Local Planning Council, referred to hereafter as the "LPC".

Article II Authority

The LPC was formed by the San Diego County Board of Supervisors and the County Superintendent of Schools in accordance with state law. (San Diego County Administrative Code art. XVI, § 266 et seq.; [Welfare and Education Code §10485 – 10487 et seq.](#))

Article III Purpose and Scope of Work

The purpose of the LPC is to assess San Diego County child care needs and develop plans to address those needs. The LPC will establish priorities for the distribution of federal, state, and local child development funds. It will seek and advocate funding for child care services and programs. It will work with community agencies, businesses, and organizations to support and enhance community child care resources and services. It will promote and enhance the quality of child care and development services through public education, provider education, and provision of support services.

1. Goals

The primary goals of the LPC are to establish and periodically update local priorities for the maintenance, expansion, and improvement of child care services in San Diego County, to prepare a comprehensive, county-wide child care plan that includes all children in accordance with state guidelines, to review and evaluate legislation affecting child care, to assess child care needs in San Diego and incorporate these needs in the setting of priorities and development of a local plan, to maximize local, state, federal, and private resources for development of a local child care plan, to maximize local, state, federal, and private resources for child care in San Diego County and to serve as an advisory and planning body to the County Board of Supervisors, the County Superintendent of Schools and the State Department of Education on child care issues. Specific work activities will vary depending upon state legislation, current need and resources available to the LPC.

2. Advisory

Providing education and promotion of local child care needs and funding priorities the LPC is advisory to the County Board of Supervisors, the County Superintendent of Schools and the State Department of Education. Due to its mission to assess and identify local child care needs and priorities, the LPC is in a unique position to advocate within the community and to review and comment upon federal, state and local proposals related to child care. The LPC may review and

comment upon proposals which may impact local child care needs and priorities. The LPC may provide information and educational materials relating to local child care needs and priorities to individuals and organizations in furtherance of developing additional local child care resources. If the LPC wishes the County to take an official position on child care legislation, the LPC shall work with County staff to recommend the position be included in the County's established intergovernmental legislative program process.

Article IV Membership

1. Composition

Membership composition shall be as set forth in the establishing authority. As authorized by the establishing ordinance, the LPC may designate ex-officio representatives as necessary. There shall be one designated representative from each of the following: County Health & Human Services Agency, County Office of Education, County Child Care Resource and Referral, First 5 San Diego, and local branch of the State Community Care Licensing Division. These ex-officio representatives will serve as liaisons to their respective agencies. Ex-officio representatives will not be subject to the membership attendance requirements of the LPC and will not vote at meetings of the LPC.

2. Selection Process

The member selection process will start in March of each year and will follow this timeline as closely as possible. This timeline is subject to change based on annual needs. March through April, the executive committee will review, revise if needed, and approve the membership application, applicant communication/messages, rubric, and timeline. Recruitment will occur May 1 through June 30 each year. In mid-July ex-officio members individually review and score each application. By the end of July all scores are collected and averaged. In August ex-officio members review the individual and averaged scores together, then start the selection process. By September ex-officio members will be prepared to present the selection list to the executive committee and then the Vice Chair will present the selection list to the full Planning Council. The Planning Council will vote to approve the membership list in September or October. The County Superintendent of Schools and Board of Supervisors will review and approve the membership list by January. The approved list will be submitted to the state as required.

3. Term

LPC member terms shall be as set forth in the establishing authority.

4. Resignation

Any member may resign by giving written/ e-mail notice to the LPC.

5. Vacancies

The LPC Chair shall notify LPC members and the office of the Clerk of the Board of Supervisors when a position becomes vacant. When a vacancy occurs during the term of office of any

member, the LPC shall select an alternate previously approved by the County Board of Supervisors and the County Superintendent of Schools to fill the vacancy for the remainder of the calendar year. If a previously selected alternates is not available, the vacancy shall remain open for the remainder of the calendar year.

General membership appointments will be made as terms expire and to fill vacated positions. On an annual basis, LPC members will solicit and/or review nominations received and make recommendations to the County Board of Supervisors and County Superintendent of Schools for appointments of new members and alternates to fill vacancies. A list of persons interested in being nominated to the LPC shall be kept as a pool for future appointments.

6. Attendance

Any member or alternate who fails to attend 3 LPC meetings within a calendar year will be subject to loss of his or her appointment, and a vacancy shall be created, which shall be filled pursuant to Article IV, Paragraph 4. Vacancies may be stayed should a member provide evidence of extenuating circumstances to the Executive Committee for consideration. Any member or alternate who fails to attend 3 LPC Committee meetings within a calendar year will be subject to loss of his or her appointment. Vacancies may be stayed based on Ad Hoc Committee participation as approved by the Executive Committee.

7. Training

All members, ex-officio and appointed or reappointed, must complete ethics training as required by Government Code section 53235 (every 2 years). Such training shall be completed on or before January 31st of the year of their appointment or reappointment. Lack of completion will result in dismissal from the Planning Council. A link to online training through the Fair Political Practices Commission can be found at: <https://localethics.fppc.ca.gov/login.aspx>.

All members, ex-officio and appointed or reappointed, must complete training on the Brown Act. Such training will be provided annually. Lack of completion will result in dismissal from the Planning Council.

All new members must complete a New Member Orientation which includes information related to resources available on the LPC website, LPC history, LPC structure, and general overviews of committees, policies, and practices including but not limited to the Brown Act, Roberts Rule of Order, and LPC related Welfare and Institutions Code.

Article V Structure

1. Officers

A Council Chair will be elected every two years from within the membership of the LPC, by LPC members, preceding the first regularly scheduled meeting of each even-numbered fiscal year.

The Chair must have a minimum of one-year active participation in the LPC preceding election to the chair. The Chair shall serve a term of two years and may serve consecutive terms. The Chair

shall preside over all regular meetings and may call special meetings, if necessary. Other responsibilities include annual reports to the Board of Supervisors and representing the LPC at public functions.

A Council First Vice-Chair shall be elected every two years preceding the first regularly scheduled meeting of each odd numbered fiscal year. The First Vice-Chair shall serve a term of two years and may serve consecutive terms. The First Vice-Chair shall assume the responsibility of the Chair in her/his absence and shall be responsible for oversight of the membership process, and fulfill any duties assigned by the Chair.

A Council Second Vice-Chair shall be elected every two years preceding the first regularly scheduled meeting of each even-numbered fiscal year. The Second Vice-Chair shall serve a term of two years and may serve consecutive terms. The Second Vice-Chair shall assume the responsibilities of the Chair in the absence of the Chair and the First Vice-Chair, shall be responsible for oversight of the membership process, and fulfill any duties assigned by the Chair.

2. Committees

The Executive Committee shall consist of the Council Chair, First and Second Vice-Chairs, the prior Council Chair, and the Chair from each committee, one Member at Large and one designated representative from each of the following: [1] County Health & Human Services Agency, [2] County Office of Education, [3] County Child Care Resource and Referral, [4] First 5 San Diego, and [5] local branch of the State Community Care Licensing Division.

Voting members of the Executive Committee shall be voting members of the LPC and may not be designated as an alternate on the council.

The Member at Large shall be elected by the LPC every year preceding the first regularly scheduled meeting of the fiscal year and may serve consecutive terms. The Executive Committee is delegated the power to act for the LPC between meetings. Such actions shall be reviewed and ratified at the next LPC meeting. This Committee cooperates with the Chair in the nomination of members to fill vacancies and Committee chairs, subject to the approval of the LPC. A majority of the Executive Committee shall constitute a quorum of the Executive Committee.

The LPC shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address child care issues and concerns. The scope and purpose of these committees shall be reviewed at least annually by the Executive Committee and recommendations for continuation or elimination made to the LPC. The Chair shall be an ex-officio member of all committees. Standing committees shall meet at the call of the Committee Chair at least four times a year.

A Chair shall be selected for each committee from the membership of the LPC. An officially designated alternate may serve as Chair of a committee. Chairs for standing committees shall be selected at the beginning of each fiscal year. LPC members and their alternates shall actively serve on at least one standing committee but may transfer participation temporarily to an Ad Hoc Committee upon approval from the Executive Committee.

Failure on the part of an LPC member or alternate to actively participate in at least one committee of the LPC is grounds for termination of their membership position on the LPC.

3. Meetings

Regular meetings shall be convened a minimum of six times annually. Meeting dates, location and time will be established at the beginning of each fiscal year and may be changed as needed. Notice of meetings shall be sent and the agenda shall be posted at least 72 hours prior to the meeting date in compliance with the Ralph M. Brown Act, Government Code section 54950.

LPC members will alternate meetings between mornings and evenings. Meeting schedules will include some 9:00 am start times and some 5:00 pm start times to better accommodate working parents, providers, and other partners within the Early Learning and Care community. Additionally, attendance and quorum flexibilities related to inclusive meeting times may be considered, if the need arises. Identified needs will be reviewed and discussed at a regularly scheduled Executive Committee meeting. The Executive Committee will vote to approve or deny the request and the outcome will be shared with the full Council.

Special meetings may be called by the Council Chair at any time. Each member of the LPC shall be given a minimum of twenty-four hours' notice of such meetings in compliance with the Ralph M. Brown Act, Government Code section 54950.

4. Quorum

A majority of the members currently appointed shall constitute a quorum. A quorum is required for any LPC vote.

5. Public Access

All meetings of the LPC shall be open and accessible to the general public in accordance with the Ralph M. Brown Act, Government Code Sec. 54950.

6. Voting

Each member of the LPC, including the Chair, shall have one vote. For official business, a majority vote of the quorum is needed to pass a motion. In the absence of a member, an alternate in his or her membership category shall vote.

Due to limited time during LPC meetings, the LPC will make every effort to avoid mid-meeting voting-member changes. Voting members, including alternates, will be identified during the networking opportunity scheduled at the top of each LPC meeting. If an LPC member arrives after voting members are established, they will not vote during the meeting. If an LPC member plans to leave early enough to miss one or more voting opportunities, they will not vote during the meeting. LPC members who arrive late or leave early automatically release voting rights to the alternate assigned to the category. If the category does not have an alternate, the category will remain underrepresented.

7. Parliamentary Authority

All proceedings of the LPC and the committees shall be conducted according to the rules contained in the most recent edition of Robert's Rules of Order when these do not conflict with these by-laws.

8. Administrative Support

The LPC receives staff and administrative support through the Health and Human Services Agency's contractor. Contracted staff will participate in LPC meetings as staff, work with committees toward LPC goals, prepare agendas, post upcoming meetings in compliance with the Brown Act, take minutes for the LPC monthly meetings, prepare reports to the State, develop other resources, and any other duties related to the LPC.

Article VI Amendment of By-Laws

Recommendations to amend, repeal or adopt new by-laws may be adopted by the vote of a majority of the members of the LPC at any regular or special meeting. Changes to by-laws are subject to the approval of the County Board of Supervisors and the County Superintendent of Schools. Written notice of any proposed amendments must be sent to LPC members at least one week prior to the meeting at which the proposed amendment will be voted upon.

By-Laws adopted December 1997; revised November 1999; April 2000; December 2001; March 2005; April 2006; June 2008; September 2009; June 2014; September 2017; January 2021; March 2021 Pending Board of Supervisors Approval



Summary of the Brown Act

San Diego County

Completed by: Student Senate for California Community Colleges - August 1, 2015
THE BROWN ACT OF 1953 (CALIFORNIA GOVERNMENT CODE §54950-54963)

Before the Meeting:

1. Public need not identify self (§54953.3)
 - a. A member of the public shall not be required as a condition of attendance to register or to supply any identification.
 - b. If a sign in sheet is used, it shall clearly state that signing in is strictly voluntary.
2. Agenda packet (§54954.1)
 - a. Any person may request in writing that a copy of the agenda, or a copy of all the documents constituting the agenda packet, be mailed to that person for a fee.
3. 72 hours posting (§54954.2 (a) (1))
 - a. At least 72 hours before a regular meeting, the board shall post an agenda containing a brief general description of each item of business to be transacted at that meeting including items for a closed session.
 - b. No action or discussion shall be undertaken on any item not posted on the agenda 72 hours before the regular meeting. Except the following:
 - Exception #1: Upon the determination by a majority vote that an emergency exists.
 - Exception #2: Upon determination by a 2/3 vote (if less than 2/3 of the members are present, a unanimous vote is necessary) that there is a need to take immediate action, and that the need of the action came to the attention of the board after the posting of the agenda.
 - Exception #3: The item was posted for a prior meeting that occurred not more than 5 days before and the prior meeting was continued to the current meeting.
4. Public may address the board (§54954.3 (a))
 - a. Every agenda shall provide the public an opportunity to directly address the board.
 - b. This is allowed before or during the board's consideration of an item.
 - c. The public may speak on any topic that is within the subject matter jurisdiction of the board.
 - d. However, the public need not be afforded an opportunity to speak on topics already discussed openly at a committee meeting where the public had an opportunity to speak.
5. Time limits (§54954.3 (b))
 - a. The board may adopt regulations to limit the total amount of time allocated for an issue and for each speaker as included on the posted agenda.
6. Public speaking prohibitions (§54954.3 (c))
 - a. The board may not prohibit public criticism of policies, procedures, programs, services or acts of omissions. This is how the Brown Act makes the meeting an Open Meeting.

- b. The Brown Act does not confer any privilege or protection for expression beyond that otherwise provided by law.

During the Meeting:

- 7. Secret ballot (§54953 (c))
 - a. No action shall be decided by secret ballot.
 - b. Section 54953 (c) (2) – Every member’s vote must indicate for/against/abstain.
- 8. Teleconference (§54953 (b))
 - a. The board may use teleconference for the benefit of the public in connection with any meeting or proceeding authorized by law. However, the association’s bylaws need to authorize the board to use teleconference.
 - b. Teleconference devices may be used for all purposes within the subject matter jurisdiction.
 - c. All votes shall be taken by roll call.
 - d. The board shall post the agenda at each teleconference site.
 - e. Each teleconference site shall be ADA accessible to the public.
- 9. Public may record (§54953.5 (a))
 - a. Any person shall have the right to record the proceedings with audio or video or both.
 - b. The recording cannot disrupt the meeting with noise, illumination, or obstruction.
 - c. If the board records the meeting, the board shall allow the public to inspect it on the board’s equipment for up to 30 days.
- 10. Closed session (§54954.5)
 - a. Closed sessions are prohibited by the Brown Act except for 17 situations related to real property or labor negotiators, litigation, liability claims, employee (appointment, evaluation, or discipline), trade secrets, etc. (Notice that attorney-client privileges are limited.)
- 11. Report from closed session (§54957.7)
 - a. The board shall report any action taken in closed session and the vote by each member.
- 12. Willful interruption (§54957.9)
 - a. If any meeting is willfully interrupted so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by removal of the problem individuals, the board may order the room cleared and continue the meeting.
 - b. The board shall allow the press and individuals not causing the disturbance to reenter the meeting room.

After the Meeting:

- 13. Standing committees (§54952 (b))
 - a. Regardless of composition, if it has a continuing subject matter jurisdiction, or a fixed meeting schedule by formal action, a standing committee falls under the Brown Act.
- 14. Conference fees (§54952.2 (c) (2))
 - a. The public does not have free admission to a conference which the organizer has required other participants to pay fees as a condition of attendance.
- 15. Public may broadcast (§54953.6)

- a. Any person shall have the right to broadcast the proceedings (audio and/or video.)
 - b. The broadcast cannot disrupt the meeting with noise, illumination, or obstruction.
16. Courts (§54960.5)
- a. A court may award court costs and reasonable attorney fees to the plaintiff (the board) if it finds that the board has violated the Brown Act.
 - b. Similarly, for the defendant (the public) where the court finds the action brought to the court was clearly frivolous and totally lacking in merit.

MEETING TYPES	NOTICE	ORDERED BY
Regular (§ 54954.2)	Post at least 72 hours before the meeting. Notice mailed to those on a list for a minimal fee.	Ordered per bylaw or motion
Adjourned (§ 54955)	Post at least 24 hours after adjournment of original meeting that set the adjourned meeting. Posted near the door. If the hour is omitted, the hour is that of the regular meeting. Notice in same manner as in Special Meeting.	Ordered by majority vote at regular meeting, adjourned meeting, or special meeting. Quorum is not required to set an adjourned meeting. If all members are absent, clerk or secretary may declare adjournment and set the adjourned meeting.
Special (§ 54956)	Post at least 24 hours before the meeting. Written notice to each member and media (that requested it) at least 24 hours before the special meeting. Written notice is dispensed with if member waives it or attends meeting. May be called to discuss budget but not salaries.	Ordered by presiding officer or majority of the members
Emergency (§ 54956.5)	Post at least 24 hours before, if possible. Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of work stoppage, crippling activity, impaired public health or safety.
Dire Emergency (§ 54956.5)	Post at least 24 hours before, if possible. Notify the media (that requested it) at least 1 hour before, or when possible. Minutes shall be posted for at least 10 days as soon as possible.	Ordered by majority of members for conditions of crippling disaster, mass destruction, terrorist act, endangered public health or safety.



Child Care and Development Planning Council

Introduction to Robert's Rule San Diego County

INTRODUCTION TO ROBERT'S RULES OF ORDER

<https://robertsrules.org/rulesintro.htm>

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised is the basic handbook of operation for most clubs, organizations and other groups. So, it's important that everyone know these basic rules. Organizations using parliamentary procedure usually follow a fixed order of business. Below is an example of Council Meetings and Committee Meetings:

PLANNING COUNCIL	COMMITTEE
Introductions	Introductions
Public Comment	Public Comment
Consent Calendar	Approval of Minutes
Community Partner Reports	Action Items (Council Business)
Staff Updates and Reports	Discussion Items
Action Items (Council Business)	Committee Comments
Updates and Reports	Review of Work Plan

Taking Action

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

Individual members can:

- Call to order
- Move a motion
- Second motions
- Debate motions
- Vote on motions

There are Four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President".
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion, it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "It has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.

- e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.

Voting on a Motion:

The method of vote on any motion depends on the situation and the bylaws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- the Chairman asks those in favor to say, "Aye", those opposed to say "No". Any member may move for an exact count.
2. By Roll Call -- Each member answers "Yes" or "No" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "If there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

Note: The council votes with voting cards at council meetings and by voice at committee meetings.

There are two other motions that are commonly used that relate to voting:

1. Motion to Table-- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But it will only work if you use it properly.

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.

Most importantly, ***BE COURTEOUS!***



Child Care and Development Planning Council

Conflict of Interest Agreement

San Diego County

Members of the San Diego County Child Care and Development Planning Council (Council) serve as an advisory body to the County Board of Supervisors (CBS) and the County Superintendent of Schools (CSS). In this capacity, the members are called upon, on occasion, to provide expertise in the design of programming, the performance of research, or other related tasks, which can result in their being considered a public official for that task. Public officials are precluded from having a financial interest in projects under consideration.

Section 87100 of the Government Code states that a public official shall not make, participate in making or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest. (California Political Reform Act.) Section 87103 defines a financial interest as one that is reasonable, foreseeable that will have a material effect on the public official and/or his/her immediate family, distinguishable from its effect on the public generally, such as: 1) having a direct or indirect investment in a business entity worth \$2,000 or more; 2) having a direct or indirect investment in any real property under consideration worth \$2,000 or more; 3) receiving income from any source emanating from the project greater than \$250 in the current or preceding year; 4) being employed as director, officer, partner, trustee, employer or holding any position of management in a business entity involved in the project.

In addition, Government Code section 1090 prohibits public officials from having any financial interest in a contract made by them in their official capacity. As a result, Council members are prohibited from acting on both sides of a contractual situation; for example, program design and actual service provision.

Finally, to achieve and maintain the highest public confidence in the integrity of the Council and its decision-making process, it is necessary to avoid even the appearance of impropriety. Limitations are as follows:

- Council members working for for-profit organizations who utilize their expertise in advising the government, may not bid on Council funded projects, nor participate in any way in any decision or attempt to influence other Council members or other employee or official who has decision making authority regarding funding.
- Council members working for non-profit organizations who utilize their expertise in advising the government, are required to do the following:
 - Recuse themselves from working on program design, research design, or statement of work preparation when the member, their immediate family, or their employer intends to bid upon the final program services to be offered.
 - Recuse themselves from discussion and voting on the award of research funding when they, an immediate family member, or their employer are seeking to be awarded the funding for such services. Nor shall members in any way attempt to influence any other Council member or other employee or official who has decision making authority regarding funding.
- Council members working for other public agencies are not legally considered to have a conflict of interest in designing on or bidding on Council projects. However, a Council member whose public agency is applying directly for funds shall recuse him or herself from participation and voting and shall not attempt to influence other Council members, or other employees or officials, who have decision making authority regarding funding.

I hereby acknowledge that I have read and understand the above and do certify that I will not participate in projects in which I have a conflict of interest, during my tenure on the San Diego County Child Care and Development Planning Council. I also agree to take the online ethics training [AB1234-<https://localethics.fppc.ca.gov/login.aspx>] prior to serving on the Council.



Child Care and Development Planning Council

Membership Agreement

San Diego County

Name: _____ Category: _____

Recognizing the important responsibility, I am beginning, continuing, or renewing service as a voting member of the San Diego County Child Care and Development Planning Council, I hereby pledge to carry out in a trustworthy and diligent manner my full duties and obligations as a member appointed by the San Diego County Board of Supervisors and San Diego County Superintendent of Schools within the assigned category as listed above. If for any reason, I find myself unable to carry out the duties, I agree to submit a letter of resignation from my position on the Council.

I pledge (*initial each line*):

- _____ To assist in fulfilling the Council's legislative mandates, county contract deliverables, and state program requirements.
- _____ To establish, as a high priority, my attendance at all Council meetings and committees on which I serve.
- _____ To serve on at least one committee or task force and actively participate in the accomplishment of its objectives.
- _____ To thoughtfully review materials received from the Council, and if I represent an agency/organization, to share information with those constituents.
- _____ To represent the Council in a positive and supportive manner always and in all places.

I understand (*initial each line*):

- _____ Absences at three (3) regular Council meetings or at three (3) committee meetings within a calendar year may result in the loss of my appointment.
- _____ Per county counsel, membership related voting must be an open public vote with no secret ballots; and members may not be asked to leave the room while deliberations and votes are made.
- _____ Participation on this Council involves willingness to learn about child care and child development issues, to collaborate and to demonstrate respect for other members and their points of view.
- _____ I am not to speak on behalf of the Council without prior authorization.



Child Care and Development Planning Council

Committee Responsibilities

San Diego County

See 'COMMITTEE OVERVIEW' for specific committee descriptions.

COMMITTEE CHAIR (S): The role of the committee chair is to lead their committee towards their assigned objectives within the Council's Strategic Plan. Council staff will work with each committee chair to develop a work plan for the year that leads the committee towards the strategic plan priorities outlined by the Council. Committee chairs are asked to find someone to take notes at each committee meeting. The committee chair must ensure notes provide a record of:

1. When and where the meeting took place
2. Who was present – including absences, late arrivals, departures, and time of adjournment
3. What was considered and decided
 - ***Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action***
4. When and where the next meeting will take place
5. Agreed upon discussion and action items for the next meeting agenda

Committee meeting notes must be typed and emailed to council staff within 72 hours of the committee meeting.

Council staff will provide a roster of everyone on the committee and will periodically ask for updates regarding attendance. If a committee member's number of absences negatively impact the work of the committee, the committee chair will inform the council chair at an Executive Committee meeting; and a decision will be made about how to address the issue. The chair shall contact persistent absentee-members to remind them of the value of their participation.

EXECUTIVE COMMITTEE: Chairs (or co-chairs) of standing and ad-hoc committees are members of the Executive Committee. If a committee has co-chairs, one chair is expected to attend monthly meetings to represent the committee. Executive Committee attendance is important for the representation, interest, and expertise of each committee.

DECISION MAKING BY THE COUNCIL: After a committee reviews and discusses an issue, it is brought to the Executive Committee for input and recommendations; then, it goes to the Planning Council for a vote. Actions and products of each committee is reviewed and approved by the Planning Council.

SPEAKING FOR THE COUNCIL: The Council Coordinator and Chairperson are considered the official spokesperson for the Planning Council and the only contact point with the press.

SCHEDULING COMMITTEE MEETINGS: Council staff develops an annual & monthly committee meeting calendar for council members and attendees. Staff also send out e-mail meeting announcements to all members. It is very important for committee chairs to notify staff of changes to meeting dates or times so appropriate parties can be notified.



Child Care and Development Planning Council

Contractor Responsibilities

San Diego County: Service Year 2021-2022

The California Department of Education (CDE) contracts with the County of San Diego, Health and Human Services Agency (HHSA), who contracts with the San Diego County Office of Education (SDCOE) to run the San Diego County Child Care and Development Planning Council (Council). SDCOE is the 'Contractor' in this context. The SDCOE staff member identified as the Council Coordinator is the SDCOE Contractor designated representative. As such, the Council Coordinator is responsible for the following:

MEETINGS: Prepare agendas and take minutes for full Council [and Executive Committee] meetings. Organize and participate in each full Council [and Executive Committee] meeting. Post upcoming meeting agendas, for both Council and Committee meetings, in compliance with the Brown Act. Track attendance and absences of Council members. Track completion of mandated ethics training by Council members. Periodically attend committee and other special meetings to provide technical assistances.

MEMBERS: Work with committees to ensure proper management of the Council strategic plan – directly related to contractual goals and deliverables – for successful completion. Assist Committees to prepare reports and other written products. Recruit annually for new members to fulfill legislative mandate. Organize a new member orientation annually. Ensure members meet all County ordinances and policies relevant to the Council.

MANDATES: Prepare and submit reports as required by California Welfare and Institutions Code, Program Requirements, and the County Contract. Conduct research pursuant to state and county mandates. Establish and maintain working relationships with other groups and organizations.

MANDATES	NOTES
Monthly Attendance and Ethics Training Tracking	This log shall be available to the COR and County staff upon request. The Executive Committee will be kept updated.
Biannual Quality Assurance Evaluation	Contractor and Executive Committee shall evaluate the results and develop corrective action(s) if necessary.
January Annual Membership Report (CD 3020)	The report shall be approved by CBS and the CSS, after reviewed and approved by the Executive Committee and Planning Council .
February Voluntary Temporary Transfer of Funds	For AB 377 participants only.
May Voluntary Temporary Transfer of Funds	Information and/or training sessions shall be provided to support contractors in completing required documentation.
May County Priorities Report (CD- 3022)	This shall be done in collaboration with the Council's Needs Assessment Committee . One public hearing required. The report shall be approved by CBS and the CSS.
July Annual Summary of Activities Report (CD-6002)	This report shall include significant activities and challenges completed quarterly.
November Annual Self-Evaluation Review (CD 2934 & CD 2935)	The report is presented to the Planning Council .
November Voluntary Temporary Transfer of Funds	Information and/or training sessions shall be provided to support contractors in completing required documentation.
Every 5 Years, Needs Assessment Report	This shall be done in collaboration and with the review of the Council's Needs Assessment Committee . The report shall be approved by CBS and the CSS.
Every 5 Years, Child Care Plan	This shall be done in collaboration and with the review of the Council's Child Care Plan Committee . The plan shall be approved by CBS and the CSS.
Annual Strategic Plan Update	This shall be done in collaboration with the Planning Council .



Child Care and Development Planning Council

Reports

San Diego County: List Developed January 2019

The following reports have been identified to support child care and development planning council members in their work. These reports can be accessed digitally.

STATEWIDE

Understanding California's Early Care and Education System

<https://learningpolicyinstitute.org/product/understanding-californias-early-care-education-system-report>

Building an Early Learning System That Works: Next Steps for California

<https://learningpolicyinstitute.org/product/building-early-learning-system-california-report>

Current Conditions and Paths Forward for California Schools

<http://gettingdowntofacts.com/>

COUNTYWIDE

Needs Assessment Report (coming soon)

Child Care Plan (coming soon)



Child Care and Development Planning Council

Websites of Interest

San Diego County: Last Reviewed: 2013

WEBSITE	TYPE OF INFORMATION AVAILABLE
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Legislative Sites	
Senate www.leginfo.ca.gov/bilinfo.html	The full text of bills, resolutions and constitutional amendments, their status, history, votes, analyses and veto messages.
Legislative Analyst's Office http://www.lao.ca.gov/	Ballot initiatives, budget bills, Gov.'s budget, special reports and analyses, publications, fiscal outlook, related links
www.leginfo.ca.gov/legsite.html	Assembly and Senate bills, legislative updates, committee hearings and events, District information, calendar and schedules, research, laws and publications
Congressional Staff Directory http://library.cqpress.com/	Press release links, information on politics, policy, books/publications (subscription)
County Strategic & Intergovernmental Affairs www.sdcounty.ca.gov/cao/osia.html	Legislative tracking tools, Board policy and guidelines, bill referral analysis, calendar & deadlines
Associations	
American Public Human Services Association www.aphsa.org	Issues & policy, News Room, publications, conference & events.
CSAC http://www.csac.counties.org/	Legislative tracking, legislative priorities, Issues in Depth, legislative bulletins, legislative process, links
Other Sites	
California Codes https://leginfo.legislature.ca.gov/faces/codes.xhtml	29 California codes
Notice of Federal Funding Availability http://ocd.usda.gov/nofa.htm	
Sacramento Bee www.capitolalert.com	New stories, politics, state/federal budget, local impacts

Inclusion of these web pages is not an endorsement by the presenter or sponsoring parties. The views and opinions expressed within are solely those of the organizations' and agencies' owning said web pages. **Last Reviewed: 2013**

Public Policy and Child Advocate - Web Page Addresses*	
Children Advocacy Institute	https://www.sandiego.edu/cai/advocacy/legislation/
Children's Advocate	www.4children.org

Administration for Children and Families	https://www.acf.hhs.gov/
Legislative Information on the Internet	www.leginfo.ca.gov
California Assembly	www.assembly.ca.gov
California Budget Project	https://calbudgetcenter.org/
California Children's & Families Commission	www.cafc.ca.gov
California Legislative Counsel	www.leginfo.ca.gov
California Parent Center	http://parent.sdsu.edu
California Senate	www.sen.ca.gov
California Voter Foundation	http://calvoter.org
Center for the Child Care Workforce	https://www.aft.org/earlychildhood/about-aft-early-childhood-educators/center-childcare-workforce-ccw
Child Care Aware	https://www.childcareaware.org/
Child Care Law Center	www.childcarelaw.org
Children's Defense Fund	www.childrensdefense.org
Children Now	www.childrennow.org
Child Stats Federal Interagency Forum	www.childstats.gov
Early Edge California	http://www.earlyedgecalifornia.org/
Families and Work Institute	www.familiesandwork.org
Legislative Analyst's Office	www.lao.ca.gov
National Institute for Early Education Research	http://nieer.org
On the Capitol Doorstep	http://otcdkids.com
Parent Voices	https://www.parentvoices.org/
Project Vote Smart	www.vote-smart.org

Rough & Tumble California Politics	www.rtumble.com
Skeleton Closet	www.realchange.org
Stand for Children	www.stand.org
The California Institute for Federal Policy Research	www.calinst.org
The Future of Children	www.futureofchildren.org
Zero to Three	www.zerotothree.org

Inclusion of these web pages is not an endorsement by the presenter or sponsoring parties. The views and opinions expressed within are solely those of the organizations' and agencies' owning said web pages. **Last Reviewed: 2021**



Child Care and Development Planning Council

Child Care Related Acronyms

San Diego County: City/County Coordinators List of Acronyms- July 2008

Acronym	Title
4Cs	Community Child Care Council or similar name (for R&R)
21st Century	21st Century Community Learning Centers
AB	Assembly Bill
ACF	Administration for Children and Families (Federal)
ACL	All County letter (notification from State Departments)
ADA	Americans with Disabilities Act; Average Daily Attendance
AFDC	Aid to Families with Dependent Children (this program was replaced by TANF)
AMI	Area Median Income
APE	Adaptive Physical Education
API	Academic Performance Index
APP	Alternative Payment Program
ARC	Association for Retarded Citizens
ASES/ASESP	Afterschool Education and Safety Program
ASQ	Ages and Stages Questionnaire
ASQSE	Ages and Stages Questionnaire: Social Emotional
AWG	Advisory Working Group
BCC	Building Child Care
BCP	Budget Change Proposal
BOS	Board of Supervisors (county)
CAA	Community Action Agency
CAEYC	California Association for the Education of Young
CalSAC	California School Age Consortium
Cal-SAFE	California School Age Families Education
CalWORKs	California Work Opportunity and Responsibility to Kids (state name for TANF)

Acronym	Title
CAO	County Administrators Office
CAPP	California Alternative Payment Program (contract through CDE-CDD)
CAPPA	California Alternative Payment Program Association
CARES	Comprehensive Approaches to Raising Educational Standards
CASH	California’s Coalition for Adequate School Housing
CBO	Community Based Organization
CBP	California Budget Project
CCCCA	California Child Care Coordinator’s Association
CCCR&RN	California Child Care Resource and Referral Network (often referred to as “the Network” or the “R and R Network”)
CCDAA	California Child Development Administrators Association
CCDBG	Child Care and Development Block Grant
CCDF	Child Care and Development Fund
CCHP	California Child Care Health Program
CCIP	Child Care Initiative Project
CCL	Community Care Licensing
CCLC	Child Care Law Center
CCPC	Child Care Planning Council (some counties use this instead of LPC)
CCR	Contract Compliance Review; California Code of Regulations
CCR&R	Child Care Resource & Referral
CCS	California Children’s Services
CCTC/CTC	California Commission on Teacher Credentialing
CCTR	California Center Based (General, full-day) Program contract (through CDE-CDD)
CDA	Child Development Associate
CDBG	Community Development Block Grant (federal HUD funds)
CDC	Child Development Center
CDD	Child Development Division (of the California Department of Education)
CDE	California Department of Education
CDF	Children’s Defense Fund
CDPI	Child Development Policy Institute
CDSS	California Department of Social Services

Acronym	Title
CDTC	Child Development Training Consortium
CEL	Centralized Eligibility List
CEQA	California Environmental Quality Act
CFDP	California Full Day State Preschool (contract through CDE-CDD)
CHAN	California Handicapped Program contract (through CDE-CDD)
CHIS	California Health Information Survey
CLRN	California Learning Resource Network (often pronounced Cal learn)
CLTK	California Latchkey School-Age child care contract (through CDE-CDD)
CMA	California Medical Association
CMIG	California Migrant Program contract (through CDE-CDD)
CMR	Contract Monitoring Review by Cal. Dept. of Ed.
COE	County Office of Education
COLA	Cost-of-Living Allowance or Adjustment
CP	Cerebral Palsy
CPEI	Center for Prevention & Early Intervention (WestEd)
CPI	Consumer Price Index
CPIN/CalPIN	California Preschool Instructional Network
CPKP	California Prekindergarten and Family Literacy Program (part-day contract through CDE-CDD; AKA: PKFLP or Pre-KFLP)
CPRE	California Preschool (half-day) contract (through CDE-CDD)
CPS	Child Protective Services
CSOC	Children's System of Care
CTC	Commission on Teacher Credentialing
CUP	Conditional Use Permit
CWDA	County Welfare Director's Association
CWS	Child Welfare Services (state/county)- formerly Child Protective Services
DD	Developmental Disabilities
DDS	Department of Developmental Services (state)
DIS	Designated Instructional Services
DMH	Department of Mental Health (state)
DOE	Department of Education (federal)

Acronym	Title
DOF	Department of Finance (state)
DOJ	Department of Justice (federal)
DPH	Department of Public Health (state/county)
DRDP-R	Desired Results Developmental Profile- Revised
DREDF	Disability Rights Education & Defense Fund
DSS-CCL	Department of Social Services- Community Care Licensing
ECE	Early Care and Education; Early Childhood Education
ECERS	Early Childhood Environmental Rating Scale (also known as Harms Scales)
ECMH	Early Childhood Mental Health
ED	Executive Director
EDD	Employment Development Department
EHS	Early Head Start
EIR	Economic Impact Report; Environmental Impact Report
ELL	English Language Learners (previously known as LEP- Limited English Proficient)
ELOA	Early Learning Opportunities Act
EPSDT	Early Periodic Screening Diagnosis Treatment
FAPE	Free Appropriate Public Education
FCC	Family Child Care
FCCERS-R	Family Child Care Environment Rating Scale-Revised
FCCH	Family Child Care Home
FPL	Federal Poverty Level
FRC/FRN	Family Resource Center/Network
FSA	Family Service Agency
FT&C	Funding Terms and Conditions
GAIN	Greater Avenues to Independence (California's welfare to-work program pre-dating federal TANF)
GSA	General Services Agency; General Services Administration (federal)
GTQ	Gateway to Quality
HHS	Health and Human Services
HS	Head Start
HUD	Housing and Urban Development (federal)

Acronym	Title
ICC	Interagency Coordinating Council
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
IFSP	Individualized Family Service Plan
IHSS	In Home Support Services
ITERS	Infant/Toddler Environment Rating Scale
JEP	Joint Education Partnership
JPA	Joint Powers Authority
LAO	Legislative Analyst Office (county, state or federal)
LAUP	Los Angeles Universal Preschool
LD	Learning Disabled
LEA	Local Education Agency
LIIF	Low Income Investment Fund
LINCC	Local Investment in Child Care
LPA	Local Planning Area
LPC	Local Planning Council (for child care)
LRE	Least Restrictive Environment
MCH	Maternal and Child Health
MDO	Minimum Days of Operation
MFT	Marriage and Family Therapist
MHAB/MHB	Mental Health Advisory Board, Mental Health Board
MIS	Management Information Systems
MSW	Masters in Social Work
NACCRRRA	National Association of Child Care Resource & Referral Agencies
NAEYC	National Association for the Education of Young Children
NAFCC	National Association for Family Child Care
NCCIC	National Child Care Information Center
NCLB	No Child Left Behind
NCLR	National Council of La Raza
NEDLC	National Economic Development and Law Center

Acronym	Title
NGO	Non-Governmental Organization
NLCI	National Latino Children's Institute
NWLC	National Women's Law Center
OSERS	Office of Special Education and Rehabilitative Services
OT	Occupational Therapy
OTCD	On the Capital Doorstep
PACE	Professional Association for Childhood Education; Policy Analysis of California Education
PACE-APP	Professional Association for Childhood Education - Alternative Payment Program
PACT	People Acting in Community Together
PAI/ P&A	Protection and Advocacy
PERS	Public Employees Retirement System
PFA	Preschool for All
PHP	Parents Helping Parents
PIC	Private Industry Council
PITC	Program for Infant/Toddler Caregivers
POS	Purchase of Service Agreement
Pre-KFLP	California Preschool Family Literacy Program (contract through CDE-CDD)
Prop 10	Proposition implementing tobacco tax & California Children and Families Commissions
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act
PSA	Public Service Announcement
QA	Quality Assurance
QII	Quality Improvement Initiative
QRS/QRIS	Quality Rating System/ Quality Rating and Improvement System
R&R	Resource and Referral
RFA	Request for Application
RFP	Request for Proposal
RFQ	Request for Qualification
RMI	Regional Median Income
RMI	Regional Median Income
RMR	Regional Market Rate

Acronym	Title
ROI	Return on Investment
RSP	Resource Specialist Program (in public schools)
SART	Screening, Assessment, Referral and Treatment (system)
SB	Senate Bill
SBDC	Small Business Development Corporation (of federal Small Business Administration SBA)
SDC	Special Day Class
Section 108	Loan guarantee provision of the Community Development Block Grant (CDBG) program
SED	Seriously Emotionally Disturbed
SEIU	Service Employees International Union (labor union)
SELPA	Special Education Local Plan Area
SMI	State Medium Income
SRR	Standard Daily Reimbursement Rate
SSA	Social Services Agency (county; some use Human Services Agency, HSA); Social Security Administration (federal)
TANF	Temporary Assistance to Needy Families (Federal name for CalWORKs)
Title 5	California Code of Regs section governing most state-funded child care programs, as authorized by the CA Ed. Code
Title 22	California Code of Regs section governing licensing of child care programs, as authorized by CA Health and Safety Code
TOD	Transit Oriented Development
UAP	University Affiliated Program
UCPA	United Cerebral Palsy Association
UPK	Universal Preschool; Universal Pre-Kindergarten
USDA	United States Department of Agriculture
VH	Visual Handicaps
VISTA	Volunteers in Service to America
WIA	Workforce Investment Act (federal)
WIB	Workforce Investment Board (state & county)
WIC	Women, Infant, Children; Welfare and Institutions Code
WOYC	Week of the Young Child