



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.

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.

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
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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 and forwarded to the California Department of Education, Early Learning and Care Division. 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 Education 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."
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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
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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.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:

Chapter 2.3, Section 8499.3 (h) of the Education 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, Early Learning and Care Division.

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?>

REPORTING REQUIREMENTS:

Local Planning Councils are required to report to the CA Department of Education, Early Learning and Care Division, including the following reports, their due dates, and the form:

- A Summary of Activities Report is due by July 20 of each year to report the activities of the prior year (Form CD 3021).
- Quarterly fiscal reports are due the on the 20th day of the months of October, January, April and July (CDFS 9529).
- The annual LPC budget is due September 20 of each year. There is no required form for this submission.
- The Certification Statement Regarding Composition of LPC Membership is due January 20 of each year (Form CD 3020).
- Annual report and self-evaluation are due November 15 of each year (Forms CD 2934 and 2935).

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 Education Code membership requirements
 - California Education 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
 - Reporting Requirements to the California Department of Education
 - Information on the California Child Care Coordinators Association
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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.

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, inter-district 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:

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. For more information on the San Diego County Board of Supervisors as well as San Diego District Boundaries, please visit:

<https://www.sandiegocounty.gov/content/sdc/general/bos.html>



The official Board Meeting calendar is available online at

<https://www.sandiegocounty.gov/content/sdc/bos/calendar.html>.



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.

Standing Committee Descriptions

Executive Committee 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.

This committee is scheduled to meet 8 times per calendar year. Additional meetings may be added to meet project needs. Dates and times are determined by the committee chair and members.

Needs Assessment and Child Care Plan Committee is a standing committee that reviews data on county-wide topics surrounding child care and development. The NACCP Committee members may support, review, and report on: [1] County-wide 5-year child care Needs Assessment report; [2] Zip Code Priority report; and [3] Other research on child care issues affecting San Diego County. Valid and reliable, county-wide data must be used in all work associated with the Needs Assessment Committee.

The NACCP Committee is also responsible for the development and maintenance of a comprehensive, county-wide child care plan that is broad in scope and meets the needs of San Diego County. This work includes but is not limited to: [1] Using local data to track progress and completion of the plan's recommendations; [2] Fostering partnerships and establishing collaborations for the development and maintenance of the child care plan's recommendations; and [3] Presenting progress and outcomes of the plan to LPC members and the community.

The Public Private Resource Committee was created to promote an environment where relevant initiatives, information, ideas, and resources are shared to support the San Diego Child Care Blueprint and to consider recommendations that will strengthen child care and development services in the County of San Diego. Responsibilities of the committee include: [1] Recruit vested private and non-profit businesses, programs, and community members; [2] Facilitate discussions to present to the LPC members; [3] Track progress and success of local and national Public-Private initiatives; and [4] Contribute towards Child Care Recovery, Workforce and Rate reform, and Facilities Access.

This committee is scheduled to meet at least 4 times during the calendar year. Additional meetings may be added to meet project needs. Dates and times are determined by the committee chair and members.

The Public Policy Committee 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.

This committee is scheduled to meet at least 4 times during the calendar year. Additional meetings may be added to meet project needs. Dates and times are determined by the committee chair and members.

Ad hoc Committee Descriptions

The 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 led 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.

This committee is scheduled to meet at least once during the calendar year. Additional meetings may be added to meet project needs. Dates and times are determined by the committee chair and members.



Welfare and Institutions Code

San Diego County

WELFARE AND INSTITUTIONS CODE - WIC

DIVISION 9. PUBLIC SOCIAL SERVICES [10000 - 18999.98]

(Division 9 added by Stats. 1965, Ch. 1784.)

PART 1.8. Child Care and Development Services Act [10207 - 10492.2]

(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) (1) 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.)



Program Requirements

San Diego County: Service Year January to June 2024-2025

INTRODUCTION

The purpose of the Local Childcare and Development Planning Councils (LPCs) is to provide a forum for the identification of local priorities for childcare and the development of policies to meet the needs identified within those priorities (*WIC 10485*). These program requirements are provided to assist the Contractor in meeting the legislative intent.

In addition to these program requirements, each Contractor is required, as a condition of its contract with the California Department of Social Services (CDSS), to adhere to the CDSS Funding Terms and Conditions.

OPERATIONAL REQUIREMENTS

A. Responsibilities of the County Board of Supervisors (CBS), County Superintendent of Schools (CSS) (*WIC 10485*)

Both the CBS and CSS are mandated to be involved in the local childcare planning process. Specifically, the CBS, CSS are directed to:

1. Appoint members to the LPC.

Before making appointments, the CBS and the CSS 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 appointments for the members of the LPC.
3. Approve the local priorities that are developed by the LPC for submission to the CDSS, for new state and federal childcare funding for the county.
4. Approve the results of the needs assessment developed by the LPC prior to submission to the DSS.

B. LPC Composition (*WIC 10485*)

The local planning council shall be comprised as follows:

1. 20 percent (20%) consumers, defined as a parent or person who receives, or who has received within the past 36 months, childcare services.
2. 20 percent (20%) childcare providers, defined as a person who provides childcare services or represents persons who provide childcare 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 childcare services, or who advocates for childcare services through participation in civic or community-based organizations but is not a childcare provider and does not represent an agency that contracts with the DSS to provide childcare and development services.
5. The remaining 20 percent (20%) shall be appointed at the discretion of the appointing agencies. The CBS, 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.

C. LPC Responsibilities (WIC 10485, 10486)

1. No member of the LPC shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on.
2. 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.
3. By May 30 of each year, upon approval by the CBS and the CSS, the LPC shall submit to the department and the State Department of Education the local priorities it has identified that reflect all childcare needs in the county. To accomplish this, a local planning council shall do all of the following:
 4. The LPC shall assess childcare 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 to obtain an accurate picture of the comprehensive childcare needs in the county. The factors include, but are not limited to, all of the following:
 - A. The needs of families eligible for subsidized childcare.
 - B. The needs of families not eligible for subsidized childcare.
 - C. The waiting lists for programs funded by the department.
 - D. The need for childcare 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, as defined in FTC, Section X *Definitions*, who move from place to place for work or who have moved from place to place within the last five years and are currently dependent for their income on agricultural employment, but is currently settled near agricultural areas.
- 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 childcare services by age cohort.
- L. 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 childcare in the county.
- M. 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.
- N. Prepare a comprehensive countywide childcare plan designed to mobilize public and private resources to address identified needs.
- O. Conduct a periodic review of childcare programs funded by the department to determine if identified priorities are being met.
- P. Collaborate with subsidized and nonsubsidized childcare 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 childcare resource and referral programs, and other interested parties to foster partnerships designed to meet local childcare needs.
- Q. Design a system to consolidate local childcare waiting lists if a centralized eligibility list is not already in existence.
- R. Coordinate part-day programs, including state preschool and Head Start, with other childcare and development services to provide full-day childcare.
- S. 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.

- T. 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.
- U. The needs assessment data shall be made available to counties implementing individualized county childcare subsidy plans pursuant to Chapter 19 (*W/C* Section 10350-10536) of the Child Care and Development Services Act.

D. Additional Requirements

Contractor shall actively participate in local Quality Counts California (QCC) and Quality Rating Improvement System (QRIS) consortium. (*EC* 8203.1)

E. Local Match Requirement

Each Contractor shall contribute a match, in the form of monetary and/or in-kind services, equal to 25 percent 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.

REPORTING REQUIREMENTS

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. Please be mindful that some reports need to be submitted via reports or survey (please see the reporting timelines for reporting information). If a report/activity due date falls on a weekend, or holiday, the due date will be the follow business day. Unless otherwise stated in these requirements, reports shall be submitted to: LPC@dss.ca.gov.

A. Revenue and Expenditure Report

The Revenue and Expenditure Report (CD 9529) must be submitted quarterly via the Child Development Provider Accounting Reporting Information System (CPARIS) reporting system. CPARIS can be accessed on [DSS's Fiscal Resource website](#). If you need more information about how to submit your Support Contract Expenses report, contact your assigned fiscal analyst.

B. LPC Annual Summary and Self-Evaluation Findings Report Survey

The LPC Annual Summary and Self-Evaluation Findings Report Survey must be submitted by November 15. The survey shall be submitted via the [DSS, Local Planning Council Forms webpage](#).

C. LPC Planning Council Form 6002 Survey

An Annual Summary of Activities must be submitted by July 19, The Survey shall be submitted via the [DSS, Local Planning Council Forms webpage](#).

D. Local Planning Council (LPC) County Priorities Report Form

LPC's shall submit [LPC Priority Electronic Submissions \(PDF\)](#) along with Excel Spreadsheet and send to the LPC@dss.ca.gov.

Table 1-Activities Timeline

| Report/Activity | Due Date | Reporting Period |
|---|--------------------|-------------------------------------|
| Fiscal Plan/Yearly Budget – For planning – *There is no set template required. | September 18, 2023 | July 1, 2023 – June 30, 2024 |
| LPC Annual Summary and Self-Evaluation Findings Report Survey. | November 15, 2023 | July 1, 2023 – June 30, 2024 |
| LPC Planning Council Form 6002 Survey | July 19, 2024 | July 1, 2023 – June 30, 2024 |
| Revenue and Expenditure Report (CDFS-9529) 1 st Quarter | October 20, 2023 | July 1, 2023 – September 30, 2023 |
| Revenue and Expenditure Report (CDFS-9529) 2 nd Quarter | January 20, 2023 | October 1, 2023 – December 31, 2023 |
| Revenue and Expenditure Report (CDFS-9529) 3 rd Quarter | April 20, 2024 | January 1, 2024 – March 31, 2024 |
| Revenue and Expenditure Report (CDFS-9529) 4 th Quarter | July 20, 2024 | April 1, 2024– June 30, 2024 |
| Certification Statement Regarding Composition of LPC Membership (CD-3020) | March 15, 2024 | N/A |
| LPC County Priorities Report CD-3022 | May 30, 2024 | N/A |

CDSS CONTACT INFORMATION

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

DEFINITIONS

For purposes of these program requirements, the following definitions shall apply (*WIC 10480*):

“Block grant” means the block grant contained in Title VI of the Child Care and Development Fund, as established by the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

“Childcare” means all licensed childcare and development services and license-exempt childcare, including, but not limited to, private for-profit programs, nonprofit programs, and publicly funded programs, for all children up to and including 12 years of age, including children with exceptional needs and children from all linguistic and cultural backgrounds.

“Childcare provider” means a person who provides childcare services or represents persons who provide childcare services.

“Community representative” means a person who represents an agency or business that provides private funding for childcare services, or who advocates for childcare services through participation in civic or community-based organizations but is not a childcare provider and does not represent an agency that contracts with the department to provide childcare and development services.

“Consumer” means a parent or person who receives, or who has received within the past 36 months, childcare services.

“Department” means the State Department of Social Services.

“Local planning council” means a local childcare and development planning council as described in *WIC 10485*.

“Public agency representative” means a person who represents a city, county, city and county, or local educational agency.



County Ordinance 10494

San Diego County

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 Bi111542 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)(I).

(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)



Council Bylaws

To access the LPC Bylaws please navigate to:

1. https://drive.google.com/file/d/1U9qrxoj0EMsLI9kFdDcp2Jto1My_UNWX/view



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 Council 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 Council members at least one week prior to the meeting at which the proposed amendment will be voted upon.

Bylaws adopted December 1997; revised November 1999; April 2000; December 2001; March 2005; April 2006; June 2008; September 2009; June 2014; September 2017



Summary of the Brown Act

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. |



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!***



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

To view and sign the membership agreement form, please navigate to:

<https://earlyed.surveysparrow.com/s/Local-Planning-Council-LPC-Membership-Agreement/tt-2tgpgmFPL8Ms6LGtnE9Uf>





Contractor Responsibilities

San Diego County

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 Education Code, CDE 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 . |
| 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, Childcare Plan | This shall be done in collaboration and with the review of the Council’s Needs Assessment and Child Care Plan Committee . The report shall be approved by CBS and the CSS. |
| Annual Strategic Plan Update | This shall be done in collaboration with the 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 2021-2025 (next report scheduled for 2026-2030)

<https://drive.google.com/file/d/1rYT-o78LVnwb1ZglGYobNnACY5JaSnU2/view>



San Diego Childcare Blueprint: <https://www.sdchildrenfirst.org/wp-content/uploads/2023/06/San-Diego-County-Child-Care-Blueprint.pdf>





Websites of Interest

San Diego County: Last Reviewed: 2013

| WEBSITE | TYPE OF INFORMATION AVAILABLE |
|--|--|
| 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/ www.leginfo.ca.gov/legsite.html | Ballot initiatives, budget bills, Gov.'s budget, special reports and analyses, publications, fiscal outlook, related links 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**

| <i>Public Policy and Child Advocate – Web Page Addresses*</i> | |
|---|---|
| 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.ccfc.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: 2024**



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) |
| 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 |

| Acronym | Title |
|-------------|--|
| 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 |
| 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 |

| Acronym | Title |
|----------|--|
| DD | Developmental Disabilities |
| DDS | Department of Developmental Services (state) |
| DIS | Designated Instructional Services |
| DMH | Department of Mental Health (state) |
| DOE | Department of Education (federal) |
| 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) |
| 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 |

| Acronym | Title |
|----------|---|
| 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 |
| 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 |

| Acronym | Title |
|-------------|--|
| 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 |
| 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 |