



NEW MEMBER ORIENTATION
September 1, 2021 • 10:30 – 11:45 a.m.
Microsoft Teams

Centering equity and lifting community voices to build a path for transformative change in our early care and education system.

AGENDA

- | | | |
|-------------|---|--------------------------|
| 1.
10:30 | Welcome and Introductions
▪ Theme for 2021-22 | Ernesto Saldaña, Chair |
| 2.
10:40 | Becoming Acquainted | Ernesto Saldaña, Chair |
| 3.
11:00 | Brief History and Role of the Child Care Planning Committee
▪ As mandated by Legislation and California Education Code
▪ In relationship with the Office for the Advancement of Early Care and Education
▪ In relationship with the Policy Roundtable for Child Care and Development and the Department of Public Health
▪ Membership Roles | Michele Sartell, Staff |
| 4.
11:15 | Goals and Priorities for 2021-22, Structuring the Work
▪ Strategic Plan Implementation
▪ Needs Assessment 2022
▪ Overview of Work Groups | Ariana Oliva, Vice Chair |
| 5.
11:25 | Aligning Our Goals: Professional, Organizational and Planning Committee
▪ What's in it for me? What's in it for my organization?
▪ What knowledge and skills do I bring to the table? | Ariana Oliva, Vice Chair |
| 6.
11:40 | Wrap-up and Call to Adjourn | Ernesto Saldaña, Chair |

VISION STATEMENT

Children are healthy, thriving and have equitable opportunities to achieve optimal development and succeed in life.

MISSION STATEMENT

Lead, build and strengthen an affordable and high-quality early care and education system for the children and families of Los Angeles County.

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Fact Sheet

*The Child Care Planning Committee shares a unified vision and mission with the Policy Roundtable for Child Care and Development and the Office for the Advancement of Early Care and Education. **Vision Statement** – Children are healthy, thriving and have equitable opportunities to achieve optimal development and succeed in life. **Mission Statement** – Lead, build and strengthen an affordable and high-quality early care and education system for the children and families of Los Angeles County.*

History

In 1991 the Board of Supervisors authorized the convening of the Los Angeles County Child Care and Development Block Grant Planning Council in response to AB 2141 (Chapter 87; Approved July 31, 1991), which created local child care and development planning councils (LPCs) in each county. The Council's initial purpose was to establish priorities for the allocation of federal Child Care and Development Block Grant (CCDBG) funds. AB 2141 also authorized the LPCs to determine local child care needs, and to prepare a Countywide plan for child care and development. In July 1992, the Board of Supervisors delegated the responsibility for countywide child care planning to the Council. In response to this broader charge, the Council changed its name to the Child Care Planning Committee (Planning Committee) in January of 1993.

AB 1542 (Chapter 270; Approved: August 11, 1997) heralded the advent of welfare reform in California. While creating and defining California Work Opportunity and Responsibility to Kids (CalWORKs), the legislation also strengthened and broadened the role of the local planning councils.

Mandates of AB 1542

- Establish a local planning council.
- Identify priorities for State-funded early care and education services.
- Conduct a countywide needs assessment at least every five years.
- Conduct periodic review of early care and education programs funded by the California Department of Education (CDE) and California Department of Social Services (CDSS) related to meeting priorities.
- Collaborate with stakeholder groups to meet local needs.
- Develop a comprehensive countywide plan for early care and education services.
- Coordinate part-day Head Start and State Preschool programs with full-day services.

Planning Committee Membership

There are 50 members of the Planning Committee, 10 from each of the required categories stipulated in AB 1542. Each of the five County Board of Supervisors appoints one member from any one of the categories to represent his/her district. Each member may serve up to two three-year consecutive terms. A Chair and Vice Chair are elected to serve consecutive two-year terms.

The five membership categories are as follows:

Parent Consumers¹ (or guardians) who are using or have used early care and education services for their children within the past three years.

Early Educators, representing both center-based and family child care homes.

Community Representatives from organizations or programs that advocate for early care and education services, provide funds for the services, or serve populations who benefit from the services, but do not contract with CDE or CDSS to provide early care and education services.

Public Agency Representatives from city, County, or local education agencies.

Discretionary Members who may represent any of the above categories or may represent another type of stakeholder and include Board of Supervisor appointees.

Collaboration with Local Stakeholders

The Planning Committee works collaboratively with local stakeholder groups:

- Policy Roundtable for Child Care and Development
- First 5 LA
- Child Care Alliance of Los Angeles
- Quality Start Los Angeles
- Child360
- Advancement Project California
- Partnerships for Education, Articulation & Coordination through Higher Education (PEACH)
- Perinatal and Early Childhood Home Visitation Consortium
- Los Angeles County Office of Education
- And more

Staffing and Meeting Schedule

The Office for the Advancement of Early Care and Education, within the Department of Public Health, supports the work of the Planning Committee. Within this department of County government, the Planning Committee is positioned to contribute to the overall well-being of children, families and communities throughout Los Angeles County.

The Planning Committee meets on the first Wednesday of each month, except July and August, from 12:00 – 2:00 p.m. at various sites throughout the County. During the COVID-19 pandemic, the Planning Committee meets virtually using the Microsoft Teams platform. The public is welcome to attend all Planning Committee meetings and to participate in its Work Groups. Please contact the Office for the Advancement of Early Care and Education at (213) 639-6202 to verify the location of the meetings or visit the website at <https://childcare.lacounty.gov/>.

¹ A parent consumer, in addition to the birth or adoptive parent, may include a relative caregiver, legal guardian or foster parent.

Major Accomplishments – 2000-21

- Co-convened with the Quality Start Los Angeles (QSLA) Workforce Committee the Workforce Pathways LA Joint Committee on Workforce Systems Improvement to conduct an early care and education professional development landscape analysis for Los Angeles County; released *Learning from Today, Preparing for Tomorrow: An Early Care and Education Professional Development Landscape Analysis for Los Angeles County* at a public forum on June 28, 2021.
- Awarded Workforce Pathways LA stipends to over 1,200 early educators for either 1) completing 21 hours of professional development, 2) completing at least one college course, 3) obtaining a new Child Development Permit, or 4) earning a college degree. (2021)
- Convened the Task Force on Re-envisioning Early Care and Education During COVID-19 comprised of Planning Committee members, alternates, and early educators; the task force developed Tips for Best Practices in Early Care and Education During the COVID-19 Pandemic – Centers and Family Child Care Homes that were integrated into the website, “Child Care Heroes: LA County COVID-19 Information and Resources’ (see <https://childcareheroes.org/>). (2020)
- Prepared, in partnership with the Policy Roundtable for Child Care and Development, A *Unified Strategic Plan for Early Care and Education – 2020-2025*, with four focus strategic areas: 1) access to early care and education, 2) early care and education quality, 3) early care and education workforce supports, and 4) family and community engagement in early care and education issues. (2020)
- Participated in the response to the COVID-19 pandemic to ensure that essential workers and high-risk populations had access to early care and education services and the programs that serve them had the necessary resources to keep children, families and staff safe and healthy. (2020-21)
- Developed geographic priorities for allocation of new early care and education subsidy funds. (2000-2021)
- Distributed approximately \$48.4 million in stipends to qualified early educators through the Investing in Early Educators Stipend Program (AB 212), which promotes higher levels of education. (2002-2020)
- Contributed to the Preschool Development Grant Needs Assessment led by the American Institutes for Research (AIR) by conducting seven focus group; four of which were with parents and three with center-based programs. (2019).
- Assessed county early care and education supply and demand (2000, 2003, 2006, 2011, 2013 and 2016); Launched the 2016 needs assessment at a public event on March 20, 2017.
- Developed countywide Centralized Eligibility List (LACEL) for families seeking subsidized early care and education services. (2003-2011)
- Facilitated transfer of nearly \$16 million among CDE-contractors, which allowed the funding to be used in Los Angeles County since 2009.
- Developed a Model Compensation Scale for center-based child development staff and for Program Directors. (2004-2009)

- Reviewed the amount of under-utilized funding and the underlying causes of under-earned child development contracts in Los Angeles County. (2007-08)
- Conducted an economic impact study of child care in Los Angeles County. (2007-08)

Contact Information

The Office for the Advancement of Early Care and Education provides staff support to the Planning Committee.

Address Office for the Advancement of Early Care and Education
 Department of Public Health
 County of Los Angeles
 600 South Commonwealth Avenue, Suite 800
 Los Angeles, California 90005

Contact Michele P. Sartell
 Child Care Planning Coordinator
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OVERVIEW

The Office for the Advancement of Early Care and Education (OAECE) envisions a high-quality early care and education system accessible to all families that nurtures children's healthy growth and early learning, fosters protective factors in families, and strengthens communities. Programs and activities include:

Child Care Planning Committee (Planning Committee), Los Angeles County's Local Child Care and Development Planning Council, engages parents/consumers, early educators, community and public agencies, institutions of higher education, resource and referral agencies and other community stakeholders in collaborative planning efforts to improve the overall early care and education infrastructure of Los Angeles County, including the quality and continuity, affordability, and accessibility of services for all families.

Policy Roundtable for Child Care and Development (Roundtable) builds and strengthens early care and education by providing recommendations on policy, systems, and infrastructure to the Board of Supervisors.

Joint Committee on Legislation is a combined committee of the Planning Committee and Roundtable that identifies and tracks bills each legislative session, prepares analyses, and makes recommendations to the Department of Public Health Government Affairs, the Chief Executive Office Legislative Affairs & Intergovernmental Relations, and the Board of Supervisors.

Workforce Pathways LA increases the qualifications of early educators working in child development centers and family child care homes in which most of the children are subsidized by the California Departments of Education and Social Services.

County Employee Child Care and Development Centers receive technical assistance and advisement from the OAECE. In addition, the OAECE manages the contract for the Van Nuys Child Development Center.

Systems Strengthening is the role the OAECE undertakes when it represents County interests and leadership regarding the advancement of early care and education on various countywide initiatives. Examples include participating on the Quality Start Los Angeles (QSLA) Leadership Council, supporting the Comprehensive Financial Landscape Analysis led by the Office of Child Protection, responding to Board motions, and leading the COVID-19 response for early care and education.

For more information on the work of the Office for the Advancement of Early Care and Education, located within the Health Promotion Bureau of the Los Angeles County Department of Public Health, and on behalf of the Roundtable and Planning Committee, call (213) 639-6202 or visit our website at <https://childcare.lacounty.gov/>.



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CHILD CARE PLANNING COMMITTEE AND POLICY ROUNDTABLE FOR CHILD CARE AND DEVELOPMENT

Overview

	Child Care Planning Committee	Policy Roundtable for Child Care and Development
Vision	Children are healthy, thriving and have equitable opportunities to achieve optimal development and succeed in life.	
Mission	Lead, build and strengthen an affordable and high-quality early care and education system for the children and families of Los Angeles County.	
Enabling Authority	State Legislation; reports to the California Department of Education/Early Learning and Support Division (CDE/ELCD)	County Ordinance
Established	1991 in response to legislation, strengthened by welfare reform legislation in 1997	By the Board of Supervisors in 2000 based on recommendation of the Child Care Futures Committee
Number of Members	50	25
Membership Composition	20% per category per California Education Code: <ul style="list-style-type: none"> ▪ Parents/consumers ▪ Early educators ▪ Public Agencies ▪ Community Agencies ▪ Discretionary 	Per Los Angeles County Ordinance <i>Organizational representatives:</i> <ul style="list-style-type: none"> ▪ Child Care Planning Committee ▪ County departments – Chief Executive Office, Children & Family Services, County Office of Education, Mental Health, Office of Education Parks & Recreation, Probation, Public Health, Public Social Services ▪ Los Angeles Unified School District ▪ Child Care Alliance of Los Angeles ▪ Southern CA Association for the Education of Young Children ▪ First 5 LA ▪ Child360 <i>Each Supervisor nominates one from expert categories:</i> <ul style="list-style-type: none"> ▪ Academia ▪ Private business sector ▪ Philanthropy ▪ Community or legal advocacy ▪ Child care <i>Each Supervisor nominates on from expert categories:</i> <ul style="list-style-type: none"> ▪ Five members nominated by each member of the Board from among the following categories: faith-based center operator, employer-supported center operator, family child care providers, private or public center operator, child care advocate, parent, demographer, facilities finance expert, economist, labor, CalWORKs participant

	Child Care Planning Committee	Policy Roundtable for Child Care and Development
Alternates	Each member has an alternate	Alternates allowed for organizational representatives only
Board of Supervisor Direct Appointees	1 per Supervisor (Discretionary)	2 per Supervisor, selecting one each from the categories highlighted in yellow
How Appointed	<ol style="list-style-type: none"> 1. Annual recruitment; application process 2. Certification of Membership¹ by Planning Committee 3. Certification of Membership by County Superintendent of Schools 4. Certification of Membership by Board of Supervisors 5. Certification of Membership submitted to the CDE/ELCD 	<ul style="list-style-type: none"> ▪ Organizational Representatives submit nominee ▪ Board members nominate one from each of expert categories ▪ Each nominee submits application to Board Executive Office ▪ All nominations subject to Board approval
Terms of Service	Two consecutive three-year terms	<p><i>Supervisory Reps</i> – no more than two consecutive 4 year terms</p> <p><i>Organizational Reps</i> – requires affirmation of status with nominating organization every four years</p>
Current Membership Composition	<ul style="list-style-type: none"> ▪ Advocacy organizations ▪ Community colleges and higher education ▪ ECE centers (private, non-profit inclusive of programs working primarily with children with special needs, County employees, community colleges, CDE-contracted, Early Head State/Head Start) ▪ Family child care homes ▪ Home visitation Parents/consumers ▪ Labor ▪ Legal ▪ Quality rating and improvement system supports ▪ Child care resource and referral agencies ▪ School district early childhood programs ▪ Supportive services (administrative, parent engagement, professional development) 	<ul style="list-style-type: none"> ▪ Advancement Project ▪ Board of Supervisor Appointees ▪ Bresee Foundation ▪ Child360 ▪ Child Care Planning Committee ▪ Child Care Alliance of Los Angeles ▪ Child Care Resource Center ▪ Commission for Children and Families ▪ County departments (Chief Executive Office, Children & Family Services, Office of Education, Mental Health, Parks & Recreation, Probation, Public Health, Public Social Services) ▪ First 5 LA ▪ Infant Development Association of Southern California ▪ Los Angeles Unified School District ▪ Southern Chapter – Southern California Association for the Advancement of Early Care and Education ▪ USC School of Marshall School of Business ▪ USC School of Social Work

¹ Certification of Membership is the name of the California Department of Education (CDE) form required for listing all members by the five categories and signed by the Chair of the Planning Committee, County Superintendent of Schools and Board of Supervisors. Upon “approvals”, the form is submitted to the CDE.

	Child Care Planning Committee	Policy Roundtable for Child Care and Development
Scope of Work/Mandates	<p>Per California Education Code:</p> <ul style="list-style-type: none"> ▪ Conduct countywide needs assessment every five years, addressing early care and education services for children birth through 12 years of age ▪ Develop countywide plan to meet identified needs ▪ Identify service gaps for subsidized early care and education services ▪ Facilitate voluntary, temporary transfer of funds 	<p>Per Roundtable By-laws:</p> <ul style="list-style-type: none"> ▪ Develop policy recommendations related to child care and development based on research, economic forecasts, projected demographic shifts and trends, and federal and state policies, taking into account all forms of child care ▪ Advise and assist County department in developing and implementing strategies to connect clients and/or employee to high quality child care and development services ▪ Develop recommendations for consideration by the Board on County, state and federal legislative and budget issues related to child care and development. Work with community stakeholders to understand the impact of the issues on the supply, quality and demand for services. ▪ Identify strategies to secure and leverage, coordinate, monitor and maximize funding for and access to high quality services ▪ Develop, distribute in electronic format and post on County website annual report summarizing key issues, Roundtable recommendations and Board actions
Examples of Wins	<ul style="list-style-type: none"> ▪ Completed and publicly launched Needs Assessment in partnership with First 5 LA in March 2017 ▪ “According to a recent LPI [Learning Policy Institute] report, of 10 counties studied, only four had completed the needs assessments within the past five years, and only Los Angeles and Sacramento had made the data available to the public.”² ▪ Facilitated voluntary, temporary transfer of funds between CDE-contracted agencies to ensure that funding remains in LA County to serve children of income eligible families ▪ Produced community level data documents to illustrate gaps in subsidized services using LPC Local Funding Priorities data ▪ Provided representation on community coalitions and work groups (Help Me Grow-LA, QRIS Architects, Quality Start LA and Los Angeles County Prevention Plan ECE Work Group) 	<ul style="list-style-type: none"> ▪ Advocated for the Emergency Child Care Bridge Fund for Children in Foster Care ▪ Informed the development of the Department of Mental Health’s Early Childhood Mental Health Consultation Pilot ▪ Provided input to the Measure H – Homeless Initiative – Child Care ▪ Elevated public policy recommendation to increase the adjustment factor to the reimbursement rate for infants and toddlers served by CDE-contracted programs (2018) and to provide 12 months of continuous eligibility for children receiving early care and education services subsidized by the CDE (2017)



² Stipek, D. & Colleagues. *Getting Down to Facts II Technical Report – Early Care and Education in California*. Stanford University: September 2018.

POLICIES AND PROCEDURES

I. Standard Operating Procedures

Anything not covered by the following policies and procedures will revert to Robert's Rules of Order.

II. Membership

RECRUITMENT OF CHILD CARE PLANNING COMMITTEE MEMBERS

The Governance Work Group of the Child Care Planning Committee (Planning Committee) will conduct recruitment in support of the recommending/appointing bodies, and in compliance with the membership categories defined in the *Education Code Sections 8499 - 8499.7*. To ensure optimal representation and access to this process, recruitment and outreach will be undertaken no less than three (3) months prior to the selection of members. Recruitment and selection will take into consideration geographic and ethnic representation, and will ensure that there will be at least one (1) member from each of the Service Planning Areas:

- Diversity within each category will be a primary consideration in the selection of members. For example, in the "Child Care Providers" category, every effort will be made to include representatives of programs operated under a variety of auspices (public, non-profit, for-profit, church-related, cooperatives, family child care, resource and referral/alternative payment programs, etc.).
- Appropriate nominating groups will be designated for each of the membership slots. Each of the five Board of Supervisors will name one member. The Superintendent of the County Office of Education will recruit members through local School District Superintendents.
- Prospective members will be asked to identify any family members serving on the Planning Committee. In the event that multiple family members are seeking to serve on the Planning Committee, the Governance Work Group will consider the Planning Committee's commitment to diversity, the skills of each member, and ability of each individual to contribute to the mission of the Planning Committee.
- The Governance Work Group will review the membership applications in consultation with the Child Care Planning Coordinator and recommend a membership slate to the Planning Committee for action. Any participant of the Governance Work Group who is being considered for membership cannot participate in the discussion of a membership roster or the final recommendations for membership that will be forwarded to the full Planning Committee. This includes alternates who have applied to become members and members whose first three-year term is expiring and wish to extend their membership for another three-year term.
- Nominees will be presented for appointment before September of each year.

ALTERNATES

Each member will name an alternate to serve in his/her absence and will give Planning Committee staff the alternate's name and contact information (address, telephone number, e-mail address, etc.). Effective FY 2019-20, the alternate must represent the same category as the member. The member is responsible for maintaining communication with the alternate regarding the business of the Planning Committee and for ensuring that the alternate is available to attend meetings. Alternates are encouraged to attend and participate in discussions at all Planning Committee and Work Group meetings. In the absence of the member's attendance at a meeting, the alternate will be entitled to vote.

If a member chooses to identify different persons to serve as his/her alternate for the Planning Committee and for a Work Group, it is the member's responsibility to provide Planning Committee staff the appropriate information on both alternates.

TERMS OF OFFICE

Members will serve three-year terms and may serve for up to two (2) consecutive three-year terms without a break. Former members will be eligible for re-nomination after a one (1) year hiatus.

An individual's term of membership may be terminated prior to the end of three (3) years due to: changes in employment or residence; conflict of interest issues; excessive absence (see II. Attendance and Participation); or other changes in status that affect the member's representation on the Planning Committee. When this occurs, effective FY 2019-20 the individual designated as the member's alternate will continue to serve in this capacity through the end of the year.

Members designated by a Board Office serve at the discretion of the Board members who designated them and may do so beyond the six-year limit. A member designated by a Board office may be replaced under the following conditions: 1) the choice of the Supervisor; 2) the resignation or retirement of the Supervisor from the Board; or 3) the unsatisfactory participation of the designated member in which case the procedure described in Section III is implemented.

OFFICERS

There are two (2) Officers of the Planning Committee: Chair and Vice Chair.

The term of the Chair will be two (2) years. If the Chair's membership term expires during his or her term as Chair, the membership term will be extended through the completion of term of office.

The Chair of the Planning Committee shall: 1) Chair the Planning Committee meetings; 2) help develop the agenda for each meeting; 3) sign all documents related to contracts with the California Department of Education, Board letters related to Planning Committee business, and other correspondence deemed appropriate; 4) serve as the Committee's representative to the Chief Executive Office on matters related to staff selection; and 5) represent the Planning Committee on the Policy Roundtable for Child Care and Development.

Election of Chair

Every two years, or in any year in which the Chair position is vacant, at the time of new member recruitment, the nominating process will begin. Members will be given nomination forms describing the role, responsibilities, and qualifications for Chair. To qualify to be nominated for

Chair, a member must have served on the Planning Committee for at least one year within the last five (5) years and have been actively participating through attendance at both Planning Committee and Work Group meetings. Members may nominate themselves or other Planning Committee members.

Nominations will be open throughout the period of membership recruitment. All nominees will be contacted to ascertain their interest in serving as Chair. The names of all nominees who agree to have their names brought forward will be presented to the full membership prior to the meeting at which the membership slate is approved. The election of the Chair from among those nominated will take place at the same meeting as the approval of the membership slate.

Election of Vice Chair

The term of office for the Vice Chair will be one (1) year with a one-year renewable term upon election.

The Vice Chair shall chair the meetings in the absence of the Chair. In the event that the Chair cannot fulfill his/her term, the Vice Chair will step in to fulfill the role of Chair for the remainder of the Vice Chair's term. In his/her capacity as acting Chair, the Vice Chair may appoint, from among actively participating members, an interim Vice Chair for the remainder of the Vice Chair's term.

Every year, at the time of new member recruitment, members will be given nomination forms for the position of Vice Chair. To qualify to be nominated for Vice Chair, a member must have served on the Planning Committee for at least one year within the last five years and have been actively participating through attendance at both Planning Committee and Work Group meetings. Members may nominate themselves or other Planning Committee members.

Nominations will be open throughout the period of membership recruitment. All nominees will be contacted to ascertain their interest in serving as Vice Chair. The names of all nominees who agree to have their names brought forward will be presented to the full membership prior to the meeting at which the membership slate is approved. The election of the Vice Chair from among those nominated will take place at the same meeting as the approval of the membership slate.

III. Attendance and Participation

Although a quorum is constituted by 50 percent of the current membership, members are expected to attend all Planning Committee meetings, or arrange for an alternate to attend. All member(s) and their alternate(s) must sign the attendance roster provided for each Planning Committee meeting and each Work Group meeting.

ABSENCES

Members may be absent from no more than three (3) consecutive Planning Committee meetings or three (3) consecutive Work Group meetings. To be considered absent from a meeting, neither the member nor his/her alternate would be present. After the second consecutive absence, the Planning Committee staff may contact the absent member. After the third consecutive absence, a letter will be sent from staff to the appointee notifying him/her of his/her termination from the Planning Committee. Termination from the Planning Committee does not prohibit participation as a guest.

Exceptions to this termination process are members who have been specifically appointed by the Board of Supervisors or by the Los Angeles County Superintendent of Schools. In these cases,

Planning Committee staff will contact staff of the Board Office or the Los Angeles County Superintendent of Schools to recommend termination and to consult with them.

WORK GROUP PARTICIPATION

Participation in at least one (1) Work Group is required of all members. All members must choose their Work Group by the second Planning Committee meeting following the orientation of new members. Failure to attend any Work Group by the third Planning Committee meeting following the orientation meeting will be recorded as an absence. A member may change his/her Work Group by notifying the staff of the Planning Committee and the Chair(s) of the Work Group, which he/she is leaving.

In order to remain on the Planning Committee, a member or his/her alternate can miss no more than three (3) consecutive meetings of the Work Group. (Please see Absence provision.)

Work Group participation is open to any interested individuals regardless of membership status. However, the Governance Work Group is limited to only members and alternates.

IV. Voting

QUORUM

For the purposes of voting, a quorum will be deemed to be 50 percent of the current membership.

ACTION ITEMS

Action Items are routine or extraordinary actions or decisions related to the functions and purposes of the Planning Committee that require a vote of approval from the Planning Committee. Approval of Planning Committee minutes are action items at each meeting. Changes to Planning Committee structure or to the Policies and Procedures are action items.

A vote must be taken by the Planning Committee on items that are child care policy positions, or are related to the mandated functions of the Planning Committee. The Planning Committee will take action on the following mandated functions: 1) service priorities for State-funded child development services; 2) Countywide Needs Assessment; 3) Centralized Eligibility List;¹ and 4) a comprehensive countywide plan for child care and development services.

All action items must be listed on the publicly posted agenda at least three (3) days prior to the scheduled meeting date (see Brown Act Provision). Action items initiated by Work Groups must be forwarded to staff at least two (2) weeks before the date of the meeting on which agenda the action item should appear.

¹ Funding for countywide centralized waiting lists (CEL) was eliminated from the 2011-12 State budget. Nevertheless, references to the CEL remain in statute.

ROLE OF WORK GROUPS

Work Groups are formed to conduct the business of the Planning Committee, implement the Strategic Plan for Child Care and Development, and fulfill other mandates for Local Planning Councils as stated in the Education Code. In the course of its efforts, a Work Group of the Planning Committee may develop a policy, make a recommendation, plan an event requiring Planning Committee resources, or seek to ensure Planning Committee representation in other groups. The full Planning Committee must be informed of the decisions and recommendations of each Work Group. The full Planning Committee may request that a particular policy statement or activity be presented to the Planning Committee for approval. The following types of action, including but not limited to recommendations for positions on legislation, for changes in the Policies and Procedures, and for activities requiring substantial expenditure of Planning Committee funds, will be brought before the full Planning Committee for a vote. This applies to both standing and ad hoc Work Groups.

CONFLICT OF INTEREST

No member of the Planning Committee will participate in a vote if he/she has a proprietary interest in the outcome. For the purpose of this provision, a person with a proprietary interest is defined as one who may benefit financially from a decision of the Planning Committee; or who is employed by, acts as a paid consultant to, or functions in a decision-making capacity with any agency, which stands to gain directly and financially from an action of the Planning Committee. In case of a potential conflict, the member (or alternate) must refrain from participating in the discussion of the issue after they publicly identify their interest and must recuse themselves from any vote taken on the issue.

Before discussion and voting, members will be reminded of their responsibility to assess the potential for conflict of interest. Members are required to declare their affiliations on the membership application. In case of challenge, the membership applications will be reviewed.

VOTING ON MOTIONS

Each member of the Planning Committee shall be entitled to one vote on each action item before the Planning Committee. If the member is absent, the alternate to the Planning Committee may vote in the place of the member. There will be no secret ballots or absentee voting on any Planning Committee action items, including election of officers. The Chair, or any other member, may request a roll call vote on specific motions. A record of roll call votes shall be kept by Planning Committee staff and be included in the minutes.

A motion will be considered as “passed” when a simple majority of the members present vote in the affirmative. Abstentions are not considered votes and are therefore not counted as support for the motion. A motion which results in a tie vote does not pass.

V. Staff Selection

At the time that a new staff position opens or a current position becomes available in the Office for the Advancement of Early Care and Education, and these positions work directly with the Planning Committee, a representative of the Planning Committee will be part of the interview panel for each position. Members of the Governance Work Group will serve as the pool from which members will be called upon to serve on interview panels. The Chair of the Planning

Committee has the discretion to serve on interview panels or can call for additional or alternate representation as needed from among active Planning Committee members.

VI. Complaint Procedure

Any complaint by a member of the Planning Committee or any other person regarding any action, policy, or procedure of the Planning Committee may be addressed through the following steps:

- 1) The complaint/concern should be brought to the attention of the Planning Committee staff in writing. The staff will respond to the complaint and/or provide a response to the complaining party within 14 working days.
- 2) If the staff is unable to resolve the complaint, the written complaint will be forwarded to the Governance Work Group for review. The Work Group will review the complaint and may or may not, at the Work Group's discretion, meet with the complaining party. The Work Group will respond to the complaint within 30 calendar days from receipt of the written complaint.
- 3) If the Work Group's response is not satisfactory to the complaining party, he/she may submit the complaint to the Board of Supervisors and County Superintendent of Schools for a response.

VII. Amendments to the Policies and Procedures

Amendments to this document can be considered at any time by members of the Planning Committee or as the result of periodic review by the Governance Work Group. Members of the Planning Committee may submit a written inquiry regarding the Policies and Procedures to the Co-chairs of the Governance Work Group at any time. The Work Group will review each written inquiry and issue a written response within thirty (30) days of receipt of the inquiry. All written inquiries and their disposition will be recorded in the Governance Work Group's report to the full Planning Committee.

The Governance Work Group will review the Policy and Procedures every two years to determine if clarification or changes are required. The Governance Work Group may develop an amendment or new policy language and bring it forward to the full Planning Committee as an action item at any time.

VIII. Compliance with Brown Act

The Planning Committee will comply with the Brown Act. All Planning Committee meetings are open to the general public. Agendas for Planning Committee meetings will be posted publicly three (3) days prior to the meeting. No action item will be undertaken at any Planning Committee meeting unless it has been listed on the publicly posted agenda.

Adopted by the Committee:	July 1, 1998
Updated:	December 4, 2002
Updated:	April 4, 2003
Updated:	March 6, 2004
Updated:	March 11, 2005
Updated:	June 1, 2005
Updated:	May 3, 2006
Updated:	December 3, 2008
Updated:	December 1, 2010
Updated:	May 2, 2012
Updated:	November 5, 2014
Reviewed without changes:	September 20, 2016
Updated:	September 5, 2018
Reviewed without changes:	May 14, 2020