

Annual Summary and Self-Evaluation Findings Report 10.23.2023

I. Survey Landing Page

The objective of this survey is to collect the information previously contained within Form CD 2934 and 2935: Local Child Care and Development Planning Council Agency Annual Report and Summary of Self Evaluation Findings to be submitted by the Local Planning Councils (LPCs). To complete this survey, please complete all fields. For any technical questions concerning the survey, please contact RADDSSurveyHelp@dss.ca.gov.

II. Survey Content

SECTION: Contact and Agency Information

1. LPC Coordinator or Agency Representative [textboxes]

a. Full Name

Zenaida Meza

b. Phone Number

(213) 639-6238

c. Email Address

zmeza@ph.lacounty.gov

2. Legal Agency Name [textbox]

Los Angeles County Board of Supervisors

3. Agency Address [textbox]

600 South Commonwealth Avenue, Suite 800, Los Angeles, CA 90005

4. Agency County(ies) [checkboxes]

Los Angeles

5. LPC Contract Number [textbox]

3018

6. Contract Amount [textbox]

432,760

SECTION: Important Dates

7. Recent Self-Evaluation Completion Date

November 2, 2022

8. Recent Needs Assessment Submission Date (required every five years)

December 16, 2022

9. Recent Comprehensive Child Care and Development Plan Completion Date
December 2019

10. Select current Fiscal Year/Program Year [multiple choice]
FY 2023-2024

SECTION: WIC Compliance Status

Note: LPCs will report data from the last Fiscal Year July 1, 2022 - June 30, 2023. You will now be selecting compliant or noncompliant based on the Statute.

11. **Welfare and Institute Code (WIC) 10485-10487 Involvement in Local Priority Setting Process** [multiple choice]

- a. **Compliant**
- b. Noncompliant

12. Explain examples of compliance findings [comment box]

[This question will appear if A is selected in question 11]

On the May 25, 2023, the Child Care Planning Committee, which functions as the Local Child Care and Development Planning Council for Los Angeles County, submitted the Local Planning Council (LPC) Funding Priorities for the fiscal year 2022-23 to the California Department of Social Services (CDSS) and to the California Department of Education (CDE). The Local Planning Council (LPC) County Priorities Report Form was signed by Lisa Wilkin, Chair of the Child Care Planning Committee (Planning Committee).

The underlying data used to establish these priorities was sourced from the Early Learning Needs Assessment Tool (ELNAT), an assessment tool managed by the American Institutes for Research (AIR) through a subscription held by the California Child Care Coordinators Association. Additionally, data from surveys conducted in 2020, as part of a collaborative effort between the Child Care Planning Committee and the Los Angeles County Office of Education (LACOE) Head Start and Early Learning Division, served to complement and enrich the available information within ELNAT. Notably, this augmentation was centered on quantifying the number of children enrolled in Head Start programs and Family Child Care Home Education Networks.

The determination of these local priorities involved a comprehensive and inclusive process. Representatives from the Child Care Planning Committee (Planning Committee) encompassed a diverse range of stakeholders, including parents/consumers, early educators, individuals from community and public agencies, appointees of the Board of Supervisors, LPC staff, and members of the public. The data, which was key in shaping these priorities, adhered to the priority-setting methodology prescribed by CDSS.

Following this rigorous evaluation process, the LPC Coordinator, Zenaida Meza, presented the LPC Local Funding Priorities report during a public hearing convened on

April 5, 2023. Subsequently, on the May 3, 2023, the entire Child Care Planning Committee convened and granted formal approval to the report, marking the conclusion of the deliberative process pertaining to the local funding priorities for the specified fiscal year.

13. Explain examples of noncompliance findings [comment box]

[This question will appear if B is selected in question 11]

14. **WIC Section 10485 Governance and Administration** [multiple choice]

a. **Compliant**

b. Noncompliant

15. Explain examples of compliance findings [comment box]

[This question will appear if A is selected in question 14]

The Child Care Planning Committee (Planning Committee), in collaboration with First 5 LA, successfully conducted a comprehensive needs assessment in the year 2022, including the LPC Needs Assessment template from the California Department of Social Services (CDSS). The data employed in the needs assessment was derived from a diverse array of sources, including but not limited to the Early Learning Needs Assessment Tool (ELNAT), the Child Care Alliance of Los Angeles acting on behalf of resource and referral agencies, alternative payment program agencies, the California Child Care Resource & Referral Network, the Los Angeles County Office of Education (LACOE) Head Start and Early Learning Division, the California Department of Education, the Department of Developmental Services, the Department of Public Social Service, the US Census Bureau, as well as various County Departments of Children and Family Services and Social Services, among others.

Beyond the preparation and submission of the template to the CDSS, Dr. Katie Fallin Kenyan presented the Needs Assessment Data to the Planning Committee on December 7, 2023 to facilitate substantive discussions focusing on emerging trends and shifts in supply and demand when compared with historical data from prior Needs Assessments.

It is notable that while the Needs Assessment data has already been disseminated to the Planning Committee and made accessible on the Office for the Advancement for Early Care and Education (OAECE) website, the Planning Committee has scheduled a public launch of the Needs Assessment brief for the spring of 2024. Presently, the OAECE is in the development of data briefs and policy recommendations, with the intention of distributing these materials to the public during the upcoming launch event for the Needs Assessment.

16. Explain examples of noncompliance findings [comment box]

[This question will appear if B is selected in question 14]

17. **WIC Section 10486 (a)(f)(1)(C)(F)(G)(K)(5), 10487 Funding** [multiple choice]
a. **Compliant**
b. Noncompliant

18. Explain examples of compliance findings [comment box]
[This question will appear if A is selected in question 17]

The Needs Assessment and Local Funding Priorities background data has been made publicly available on the Office for the Advancement for Early Care and Education (OAECE) website, accessible at <https://childcare.lacounty.gov/planning-committee-2-2/>. Local agencies are strongly encouraged to utilize this data as a valuable resource for enhancing early care and education services within their respective communities.

Furthermore, OAECE, acting on behalf of the Child Care Planning Committee (Planning Committee), stands ready to provide technical support and guidance to early care and education programs seeking assistance in harnessing the data effectively. Additionally, in collaboration with the Planning Committee and the Los Angeles County Policy Roundtable for Child Care and Development, which is a body appointed by the Board of Supervisors, OAECE has analyzed and underscored the significance of this data. The OAECE provides such analysis in response to specific requests from the Board of Supervisors, with the overarching objective of fortifying advocacy positions and providing valuable insights to inform investment decisions within Los Angeles County.

19. Explain examples of noncompliance findings [comment box]
[This question will appear if B is selected in question 17]

20. **WIC Section 10486 (b)(1)(K)(2)(3)(4)(5)(7)(9)(10)(c)(d) Standards, Assessment, and Accountability** [multiple choice]
a. **Compliant**
b. Noncompliant

21. Explain examples of compliance findings [comment box]
[This question will appear if A is selected in question 20]

The Child Care Planning Committee (Planning Committee) has established formal Policies and Procedures to govern the processes related to membership recruitment and selection. These policies are designed to align with the prescribed standards for the certification of membership. Furthermore, the Policies and Procedures outline the specific criteria for membership, encompassing aspects such as participation in Work Groups, voting procedures, and the overall conduct of meetings. These guidelines are framed within the context of compliance with both the Brown Act and Roberts Rules of Order.

The initiation of the membership launch for the 2022-23 term was undertaken by the Planning Committee's Governance Work Group on April 5, 2023. This launch encompassed several channels of communication, including dissemination via the

OAECE's extensive email distribution lists and targeted outreach to organizations engaged in parent engagement programs, such as Community Voices, Inner City Struggle, Community Coalition, amongst other organizations. We also had Planning Committee members and alternates share the membership applications with their contacts and networks. Additionally, announcements regarding membership recruitment were made during various meetings attended by both committee members and staff involved with the Planning Committee.

In fiscal year 2022-23 the California Department of Education (CDE) launched the application process for the Universal PreKindergarten (UPK) Mixed Delivery Planning Grant. A stipulation of the grant was the establishment of a UPK Work Group to guide and oversee the implementation of the program with specific membership requirements. Being that most of the required members of the UPK Work Group aligned with the membership composition of the Planning Committee, the Planning Committee was in consensus to serve as the Los Angeles County UPK Work Group. The Governance Work Group ensured that the membership composition complied with the requirements of the Planning Committee and the UPK Work Group.

The Governance Work Group diligently assembled a slate of 50 prospective members, comprising 23 returning members and 27 new additions. This selection process was structured to ensure diversity in terms of geographical representation and race/ethnicity, thereby reflecting the diverse demographics of the County and the families served by early care and education programs. The significant influx of new members can be attributed to the recognition that in-person meetings posed challenges for many existing members in terms of balancing attendance with their respective workloads. On June 7, 2023, the Planning Committee approved the FY 23-24 membership slate.

The Certification Statement Regarding Composition of LPC Membership was certified by the Los Angeles County Superintendent of Schools and the Los Angeles County Board of Supervisors authorized representative, as well as the LPC Chair on August 31, 2023. The Certification Statement Regarding Composition of LPC Membership was submitted to CDSS on August 31, 2023. The Planning Committee's list of members is posted on the OAECE website at <https://childcare.lacounty.gov/planning-committee-2-2/>.

22. Explain examples of noncompliance findings [comment box]

[This question will appear if B is selected in question 20]

23. WIC Section 10485 (2)(g) Staffing and Professional Development [multiple choice]

- a. **Compliant**
- b. Noncompliant

24. Explain examples of compliance findings [comment box]

[This question will appear if A is selected in question 23]

The Child Care Planning Committee (Planning Committee) adheres to a formal process for selecting its Chair and Vice Chair, in accordance with the established Policies and Procedures. The current Chair and Vice Chair were officially appointed during the monthly meeting held on June 6, 2023. These leaders chose to maintain the thematic focus that guided their actions throughout the previous year. The theme for 2022-23, "Strengthening the ECE community in times of change," informed the formulation of monthly meeting agendas and the selection of speakers. This thematic framework was instrumental in addressing the mandates of the Planning Committee.

Given the challenges posed by the COVID-19 pandemic, the initial monthly meetings of the year included updates on the pandemic's impact and offered guidance to early care and education programs. Furthermore, both meeting participants and the broader early care and education community were informed about regular Department of Public Health COVID-19 telebriefings.

On September 7, 2022, an orientation session was conducted to acclimate new members and their alternates to the inner workings of the Planning Committee. Existing members and alternates were also invited to participate. This orientation served as an opportunity to familiarize new members and alternates with the committee's operations and membership expectations. Additionally, members were encouraged to become acquainted with the Child Care Planning Committee Manual, which contains the Policies and Procedures and is accessible on the OAECE website at <https://childcare.lacounty.gov/planning-committee-2-2/>. Members and alternates were also extended invitations to engage with various work groups, including Access and Inclusion, Governance, Joint Committee on Workforce Systems Improvement (a collaborative effort with Quality Start Los Angeles - the Quality Counts Consortium in Los Angeles County and Workforce Pathways Los Angeles), Joint Committee on Legislation (in partnership with the Policy Roundtable for Child Care and Development), and Parent Engagement. Each work group was led by co-chairs selected from the Planning Committee membership. These work groups played an instrumental role in advancing the committee's initiatives, and active participation from members was encouraged.

During the fiscal year 2022-23, the LPC, which in Los Angeles County is the Child Care Planning Committee, was apprised of the launch of the California Department of Education funded Universal PreKindergarten Mixed Delivery Planning Grant. This grant presented LPCs with the first right of refusal; however, in cases where the LPC did not apply for the grant, the county's Child Care Resource and Referral (R&R) programs were permitted to do so. In Los Angeles County, a mutual agreement between the LPC and R&Rs led to the LPC taking the initiative to apply for the grant funding. A stipulation of the grant was the establishment of a UPK Work Group to guide and oversee the implementation of the program. In Los Angeles County, the Planning Committee was designated as the UPK Work Group, as resolved by consensus among the Planning Committee members. Consequently, the Planning Committee will provide guidance for

the implementation of the Los Angeles County Universal PreKindergarten Mixed Delivery Planning Grant from fiscal year 2023 through 2026.

25. Explain examples of noncompliance findings [comment box]

[This question will appear if B is selected in question 23]

26. WIC Section 10486 (b)(3),(b)(A)(B)(D)(E)(H)(I)(J)(K)(5) Opportunity and Equal Educational Access [multiple choice]

a. **Compliant**

b. Noncompliant

27. Explain examples of compliance findings [comment box]

[This question will appear if A is selected in question 26]

The production of the LPC Local Funding Priorities report involved an exhaustive and inclusive process. Representatives from the Planning Committee constituted a diverse array of stakeholders, encompassing parents/consumers, early educators, individuals from community and public agencies, appointees of the Board of Supervisors, LPC staff, and members of the public. The data that played a pivotal role in shaping these priorities adhered meticulously to the priority-setting methodology stipulated by the California Department of Social Services (CDSS). Following this rigorous assessment and evaluation process, the LPC Coordinator, Zenaida Meza, presented the LPC Local Funding Priorities report during a public hearing convened on April 5, 2023. Subsequently, on May 3, 2023, the entire Child Care Planning Committee assembled and granted formal approval to the report, marking the culmination of the deliberative process concerning the local funding priorities for the specified fiscal year. On May 25, 2023, the LPC Funding Priorities for the fiscal year 2022-23 were duly submitted to both the California Department of Social Services (CDSS) and the California Department of Education (CDE). The LPC County Priorities Report Form was endorsed by Lisa Wilkin, Chair of the Child Care Planning Committee.

Furthermore, the Planning Committee successfully conducted a comprehensive Needs Assessment in the year 2022, incorporating the LPC Needs Assessment template prescribed by the California Department of Social Services (CDSS). Beyond the preparation and submission of the template to the CDSS, First 5 LA assumed the responsibility of constructing a presentation of the Needs Assessment Data. On December 7, 2023, the Need Assessment data was presented to the Planning Committee to facilitate substantive discussions focusing on emerging trends and shifts in supply and demand when compared with historical data from prior Needs Assessments.

The background data associated with the Needs Assessment and Local Funding Priorities has been made publicly accessible on the Office for the Advancement for Early Care and Education (OAECE) website, which can be accessed at <https://childcare.lacounty.gov/planning-committee-2-2/>.

28. Explain examples of noncompliance findings [comment box]

[This question will appear if B is selected in question 26]

29. **WIC Section 10485 (K)(3)(4)(6) Collaboration Activities** [multiple choice]

a. **Complaint**

b. Noncompliant

30. Explain examples of compliance findings [comment box]

[This question will appear if A is selected in question 29]

Child Care Planning has five appointees from the Los Angeles County Board of Supervisors (BOS). These appointees are an integral part of the BOS Joint Early Care and Education (ECE) Delegations team. The BOS Joint ECE Delegations team is comprised of an appointee from the Policy Roundtable for Child Care and Development (Roundtable) and an appointee from the Planning Committee. The Planning Committee and the Roundtable operate in harmony, collectively contributing their expertise and efforts to influence legislative matters and priorities within Los Angeles County.

The Planning Committee and the Roundtable undertook the formulation and adoption of a countywide childcare plan for Los Angeles County, titled "A Unified Strategic Plan 2020-2025." Preceding the beginning of the COVID-19 pandemic, a joint retreat was convened to shape the plan's implementation. The pandemic subsequently impeded progress in implementation as efforts shifted towards ensuring that child care programs received the necessary guidance and resources to either reopen or continue operations. Nevertheless, endeavors have persisted in fostering connections with ongoing initiatives within the four strategic areas, namely: Access, Quality, Workforce, and Families and Communities. Over the past two years, notable advancements have been made in the Early Childhood Education (ECE) strategic plan, with the completion of a total of 21 deliverables and several additional strategies currently in progress.

The Planning Committee collaborates with the Los Angeles County Office of Education (LACOE) to conduct an annual survey of subsidized early care and education programs, aiming to assess the availability of services for families meeting income eligibility criteria. This survey also encompasses data collection pertaining to the enrollment figures for Early Head Start and Head Start programs. The data gleaned from the year 2020 informed the development of LPC Local Funding Priorities and aided in the identification of communities where substantial service gaps persist. Additionally, the data highlights the nature of program services, distinguishing between part-day and full-day offerings, as well as instances of blending or coordination between part-day State Preschool and Head Start programs to cater to the full-day needs of working families. This data is made accessible to agencies contemplating service expansion to better address the demand for full-day childcare services among families. Furthermore, this data is shared with a diverse array of stakeholders engaged in the analysis of eligibility criteria and the utilization of subsidized services within Los Angeles County.

The Planning Committee consistently endeavors to identify opportunities for collaboration and partnerships with local stakeholders. The committee extends its representation to Quality Start Los Angeles, which serves as the regional hub for the Quality Counts Consortium, and the Policy Roundtable for Child Care and Development. In the fiscal year 2022-23, local stakeholder groups represented on the Planning Committee included the Child Care Alliance of Los Angeles (comprising a network of child care resource and referral agencies and alternative payment program agencies), Community Voices, First 5 LA, Partnerships for Education, Articulation & Coordination through Higher Education (PEACH), the LACOE, and the Service Employees International Union, in addition to various County departments and school districts.

During the fiscal year 2022-23, the Child Care Planning Committee (LPC) in Los Angeles County received information about the launch of the Universal PreKindergarten Mixed Delivery Planning Grant, which was funded by the California Department of Education. This grant afforded LPCs the opportunity for the first right of refusal. However, in situations where the LPC chose not to pursue the grant, the county's Child Care Resource and Referral (R&R) programs were granted the option to apply. In Los Angeles County, both the LPC and the R&R programs conducted a comprehensive assessment of the grant's scope and deliberated on which entity should take the lead in this endeavor. Following careful consideration and mutual agreement, it was determined that the LPC would be the entity to apply for the grant and assume leadership of the Universal PreKindergarten Mixed Delivery Planning Grant initiatives within Los Angeles County. This process speaks to the extent of collaboration between the R&Rs and the LPC in Los Angeles County. The joint, comprehensive assessment of the grant's parameters and deliberation regarding the leadership of this grant demonstrates the cooperative and mutually beneficial relationship between the two entities in Los Angeles County.

It is important to note that Los Angeles County currently lacks a centralized eligibility list, primarily due to the removal of funding from the state budget. Given the extensive geographical expanse of the County, the establishment of a funding source would be imperative to undertake the design and development of a centralized eligibility system. At present, subsidized agencies maintain their own waiting lists.

31. Explain examples of noncompliance findings [comment box]

[This question will appear if B is selected in question 29]

SECTION: Summary of Self-Evaluation Findings

32. Describe the annual report process and who participated in the process. Describe the role and level of participation and contribution by parents, staff, Board of Supervisors, Superintendent of Schools, and your LPC members in the Self-Evaluation process.

*Include the **start and completion date** of your self-evaluation and annual report process. Include information regarding the **update** of the LPC Program Coordinator and LPC member handbooks to reflect the new requirements and documentation of*

the new self-evaluation process. [comment box]

The Child Care Planning Committee, serving as Los Angeles County's local child care and development planning council, has delegated the responsibility for preparing the Agency Annual Report (Form CD 2934) and the Summary of Self-Evaluation (Form CD 2935) to its Governance Work Group. This work group comprises members of the Planning Committee who represent various stakeholders, including parents, early educators in both center-based and family child care settings, higher education institutions, as well as two individuals appointed by the Board of Supervisors.

On October 17, 2023, the Governance Work Group convened virtually via Microsoft Teams to assess each of the key dimensions in accordance with the corresponding California Welfare and Institutions Codes. The initial draft of the Summary of Self-Evaluation Findings was crafted by the LPC Coordinator, Zenaida Meza. Following their deliberations, the Governance Work Group determined that the Planning Committee had achieved compliance in all seven areas for the Fiscal Year 2022-23. These findings were subsequently presented by the Governance Work Group in the documented Summary of Self-Evaluation and the Agency Annual Report on November 1, 2023, to the complete Planning Committee. The Planning Committee endorsed the presented findings.

The Policies and Procedures of the Planning Committee encompass all aspects of its operations, inclusive of its duty to fulfill mandates as outlined in the California Welfare and Institutions Code sections pertaining to local child care and development planning councils. These Policies and Procedures specify the current requisites for the preparation and submission of the Agency Annual Report and Self-Evaluation. The document undergoes a review every two years and is adjusted as necessary by the Governance Work Group. Any revisions are then presented for approval to the entire membership of the Planning Committee.

The most recent review of the Policies and Procedures was conducted by the Governance Work Group on October 17th, 2023, and subsequently ratified by the membership on November 1st, 2023. These revisions incorporated changes in Subcommittees and Ad hoc structure, attendance policy, and roles of the Chair and Vice Chair. The revised Policies and Procedures will be electronically submitted to the California Department of Social Services by November 15th, 2023.

33. Indicate the start date of your self-evaluation [date]
10/21/2022

34. Indicate the completion date of your self-evaluation [11/02/2022]

35. Certification [checkboxes]

a. By checking this box, I certify that an agency Self Evaluation has been completed by this agency on the date specified above and that the appropriate review instrument(s) were used.

b. By checking this box, I certify that at least one LPC Representative who participated in the agency's completed self-evaluation process (described above) has reviewed and approved this document.

36. Authorized Agency Representative or LPC Representative: [signature]

37. Name of LPC Chairperson or Representative who participated in the agency's completed self-evaluation process: [textbox]

Lisa Wilkin

38. Date of LPC Chairperson or Representative Certification that confirms that the information submitted was validated upon completion: [date]