

Child Care Planning Committee 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~~ Ad hoc 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 Welfare and Institutions Code Article 2, Section 10485. 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.).

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. If multiple family members are seeking to serve on the Planning Committee, the Governance ~~Work Group~~ Ad hoc 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

Commented [ZM7]: The language "Work Group" has been revised to "Subcommittee" or "Ad hoc" to ensure compliance with the Brown Act. Per direction from County Counsel, who consulted a legal dictionary, we are using the term "Ad hoc" as a legal term and as a noun to clearly distinguish between a "Subcommittee" and an "Ad hoc". Per County Counsel, adding a word after "Ad hoc" like "committee" may be confusing. We understand that the latter may contradict English grammar rules, however, we are proposing to do so for legal purposes.

Committee.

The Governance ~~Work Group~~Ad hoc will review the membership applications in consultation with the Child Care Planning Committee Manager and recommend a membership slate to the Planning Committee for action. Any participant of the Governance ~~Work Group~~Ad hoc 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~~their 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, Subcommittee, and Work Group~~Ad hoc meetings. In the absence of the member's attendance at a meeting, the alternate will be entitled to vote.

Commented [ZM8]: Proposal to revise "she/he" and "his/her" to "they/their" to use gender neutral language.

Commented [ZM9]: Added the word "Subcommittee" and "Ad hoc" as the Planning Committee may establish Subcommittees and Ad hocs per Brown Act.

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.

ELECTION OF CHAIR

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 Social Services, Board letters related to Planning Committee business, and other correspondence deemed appropriate; 4) serve as the Committee's representative to the Department of Public Health on matters related to staff selection; and 5) represent the Planning Committee on the Policy Roundtable for Child Care and Development. In the event the Chair is unable to represent the Planning Committee on the Roundtable, the Vice Chair will be appointed with the Chair Emeritus, or another identified member serving as the alternate.

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 the Planning Committee. Members may nominate themselves or other Planning Committee members. The Governance ~~Work-Group~~Ad hoc also may put forward a nomination for Chair.

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. If the Chair cannot fulfill ~~his/her/their~~ 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/their~~ 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 the Planning Committee meetings. Members may nominate themselves or other Planning Committee members. The Governance ~~Work-Group~~Ad hoc also may put forward a nomination for Vice Chair.

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. To be considered absent from a meeting, neither the member nor their 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 their 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.

SUBCOMMITTEE OR WORK GROUP AD HOC PARTICIPATION

~~The Planning Committee may establish a Subcommittee(s) or Ad hoc(s) to provide technical and professional expertise and support for any purpose that it decides will be beneficial.~~

~~The Planning Committee Subcommittee(s) are standing meetings with a defined meeting schedule, must meet in-person, and are open to the public as governed by the Brown Act. Subcommittee(s) are voted in and out by the Planning Committee as needed throughout the year.~~

~~The Planning Committee Ad hoc(s) are limited to members and alternates and may will meet virtually or in-person, as needed throughout the year as governed by the Brown Act. The Ad hoc(s) are voted in and out by the Planning Committee as needed throughout the year.~~

~~All members and alternates are encouraged to join a Subcommittee or Ad hoc. 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/their choice of Subcommittee or Work-Group Ad hoc by notifying the staff of the Planning Committee and the Chair(s) of the Subcommittee or Work-Group Ad hoc, which he/she/they are leaving.~~

~~In order to remain on the Planning Committee, a member or his/her alternate can miss no more~~

Commented [ZM10]: Revised Subcommittee and Ad hoc language to describe the differences between the two and remain compliant with Brown Act.

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 Child Care Needs Assessment; 3) Centralized Eligibility List² 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 a Subcommittee or an Work Groups Ad hoc must be forwarded to staff at least two (2) weeks before the date of the meeting on which agenda the action item should appear.

ROLE OF SUBCOMMITTEES AND WORK-GROUPS AD HOCs

Subcommittee(s) and Work Groups Ad hoc(s) are formed and approved by a Planning Committee to conduct the business of the Planning Committee, implement the Strategic Plan for Child Care and Development, and fulfill other mandates for Local Child Care and Development Planning Councils as stated in Welfare and Institutions Code. In the course of its efforts, a Subcommittee or an Work Group Ad hoc of the Planning Committee may develop a policy, make a recommendations, 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 Subcommittee and/or Ad hoc. Recommendations from Subcommittee(s) and/or Ad Hoc(s) must be presented at a Child Care Planning Committee General Meeting for approval as an action item. 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 pursuits of positions on legislation, for changes in the Policies and Procedures, and for activities requiring substantial expenditure of Planning Committee funds,

Commented [ZM11]: Proposed revised language to indicate that all Subcommittee and Ad hoc recommendations must be brought to the Child Care Planning Committee General Meeting as action items for a vote/approval.

² Funding for countywide centralized waiting lists (CEL) was eliminated from the 2011-12 State budget. Nevertheless, references to the CEL remain in statute.

will be brought before the full Planning Committee for a vote. This applies to both standing and ad-hoc Work Groups.

Selection of Representatives to Other Committees, Task Forces, or Councils

The Planning Committee as the County's local child care and development planning council is often asked to provide representation to other committees, task forces and councils or another stakeholder group. Potential representatives may be identified for assignment by the leadership of the Planning Committee comprised of the Chair, Vice Chair, and the Child Care Planning Coordinator.

Public Policy Matters

The Planning Committee may consider weighing in on administrative and legislative policies that impact the field of early care and education for elevation to the County Board of Supervisors (Board) through the Policy Roundtable for Child Care and Development (Roundtable). The Planning Committee may not take an official position on any public policy item (e.g., federal or state legislation or budget proposal) independent of the Board. Once the Board has an adopted pursuit of position on legislation or proposed budget items impacting early care and education, Planning Committee members may be asked for information that will support advocacy efforts conducted by the County's Legislative Representative in Sacramento.

CONFLICT OF INTEREST

No member of the Planning Committee will participate in a vote if they have 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. When the vote is not unanimous, the vote or abstention of each member present at the meeting must be recorded in the minutes. A motion that results in a tie vote does not pass.

Agenda items that are non-controversial and do not require a hearing for approval to be automatically adopted with a single vote of the governing body, such as the monthly minutes and miscellaneous reports that are submitted to the California Department of Education and/or the California Department of Social Services, will be listed on the Consent Calendar. Agenda items will be sent prior to the meeting with ample time for members/alternates and the public to review. Any member/alternate or member of the public can ask that an item be removed from the consent agenda for open discussion at that meeting. **If there are no objections on items remaining on the consent calendar, the Chair or Vice Chair, will state "if there is no objection, these items will be adopted." After pausing for any objections, the Chair or Vice Chair, states "As there are no objections, these items are adopted."**

Commented [ZM12]: Prior language indicates that the Vice Chair may only call a vote if the Chair is absent. The proposed change in language allow the Vice Chair to call a vote when the Chair is present

MEETINGS HELD IN-PERSON AND BY TELECONFERENCE

The Planning Committee **generally** holds in-person meetings in various locations throughout the County. Agendas with information for participating in the meetings by the membership and general public will be posted 72 hours in advanced of the general meeting on the Office for the Advancement of Early Care and Education website. Additionally, meeting notices with the agenda and supporting materials will be sent via e-mail to the members and alternates and by request to members of the public. If requested, the agenda shall be made available in alternative formats to persons with disabilities. **The Planning Committee schedule of meeting dates, times and locations are posted on the Office for the Advancement of Early Care and Education website**

Teleconference meetings that occur through audio and/or video means will be scheduled only upon the issuance of an Executive Order of the Governor due to a public health emergency such as an epidemic or pandemic or in the event of a disaster that prohibits in-person meetings. **In the case a meeting is held teleconference, the Planning Committee members, and alternates and members of the public will be provided with a conference call-in option as well as the link to the virtual meeting.**

Like in-person meetings, attendance will be taken at the beginning of the meeting to determine quorum for action items. Members and their alternates will enter their name, affiliation and membership category in the chat; guests also have the option of recording their attendance in the chat room. Any member may "suggest the absence of a quorum", at which the Chair will direct the roll call to be called. All meeting participants will be placed on mute as they enter the meeting. Anyone wishing to speak or comment during the meeting is to use the raise the hand feature; if desired, members, alternates and guests may enter their comments into the chat room. Persons raising their hands will be called upon to speak in the order that their hands are raised. Comments/questions in the chat room will be read aloud and responded to as the meeting progresses. Members of the public may present their comments anonymously.

For action items requiring discussion, the ~~Chair~~, ~~or in the chair's absence,~~ the ~~v~~ice ~~C~~hair will call for a motion, a second and for any discussion. These action items will be voted on via verbal roll call of the members (or alternate in the member's absence). A designated staff member will call roll of each member or, in the absence of the member, their alternate for their vote on action items. Members/alternates will respond with "aye", "nay" or "abstain".

V. Staff Selection

At the time that a new staff position opens, or a current position becomes available in the Office

Commented [ZM13]: We are proposing to remove the "Staff Selection" section as the practice is not permitted per Los Angeles County Human Resources.

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.V. Annual Report and Self-Evaluation

The Governance ~~Work Group~~ Ad hoc comprised of Planning Committee representatives is convened each year to prepare the annual report and determine compliance with the key dimensions of the California Welfare and Institutions Code Article 2, Section 10485 in the self-evaluation. The Governance ~~Work Group~~ Ad hoc Chair or Co-chairs present the completed *Local Child Care and Development Planning Councils Agency Annual Report (Form 2934)* and *Local Child Care and Development Planning Council Programs - Summary of Self Evaluation Findings (Form 2935)* as an action item at a general meeting. The annual report form is signed by the Planning Committee Chair and Child Care Planning Coordinator, which is then submitted to the California Department of Social Services per instructions.

VII.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~~ Ad hoc for review. The ~~Governance Work Group~~ Ad hoc will review the complaint and may or may not, at the ~~Governance Work Group~~ Ad hoc's discretion, meet with the complaining party. The ~~Governance Work Group~~ Ad hoc will respond to the complaint within 30 calendar days from receipt of the written complaint.
- 3) If the ~~Governance Work Group~~ Ad hoc'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.

VIII.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~~ Ad hoc. Members of the Planning Committee may submit a written inquiry regarding the Policies and Procedures to the Co-chairs of the Governance ~~Work Group~~ Ad hoc at any time. The ~~Governance Work Group~~ Ad hoc 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~~ Ad hoc's report to the full Planning Committee.

The Governance ~~Work Group~~ Ad hoc will review the Policy and Procedures every two years to determine if clarification or changes are required. The Governance ~~Work Group~~ Ad hoc may

develop an amendment or new policy language and bring it forward to the full Planning Committee as an action item at any time.

IX.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	Reviewed without changes:	September 20, 2016
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