

COUNTY OF LOS ANGELES



CHILD CARE  
PLANNING  
COMMITTEE

POLICY • PLANNING • PRACTICE

# **CHILD CARE PLANNING COMMITTEE**

## **MEMBERSHIP MANUAL**

### **Fiscal Year 2023-24**

Prepared by the Office for the Advancement of Early Care and Education Los Angeles  
County Department of Public Health, Health Promotion Bureau

# MEMBERSHIP MANUAL



## BOARD OF SUPERVISORS

HILDA L. SOLIS  
*First District*

HOLLY J. MITCHELL  
*Second District*

LINDSEY P. HORVATH  
*Third District*

JANICE HAHN  
*Fourth District*

KATHRYN BARGER  
*Fifth District*

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BARBARA FERRER, Ph.D., M.P.H., M.Ed.  
*Director of Department of Public Health*

ANISH P. MAHAJAN, M.D., M.S., M.P.H.  
*Deputy Director for Health Promotion*

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## Child Care Planning Committee 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 their 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:

1. **Parent Consumers**<sup>1</sup> (or guardians) who are using or have used early care and education services for their children within the past three years.
2. **Child Care Providers and Early Educators** representing both center-based and family child care homes.
3. **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.
4. **Public Agency Representatives** from city, County, or local education agencies.
5. **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 and Partner Agencies**

The Planning Committee works collaboratively with local organizations and stakeholder groups:

- Policy Roundtable for Child Care and Development
- First 5 LA
- Child Care Alliance of Los Angeles
- Quality Start Los Angeles
- 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, convenes 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 General Meetings are held on the first Wednesday in the months of September, November, February, April, and June, from 12:00 p.m. to 2:00 p.m., at various sites throughout the County. The Planning Committee meetings are public meetings; the public is welcome to attend. 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/>.

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

## Major Accomplishments 2000-2023

- Established the Child Care Planning Committee (Local Planning Council) as the Los Angeles County Universal PreKindergarten Mixed Delivery Planning Work Group. The Planning Committee will guide the implementation of the Los Angeles County Universal PreKindergarten Mixed Delivery Planning Grant from fiscal year 2023 through 2026. (2023)
- Awarded Workforce Pathways LA stipends to over 888 early educators for completing 21 hours of professional development, completing at least one college course, obtaining a new Child Development Permit, or earning a college degree. Workforce Pathways LA awarded over 1.5 million dollars in stipends. (2023)
- Developed geographic Local Funding Priorities for allocation of new early care and education state subsidy funds. (2023)
- 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. (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: access to early care and education, early care and education quality, early care and education workforce supports, and 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)
- Assessed county early care and education supply and demand (2000, 2003, 2006, 2011, 2013, 2016, and 2022).

## Contact Information

### 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

Website      <https://childcare.lacounty.gov/>

Contact      Zenaida Meza, Child Care Planning Committee Coordinator  
[zmeza@ph.lacounty.gov](mailto:zmeza@ph.lacounty.gov)  
(213) 639-6238



## Membership for Fiscal Year 2023-24

Lisa Wilkin, Chair  
Child Development Consortium of Los Angeles - *Early Educator*

Manuel Fierro, Vice Chair  
Catalyst California - *Community Agency*

Norma Amezcua  
Mexican American  
Opportunity Foundation  
*Early Educator*

Ranae Amezcua  
LAUSD/Early Childhood  
Education Division  
*Public Agency*

Dominic Armendariz  
*Parent Consumer*

Jennifer Baca Beltran  
SEIU Local 99  
*Discretionary*

Rocio Bach  
Catholic Charities  
*Early Educator*

Anne Blackstock-Bernstein  
*Parent Consumer*

Nancy Carlos  
*Parent/Caregiver*

Ivy Chang  
3<sup>rd</sup> Supervisorial District  
Representative

Brittie Crawford  
World City Center  
Preschool  
*Early Educator*

Helen Davis  
PEACH  
*Discretionary*

Sasha Duarte  
*Parent Consumer*

Humberto Estratalan  
UNITE-LA  
*Discretionary*

Andrea Fernandez  
California Children's  
Academy  
*Discretionary*

Manuel Fierro  
Catalyst California  
*Community Agency*

Justine Flores  
Flores Family Child Care  
Home  
*Early Educator*

Mona Franco  
*Parent Consumer*

Vivan Garcia  
United American Indian  
Involvement, Inc.  
*Community Organization*

Nora Garcia-Rosales  
LA County Department of  
Public Social Services  
*Public Agency*

Angela Gray  
Culver City USD  
*Public Agency*

Jessica Guerra  
2nd Supervisorial District

La Tanga Hardy  
Los Angeles Trade  
Technical College  
*Discretionary*

Lavish Harris  
Harris Family Child Care  
Home  
*Early Educator*

Scott Herring  
CDSS Community Care  
Licensing Division -  
Palmdale  
*Public Agency*

Losmeiya Huang  
The Growing Place  
*Community Agency*

Crystal Jones  
*Parent Consumer*

Rachel Klein  
City of Los Angeles,  
Community Investment for  
Families Department  
*Public Agency*

Joelle Landazabal  
Children's Home Society  
of Los Angeles  
*Community Agency*

Stacey Lee  
Children Now  
*Community Organization*

Kelly LoBianco  
LA County Department of  
Economic Opportunity  
*Public Agency*

Ana Lopez  
Baldwin Park Unified  
School District  
*Public Agency*

Luis Molina  
Early Edge California  
*Community Agency*

Christina Moore  
*Parent Consumer*

Kelly O'Connell  
1st Supervisorial District  
*Representative*

Eli Pessar  
*Parent Consumer*

Dianne Philibosian, Ph.D.  
5th Supervisorial District  
*Representative*

Keisha Reagan  
*Parent Consumer*

Nellie Ríos Para  
Lennox School District  
*Early Educator*

Alicia Rivas  
Los Angeles County Office  
of Education  
*Public Agency*

Ricardo Rizzo  
Rizzo Family Child Care  
Home  
*Early Educator*

Gina Rodriguez  
First 5 LA  
*Community Agency*

Vanessa San Martin  
ABC Unified School  
District  
*Public Agency*

Kathy Schreiner  
Best Start Panorama City  
& Neighbors  
*Community Agency*

Edilma Serna  
WestEd PITC  
*Community Agency*

Sarah Soriano  
4th Supervisorial District  
*Representative*

Victoria Torres  
East Los Angeles College  
- CFES  
*Discretionary*

Lisa Wilkin  
Child Development  
Consortium of Los  
Angeles  
*Early Educator*

Lei Zhang  
Zhang Family Child Care  
Home  
*Early Educator*

## Meeting Schedule for Fiscal Year 2023-24

The Child Care Planning Committee general meeting is held on the dates listed below from 12:00 p.m. to 2:00 p.m. The general meeting is a public meeting, and the public is welcome to attend.

To confirm the meeting schedule and verify meeting locations, check the Office for the Advancement of Early Care and Education website at <https://childcare.lacounty.gov/planning-committee/> or contact Erica Weiss at [eweiss@ph.lacounty.gov](mailto:eweiss@ph.lacounty.gov).

The Planning Committee does **not** meet in October, December, January, March, May, July and August.

Meeting Date	Time
September 6 <sup>th</sup> , 2023	<b>New Member Orientation</b> 10:30 – 11:15 a.m.  <b>General Meeting</b> 12:00 – 2:00 p.m.
November 1 <sup>st</sup> , 2023	12:00 – 2:00 p.m.
February 7 <sup>th</sup> , 2024	12:00 – 2:00 p.m.
April 3 <sup>rd</sup> , 2024	12:00 – 2:00 p.m.
June 5 <sup>th</sup> , 2024	12:00 – 2:00 p.m.

## 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 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 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 Committee.

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

## **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 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 the Vice Chair will be one (1) with a one-year renewable term upon election. If the Vice Chair's membership term expires during their term as Vice Chair, the membership term will be extended through the completion of term of office.

The Vice Chair shall chair the meetings in the absence of the Chair. If the Chair cannot fulfill their term, the Vice Chair will step in to fulfill the role of Chair for the remainder of the Vice Chair's term. In 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 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.

#### **ABSENCES**

Members may be absent from no more than two (2) consecutive Planning Committee meetings. To be considered absent from a meeting, neither the member nor their alternate would be present. After the first absence, the Planning Committee staff may contact the absent member. After the second 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.

#### **AD HOC PARTICIPATION**

The Planning Committee Ad hocs are limited to members and alternates and will meet

virtually or in-person, as needed throughout the year. The Ad hocs are voted in by the Planning Committee and out as needed throughout the year. All members and alternates are encouraged to join an Ad hoc however, it is not required. A member may change their Ad hoc by notifying the staff of the Planning Committee and the Chair(s) of the Ad hoc, which they are leaving.

#### **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 List<sup>2</sup> 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 Ad hocs 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 AD HOCS**

Ad hocs 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 Council as stated in Welfare and Institutions Code. In the course of its efforts, an Ad hoc 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 and recommendations of each Ad hoc. Recommendations from Ad hocs must be presented at a Child Care Planning Committee General Meeting for approval as an action item. .

##### *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

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

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 states “As there are no objections, these items are adopted.”

Agendas with information for participating in the meetings by the membership and general public will be posted 72 hours in advanced of the meeting in the outdoor case located in the front of the Kenneth Hall of Administration and 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.

Attendance will be taken before the beginning of the meeting to determine quorum for action items. Any member may “suggest the absence of a quorum”, at which the Chair will direct the roll call to be called. Members of the public may present their comments anonymously.

For action items requiring discussion, the chair the vice chair 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. Annual Report and Self-Evaluation**

The Governance 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 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.

## **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 Ad hoc for review. The Ad hoc will review the complaint and may or may not, at the Ad hoc’s discretion, meet with the complaining party. The Ad hoc will respond to the complaint within 30 calendar days from receipt of the written complaint.

3) If the Ad hocs 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 Ad hoc. Members of the Planning Committee may submit a written inquiry regarding the Policies and Procedures to the Co-chairs of the Governance Ad hoc at any time. The 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 Ad hoc’s report to the full Planning Committee.

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

**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
Updated:	December 4, 2002	Updated:	September 5, 2018
Updated:	April 4, 2003	Reviewed without changes:	May 14, 2020
Updated:	March 6, 2004	Updated:	December 2, 2020
Updated:	March 11, 2005	Updated:	October 6, 2021
Updated:	June 1, 2005	Reviewed without changes:	September 6, 2023
Updated:	May 3, 2006		
Updated:	December 3, 2008		
Updated:	December 1, 2010		
Updated:	May 2, 2012		
Updated:	November 5, 2014		

## Public Policy Platform 2021-22 Legislative Session

### Introduction

The Child Care Planning Committee (Planning Committee) and Policy Roundtable for Child Care and Development (Roundtable) promote policies designed to increase the availability of and access to affordable, high quality early care and education programs for all children and their families of Los Angeles County. This public policy platform presents current and emerging policy issues in early care and education that are consistent with the County of Los Angeles State Legislative Agenda for the 2021-22 Legislative Session. The platform delineates each of the County's legislative agenda items in **bold** followed by examples of efforts that may be

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addressed by proposed legislation and/or the proposed state budget.

### Platform Issues

- 1. Support efforts to enhance the quality of early care and education that set high standards for all services and program types and address the needs of all children, including those with disabilities and other special needs, and their families.**

Such efforts should include, but not be limited to:

- Addressing the early care and education needs of children from birth through age 12, including infants and toddlers, preschool and school age children, and children with disabilities and other special needs up to age 22, and their families.
- Enhancing the quality of centers, family child care homes, and license-exempt care providers.
- Promoting a strengthening families approach to meet the needs of children at risk for abuse, neglect or sexual exploitation or under the supervision of the child welfare system and children of families under the supervision of Probation.
- Integrating early identification and intervention systems that recognize and respond early to young children who may be at risk for disabilities and other special needs.
- Developing policies that encourage collaboration between early care and education programs and locally funded projects and public agencies that foster child and family well- being through the provision of coordinated services.
- Incorporating optimal health promotion policies and procedures as an integral component that contributes to the overall quality of early care and education services and programs.
- Engaging parents as their child's first teachers and partners in promoting their child's optimal growth and development.

**2. Support efforts to develop and implement a statewide quality rating and improvement system and a system to adjust reimbursement rates based on demonstrated quality.**

Such efforts should include, but not be limited to:

- Providing parents with clear, concise information on the quality of early care and education settings.
- Fostering the engagement of parents that promotes their child’s optimal healthy growth and development and learning through a variety of modalities including virtual supports as well as in person meetings and may also be comprised of counseling and referrals.
- Incorporating early learning standards that are research-based, culturally responsive to children from diverse cultural and linguistic backgrounds, aligned with existing regulatory systems and local quality initiatives, recognize and respond to the individual needs of children in group settings, and attend to families’ needs for comprehensive services.
- Building an infrastructure of technical assistance, financial supports and training, all of which are tied to defined quality standards, to help early care and education programs achieve and maintain high quality services.

**3. Support efforts to develop and sustain a well-educated and highly skilled professional workforce prepared to serve the culturally and linguistically diverse child and family populations of Los Angeles County.**

Such efforts should include, but not be limited to:

- Focusing on teachers and other members of the workforce gaining skills and demonstrating competencies in the following areas: forming relationships and interacting with children, how to provide instructional support to children, best practices in working with dual language learners, proficiency in recognition and response to children with disabilities and other special needs, health and nutrition best practices, trauma-informed practices, engaging parents and guardians, and expertise on the spectrum of child development from birth through early adolescence. Workforce practice must be based on established early care and education research.
- Offering coursework and instruction responsive to a multi-lingual, multicultural workforce, including but not limited to providing content in students’ home language and offering classes during non-traditional hours.
- Integrating early childhood mental health consultation into early care and education programs to support the workforce in meeting the social, emotional, and mental health needs of children.
- Expanding early childhood educators’ access to higher education through stipend programs, grant funds and loan forgiveness programs, higher

compensation when they attain post-secondary degrees, and benefits (i.e. health insurance and retirement plans).

- Facilitating child development or early childhood education coursework coordination and articulation between the community colleges and California State University (CSU) and University of California (UC) systems.
- Supporting efforts to enhance the quality of the license-exempt care workforce and facilitating connections between license-exempt care and the larger system of early care and education.
- Supporting alignment of teacher requirements under Title 22 with teacher requirements under Title 5 and with the California Commission on Teacher Credentialing.
- Facilitating support of license-exempt (family, friend, and neighbor) providers serving children subsidized with federal Child Care and Development Block Grant funds.
- Training and supporting teachers and other professionals through distance learning strategies.

**4. Support efforts to ensure the health and safety of all children cared for in licensed early care and education facilities as afforded by timely, regular, and frequent on-site monitoring by the California Department of Social Services, Community Care Licensing Division (CCLD).**

Such efforts should include, but not be limited to:

- Increasing to, at a minimum, annual inspections of centers and family child care homes.
- Advocating for, at a minimum, annual unannounced inspections of all licensed facilities.
- Providing that CCLD is sufficiently funded, staffed and held accountable to meet the standards, conduct timely reviews of licensing applications and responses to complaints, and provide technical assistance and resources to current and future licensees.
- Ensuring that costs of obtaining and renewing the license (or licenses for programs with multiple sites) is reasonable and not an extraordinary burden to the licensee's cost of doing business.

**5. Support efforts to adequately fund high quality early care and education services for all children from low- and moderate-income families.**

Such efforts should include, but not be limited to:

- Expanding access to high quality subsidized services for all eligible children, including infants and toddlers and children with disabilities and other special needs as well as preschool and school age children.

- Increasing levels of reimbursement in the Standard Reimbursement Rate (SRR) and the Regional Market Rate (RMR) to compensate providers for the true cost of high-quality services.
- Streamlining and reforming the dual reimbursement systems into a single, regionalized reimbursement system that incentivizes quality and supports the cost of program operations.
- Prioritizing funds targeted to infants and toddlers to meet the growing demand for high quality services.
- Increasing funds for expansion of high quality full-day, full-year services for all ages.
- Offering tax incentives to businesses to provide or subsidize employee's early care and education services.
- Ensuring that the income ceiling for eligibility for State subsidized care reflects the current State Median Income (SMI), adjusted by region if appropriate.
- Opposing proposals that would reduce subsidized rates based on geographic location.

**6. Support the streamlining of California Department of Education and Social Services administrative processes to expand access for low-income families, ensure continuity of care, and promote flexible use of early care and education funding to meet the needs of families.**

Such efforts should include, but not be limited to:

- Allowing administrative efficiencies such as multi-year contracting, grant-based funding, and waivers on program rules and regulations to allow flexibility of services based on community and family needs.
- Maintaining a 12-month annual eligibility redetermination to allow for more stable enrollments for early care and education programs and continuous services for children and their families while exploring implementation of 24-month annual eligibility.
- Ensuring agencies have the capacity to connect with and serve the most vulnerable and the most difficult-to-serve families.
- Maintaining affordable family fees that do not exceed eight percent of gross family income.
- Maintaining part-day State Preschool as a free, comprehensive early care and education program.
- Allowing for various systems that serve vulnerable and low-income children and families to streamline administrative functions and share information in order to facilitate the enrollment of children in subsidized early care and education programs and to participate in joint data collection efforts.

- Expanding the role of the local child care and development planning councils to augment and strengthen the preparation of the needs assessment to capture and report on data relating, but not limited, to workforce, quality and facilities as well as access.
- 7. Support proposals designed to prevent, detect, investigate and, when appropriate, prosecute fraud in subsidized child care and development programs.**
- 8. Support efforts to ensure that vulnerable children and their families have access to consistent, uninterrupted subsidized early care and education services.**

Such efforts should include, but not be limited to:

- Making sure that California Work Opportunity and Responsibility to Kids (CalWORKs) families have access to child care and education services, ensure that participating families are afforded the time and information needed to evaluate their child care and education options and make sound choices, and that allow parents to pursue or maintain employment.
  - Maintaining 12-months annual eligibility for CalWORKs Stage 1 Child Care for welfare-to-work participants or until the participant is transferred to CalWORKs Stage 2 Child Care.
  - Promoting, facilitating and supporting consistent and continuous participation of children under the supervision of the child welfare system and Probation and their families in high quality programs that promote healthy child development and support effective parenting.
  - Ensuring that all subsidized children – infants and toddlers, preschool age, and school age children – and their families have access to consistent and continuous high quality early care and education services that partner with parents to promote children’s healthy growth and development and prepare them for school and life, and meet the needs of families.
  - Addressing the needs of pregnant and parenting teens to ensure their access to high quality early care and education services that support their academic goals, promote positive and effective parenting skills, and contribute to their child’s healthy growth and development.
  - Facilitating access to high quality early care and education programs that are responsive to the unique needs of children and families experiencing homelessness.
- 9. Support efforts to expand the supply of appropriate early care and education services through facility development in communities with a significant shortage of these services.**

Such efforts should include, but not be limited to:

- Facilitating the cost and technical assistance of effective construction or renovation of

early care and education – centers and family child care homes – facilities in communities with unmet needs for these services.

- Integrating early care and education inclusive of centers and family child care homes in specific plans for land use, housing, transportation, economic, workforce, and community development.

**10. Support efforts to ensure that children and their families have timely access to early care and education services during a local, state and/or national emergency.**

Such efforts may include:

- Increasing and extending funds ongoing to subsidize early care and education services of the essential workforce and at-risk populations.
- Enhancing child care resource and referral services to directly connect families impacted by the emergency with early care and education programs with the capacity to serve them.
- Waiving liability due to damages relating to COVID-19 infection, transmission, or other related conditions due to the COVID-19 pandemic.

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Los Angeles County Child Care Planning Committee and Policy Roundtable for Child Care and Development  
Public Policy Platform – 2021-22 Legislative Session  
Approved by the Child Care Planning Committee – May 6, 2020  
Approved by the Policy Roundtable for Child Care and Development – May 13, 2020  
Adopted by the Board of Supervisors – December 8, 2020



# OVERVIEW OF THE CHILD CARE PLANNING COMMITTEE AND POLICY ROUNDTABLE FOR CHILD CARE AND DEVELOPMENT



Updated – December 2023

	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 Social Services (CDSS).	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	<p>20% per category per California Welfare and Institution Code:</p> <ul style="list-style-type: none"> <li>▪ Parents/consumers</li> <li>▪ Child Care Providers (Early Educators)</li> <li>▪ Public Agencies</li> <li>▪ Community Agencies</li> <li>▪ Discretionary</li> </ul>	<p>Per Los Angeles County Ordinance</p> <p><i>Organizational representatives:</i></p> <ul style="list-style-type: none"> <li>▪ Child Care Planning Committee</li> <li>▪ County departments –Children &amp; Family Services, County Office of Education, Department of Economic Opportunity, Mental Health, Office of Education Parks &amp; Recreation, Probation, Public Health, Public Social Services</li> <li>▪ Los Angeles Unified School District</li> <li>▪ Child Care Alliance of Los Angeles</li> <li>▪ Southern CA Association for the Education of Young Children</li> <li>▪ First 5 LA</li> </ul> <p><i>Each Supervisor nominates one from expert categories:</i></p> <ul style="list-style-type: none"> <li>▪ Academia</li> <li>▪ Private business sector</li> <li>▪ Philanthropy</li> <li>▪ Community or legal advocacy</li> <li>▪ Child care</li> </ul> <p><i>Each Supervisor nominates on from expert categories:</i></p> <p>Five members nominated by each member of the Board from among the following categories: faith-based center operator,</p>

	Child Care Planning Committee	Policy Roundtable for Child Care and Development
Membership Composition - Continued		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
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"> <li>1. Annual recruitment; application process</li> <li>2. Certification of Membership<sup>1</sup> by Planning Committee</li> <li>3. Certification of Membership by County Superintendent of Schools</li> <li>4. Certification of Membership by Board of Supervisors</li> <li>5. Certification of Membership submitted to the CDE/ELCD and CDSS</li> </ol>	<ul style="list-style-type: none"> <li>▪ Organizational Representatives submit nominee</li> <li>▪ Board members nominate one from each of expert categories</li> <li>▪ Each nominee submits application to Board Executive Office</li> <li>▪ All nominations subject to Board approval</li> </ul>
Terms of Service	Two consecutive three-year terms	<p><i>Supervisorial 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"> <li>▪ Advocacy organizations</li> <li>▪ Child care resource and referral agencies</li> <li>▪ Community Care Licensing</li> <li>▪ Community colleges and higher education</li> <li>▪ ECE centers (private, non-profit inclusive of programs working primarily with children with special needs, County employees, community colleges, CDE and CDSS- contracted programs, Early Head State/Head Start)</li> <li>▪ Family child care homes</li> <li>▪ Local education agencies</li> <li>▪ Community organizations</li> <li>▪ Public agencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Board of Supervisor Appointees</li> <li>▪ Child Care Planning Committee</li> <li>▪ Child Care Alliance of Los Angeles</li> <li>▪ Commission for Children and Families</li> <li>▪ Los Angeles Office of Education</li> </ul> <p>County departments (Children &amp; Family Services, Office of Education, Mental Health, Parks &amp; Recreation, Probation, Public Health, Public Social Services, CEO)</p>

<sup>1</sup> Certification of Membership is the name of the California Department of Social Services (CDSS) 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 “approval”, the form is submitted to the California Department of Social Services (CDSS).

	Child Care Planning Committee	Policy Roundtable for Child Care and Development
Current Membership Composition - Continued	<ul style="list-style-type: none"> <li>▪ Home visitation</li> <li>▪ Quality rating and improvement system supports</li> <li>▪ Parent Consumers</li> <li>▪ School district early childhood programs Supportive services (administrative, parent engagement, professional development)</li> </ul>	<ul style="list-style-type: none"> <li>▪ First 5 LA</li> <li>▪ Los Angeles Unified School District</li> <li>▪ Southern Chapter – Southern California Association for the Advancement of Early Care and Education</li> </ul>
Scope of Work/Mandates	<p>Per California Welfare and Institution Code:</p> <ul style="list-style-type: none"> <li>▪ Conduct countywide needs assessment every five years, addressing early care and education services for children birth through 12 years of age</li> <li>▪ Develop countywide plan to meet identified needs</li> <li>▪ Identify service gaps for subsidized early care and education service</li> <li>▪ Facilitate voluntary, temporary transfer of funds</li> <li>▪ Develop Local Funding Priority Report</li> </ul>	<p>Per Roundtable By-laws:</p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Advise and assist County department in developing and implementing strategies to connect clients and/or employee to high quality child care and development services</li> <li>▪ 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.</li> <li>▪ Identify strategies to secure and leverage, coordinate, monitor and maximize funding for and access to high quality services</li> <li>▪ Develop, distribute in electronic format and post on County website annual report summarizing key issues, Roundtable recommendations and Board actions</li> </ul>
Examples of Wins	<ul style="list-style-type: none"> <li>▪ Released <i>Learning from Today, Preparing for Tomorrow: An Early Care and Education Professional Development Landscape Analysis for Los Angeles County</i> at a public forum on June 28, 2021 in partnership with Quality Start Los Angeles</li> <li>▪ 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 <a href="https://childcareheroes.org/">https://childcareheroes.org/</a>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contributed to recommendations for implementation plan on early care and education recommendations listed in Pathways to Economic Resiliency report</li> <li>▪ Adopted an equity statement.</li> <li>▪ Elevated ECE Coalition budget asks and SB 246 (Leyva) pertaining to reimbursement rate reform and rate increases to Third Supervisorial District</li> <li>▪ Advocated for the Emergency Child Care Bridge Fund for Children in Foster Care</li> </ul>

	Child Care Planning Committee	Policy Roundtable for Child Care and Development
Examples of Wins - Continued	<p>Completed and publicly launched Needs Assessment</p> <ul style="list-style-type: none"> <li>Facilitated voluntary, temporary transfer of funds for CDE and CDSS contracted agencies to ensure that funding remains in LA County to serve children of income eligible families</li> <li>Produced community level data documents to illustrate gaps in subsidized services using LPC Local Funding Priorities data</li> <li>Provided representation on community coalitions and work groups (Help Me Grow-LA, Quality Start LA and Los Angeles County Prevention Plan ECE Work Group)</li> </ul>	<ul style="list-style-type: none"> <li>Informed the development of the Department of Mental Health's Early Childhood Mental Health Consultation Pilot</li> <li>Provided input to the Measure H – Homeless Initiative – Child Care</li> <li>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)</li> </ul>

## REFERENCE MATERIALS

Title	Subject	Location
<b>BASIC CHILD CARE PLANNING COMMITTEE (PLANNING COMMITTEE) MATERIALS</b>		
<i>Membership Manual</i>		
Membership Manual	Packet of materials comprised of background information on the Planning Committee, membership policies and procedures, current list of members and meeting schedule, work products (needs assessment, strategic plan), and public policy platform. In addition, includes information on the Office for the Advancement of Early Care and Education as well as items of interest pertaining to the functions of the County of Los Angeles.	<a href="https://childcare.lacounty.gov/planning-committee-2-2/">https://childcare.lacounty.gov/planning-committee-2-2/</a>
<i>General Membership and Meeting Resources</i>		
<i>Membership Roster</i>	List of all current members, affiliations, and category of representation.	<a href="https://childcare.lacounty.gov/planning-committee-2-2/">https://childcare.lacounty.gov/planning-committee-2-2/</a>
<i>Meeting Schedule</i>	A list of meeting dates and locations (as they are determined).	

**OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION AND PLANNING COMMITTEE PROGRAMS AND PROJECTS**

<i>Workforce Pathways LA</i>	Funded by the California Department of Education and implemented in partnership with Quality Start Los Angeles (QSLA), focuses on workforce needs across all early learning and care setting types. Supports participants along the career lattice in three areas: licensing/health and safety; professional development, permits, and degrees; and workforce systems improvement.	Stipend Program: <a href="https://childcare.lacounty.gov/child-care-early-educators-stipend/">https://childcare.lacounty.gov/child-care-early-educators-stipend/</a>  Workforce Systems Improvement/Learning from Today, Preparing for Tomorrow: An ECE Professional Development Landscape Analysis: <a href="https://childcare.lacounty.gov/publications/">https://childcare.lacounty.gov/publications/</a>
<i>Request to Change Service Area Priorities</i>	Guidelines for requesting and reviewing requests from CDE/ Early Learning and Care Division (ELCD)-contracted agencies.	<a href="https://childcare.lacounty.gov/planning-committee-2-2/#1556031975116-fc4acc99-8be0">https://childcare.lacounty.gov/planning-committee-2-2/#1556031975116-fc4acc99-8be0</a>
<i>Voluntary, Temporary Transfer of Funds (VTTF)</i>	Description of process for transfer of funds among CDE/ELCD - contracted agencies and request forms.	<a href="https://childcare.lacounty.gov/planning-committee/#1556031975116-fc4acc99-8be0">https://childcare.lacounty.gov/planning-committee/#1556031975116-fc4acc99-8be0</a>

<b>Title</b>	<b>Subject</b>	<b>Location</b>
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**RESOURCES FOR PARENTS AND COMMUNITIES**

<i>Navigating Subsidized Early Care and Education Systems and Subsidy Programs</i>	Fact sheets and guidance in identifying family need, resources, eligibility, and required documentation for subsidized child care and development services.	<a href="https://childcare.lacounty.gov/resources-for-families-and-communities/">https://childcare.lacounty.gov/resources-for-families-and-communities/</a>
<i>For Pregnant and Parenting Teens</i>	Guide on child care and development resources for pregnant and parenting teens.	<a href="https://childcare.lacounty.gov/resources-for-%20families-and-communities/">https://childcare.lacounty.gov/resources-for-%20families-and-communities/</a>
<i>Children with Special Needs</i>	Targeted to parents and professionals, directories of resources relating to children at risk for or with disabilities and other special needs.	<a href="https://childcare.lacounty.gov/resources-for-%20families-and-communities/">https://childcare.lacounty.gov/resources-for-%20families-and-communities/</a>

**LEGAL AND CONTRACTUAL REQUIREMENTS**

<i>Brown Act</i>	Introductory description and complete text of law regulating open public meetings.	<a href="https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&amp;chapter=9.&amp;part=1.&amp;lawCode=GOV&amp;title=5.">https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&amp;chapter=9.&amp;part=1.&amp;lawCode=GOV&amp;title=5.</a>
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<i>Roberts Rules of Order</i>	Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language.	<a href="http://www.robertsrules.org/">http://www.robertsrules.org/</a>
<i>LPC Program Requirements</i>	A description of the basic functions and mandates for each local planning council.	<a href="https://bit.ly/46gVP97">https://bit.ly/46gVP97</a>
<b>PLANNING COMMITTEE REPORTS AND PUBLICATIONS</b>		
<i>A Unified Strategic Plan for Early Care and Education – 2020-2025</i>	Developed under the leadership of the Office for the Advancement of Early Care and Education and in partnership with the Policy Roundtable for Child Care and Development, contains four priority areas of focus for action: access, quality, workforce supports, and family and community engagement.	<a href="https://childcare.lacounty.gov/publications/">https://childcare.lacounty.gov/publications/</a>
<i>Los Angeles County 2022 Needs Assessment – Technical Report</i>	The report focuses on three essential components of the early care and education system: access, quality and workforce.	<a href="https://childcare.lacounty.gov/publications/">https://childcare.lacounty.gov/publications/</a>
<b>Title</b>	<b>Subject</b>	<b>Location</b>
<b>PLANNING COMMITTEE REPORTS AND PUBLICATIONS - CONTINUED</b>		
<i>LPC Local Funding Priorities 2022-23</i>	The priorities – organized by three age groups – infants and toddlers, preschoolers and school age children – are prepared annually and submitted to the CDE and CDSS to inform funding allocations for subsidized early care and education as new money is made available in the annual state budget.	<a href="https://childcare.lacounty.gov/publications/">https://childcare.lacounty.gov/publications/</a>
<i>Flow Chart – Public Investments for Early Care and Education</i>	Flow chart indicating the sources and pathways for the flow of government funding supporting direct services and quality initiatives.	<a href="https://childcare.lacounty.gov/wp-content/uploads/2018/06/Matrix_PubliclyFundedECE_wCitations_29Aug17.pdf">https://childcare.lacounty.gov/wp-content/uploads/2018/06/Matrix_PubliclyFundedECE_wCitations_29Aug17.pdf</a>
<b>COUNTY OF LOS ANGELES INFORMATION AND RESOURCES</b>		
<i>Board of Supervisors</i>	Governing body of the County of Los Angeles, a charter county. Serves as the executive and legislative head of the largest and most complex county government in the entire United States. A civil service staff which performs the duties for the County departments and agencies serves the needs of the County's population of more than 10 million people.	<a href="http://bos.lacounty.gov/">http://bos.lacounty.gov/</a>
<i>Supervisory Districts</i>	District maps, community listings, and contact information.	

## OTHER RESOURCES

<i>Child Care Alliance of Los Angeles</i>	Website with contact information, service areas and links to individual Child Care Resource and Referral Agency websites and information on training opportunities targeted to early care and education programs.	<a href="http://www.ccala.net">www.ccala.net</a>
<i>Quality Start Los Angeles (QSLA)</i>	A consortium of early childhood education agencies in Los Angeles County – Los Angeles County Office of Education, First 5 LA, Partnerships for Education, Articulation, and Coordination through Higher Education (PEACH), Child Care Alliance of Los Angeles, and the Los Angeles County Office for the Advancement of Early Care and Education – shaping and implementing the voluntary quality rating and improvement system (QRIS) designed to help parents of children birth to five years old choose the best early care and education program for their family and support centers and family child care homes with ongoing program enhancements.	<a href="http://qualitystartla.org">http://qualitystartla.org</a>
<i>Helpful Links and Resources</i>	Hosted by the Office for the Advancement of Early Care and Education, links to an array of resources on topics relevant to early care and education programs and the children and families they serve.	<a href="https://childcare.lacounty.gov/wp-content/uploads/2018/06/HelpfulLinksResources_1Aug16_Updated_28June18.pdf">https://childcare.lacounty.gov/wp-content/uploads/2018/06/HelpfulLinksResources_1Aug16_Updated_28June18.pdf</a>
<i>Department of Social Services, Community Care Licensing Division</i>	A list of offices and contact numbers; licensing guidelines, etc.	<a href="http://www.cdss.ca.gov/inforesources/Child-Care-Licensing">http://www.cdss.ca.gov/inforesources/Child-Care-Licensing</a>

## PUBLIC POLICY

<b>County</b>		
<i>County Legislative Agenda</i>	County of Los Angeles Board of Supervisors adopted State and Federal Legislative Agenda for the upcoming session; contains child care and development items submitted by the Planning Committee and Policy Roundtable for Child Care and Development.	<a href="https://ceo.lacounty.gov/legislative-affairs-and-intergovernmental-relations/">https://ceo.lacounty.gov/legislative-affairs-and-intergovernmental-relations/</a>
<i>Public Policy Platform</i>	Planning Committee and Roundtable public policy platform for the current legislative session.	<a href="https://childcare.lacounty.gov/ece-public-policy/">https://childcare.lacounty.gov/ece-public-policy/</a>
<b>State</b>		
<i>Official CA Legislative Information</i>	Search for bills as introduced and amended, committee analyses and status updates.	<a href="http://leginfo.legislature.ca.gov/faces/home.xhtml">http://leginfo.legislature.ca.gov/faces/home.xhtml</a>
<i>Legislative Analyst's Office</i>	Provides fiscal and policy advice to the legislature; prepares reports publications on various policy areas inclusive of early care and education.	<a href="https://lao.ca.gov/Policy-Areas?areald=4">https://lao.ca.gov/Policy-Areas?areald=4</a>
<b>Federal</b>		

<i>Federal Legislative Districts</i>	Maps and links to Legislators' websites.	<a href="http://www.house.gov">www.house.gov</a> <a href="http://www.senate.gov">www.senate.gov</a>
<i>Federal Legislation</i>	Legislative information from The Library of Congress, including access to bills.	<a href="http://loc.gov/">http://loc.gov/</a>



## Legal Requirements

## California Department of Social Services Code Sections



### **WELFARE AND INSTITUTIONS CODE - WIC**

#### **DIVISION 9. PUBLIC SOCIAL SERVICES [10000 - 18999.98]**

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

#### **PART 1.8. Child Care and Development Services Act [10207 - 10490]**

*( Part 1.8 added by Stats. 2021, Ch. 116, Sec. 260. )*

#### **CHAPTER 31. Local Planning Councils [10480 - 10487]**

*( Chapter 31 added by Stats. 2021, Ch. 116, Sec. 260. )*

### **ARTICLE 2. Membership and Funding of Local Child Care Development Planning Councils [10485 - 10487]**

*( Article 2 added by Stats. 2021, Ch. 116, Sec. 260. )*

#### **10485.**

(a) It is the intent of the Legislature that local child care and development planning councils shall provide a forum for the identification of local priorities for child care and the development of policies to meet the needs identified within those priorities.

(b) The county board of supervisors and the county superintendent of schools shall do both of the following:

(1) Select the members of the local planning council. Before making selections pursuant to this subdivision, the board of supervisors and the county superintendent of schools shall publicize their intention to select the members and shall invite local organizations to submit nominations. In counties in which the superintendent is appointed by the county board of education, the county board of education may make the appointment or may delegate that responsibility to the superintendent.

(2) Establish the term of appointment for the members of the local planning council.

(c) (1) The local planning council shall be comprised as follows:

(A) Twenty percent of the membership shall be consumers.

(B) Twenty percent of the membership shall be child care providers, reflective of the range of child care providers in the county.

(C) Twenty percent of the membership shall be public agency representatives.

(D) Twenty percent of the membership shall be community representatives, who shall not be child care providers or agencies that contract with the department to provide child care and development services.

(E) The remaining 20 percent shall be appointed at the discretion of the appointing agencies.

(2) The board of supervisors and the county superintendent of schools shall each appoint one-half of the members. In the case of uneven membership, both appointing entities shall agree on the odd-numbered appointee.

(d) Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county.

(e) The board of supervisors and county superintendent of schools may designate an existing child care planning council or coordinated child and family services council as the local planning council, as long as it has or can achieve the representation set forth in this section.

(f) Upon establishment of a local planning council, the local planning council shall elect a chair and select a staff.

(g) Each local planning council shall develop and implement a training plan to provide increased efficiency, productivity, and facilitation of local planning council meetings. This may include developing a training manual, hiring facilitators, and identifying strategies to meet the objectives of the council.

(h) No member of a local planning council shall participate in a vote if the member has a proprietary interest in the outcome of the matter being voted upon.

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

California Legislative Information, Welfare And Institutions Code – WIC, Retrieved September 2, 2022. [https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?sectionNum=10485.&awCode=WIC](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=10485.&awCode=WIC)

**WELFARE AND INSTITUTIONS CODE - WIC**  
**DIVISION 9. PUBLIC SOCIAL SERVICES [10000 - 18999.98]**  
*( Division 9 added by Stats. 1965, Ch. 1784. )*

**PART 3. AID AND MEDICAL ASSISTANCE [11000 - 15771]**  
*( Part 3 added by Stats. 1965, Ch. 1784. )*

**CHAPTER 2. California Work Opportunity and Responsibility to Kids Act [11200 - 11526.5]**  
*( Heading of Chapter 2 amended by Stats. 1997, Ch. 270, Sec. 49. )*

**ARTICLE 3.2. Welfare-to-Work Activities [11320 - 11329.5]**  
*( Heading of Article 3.2 amended (as added by Stats. 1990, Ch. 1568) by Stats. 1997, Ch. 270, Sec. 59. )*

**11323.1.**

The Legislature finds and declares all of the following:

(a) The California Work Opportunity and Responsibility to Kids (CalWORKs) program serves the poorest families with children in the state by providing a basic needs cash grant and support services needed for family stabilization, employment, or job training. Childcare is a critical support service for CalWORKs families.

(b) Children in poverty are most in need of quality, stable early care and education to achieve their full potential. Research demonstrates the benefits of providing early care and education to ameliorate the effects of poverty and address inequities before achievement gaps widen.

(c) Families that are initially afforded the opportunity to participate in CalWORKs childcare are more likely to avoid sanction, and to be able to promptly participate in the necessary activities and progress toward economic stability, knowing that their children are in a safe, nurturing environment.

(d) While families may have access to other forms of childcare, in 2017, less than 30 percent of parents or other adult caretakers who were participating in the CalWORKs Welfare-to-Work Program and were responsible for the care of an eligible child were receiving Stage 1 childcare services.

(e) All Child Care and Development Services Act programs, except for CalWORKs Stage 1 childcare, have adopted 12-month continuous eligibility rules pursuant to subdivision (h) of Section 8263 of the Education Code. Aligning Stage 1 childcare eligibility periods with all other childcare and development programs will benefit families, childcare providers, and the state and local agencies that administer the various childcare programs.

*(Added by Stats. 2019, Ch. 414, Sec. 2. (AB 121) Effective October 2, 2019.)*

## Office For the Advancement of Early Care and Education

## OFFICE FOR THE ADVANCEMENT OF EARLY CARE AND EDUCATION 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 joint group with members from 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 Officer Legislative Affairs and 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.

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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, visit our website at <https://childcare.lacounty.gov/>.

Revised – July 26, 2021

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The Office for the Advancement of Early Care and Education is located within the Department of Public Health of the County of Los Angeles.



Updated – March 19, 2024

## Los Angeles County





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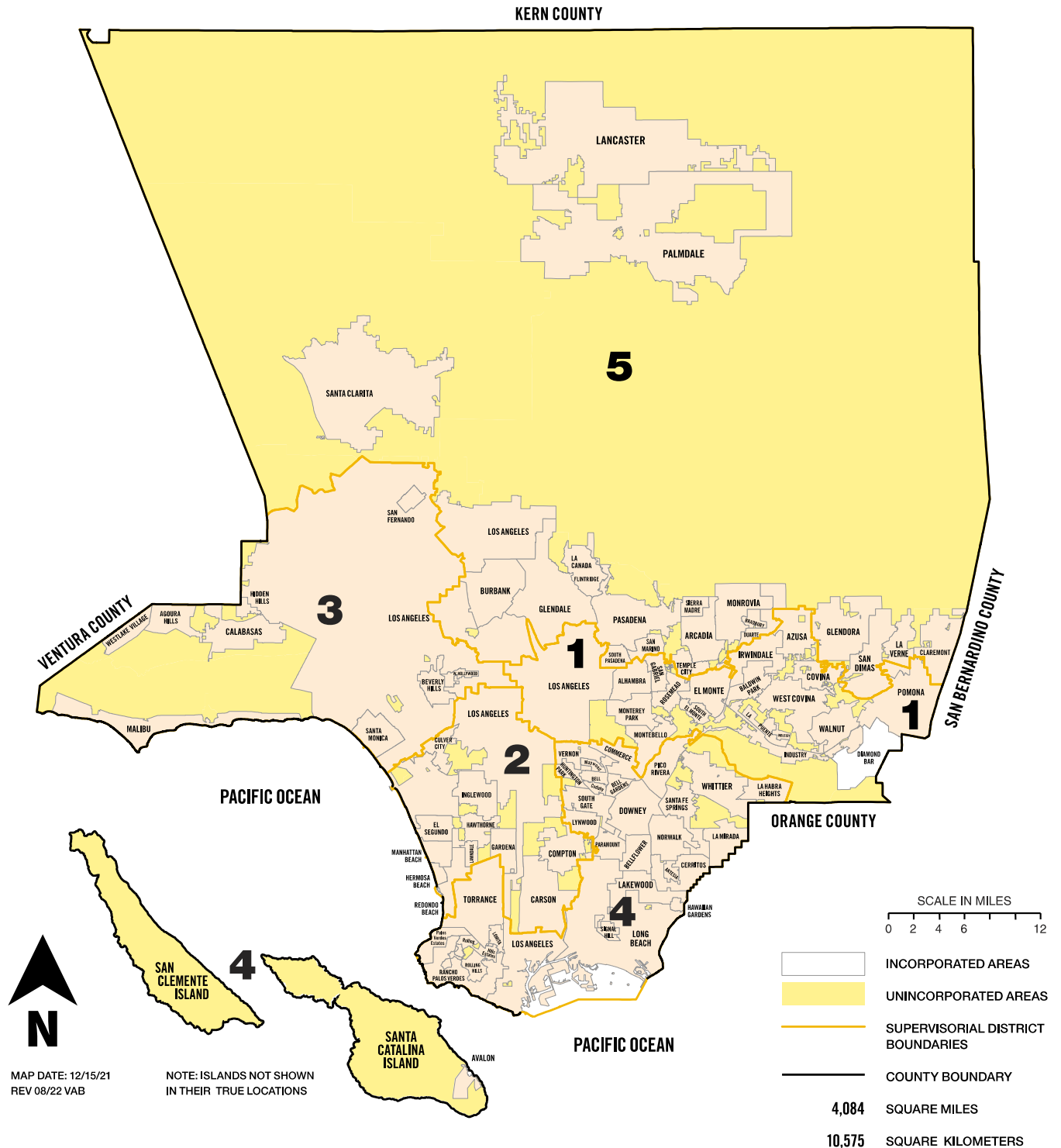
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Updated – October 5, 2023

# Los Angeles County District Map



# A Brief Guide to County-Related Bodies Addressing Children's Issues in Los Angeles County

Los Angeles County encompasses over 4,000 square miles, includes 88 incorporated cities, and is home to over 10 million people. The Los Angeles County Office of Education reports that 90 different languages are spoken by students enrolled in the 80 K-12 school districts within the County. Families living in Los Angeles County cover the spectrum from the wealthiest and the poorest in the country.

The size, density and diversity of the County tend to complicate how services are developed and accessed by families. As a result, a number of County-related committees and commissions have evolved to address both service specific and service integration issues. The following information offers the reader a very brief description of groups that are currently working on children's issues.

## Child Care Planning Committee (Planning Committee)

**Enabling Authority:** State legislation AB 2141 (Chapter 1187, Approved July 9, 1991), adopted in 1991 and AB 1542 (Chapter 290, Approved August 11, 1997) adopted in 1997.

**Established:** June 1991

**Membership:** Per the California Education Code Section, the 50 members are appointed by the Board of Supervisors and the County Superintendent of Schools, and represent five categories: child care consumers; child care providers; community representatives; public agency representatives; and discretionary. Each category accounts for 20 percent of the membership.

**Focus:** The Planning Committee implements the mandates described in the California Education Code. As of July 2021, the Planning Committee will work closely with the California Departments of Social Services and Education on issues related to early care and education services funded by the State. Mandates include:

- Conduct a countywide needs assessment every five years, addressing early care and education services for children birth through 12 years of age;
- Develop a countywide plan to meet identified needs; and
- Identify service gaps for subsidized early care and education services.

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## Commission for Children and Families

**Enabling Authority:** County Ordinance

**Established:** May 1984

**Membership:** The Commission consists of 15 persons, three appointed by each member of the Board of Supervisors. Members have knowledge and experience in the area of children's services.

**Focus:** The Commission for Children and Families reviews all programs administered by County departments that provide services to children at risk, receives input from persons and community groups related to County administered services, and makes recommendations to the Board of Supervisors and County departments.

Contact: Tamara Hunter, Executive Director  
Telephone: (213) 974-1558  
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Website: <http://ccf.lacounty.gov>

## Education Coordinating Council (ECC)

**Enabling Authority:** Action of the Board of Supervisors

**Established:** November 2004

**Membership:** Twenty-four members drawn from school districts, County departments, juvenile court, city and County commissions, advocacy groups, community agencies, and youth and their caregivers.

**Focus:** To raise the educational achievement of foster and probation youth throughout Los Angeles County to equal that of other youth.

**Contact:** Stephanie Gluckman  
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Website: [www.educationcoordinatingcouncil.org](http://www.educationcoordinatingcouncil.org)



### First 5 LA Commission

**Enabling Authority:** Proposition 10, which was approved by California voters in November 1998

**Established:** December 1998

**Membership:** Thirteen members are appointed by the Board of Supervisors, including the Directors of the Departments of Children and Family Services, Public Health and Mental Health, an expert on early childhood education, and five members, each nominated by a member of the Board of Supervisors. Ex officio members include representatives of the Commission for Children and Family Services, the Los Angeles County Office of Education, the Interagency Council on Child Abuse and Neglect, and the Policy Roundtable for Child Care and Development. The Chair of the Board of Supervisors or the Chair's appointee serves as the Commission Chair.

**Focus:** The First 5 LA Commission has embraced a more intensive approach by increasing its emphasis on systems change, collaboration and public policy. This transition supports the organization's goal of maximizing positive outcomes for children prenatal to age 5.

**Contact:** Kim Belshé, Executive Director  
**Telephone:** (213) 482-5902  
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### Inter-Agency Council on Child Abuse and Neglect (ICAN)

**Enabling Authority:** County Ordinance

**Established:** 1977

**Membership:** ICAN membership includes 32 County, City, State and Federal agency heads, five private members appointed by the Board of Supervisors, and a representative from UCLA.

**Focus:** ICAN is dedicated to improving the lives of abused, neglected, and at-risk children through multi-disciplinary efforts that support the identification, prevention, and treatment of child abuse and neglect. ICAN provides advocacy at the County, State and Federal levels.

**Contact:** Deanne Tilton, Executive Director  
**Telephone:** (626) 455-4585  
**Web:** [www.ican4kids.org](http://www.ican4kids.org)  
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### Perinatal and Early Childhood Home Visitation Consortium

**Enabling Authority:** Launched by the Department of Public Health, Maternal, Child and Adolescent Health Programs and co-led in partnership with Los Angeles Best Babies Network

**Established:** Fall 2012

**Membership:** A network of approximately 50 perinatal and early childhood home visitation programs, maternal and child health organizations, advocacy groups, and stakeholders. Membership is open to organizations willing to sign on to the Charter and Strategic Plan to confirm their commitment to shared ownership and accomplishments in Consortium activities.

**Focus:** Supports Los Angeles County's home visitation programs by sharing training and educational resources, researching best practice standards, supporting enhanced referral systems between programs, conducting research and collecting data on home visiting outcomes, and advocating for systems and policies that recognize the tremendous value of home visitation services.

**Contact:** LACPECHVC Coordinator  
**Telephone:** (213) 378-1967  
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**Web:** <http://homevisitingla.org/>

### Policy Roundtable for Child Care and Development (Roundtable)

**Enabling Authority:** County Ordinance

**Established:** March 2000

**Membership:** The 25 members are appointed by the Board of Supervisors and represent a variety of backgrounds such as business, education, early childhood, research, and economics.

**Focus:** The Roundtable is charged with reviewing and developing policies that affect the supply, affordability and quality of local early care and education services for the purpose of advising the Board of Supervisors.

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## Quality Start Los Angeles (QSLA)

**Established:2012**

**Membership:** QSLA is led by a consortium of key early childhood education agencies in Los Angeles County, including Los Angeles County Office of Education (LACOE), First 5 LA, Child360, Child Care Alliance of Los Angeles (CCALA), Partnerships for Education, Articulation and Coordination through Higher Education (PEACH) and Los Angeles County Office for the Advancement of Early Care and Education.

**Focus:** QSLA is a voluntary quality rating and improvement system (QRIS) designed to help parents of children birth to five choose the best early childhood education for their family. QSLA also supports centers and family child care providers with ongoing program enhancements.

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