

Annual Report and Summary Self Evaluation Findings for Fiscal Year 2023-24

I. Survey Landing Page

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

II. Survey Content

SECTION: Contact and Agency Information

1. LPC Coordinator or Agency Representative [textboxes]

a. Full Name

Zenaida Meza

b. Phone Number

(213) 639-6238

c. Email Address

zmeza@ph.lacounty.gov

2. Legal Agency Name [textbox]

Los Angeles County Board of Supervisors

3. Agency Address [textbox]

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

4. Agency County(ies) [checkboxes]

Los Angeles

5. LPC Contract Number [textbox]

4018

6. Contract Amount [textbox]

\$435,089

SECTION: Important Dates

7. Recent Self-Evaluation Completion Date

November 7, 2023

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

December 16, 2022

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

10. Select current Fiscal Year/Program Year [multiple choice]
FY 2024-2025

SECTION: WIC Compliance Status

Note: LPCs will report data from the last Fiscal Year July 1, 2023 - June 30, 2024.
You will now be selecting compliant or noncompliant based on the Statute.

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

- a. Compliant
- b. Noncompliant

12. Explain examples of compliance findings [comment box]

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

On May 6, 2024, the Child Care Planning Committee, which functions as the Local Child Care and Development Planning Council for Los Angeles County, submitted the Local Planning Council (LPC) Funding Priorities for the fiscal year 2023-24 to the California Department of Social Services (CDSS) and to the California Department of Education (CDE). The Local Planning Council (LPC) County Priorities Report Form was signed by Lisa Wilkin, Chair of the Child Care Planning Committee (Planning Committee).

The underlying data used to establish these priorities was sourced from the Early Learning Needs Assessment Tool (ELNAT), an assessment tool managed by the American Institutes for Research (AIR) through a subscription held by the California Child Care Coordinators Association. The data is from the 2020-2021 fiscal year as that is the most updated data available on ELNAT. It is important to note that current data would better reflect the evolving needs and priorities, as the existing data is not comprehensive and requires additional input. The LPC Funding Priorities Report does not capture enrollment figures throughout all programs and the overarching needs of the community. Additionally, data from surveys conducted in 2021, as part of a collaborative effort between the Child Care Planning Committee and the Los Angeles County Office of Education (LACOE) Head Start and Early Learning Division, served to complement and enrich the available information within ELNAT. Notably, this augmentation was centered on quantifying the number of children enrolled in Head Start programs and Family Child Care Home Education Networks.

The determination of these local priorities involved a comprehensive and inclusive process and followed the priority-setting methodology prescribed by CDSS. During the 2022-23 fiscal year the LPC Coordinator, Zenaida Meza, presented the LPC Local Funding Priorities report during a public hearing convened on April 5, 2023. Unfortunately, the ELNAT data has not been updated since the prior reporting period of fiscal year 2022-23. Consequently, the Planning Committee convened on April 4, 2024, and granted formal approval to submit the current data from the 2022-23 LPC Local

Funding Priorities Report as valid and without changes to CDSS and CDE for the LPC Local Funding Priorities Report for fiscal year 2023-24. The LPC Local Funding Priorities Report was submitted to CDSS and CDE on May 6, 2024, endorsed by Lisa Wilkin, Chair of the Child Care Planning Committee.

13. Explain examples of noncompliance findings [comment box]
[This question will appear if B is selected in question 11]

14. **WIC Section 10485 Governance and Administration** [multiple choice]
a. **Compliant**
b. Noncompliant

15. Explain examples of compliance findings [comment box]
[This question will appear if A is selected in question 14]

The Child Care Planning Committee (Planning Committee) successfully conducted a comprehensive needs assessment titled California County Local Child Care Planning Council Needs Assessment – Los Angeles 2022 (Needs Assessment) in the year 2022, including the LPC Needs Assessment template from the California Department of Social Services (CDSS). The data employed in the Needs Assessment was derived from diverse sources, including but not limited to the Early Learning Needs Assessment Tool (ELNAT), Child Care Alliance of Los Angeles acting on behalf of Child Care Resource and Referral agencies, Alternative Payment Program agencies, California Child Care Resource & Referral Network, the Los Angeles County Office of Education (LACOE) Head Start and Early Learning Division, California Department of Education, California Department of Developmental Services, Department of Public Social Service, US Census Bureau, as well as various Los Angeles County Departments of Children and Family Services and Social Services.

Beyond the preparation and submission of the template to the CDSS, Dr. Katie Fallin Kenyan presented the Needs Assessment to the Planning Committee on December 7, 2022, to facilitate substantive discussions focusing on emerging trends and shifts in child care supply and demand when compared with historical data from prior needs assessments.

16. Explain examples of noncompliance findings [comment box]
[This question will appear if B is selected in question 14]

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

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

The Needs Assessment and Local Funding Priorities background data has been made publicly available on the Office for the Advancement for Early Care and Education (OAECE) website, accessible at <https://childcare.lacounty.gov/planning-committee-2-2/>. Local agencies are strongly encouraged to utilize this data, with the most current data as of fiscal year 2020-2021, as a valuable resource for enhancing early care and education services within their respective communities.

Furthermore, OAECE, acting on behalf of the Child Care Planning Committee (Planning Committee), stands ready to provide technical support and guidance to early care and education programs seeking assistance in harnessing the data effectively. Also, OAECE utilizes the data in response to specific requests from the Board of Supervisors, with the overarching objective of informing policy positions and investment decisions within Los Angeles County.

19. Explain examples of noncompliance findings [comment box]

[This question will appear if B is selected in question 17]

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

a. **Compliant**

b. Noncompliant

21. Explain examples of compliance findings [comment box]

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

The Child Care Planning Committee (Planning Committee) has established formal policies and procedures to govern the processes related to membership recruitment and selection. These policies are designed to align with the prescribed standards for the certification of membership. Furthermore, the policies and procedures outline the specific criteria for membership, encompassing aspects such as participation in ad hoc, voting procedures, and the overall meeting process. These guidelines are framed within the context of compliance with both the Brown Act and Robert's Rules of Order.

The Certification Statement Regarding Composition of Local Child Care and Development Planning Council (Planning Committee) Membership was approved by the Los Angeles County Superintendent of Schools, the Los Angeles County Board of Supervisors authorized representative, and the Planning Committee Chair on August 31, 2023. The Certification Statement was submitted to California Department of Social Services on August 31, 2023. The Planning Committee's list of members is posted on the OAECE website at <https://childcare.lacounty.gov/planning-committee-2-2/>.

On January 29, 2024, the Governance Ad Hoc of the Planning Committee opened applications for the 2024-25 term through verbal, formal, and digital channels, and extended the deadline to March 21, 2024, to allow for more participants to apply. This application launch encompassed several channels of communication, including dissemination via the Planning Committee member networks, the OAECE's extensive

email distribution lists, and targeted outreach to organizations engaged in parent engagement programs such as Community Voices, Inner City Struggle, and Community Coalition. Additionally, announcements regarding membership recruitment were made during various Planning Committee meetings. In total, 56 applications were received.

The application process for Planning Committee membership became more intricate with the launch of Universal PreKindergarten (UPK). In fiscal year 2022-23, the California Department of Education (CDE) launched the application process for the UPK Mixed Delivery Planning Grant. Stipulations of the grant included that the contract be administered by the County's Local Child Care and Development Planning Council (LPC) or a child care Resource and Referral (R&R) agency. It also required the establishment of a UPK Work Group representing particular stakeholders to guide the UPK plan for the county. In Los Angeles County, a mutual agreement between the Planning Committee (as the LPC), the R&Rs, and Los Angeles County Office of Education (LACOE) led to the Planning Committee to receiving the UPK Mixed Delivery Planning Grant. The Planning Committee was designated as the UPK Work Group in fiscal year 2022-23. To meet the membership requirements of the UPK Work Group and the Planning Committee, the Governance Ad Hoc aligned and integrated the membership composition requirements into a proposed Planning Committee Membership Slate for 2024-25. This slate consisted of 50 prospective members, 35 of which were returning members and 15 were new additions. The selection process was designed to ensure diversity across Los Angeles County Service Planning Areas (SPAs), supervisorial districts, race/ethnicity and provider type, with pivot tables created to showcase various membership options and ensure proper representation of Los Angeles County's demographics. This approach aimed to reflect the diverse communities and families served by early care and education programs. The selection process also insured compliance with the requirements of the UPK Work Group requirements. On June 5, 2024, the Planning Committee approved the FY 2024-25 membership slate.

22. Explain examples of noncompliance findings [comment box]
[This question will appear if B is selected in question 20]

23. **WIC Section 10485 (2)(g) Staffing and Professional Development** [multiple choice]
a. **Compliant**
b. Noncompliant

24. Explain examples of compliance findings [comment box]
[This question will appear if A is selected in question 23]

The Child Care Planning Committee (Planning Committee) launched its meetings for FY 23-24 on September 6, 2023 with an orientation to acclimate new members and their alternates to their roles and share the governance structure. Existing members and alternates were also invited to attend the orientation. This orientation served as an opportunity to familiarize new members and alternates with the Planning Committee's

operations and membership expectations. Additionally, members were encouraged to become acquainted with the Planning Committee Manual, which contains its policies and procedures and is accessible on the Office for the Advancement for Early Care and Education (OAECE) website at <https://childcare.lacounty.gov/planning-committee-2-2/>.

During the Planning Committee General Meeting on September 6, 2023, four ad hoc groups were approved including: 1) Family Engagement and Access, 2) Workforce-Preschool Age Children (3 & 4), 3) Governance, and 4) Special Needs and Inclusion. Members and alternates were encouraged to join the ad hoc. During the Planning Committee meeting on February 7, 2024, the launch of the Joint Committee on Legislation (JCL) for fiscal year 2023-24 was approved. The JCL is a subcommittee that includes members from the Planning Committee and the Los Angeles County Policy Roundtable for Child Care and Development Commission. Each ad hoc and subcommittee is led by co-chairs who present their work to the Planning Committee during general meetings. These Ad hoc and subcommittees play an instrumental role in advancing the Planning Committee's initiatives.

As the Universal Pre-Kindergarten (UPK) Mixed Delivery Planning Grant Work Group, the Planning Committee is integral to the integration of the ECE mixed delivery system into UPK. During this reporting period, the Planning Committee in collaboration with Los Angeles County Office of Education (LACOE) and the Child Care Alliance of Los Angeles (CCALA), the anchor agency of the eight Los Angeles County R&Rs, hosted an inaugural UPK Leadership Bridge Building Breakfast. This event brought in a diverse array of stakeholders, including representatives from school districts, charter schools, Resource and Referral agencies, and county-level leadership. The primary focus of the breakfast was to foster dialogue about the implementation and expansion of UPK between these stakeholders and promote collaborative strategies between community-based early care and education programs and local education agencies to enhance system-wide integration of UPK.

The event commenced with welcoming remarks by the Planning Committee Chair, Lisa Wilkin, followed by an address from Luis Bautista, Executive Director of the Head Start and Early Learning Division at LACOE. Bautista discussed the evolving landscape of local education agencies in the context of UPK implementation across LA County. Debra Colman, Director of OAECE, shared how the OAECE and Planning Committee are working on activities to bridge the systems that support implementation of UPK. A panel discussion moderated by Kim Pattillo Brownson, Director of Strategy, Policy, and Partnerships at the Los Angeles Balmer Group, featured perspectives from key stakeholders involved in UPK's expansion. Panelists included Dr. Debra Duardo, County Superintendent of Schools at the Los Angeles County Office of Education; Cristina Alvarado, Executive Director of the Child Care Alliance of Los Angeles; and Paul Pulver, Chief Executive Officer of Options for Learning. The audience actively participated in a dynamic "question and answer" session, addressing emerging issues related to UPK expansion. Manuel Fierro, Planning Committee Vice Chair, concluded

the breakfast with a call to action, encouraging continued collaboration across the dual systems now serving 3- and 4-year-olds. Attendees demonstrated their commitment by completing action cards, symbolizing their dedication to collective efforts in supporting families with young children. The event was deemed highly successful, drawing a total of 65 attendees. This diverse group include eight representatives from LACOE; 30 Superintendents and Assistant Superintendents from local education agencies; 21 CEOs, Executive Directors, Program Leaders from R&Rs; and six Planning Committee members who serve in leadership roles.

The Planning Committee will continue to provide guidance for the implementation of the Los Angeles County UPK Mixed Delivery Planning Grant through June 30, 2026.

As FY 23-24 ended, it was time to select leadership for the next year. The Planning Committee adheres to a formal process for selecting its chair and vice chair, in accordance with the established policies and procedures. The current chair, Manuel Fierro, and vice chair, Andrea Fernandez Mendoza, were elected during the Planning Committee meeting held on June 5, 2024. These leaders chose to maintain the thematic focus that guided their actions throughout the previous year, "Strengthening the ECE Community in Times of Change." The theme will inform the development of Planning Committee meeting agendas, creation of ad hoc, and the selection of guest speakers.

25. Explain examples of findings [comment box]

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

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

a. **Compliant**

b. Noncompliant

27. Explain examples of compliance findings [comment box]

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

The production of the LPC Local Funding Priorities report involved an exhaustive and inclusive process. The Child Care Planning Committee (Planning Committee) consists of diverse stakeholders, encompassing parents/consumers, early educators, individuals from community and public agencies, and appointees of the Board of Supervisors.

The determination of these local priorities involved a comprehensive and inclusive process and followed the priority-setting methodology prescribed by CDSS during the 2022-23 fiscal year. The LPC Coordinator, Zenaida Meza, presented the LPC Local Funding Priorities report during a public hearing convened on April 5, 2023. The data used to establish these priorities was sourced from the Early Learning Needs Assessment Tool (ELNAT), an assessment tool managed by the American Institutes for Research (AIR) through a subscription held by the California Child Care Coordinators Association. Unfortunately, the ELNAT data has not been updated since the prior

reporting period of fiscal year 2022-23. Consequently, the Planning Committee convened on April 4, 2024, and granted formal approval to submit the data from the 2022-23 LPC Local Funding Priorities Report as valid and without changes to CDSS and CDE for the LPC Local Funding Priorities Report for fiscal year 2023-24. The LPC Local Funding Priorities Report for fiscal year 2023-24 was submitted to CDSS and CDE on May 6, 2024, endorsed by Lisa Wilkin, Chair of the Child Care Planning Committee.

Furthermore, the Planning Committee successfully conducted a comprehensive Needs Assessment in the year 2022, incorporating the LPC Needs Assessment template prescribed by the California Department of Social Services (CDSS). Beyond the preparation and submission of the template to the CDSS, Dr. Katie Fallin Kenyan presented the needs assessment to the Planning Committee on December 7, 2022, to facilitate substantive discussions focusing on emerging trends and shifts in supply and demand when compared with historical data from prior needs assessments.

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

28. Explain examples of noncompliance findings [comment box]
[This question will appear if B is selected in question 26]

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

30. Explain examples of compliance findings [comment box]
[This question will appear if A is selected in question 29]

Collaboration is the heart of the Child Care Planning Committee's (Planning Committee) work. For example, the Planning Committee, Policy Roundtable for Child Care and Development Commission, and Office for the Advancement for Early Care and Education (OAECE) co-developed "A Unified Strategic Plan for Early Care and Education 2020-2025" (Strategic Plan) for the County of Los Angeles. The Strategic Plan uplifts the following priority areas: 1) Access, 2) Quality, 3) Workforce, and 4) Families and Communities. Over the past three years notable advancements have been made in the Strategic Plan with the completion of 21 deliverables and several additional strategies currently in progress.

The Planning Committee collaborates with the Los Angeles County Office of Education (LACOE) to conduct an annual survey of subsidized ECE programs, aiming to assess the availability of services for families meeting income eligibility criteria. This survey also encompasses data collection pertaining to the enrollment figures for Early Head Start and Head Start programs. The data gleaned from the year 2021 informed the

development of LPC Local Funding Priorities and aided in the identification of communities where substantial service gaps persist. Additionally, the data highlights the nature of program services, distinguishing between part-day and full-day offerings, as well as instances of blending or coordinating between part-day State Preschool and Head Start programs to cater to the full-day needs of working families. This data is made accessible to agencies contemplating service expansion to better address the demand for full-day child care services among families. Furthermore, the data is shared with a diverse stakeholders engaged in the utilization of subsidized ECE services within Los Angeles County.

The Planning Committee consistently endeavors to identify opportunities for collaboration and partnerships with local stakeholders. For example, the Planning Committee holds a seat on the Quality Start Los Angeles Leadership Council, which serves as the regional quality improvement consortium. In fiscal year 2023-24, local stakeholder groups represented on the Planning Committee included the Child Care Alliance of Los Angeles (comprising a network of child care Resource and Referral agencies and Alternative Payment Program agencies), First 5 LA, Partnerships for Education, Articulation & Coordination through Higher Education (PEACH), LACOE, and the Service Employees International Union. Planning Committee membership also includes various County departments and school districts.

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

31. Explain examples of noncompliance findings [comment box]
[This question will appear if B is selected in question 29]

SECTION: Summary of Self-Evaluation Findings

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

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

The Child Care Planning Committee (Planning Committee), serving as Los Angeles County's Local Child care and Development Planning Council, has delegated the responsibility for preparing the Summary of Self-Evaluation (Form CD 2935) to its Governance Ad Hoc. The Governance Ad Hoc comprises members of the Planning Committee who represent various stakeholders, including parents, early educators in

both center-based and family child care settings, higher education institutions, as well as appointees from the Los Angeles County Board of Supervisors.

On October 18, 2024, and October 24, 2024, the Governance Ad Hoc convened virtually via Microsoft Teams to assess each of the key dimensions in accordance with the corresponding California Welfare and Institutions Codes. The initial draft of the Summary of Self-Evaluation Findings was crafted by the LPC Coordinator, Zenaida Meza, and the Governance Ad Hoc determined that the Planning Committee had achieved compliance in all seven areas for Fiscal Year 2023-24. These findings were subsequently presented by the Governance Ad Hoc to the Planning Committee via a draft of the Summary of Self-Evaluation and the Agency Annual Report on November 6, 2024. The Planning Committee voted to approve the presented findings.

The policies and procedures of the Planning Committee encompass all aspects of its operations, inclusive of its duty to fulfill mandates as outlined in the California Welfare and Institutions Code sections pertaining to local child care and development planning councils. The policies and procedures specify the current requisites for the preparation and submission of the Agency Annual Report and Self-Evaluation. The document undergoes a review and is adjusted as needed by the Governance Ad Hoc. Any revisions are then presented for approval to the Planning Committee for review and approval.

The most recent review of the Policies and Procedures was conducted last fiscal year by the Governance Ad Hoc on October 17, 2023, and subsequently ratified by the Planning Committee on November 1, 2023. These revisions incorporated changes in subcommittee and ad hoc structure, attendance policy, and roles of the Chair and Vice Chair. The revised Policies and Procedures were electronically submitted to the California Department of Social Services on November 15, 2023.

33. Indicate the start date of your self-evaluation [date]
9/16/2024

34. Indicate the completion date of your self-evaluation 11/06/2024

35. Certification [checkboxes]

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

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

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

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

Manuel Fierro

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