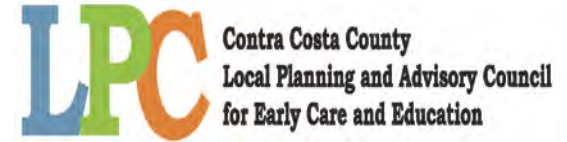




Karen Sakata, Superintendent of Schools
 77 Santa Barbara Road, Pleasant Hill, CA 94523
 (925) 942-3388
 Contra Costa County Office of Education



The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)

Purpose: LPC Ad Hoc Facilities Committee Meeting
 Location: CCCOE – Las Trampas Conference Room

Facilitator: Luis Arenas
 Timekeeper: Ruth Fernández
 Recorder: Mary Louise Vander Meulen

The projected timeline is a projection only not a limitation on the length of any agenda item, and may be revised at the meeting. The Contra Costa Local Planning & Advisory Council for Early Care and Education (LPC) will provide reasonable accommodations for persons with disabilities planning to participate in The Contra Costa Local Planning and Advisory Council for Early Care and Education meetings who contact the LPC Coordinator at least 48 hours before the meeting at 925-942-3413.



AGENDA
Monday, September 30, 2015
3:00 – 5:00 PM

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
3:00 - 3:05	Welcome/Introductions Agenda Review and Approval for 9.30.15 - Action Minutes Review and Approval for 8.24.15 - Action	C, A	Luis	Approval of agenda and minutes
3:05 – 3:15 3 min. per speaker	<u>Public Comment</u> <ul style="list-style-type: none"> Items on the agenda Items of interest to the public If you wish to speak on a matter on the agenda, please give your name and identify any group or organization you represent for the record prior to your presentation. If you wish to speak on a matter NOT on the agenda, please wait until the Chair calls for public comment on items of interest to the public. The Council shall only take action related to items listed on the current agenda.	I	Luis	Information shared
3:15 – 4:00	Review Facilities Committee Concept Paper and Refine: <ul style="list-style-type: none"> Next Steps Key decision makers and stakeholders needed for this project 	I, D	Luis/Ruth	Information Shared Group Discussion
4:00 – 4:20	Discuss possibility to launch community discussion about facilities issues during the LPC Annual Member Retreat	I,D	All	Group Discussion
4:20 – 4:50	Define Committee Meeting Calendar Agenda Items for Next Meeting/Next Steps	I,D,C	All	Group Discussion to set meeting calendar and next agenda
4:50 – 5:00	Adjournment Next Meeting: TBD	I,D	All	Group Discussion

- NOTE:**
- Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the LPC to a majority of members of the LPC Ad Hoc Facilities Committee less than 96 hours prior to that meeting are available for public inspection at 77 Santa Barbara Road, Pleasant Hill, during normal business hours.
 - Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

D=Discussion C=Consensus A=Action I=Information

NOTE:

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- *Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

Minutes of Ad Hoc Facilities Committee Meeting

Monday, August 24, 2015

3:00 – 5:00 pm

Briones Room

Committee Members Present: Chair Luis Arenas, Kathy Lafferty, Margaret Wiegert-Jacobs

Committee Members Absent – None

LPC Members Present: Deborah Penry

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Welcome/Introductions:

- Chair Luis Arenas welcomed everyone to the very first meeting of the committee and called the meeting to order at 3:13 p.m.
- Introductions completed.

Agenda Review/Approval:

- Margaret Wiegert-Jacobs moved to approve the agenda for August 24, 2015. Kathy Lafferty seconded the motion. Motion carried.
 - AYE: Arenas, Lafferty, Wiegert-Jacobs
 - NAY: None
 - ABSENT: None
 - ABSTAIN: None

Minute Review/Approval: No minutes due to this being the first meeting of the committee.

Public Comment: No public comment received on items on the agenda.

Define Purpose for Committee: Overview and Additional Stakeholders

- Ruth Fernandez gave an overview of the facilities issues that have been present for some time in Contra Costa County. It has come more to light in the last few months due to Kids Club in Antioch closing their doors. This was due to losing their lease with the school district and not being able to find an affordable and suitable building to continue to operate. Ruth Fernandez presented this situation to Family and Human Resources earlier this year. This issue was discussed in the LPC Executive Committee and the decision was made to form an Ad Hoc Committee to explore what might and can be done so that this does not happen again in Contra Costa County.
- Lengthy discussion held on what is the purpose of this committee; and who might be some of the additional stakeholders to invite to be a part of the committee.
- Ruth Fernandez suggested approaching the Low Income Investment Fund (LIIF) to provide technical assistance to the LPC in this effort. They have the expertise on how to build a case, raise the awareness of the situation, and give guidance on the steps to follow.

Discuss Public Forum on Countywide Contra Costa Facilities Development

- Brief discussion on the possibility of having a forum regarding facilities in October or November of this year. It was suggested that this may be too soon. The committee will need to work out what the difficulties are regarding facilities in Contra Costa County, build a case, figure out who should be invited, what pathway the committee wants to follow, and what the process should be.

Minutes taken by: Mary Louise Vander Meulen

Minutes Approved on: Draft

Define Committee Meeting Calendar

- Discussion held on when the committee should meet and how often. No set day or pattern was set up at this time. Everyone did agree that the afternoon was the best time of the day to meet. There was a suggestion of three dates for meeting again depending on calendars and room availability. Mary Louise will email everyone with a date once a room can be secured.
 - September 21, 2015 from 3-5 pm.
 - September 22, 2015 from 3-5 pm.
 - September 30, 2015 from 3-5 pm.

Agenda Items for Next Meeting/Next Steps

- It was suggested to ask LIFF to attend the next meeting and possibly Kristen Anderson from Redwood City.
- Lengthy discussion on who may be important to invite to a meeting with no further decisions made.

Adjournment:

- Kathy Lafferty moved to adjourn the meeting. Margaret Wiegert –Jacobs seconded the motion. The motion carried and the meeting was adjourned at 4:50 p.m.
 - AYE: Arenas, Lafferty, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Ruth
 - ABSTAIN: None

Local Planning and Advisory Council for Early Care and Education (LPC)

Adhoc Facilities Planning and Development Committee

Local Context

During fiscal year 2014-2015, Contra Costa County has received new federal and state funding for restoration and expansion of subsidized child care services to low-income families with children ages 0-5 years. Although this is great news for the neediest families in our county, programs that currently hold subsidized child care contracts from the California Department of Education (CDE) face difficulties created by systemic issues related to inadequate state reimbursement leading to low compensation and lack of health benefits for workers and to a lack of facilities in areas of highest need. The most recent Needs Assessment of Child Care (2012) that we (LPC) conducted revealed that 42% of children who qualify for subsidized care are unable to receive it because there are not enough spaces to meet all of the need.

The Issue

The issue of lack of child care facilities has come to the forefront recently in our county. With new state and federal funds coming into our county for subsidized child care, we must take a proactive approach to ensure that existing child care programs are preserved and sustained, and to plan and prepare for successful implementation of expanded early care and education services. Currently, our county is unprepared for the expansion of state preschool slots due, in great part, to the absence of adequate facilities.

Action Plan

The LPC is mandated by Education Code to assess, monitor, and mobilize public and private resources to ensure access to quality child care services. In our capacity as an advisory body to the Board of Supervisors and the County Superintendent of Schools, the LPC's Executive Committee convened an Adhoc Facilities Planning and Development Committee to initiate the discussion of the current landscape in Contra Costa County in response to ongoing concerns related to facilities availability and development. Our intended outcomes for this Adhoc Committee are to:

- a) Quantify the unmet need for subsidized child care and the ability of existing child care facilities to add additional subsidized spaces
- b) Convene stakeholders to identify barriers to developing child care facilities and to assist with defining a sustainable mechanism for facilities planning and renovation

c) Develop informational and navigational resources designed to simplify and orient program owners and administrators in the planning and development of new child care facilities.

d) Plan and convene public meetings as outreach and education to help with understanding the process involved in facility planning and development.

Inputs

Convener: LPC Adhoc Facility Development Committee

Child care contractors, especially with experience related to developing facilities

Local and regional experts in facility planning and development

Data on need for subsidized care and ability of existing programs to meet need

Increased state and federal funding for new child care slots

Outputs

Issue Brief – “white paper” on the facilities issue (data on needs, challenges & benefits relating to meeting needs)

Contra Costa Child Care Facilities Guide

Facilities resources as part of LPC web page

Public outreach related to facility development process

Ongoing discussions and action through LPC

Short-Term Outcomes

Greater public awareness of the need for child care facilities and support for developing facilities by local communities

Increased relationships and connections among child care contractors and governmental agencies, especially agencies with responsibilities related to facilities planning and development

Facility planning and development process that is clear and proceeds in a timely manner for child care owners and contractors

Identification of funding sources for affordable and accessible child care facilities in Contra Costa County