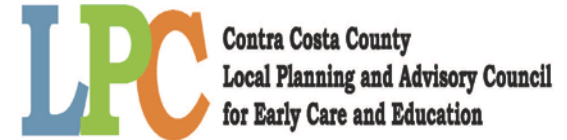




CONTRA COSTA COUNTY  
Office of Education  
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## The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC)

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 Wednesday, January 13, 2016 9:00 –11:00 AM

TIME	AGENDA TOPIC	PURPOSE	DISCUSSION LEADER	DESIRED OUTCOME
9:00 - 9:05	<b>Welcome/Introductions</b> Minutes Review and Approval for 11.10.15 – <b>Action</b> Agenda Review and Approval for 1.13.16- <b>Action</b>	C, A	Luis	Approval of agenda and minutes
9:05 – 9:10 3 min. per speaker	<b>Public Comment</b> <ul style="list-style-type: none"> <li>Items on the agenda</li> <li>Items of interest to the public</li> </ul> <b>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.</b>	I	Luis	Information shared
9:10 – 9:50	<b>Debrief on Child Care Facilities Round Table Meeting on 11.23.15</b> <ul style="list-style-type: none"> <li>Share information learned from meeting</li> <li>Questions that emerged from the discussion</li> <li>Plusses and Deltas</li> </ul>	I, D	Luis & Ruth	Notes from Round Table Discussion Shared Group Discussion
9:50 – 10:50	<b>Group Discussion About Next Steps:</b> <ul style="list-style-type: none"> <li>Resources Available</li> <li>Who else should be at the table</li> <li>Other information and resources needed</li> </ul>	I,D,C	All	Group Discussion/Task Delegation
10:50 – 11:00	<b>Agenda Items for Next Meeting/Next Steps</b> <b>Adjournment</b>	I,D,C	All	Group Discussion to set meeting agenda and date

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

#### 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.

# Child Care Facilities Roundtable – Summary of Discussion

Contra Costa Local Planning and Advisory Council for Early Care and Education

November 23, 2015

## Introduction

The Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC) is mandated by state law to plan for child care services based on the needs of the local community. The LPC's most recent Needs Assessment of Child Care (2012) revealed that 52% of children in Contra Costa County who qualify for subsidized care are unable to receive it because there are not enough spaces to meet all of the need.

During fiscal year 2014-2015 Contra Costa County 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. However, Contra Costa County does not currently have the facilities capacity necessary to benefit from this restored funding for subsidized child care. For example, in 2011, as a result of state budget cuts, Cambridge Early Childhood Center closed a facility that served 45 children and employed 6 staff. Now, with funding available to restore slots and staff, Cambridge Early Childhood Center only had room to add to add 5 children and 1 staff.

The need for child care facilities has been an on-going issue in Contra Costa County, with recent developments pushing it to the forefront. The LPC has formed an ad hoc committee on facilities planning and development to focus on the child care facilities issue. Part of the overall mission of the LPC is to gather stakeholders and serve as a forum to address the child care needs of Contra Costa County. On November 23, 2015, the Ad Hoc Facilities Planning and Development Committee of the LPC convened the first of a planned series of Child Care Facilities Roundtables to bring stakeholders together to discuss challenges related to child care facilities development and continuation in Contra Costa County.

## Challenges identified

Roundtable participants identified six main challenges related to the development and continuation of child care facilities and businesses in Contra Costa County.

1. The **permit / licensing process** is long and confusing, and outcome is uncertain.
2. **Fees and costs** associated with the permit / licensing process can be burdensome.
3. **Funding / financing** for new facilities / businesses and renovations of existing facilities / businesses is difficult to obtain.
4. Need to rent or lease buildings negatively impacts long-term **stability of existing facilities and businesses**.
5. **Family child care** businesses have needs and challenges that are specific to them.
6. **Understanding of child care** as a business and vital service is lacking in the community in general.

### The permit / licensing process

- Long, tedious use permit process
- Use permits take 6-9 months
- Some requirements / decisions by local jurisdictions don't seem to make sense.
  - EXAMPLES reported from Contra Costa County:
    - Use permit required even though child care already existed at the site
    - Landscaping required as part of use permit
    - City confused renovation with expansion
    - Use permit for a "large" family child care business (may serve up to 14 children) allowed only 3 children in yard to play at one time
- Jurisdictions (cities or unincorporated areas which are under the county) have different criteria.
  - When looking for locations for child care facilities / businesses, it is difficult to get timely information from local jurisdictions about requirements for locations under consideration
- Relocating an existing child care facility / business within the same jurisdiction requires a new use permit
- Planning rules not appropriate for programs that serve low income children
- Regulations have increased

### Fees and costs associated with the permit / licensing process

- Process is expensive, and provider resources are strained in navigating the process of developing facilities
  - Some cities -- \$3,000 for permit; difficult, especially for family child care businesses
  - Noise studies, parking studies – additional requirements, additional expenses
  - In unincorporated areas of the county fees are charged for staff time required to review/process paperwork because there is no other source of funding to cover staff time
  - Few, if any, subsidies
- Time spent waiting for use permit / license is money lost to child care businesses
  - When a child care facility / business relocates, the provider cannot fill any empty slots until a new use permit is issued – loss of revenue while waiting
- Time and money invested upfront in permit / licensing process is lost if permit / license denied
- Seems that decrease in funding for cities led to inclusion of family child care in use permit requirements

### Funding and financing for new facilities and renovations of existing facilities

- Financing / refinancing of loans – child care businesses are in “special purpose” category, makes getting business loan difficult
  - If unable to obtain business loan, child care facility / business may need to self-finance but that leads to problems with IRS
- Facility renovation funding from the state
  - Grants have now become interest-free loans
  - Have to borrow money before state approves plans for use of money
- Quality improvement funding from the state used to include money for facilities
  - State quality improvement funding is now only for expansion slots; no facilities funding
- Facilities are available in Contra Costa County, but money is needed for retrofitting for child care
- Commercial land is expensive, but can't have child care facilities in residential neighborhoods

### Stability of existing facilities and businesses

- Facilities located in leased or rented property results in lack of stability – at mercy of landlords  
EXAMPLE in Contra Costa County:
  - Kidango had to close a child care program that was located at a school when the school was closed
- Risk of losing money if a program makes improvements to a building it doesn't own
- Can't own facility -- State subsidized programs can pay rent but not mortgage

### Family child care businesses

- Family child care – not the same as other businesses
  - Noise shouldn't be considered in use permit
  - Not regulated the same as child care centers in health and safety codes
- No money available for extra expenses, no subsidies received
- Family child care providers
  - Need business instruction
  - Wear many hats (e.g. business owner, teacher)
  - Not making minimum wage as a return from their businesses

### Understanding of child care as a business and vital service is lacking in the community in general

- Residents oppose having facilities near homes.
- Importance of child care to the well-being of children and families and in supporting the economy of the county is not appreciated.

## **Broader community linkages identified**

Roundtable participants identified some community-level linkages that affect and are, in turn, affected by the issue of child care facilities.

### Interrelationships between housing and child care

- There is the perception that the need for accessible, affordable child care is not usually part of the housing discussion.
  - In the San Ramon area, housing development planning includes child care discussion.
- Role of the Housing Authority
  - Housing authority does fund affordable housing
  - Money issues with federal funding disappearing
  - Now privatizing public housing

### Trends in family demographics

- Displacement of population from other counties
  - Growth in south and east Contra Costa County
- Need more information on needs of families who move back in with parents
  - Families living with parents in “wealthy areas” find it hard to get subsidized support
- Families call Child Care Council to check on availability of care before moving to an area
  - Available child care = better property values

### The child care work force – the teachers

- Teachers need permits to work in subsidized programs
  - Contra Costa County does have way to issue temporary permits
  - Community college professional development program Advisors are able to assist students with verifying course completion which is needed for permit applications and/or renewals.
  - Contra Costa County Office of Education is the only authorized agency in the County to issue Temporary County Certificates (TCC).
- Community colleges have professional development coordinators on each campus
  - Students seem not to be using professional development coordinators
  - Students who are full-time employees don’t always go to professional development coordinators and use their support services

## **Existing solutions and resources identified**

Roundtable participants identified some solutions /resources that are already available to mitigate some of the existing challenges.

### Challenge: local opposition to a specific child care facility or business

- Existing solution: local community outreach
  - Child care providers can reach out and meet neighbors, explain plans, develop goodwill, allay neighbors’ concerns
  - Enlist parent support to advocate for a local center

### Challenges: long permit process and difficulty paying related fees and costs

- Existing solution: Individual child care providers (e.g. center directors, family child care business owners) can talk to city officials and ask them to fast track paperwork and waive fees.

### Challenge: family child care providers need business information

- Existing solution: use the business development resources and training for providers offered by the Contra Costa Child Care Council

### Challenge: Teacher permitting

- Existing solution: Prospective teachers should use the professional development advising resources available at the community colleges and the Contra Costa County Office of Education for assistance with permit processing

### **Action item identified**

Roundtable participants identified the challenge of navigating the permitting and licensing processes as the first action item. A proposed solution is to develop a “Road Map to Child Care Facilities” for providers in Contra Costa County.

#### “Road Map” to opening a child care facility or business

- Use model of “How a Bill Becomes Law” to make something similar for child care
- Identify the natural connections and current resources in Contra Costa County with respect to process
  - Contra Costa Child Care Council
- Review resources that other counties have already developed and that might be adapted for use in Contra Costa County
  - Example: Kern County developed a tool kit to help providers
- Identify go-to contacts in each jurisdiction
  - Need go-to person to help with barriers
- Involve Community Care Licensing

### **Looking forward – important considerations identified**

Roundtable participants identified several considerations that need to be carried forward and incorporated in future discussions.

#### All stakeholders need to be at table.

- If we are not hearing from providers, we are not hearing the state of the child care industry.
- Stakeholders to be included in future discussions
  - Families with young children
  - Corporate child care centers / chains
  - Family child care providers
  - Private providers
- Need to be aware of time constraints of stakeholders and schedule roundtables so that all can participate
  - Family child care providers can't be at the table for discussions that affect them because they have to be at home running business and providing care
  - Need evening meetings after 6 pm

#### Funding for new child care facilities and renovations of existing ones

- Advocate to restore state quality improvement funding for facilities
- Advocate for use of developers' fees for child care facilities
  - Developers' fees in Concord used to go to facilities but money has been shifted to funding slots at subsidized after-school programs – need to advocate to restore funding for facilities
  - Unincorporated areas of county
    - \$400 fee per house collected when housing proposal is submitted for approval to building department
    - Now have \$1million from collected fees
    - Money from fees must be used in areas where housing is located
- Community Services Commission

The date for next LPC Adhoc Child Care Facilities Committee meeting was shared with the group. Next ad hoc committee to be held at the CCCOE on January 13, 2016 from 9-11 a.m. in the John Muir Conference Room.