

CONTRA COSTA LOCAL PLANNING AND ADVISORY COUNCIL FOR EARLY CARE AND EDUCATION

Monday, January 25, 2016
3:00 pm – 5:00 pm
Contra Costa County Office of Education
Las Trampas Conference Room
77 Santa Barbara Road
Pleasant Hill, CA 94523

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 and 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 Contra Costa Local Planning and Advisory Council for Early Care and Education Coordinator at least 48 hours before the meeting at (925) 942-3413.

AGENDA

**PROJECTED
TIMELINE
PURPOSE**

ORDER OF BUSINESS

5 min.	1.0	<p>Call to Order – Deborah Penry, LPC Chair</p> <ul style="list-style-type: none"> • Welcome / Introductions/New LPC Appointees Introduced • Consider Approval of November 23, 2015 Minutes - Action • Review and Adoption of January 25, 2016 Meeting Agenda - Action 	Information/ Action
3 min. per speaker	2.0	<p>Public Comment</p> <ul style="list-style-type: none"> • Items on the agenda • Items of interest to the public <p><i>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.</i></p> <p><i>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.</i></p> <p><i>The Council shall only take action related to items listed on the current agenda.</i></p>	Information
25 min.	3.0	<p>Status Report – 12th Annual Young Children’s Issues Forum - March 12, 2016</p> <p>Presenters: Cathy Roof, LPC Advocacy Committee Chair Ruth Fernandez, LPC Coordinator</p> <p>Teacher Panel Discussion/Proposed Agenda/Fundraising & Outreach</p>	Information/Discussion Consensus
25 min.	4.0	<p>Child Care Facilities Roundtable Debrief and Update</p> <ul style="list-style-type: none"> • Summary notes from roundtable discussion held on November 23rd, 2015 • Next steps and Child Care Facilities Ad Hoc Committee Updates 	Information/Discussion Consensus

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

25 min.	5.0	LPC Annual Member Retreat Debrief – Deborah Penry Notes shared/Discuss next steps	Information/Discussion
15 min.	6.0	LPC Committee Reports: Executive and Budget Committee – Deborah Penry <ul style="list-style-type: none"> • Review /Discuss/Approve Annual LPC Self Evaluation Form - Action • Revised LPC Committee Structure Shared • Committee Meeting Calendars Shared • Triennial Sunset Review Report submitted December 2015 • LPC Calendar of Presentations 2016 – Topic Suggestions and LPC Community and Public Agency Member Updates 	Information/Discussion Action
15 min.	7.0	Council Member Reports on Meetings attended on behalf of LPC	Information/Discussion
2 min.	8.0	Adjournment	Action

***If you have any questions regarding the agenda please contact:
the Contra Costa County LPC Coordinator Ruth Fernández at
(925) 942-3413 or email rfernandez@cccoe.k12.ca.us
The Contra Costa Local Planning and Advisory Council for Early Care and Education
website www.plan4kids.org***

**The next regular meeting of the
Contra Costa Local Planning and Advisory Council for Early Care and Education (LPC) will be
Monday, March 28, 2016
3:00 - 5:00 PM
Contra Costa County Office of Education - Board Room**

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 Contra Costa Local Planning and Advisory Council for Early and Education 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.*

Minutes of General Council Meeting Monday, November 23, 2015 12:30-1:30 pm

Meeting Location:
Contra Costa County Office of Education
Board Room
77 Santa Barbara Road
Pleasant Hill, CA 94523-4201

Members Present: Estela Alvarez, Cynthia Castain, Carolyn Johnson, Kathy Lafferty, Crystal McClendon-Gourdine, Joan Means, Chair Deborah Penry, Eran Perera, Janeen Rockwell-Owens, Cathy Roof, Aurora Ruth, Dan Safran, Margaret Wiegert-Jacobs

Members Absent: Luis Arenas, Silvana Mosca-Carreon

Staff Present: Ruth Fernandez, Mary Louise Vander Meulen

Guests: Suzanne Di Lillo, CCCOE; Marissa Frias, CCCOE

1.0 **Call to Order: Deborah Penry, LPC Chair**

- Welcome / Introductions: Chair Deborah Penry called to order the Contra Costa County Local Planning and Advisory Council for Early Care and Education General Council meeting at 12:30 p.m. and welcomed everyone. Introductions completed.
- Consider Approval of September 28, 2015 Minutes: Cathy Roof moved to approve the September 28, 2015 minutes. Dan Safran seconded the motion. Motion carried.
 - AYE: Alvarez, Castain, Lafferty, Johnson, McClendon-Gourdine, Means, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Mosca-Carreon
 - ABSTAIN: None
- Review and Adoption of November 23, 2015 Meeting Agenda: Dan Safran moved to approve the September 28, 2015 agenda. Carolyn Johnson seconded the motion. Motion carried.
 - AYE: Alvarez, Castain, Lafferty, Johnson, McClendon-Gourdine, Means, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Mosca-Carreon
 - ABSTAIN: None

2.0 **Public Comment**

- Items on Agenda
 - No public comment.
- Items of Interest to the Public
 - No public comment.

3.0 **Review and Approve Draft of Board of Supervisor's Triennial Sunset Review Report- Presenter: LPC Coordinator, Ruth Fernandez**

- Brief review of the Triennial Sunset Report given by Ruth Fernandez. She mainly touched on the major changes to the advisory body, pages 5-7 in the draft report. Brief discussion by the LPC Board members.
- Dan Safran moved to approve the Triennial Sunset Report. Kathy Lafferty seconded the motion. Motion carried.
 - AYE: Alvarez, Castain, Lafferty, Johnson, McClendon-Gourdine, Means, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Mosca-Carreon
 - ABSTAIN: None

4.0 **Staff Project Updates**

- **Share Contra Costa Countywide Professional Development Program (PDP) MOU between First 5/CCCOE/LPC**
 - A copy of the Memorandum of Understanding (MOU) between First 5 Contra Costa, Contra Costa County Office of Education and the Local Planning Council is included in the meeting packet. Brief review given by Ruth Fernandez. No questions received by the members of LPC Board.
- **LPC Member Applications Received, Resignations and Vacancies**
 - Review and Approve LPC Member Appointments as recommended by the LPC Executive Committee for Deena Jones and Doug Rowe.
 - Discussion held on the approval of Deena Jones for the Child Care Consumer, East County seat and Doug Rowe for the Public Agency, East County seat on the LPC General Board.
 - Cathy Roof motioned to recommend the approval of the applications of Deena Jones, Child Care Consumer, East County; and Doug Rowe, Public Agency, East County to the LPC General Board. Crystal McClendon-Gourdine seconded the motion. Motion approved.
 - AYE: Alvarez, Castain, Lafferty, Johnson, McClendon-Gourdine, Means, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Mosca-Carreon
 - ABSTAIN: None
 - Ruth Fernandez will contact Deena Jones and Doug Rowe to let them know of the approval. She will invite them to the meeting held by Family and Human Resources on December 14, 2015 in Martinez for approval by the Board of Supervisors.
- **12th Annual Young Children's Issues Forum Flier**
 - Copy of the revised flier for the 12th Annual Young Children's Issues Forum 2016 included in the meeting packet for today. Brief discussion held by the members of the LPC regarding the \$15.00 registration fee. Ruth Fernandez shared the message that has been crafted to send out to the past participants regarding the registration fee.
 - The Eventbrite registration for the 12th Annual Forum will be up and running in a week.

Minutes Submitted by: Mary Louise Vander Meulen

Minutes Approved on:

5.0 **Council Member Reports on Meetings attended on behalf of LPC**

- No reports given by Council members.
- Discussion held by the LPC Board members regarding the Child Care Facilities Round table discussion held today, on November 23, 2015 in the AM. The main point being made by the members is this issue is not going to be easy. The Round Table discussion was good as a lot of folks are now aware of the issues and a lot was learned by individuals attending the meeting.
- It was noted that several key participants were not present, such as:
 - Private care providers
 - Community Care Licensing
 - East Bay Foundations
- Ruth Fernandez noted that there are several tools on-line regarding child care facilities that have been made by other counties. She will be contacting these counties to see if it is okay to use them.
- It was noted that it is now going to be a big responsibility to keep the stakeholders engaged and present at the meetings. The plan is to have the stakeholders join the next meeting to be held on January 13, 2016.

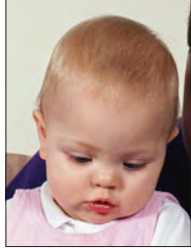
6.0 **Adjournment**

- Chair Deborah Penry asked for a motion to adjourn the meeting. Margaret Wiegert-Jacobs moved to adjourn the LPC General Council meeting. Crystal McClendon-Gourdine seconded the motion. Motion carried. Meeting adjourned at 1:28 p.m.
 - AYE: Alvarez, Castain, Lafferty, Johnson, McClendon-Gourdine, Means, Penry, Perera, Rockwell-Owens, Roof, Ruth, Safran, Wiegert-Jacobs
 - NAY: None
 - ABSENT: Arenas, Mosca-Carreon
 - ABSTAIN: None

Next Meeting: Monday, January 25, 2016 in the Board Room at CCCOE.



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



12th Annual Young Children's Issues Forum 2016 "Speak Out for Children: Educate and Advocate"

Join your local state legislators, local elected officials, business leaders, early childhood educators, families, and the community in a dialogue about the current movement to elevate the quality of Early Care and Education services for all children and promote increased compensation.

When: Saturday, March 12, 2016, 9:00 AM – 2:00 PM
Registration and resource fair begins at 8:30 AM

Where: Pleasant Hill Community Center
320 Civic Drive, Pleasant Hill, CA 94523

Cost: \$15 - Register NOW - Space is limited
Resources, continental breakfast and light lunch provided.

Community colleges and higher education instructors may apply for a group registration waiver to invite a student cohort (5-10) to the forum. Interested faculty contact Mary Louise Vander Meulen for registration information at 925-942-5313. ****Certificates showing 5 hours of professional growth will be given at the end of the day.***

Register here: <http://speakout4childrenforum2016.eventbrite.com>

Speak Out for Children — Become a Sponsor!

We invite you to join the list of sponsors for the Annual Young Children's Issues Forum.

Make your financial contribution by completing the Sponsorship Form

<http://www.cccoe.k12.ca.us/edsvcs/lpc/forum2016/2016SponsorshipLetter.pdf>

Limited child care available for children 2 years and up.
For more information, please call Ruth Fernández at 925-942-3413
Coordinated by the Contra Costa County Office of Education



CONTRA COSTA COUNTY
Office of Education
learn • lead • achieve

Dear Community Leader,

I'm pleased to introduce myself as the Coordinator for the Local Planning and Advisory Council for Early Care and Education (LPC). The LPC is committed to promoting quality early care and education through community assessment, advocacy, resource development, and collaboration with other agencies in Contra Costa County.

I'm writing to invite you to join a countywide movement led by the LPC to engage in important conversations and develop smart policies that foster the development of a much needed skilled and trained workforce. With this in mind, the LPC hosts the Young Children's Issues Forum which is an annual community event coordinated by the Contra Costa County Office of Education. The purpose of the event is to provide a forum for discussion among legislators, local officials, business leaders and the community regarding current children's issues.

Our **12th annual forum will be on Saturday, March 12, 2016 from 9 a.m. to 2 p.m.** The LPC greatly encourages the participation of the community at large which includes state legislators, local officials, business leaders, community agencies, parents, child care providers, and teachers. The Annual Young Children's Issues Forum has a track record of successfully engaging a diverse group of community members; some of our past event outcomes and highlights include:

- Recipient of the 2012 California School Public Relations Association (CalSPRA) California Gold Award.
- Recognized by the California Child Development Administrators Association (CCDAA) for outstanding accomplishments in the area of legislation in support of child development, March 2011.
- Joint State Senate & Assembly Resolutions in 2012 and 2014 in recognition of the LPC's exemplary role as the catalyst for promoting civic and community engagement to increase awareness regarding socio-economic issues facing children and families in the Bay Area and beyond.
- Convened over 350 community members and state legislators.

We invite you to partner with us by becoming a Children's Champion and sponsor in this event. If you are interested in viewing the 2015 Annual Young Children's Issues Forum visit <http://www.plan4kids.org/events.html>. On behalf of the Advocacy Committee of the Local Planning Council, I thank you for your contribution and your commitment to **Speak Out for Children: Educate & Advocate** in this County!

The attached Sponsorship Form describes the opportunities to partner and sponsorship levels for this event. For more information about the event visit the LPC website at www.plan4kids.org/events.html or contact me at the telephone or e-mail address below.

Yours in Service,



Ruth Fernández, M.A.
Coordinator, Contra Costa Local Planning Council
(925) 942-3413





rfernandez@cccoe.k12.ca.us

Sponsorship Form

Become a Sponsor!

- \$3,000 Platinum Sponsor**
 - Banner at event (provided by Sponsor)
 - Recognition space in program
 - Hyperlink company name and logo LPC website

- \$2,000 - Gold Sponsor**
 - Logo placement in LPC website
 - Company item placed in bag

- \$1,000 - Silver Sponsor**
 - Company Listing on program
 - Company Listing on LPC website

- Bronze Sponsor** **\$750** **\$500** **\$250**
 - Company Listing on program
 - Company Listing on LPC website

- Other** \$ _____

Become a Partner! (in kind)

- Volunteer the day of the event
- Recruit volunteers for the event from your organization
- Photography services for day of event
- Publicize event in your organization to staff, parents and other (Bulletin boards, newsletters, mailing, list serves, website)
- Other: _____

Organization Name: _____

Contact Name: _____ Job Title: _____

Contact Phone: _____ Contact E-mail: _____

Address: _____

City: _____ State: _____ Zip Code: _____

If providing company logo please e-mail to rfernandez@cccoe.k12.ca.us in vector format (jpeg is also acceptable).

Mail completed form by February 28 to:

Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523
Attention: Ruth Fernandez, LPC Coordinator.

Checks should be made payable to Contra Costa County Office of Education



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.

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

Mail this form to the LPC Consultant:
 Child Development Division
 California Department of Education
 1430 N Street, Suite 3410
 Sacramento, CA 95814-5901

**LOCAL CHILD CARE AND DEVELOPMENT PLANNING COUNCIL PROGRAMS
 SUMMARY OF SELF EVALUATION FINDINGS**

Agency: Contra Costa County Office of Education

Vendor Number: 07-1007

Agency Representative: Bill Clark

Title: Associate Superintendent, Business Services

Telephone Number: (925) 942-3310

Dates Reviewed: January 25, 2016

Compliance Items	KEY DIMENSIONS FROM CALIFORNIA <i>Education Code (EC)</i>	Compliant	Non compliant
1. EC Section 8279.3 and 8499.5(b)	Involvement in Local Priority Setting Process Parents, staff, Board of Supervisors, County Superintendent of Schools, LPC members, and the public at large participate in reviewing and evaluating core data elements and determine local priority areas of unmet child care and development services for all children.	√	
2. EC Section 8499.5	Governance and Administration Policies, needs assessments, comprehensive child care and development plans, and administration of LPC categorical programs meet statutory requirements.	√	
3. EC Section 8499.5	Funding Allocation and use of funds meet statutory requirements for allowable expenditures.	√	
4. EC Section 8499.3	Standards, Assessment, and Accountability Categorical LPC programs meet state standards for membership certification.	√	
5. EC Section 8499.3(f),(g)	Staffing and Professional Development Staff members and LPC members are recruited, trained, assigned tasks, and assisted to ensure the effectiveness of the program.	√	

COMMITTEE LIST FY 2015-2016

COMMITTEE	COMMITTEE GOALS
<p style="text-align: center;"><u>EXECUTIVE AND BUDGET</u></p> <p style="text-align: center;"><u>Members:</u> Deborah Penry, chair Carolyn Johnson, Crystal McClendon-Gourdine, Cathy Roof, Dan Safran</p> <p><u>Total Members:</u> 5-6 members <u>Quorum:</u> 3-4 members</p>	<ul style="list-style-type: none"> • Monitor LPC's compliance with Education Code and CDE mandates, Brown Act and Better Government Ordinance, contract responsibilities and fiscal solvency • Advise and oversee the implementation of AB212 state plan retention activities to ensure alignment with current state and local initiatives • Disseminate Comprehensive Countywide Child Care Plan and Needs Assessment to interested parties including the County Board of Supervisors, County Office of Education, County Board of Education, businesses, government, parents, and community agencies
<p style="text-align: center;"><u>PROJECT & WORKFORCE DEVELOPMENT</u></p> <p style="text-align: center;"><u>Members:</u> Carolyn Johnson, chair Luis Arenas, Cynthia Castain, Joan Means, Silvana Mosca-Carreon, Margaret Wiegert-Jacobs</p> <p><u>Total Members:</u> 6 members <u>Quorum:</u> 4 members</p>	<ul style="list-style-type: none"> • Identify projects to be coordinated by the LPC and that address relevant early education workforce issues in Contra Costa County • Facilitate ongoing discussions among key stakeholders to promote coordination of services related to workforce development and professional growth for all early care and education professionals from public, private and home care settings • Promote partnerships and collaboration among county stakeholders to ensure successful implementation of projects and solution-driven interventions that address local workforce issues
<p style="text-align: center;"><u>SCHOOL READINESS</u></p> <p style="text-align: center;"><u>Members:</u> Dan Safran - chair Carolyn Johnson, Deena Jones, Deborah Penry, Janeen Rockwell-Owens</p> <p><u>Total Members:</u> 5 members <u>Quorum:</u> 3 members</p>	<ul style="list-style-type: none"> • Build bridges to promote systemic sustainable school-family partnerships in Contra Costa County that invite parent involvement opportunities • Enlist a variety of community and civic resources to support school readiness • Continue to support parents' knowledge of the K-12 education system and their understanding of the expectations for parent involvement in school readiness activities at home, at school and in the community • Support early educators in preparing children and families for school
<p style="text-align: center;"><u>ADVOCACY</u></p> <p style="text-align: center;"><u>Members:</u> Cathy Roof - chair Estela Alvarez, Kathy Lafferty, Crystal McClendon-Gourdine, Silvana Mosca-Carreon, Eran Perera, Doug Rowe, Aurora Ruth, Dan Safran</p> <p><u>Total Members:</u> 9 members <u>Quorum:</u> 5 members</p>	<ul style="list-style-type: none"> • Plan and organize LPC's Annual Young Children's Issues Forum • Develop and maintain a strategic data plan to track short-term and long-term impact of child care issues in Contra Costa County. Data findings will guide the work of the LPC Advocacy Committee related to issues including but not limited to: service gaps, workforce and infrastructure • Enlist business leaders to actively participate in LPC projects and to ensure representation of business leaders in LPC Membership
<p style="text-align: center;"><u>NOMINATING</u> (Ad Hoc)</p> <p>Members to be appointed by Chair at May meeting</p>	<ul style="list-style-type: none"> • Request nominations for LPC Officers • Prepare and present a slate of proposed LPC officers for election at May LPC General

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<p><u>Ad Hoc Facilities Development & Planning</u></p> <p><u>Members:</u> Luis Arenas - chair Margaret Wiegert-Jacobs, Carolyn Johnson</p>	<ul style="list-style-type: none">• Convene community stakeholders to address the shortage of child care facilities in Contra Costa County.• Facilitate discussions and guide the development of short-term and long-term recommendations and strategies regarding child care facilities.
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Ad Hoc Facilities Committee Meeting Calendar 2015 – 2016

MEETING	DATE	TIME	LOCATION
LPC Ad Hoc Facilities	August 24, 2015	3:00-5:00 PM	CCCOE Briones Room
LPC Ad Hoc Facilities	September 30, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Ad Hoc Facilities	October 22, 2015	3:00-5:00 PM	CCCOE Briones Room
LPC Ad Hoc Facilities	November 10, 2015	10:00-11:00 AM	CCCOE Briones Room
LPC Ad Hoc Facilities	December 18, 2015	3:00-5:00 PM	CCCOE Las Trampas
LPC Ad Hoc Facilities	January 13, 2016	9:00-11:00 AM	CCCOE Las Trampas
LPC Ad Hoc Facilities	February , 2016	3:00-5:00 PM	CCCOE

Advocacy Committee Meeting Calendar 2015-2016

2nd Tuesday of the month

MEETING	DATE	TIME	LOCATION
LPC Advocacy Committee	July 14, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	August 11, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	September 29, 2015 <i>*new date</i>	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	October 13, 2015 CANCELED	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	November 10, 2015	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	December 8, 2015 CANCELED	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	January 12, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	February 9, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	March 8, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	April 12, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	May 10, 2016	3:00-5:00 PM	CCCOE Las Trampas Room
LPC Advocacy Committee	June 14, 2016	3:00-5:00 PM	CCCOE Las Trampas Room

Projects and Workforce Development Committee Meeting Calendar 2015 – 2016

4th Tuesday every other month

MEETING	DATE	TIME	LOCATION
LPC Projects & Workforce Development	August 25, 2015	9:00-11:00 AM	CCCOE Briones Room
LPC Projects & Workforce Development	October 27, 2015	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	December 15, 2015 *3 rd Tuesday due to the holidays CANCELED	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	February 23, 2016	2:00-4:00 PM	CCCOE Las Trampas Room
LPC Projects & Workforce Development	April 26, 2016	2:00-4:00 PM	CCCOE TBD
LPC Projects & Workforce Development	June 28, 2016	2:00-4:00 PM	CCCOE Las Trampas Room

School Readiness Committee Meeting 2015 – 2016 Calendar

Second Thursday of every other month

MEETING	DATE	TIME	LOCATION
School Readiness Committee	August 12, 2015 <i>*Canceled</i>	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	October 6, 2015	9:00-11:00 AM	CCCOE Las Trampas Room
School Readiness Committee	December 4, 2015 <i>*Canceled</i>	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	February 11, 2016 <i>*New meeting date</i>	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	April 14, 2016	10:00 AM-Noon	CCCOE Las Trampas Room
School Readiness Committee	June 9, 2016	10:00 AM-Noon	CCCOE Las Trampas Room