

Santa Barbara County Child Care Planning Council
Steering Committee
Proposed Minutes of meeting July 27, 2011, 9- 11:30 a.m.
Rabobank, 1660 Copenhagen Drive, Solvang

Members present: Flo Furuike, Jennifer Bergquist, Mattie Gadsby, Linda Williams, Eileen Monahan, Trudy Adair-Verbais
Guests: Theresa Embry
Excused: Karin Dominguez
Staff: Valerie Kolstad

- I. Call to Order
 - Flo Furuike, Chair, called the meeting to order at 9:10 a.m.
- II. Public Comment Period
 - Thank you to Mattie Gadsby for all her work as Chair for the past 2 years.
- III. Approval of Minutes of June 27, 2011
 - Jennifer Bergquist moved to **approve the minutes of June 27, 2011 as written.** Linda Williams seconded the motion. Discussion: none. **MSC.**
- IV. Council Coordinator Position Update
 - Nine applications for the position were received. They were reviewed by HR staff at SBCEO. The application period closed when the review began.
 - Jennifer will be on the oral examination panel on Monday, August 1. Questions have been prepared by HR. Questions developed by Steering will be used at the final interview. The oral exam panel will select the top 3 candidates for final interview, which will take place August 15 or 16. The writing sample will be part of the final interview.
 - It was noted that in past coordinator selections in 2002 and 2003, 3 or 4 Council members constituted both the oral examination and final interview panels and questions were prepared by Steering Committee. Also, the writing sample was completed prior to the oral exam and Council members were part of the paper application review team.
 - The transition time from the current coordinator to the new one may be limited if the candidate is not able to begin until September. Materials are being prepared to help the new coordinator more fully understand the scope and details of essential activities (see item V).
 - Steering requested that Valerie move forward with the approval process for membership instead of waiting for the new Coordinator, as had been previously proposed.
- V. Annual Timeline of Council/Coordinator Activities
 - A draft of the timeline for Coordinator/Council essential activities was distributed. The document includes information about reports required, funding source and relevant electronic documents.
 - Following review and discussion it was noted that Voluntary Transfer of Funds activities must be added (November and May).
 - CARES Plus responsibilities will be added to the timeline of activities for Coordinator/Council following discussion with First 5 (Eileen Monahan and Mari Gonzalez). CARES Plus is funding up to 20% of coordinator's time.

VI. Internal Action Plan

- The updated 2010-2011 Internal Action Plan, Goals and Strategies, was reviewed to help determine priorities for Council activities in the coming year to help inform retreat planning.
- There was discussion about the importance of updating the Needs Assessment, which is used to inform Priority setting and by other local organizations. An update will be especially important when the 2010 zip code level Census data becomes available. It was noted that would require a lot of Coordinator time. A more limited update of capacity (overall and subsidized) and cost of care is done every year. Steering helps to identify data to be updated each year. There was clarification that the Needs Assessment and Priorities are only approved by the Superintendent and the BOS when they are changed. It was also noted that the CCCCA is working with CDD to finalize a countywide needs assessment that is much more prescriptive and is a short 2 page form. It is not known how frequently completion of the form will be required but it should be relatively easy to complete. However, it will not have the level of data required for local decision making. Individual LPC's will determine if they need and have the capacity to complete a more detailed needs assessment.
- Following the review of the Internal Plan by Steering and a report of survey input from Council members at the following Retreat Planning meeting, it was decided that a breakdown of Coordinator time and essential tasks will be very important to help Retreat participants determine what should be priority activities for the Coordinator and how any additional activities will be undertaken by Council members/committees without Coordinator support.
- Valerie and Trudy will prepare a chart of Coordinator time and priority activities for the Retreat Planning Committee. Essential activities will be grouped under mandates (to include membership, coordination/convening the ECE community, needs assessment, strategic plan, and priorities), funded activities (Leadership, AB 212, STAR and CPIN), and other activities noted as important in the survey of members (Quality Campaign, Council and State budget/policy).

VI. Leadership Grant Application

- There has been no request from Orfalea for submission of another Leadership application yet. It is not expected until August.
- A meeting is scheduled for later today to discuss details for upcoming Leadership meetings in the Fall and for future Leadership activities. Outcomes of the meeting will be conveyed by e-mail to Adrianna Foss at Orfalea.

VII. State Budget/Legislation

- CCCCA is considering the role of LPC's in potential realignment and other state activities e.g. ELQIS. There has been a proposal from El Dorado County about realignment of state funded child development programs but there is not much activity at this time. It is suggested that we need to be proactive in thinking about potential realignment and local impacts.
- There was a reminder that there is the potential for mid-year cuts to child development programs should state revenue be lower than projected. This could have severe impacts on local child development programs since they may not know about funding reductions until March 2012. The uncertainty makes it very difficult for programs to fully expend their contracts, avoiding either over or under-earning.
- There is nothing regarding First 5 funding on the table at the moment but it could be included in the proposition regarding the State Budget, which may be put before the voters in November.

VIII. Coordinator Report

- Cachuma Lake has been reserved for Council meetings in FY 11-12. It will cost \$100 per day. An alternative at Buellton Recreation Center, which costs \$10 per hour, will be visited to determine if it is a better alternative.
- R&R will again cover FCC Council member substitute expenses in FY 2011-2012.

- The final changes for the Quality website have been sent to LARS Design, Council's website support. Two final documents are needed for links: a current list of subsidized centers with contact information for enrollment and the final Quality Child Care checklist that the Q Ad Hoc committee has been working on.
- The Q pocket guides have been printed and are ready for distribution when needed.
- The AB 212 Plan for FY 11-12, which includes CARES Plus requirements, and the AB 212 report for FY 10-11 have been submitted to CDD.
- The fourth quarterly LPC report to CDD was submitted at the end of June. It had been requested that it report for the whole FY rather than just the fourth quarter, particularly addressing hardships created by the 50% reduction in funding.
- The annual report to Orfalea for the Leadership grant was submitted June 30, 2011.
- The Council website is being reviewed and updated. The revised implementation plan of the Strategic Plan, 2006-2015, has been completed and will be posted on the Council website when it is updated by LARS.
- In preparation for the arrival of the new Coordinator, e-mail lists and electronic and paper files are being updated.
- The Santa Barbara County Child Development Conference is scheduled for April 7, 2012.

IX.. ECED Report

- ECED continues to consider the best way to support areas of the County outside of the THRIVE Communities, which are the main focus of First 5, ECED and some Foundations now. ECED is currently supporting all areas of the county through their website resources and any ECE program representatives may attend the Quality Counts learning communities. As in the past, the entire ECE workforce is eligible to participate in STAR but there are priorities for awards should funding be inadequate. Business engagement is less active now because of reduced ECED staff. Quality Counts offers different levels of services for Thrive communities, low API areas and others, in descending order of service levels.
- Updated land use policies have been collected from all communities in the County. ECED will now identify communities that have policies regarding early care and education sites that should be addressed, and work with one or two communities each year to establish policies that are supportive of ECE.

X. Agenda for August 24 Steering Committee Meeting:

- Coordinator orientation and transition updates, including review of Coordinator Resources Allocation.
- State Budget Updates and local impacts
- Retreat Planning (11 a.m.)
- Update on Leadership

Upcoming Steering meetings are scheduled for August 24 and September 28, 9-11:30 a.m.

Agenda for Sept. 14 Council meeting:

Tabled until Aug Steering meeting.

XII. Other Business/Announcements

- Head Start will move their morning a.m. preschool from Solvang to the Buellton, Oak Valley Elementary School.

XIII. Adjournment: Steering Committee meeting adjourned at 11:05 a.m.

Retreat AD Hoc Committee continued.