County of Los Angeles

Child Care Planning Committee

MEMBERSHIP MANUAL

Prepared by the Office of Child Care
Service Integration Branch/Chief Executive Office
Revised: August 2010

CHILD CARE PLANNING COMMITTEE – MEMBERSHIP MANUAL

BOARD OF SUPERVISORS

GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

WILLIAM T FUJIOKA
Chief Executive Officer

LESLEY BLACHER
Interim Manager, Chief Executive Office

KATHLEEN MALASKE-SAMU
Director, Office of Child Care

Office of Child Care
Within the Services Integration Branch of the Chief Executive Office
222 South Hill Street, 5th Floor
Los Angeles, California 90012
Office: (213) 947-4102
Fax: (213) 217-5106
lescobedo@ceo.lacounty.gov
www.childcare.lacounty.gov

Revised: August 2010

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County of Los Angeles
Office of Child Care

Staff Directory

The Office of Child Care is a division of the Service Integration Branch within the Chief Executive Office of the County of Los Angeles.

Kathy Malaske-Samu
Director
(213) 974-2440
kmalaske@ceo.lacounty.gov

Laura Escobedo
Child Care Planning Coordinator
(213) 974-4102
lescobedo@ceo.lacounty.gov

Renatta Cooper
Education Coordinator
(213) 974-4453
rcooper@ceo.lacounty.gov

Michele Sartell
Program Specialist
(213) 974-5187
msartell@ceo.lacounty.gov

Sarah Moton
LACEL Database Specialist
(213) 893-0504
smoton@ceo.lacounty.gov

Mariela Balam
LACEL Outreach Coordinator
(213) 974-4519
mbalam@ceo.lacounty.gov

Helen Chavez
STEP Coordinator
(213) 893-0505
hchavez@ceo.lacounty.gov

Doris Monterroso
STEP Training Coordinator
(213) 974-9526
dmonterroso@ceo.lacounty.gov

Nazan Nazaryan
Stipend Program Support
(213) 974-1137
nnazaryan@ceo.lacounty.gov

Office of Child Care
222 South Hill Street, 5th Floor
Los Angeles, California 90012
(213) 974-4103 – Main Telephone
(213) 974-5106 – Facsimile
www.childcare.lacounty.gov – Web site
http://gis.lacounty.gov/childcare - Needs Assessment Data Site

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Los Angeles County
Child Care Planning Committee

Background

The first local child care planning efforts were launched in 1991 as a result of AB 2141, which created Local Child Care Planning Councils in each county. The Board of Supervisors authorized the convening of the Los Angeles County Child Care and Development Block Grant Planning Council in response to the legislation. The Council's purpose was to establish priorities for the allocation of federal Child Care and Development Block Grant funds (CCDBG). The Council held seven regional meetings involving over 400 individuals. These meetings resulted in a statement of priorities, which formed the basis for the distribution of millions of dollars in new child care funding for the region.

AB 2141 also authorized these local councils to determine local child care needs, and to prepare a Countywide child care plan. In July 1992, the Board of Supervisors delegated the responsibility for Countywide child care planning to the Council, through the Board appointed Child Care Advisory Board. In response to this broader charge, the Council changed its name to the Child Care Planning Committee in January of 1993.

In 1997, AB 1542 heralded the advent of welfare reform in California. While creating and defining California Work Opportunity and Responsibility to Kids (CalWORKs), the legislation also strengthened and broadened the role of the local planning councils.

Mandates of AB 1542

- Establish priorities for State-funded child care and development services.
- Conduct a countywide needs assessment a least every five years.
- Conduct periodic review of child care programs funded by the California Department of Education (CDE) and Department of Social Services related to meeting priorities.
- Collaborate with many groups to meet local needs.
- Develop a comprehensive county-wide plan for child care and development.
- Coordinate part-day Head Start and State Preschool programs with full day child care.

Mission

The mission of the Los Angeles Child Care Planning Committee is to engage parents, child care providers, allied organizations, community, and public agencies in collaborative planning efforts to improve the overall child care infrastructure of Los Angeles County, including the quality and continuity, affordability, and accessibility of child care and development services for all families.

The Planning Committee works collaboratively with other County planning groups:

- Policy Roundtable for Child Care
- First Five LA Commission
- Los Angeles Universal Preschool (LAUP)

The Office of Child Care, within the Service Integration Branch of the Chief Executive Office, supports the work of the Planning Committee. Within this branch of County government, the Planning Committee is positioned to work with County departments, as well as the above-mentioned groups, to improve the lives of children and families in Los Angeles.

Meeting Schedule

The Planning Committee meets on the first Wednesday of each month at various sites throughout the County. At least once each year, the regular business meeting is held on a Saturday, to facilitate the participation of parents and providers.

The public is welcome to attend all Planning Committee meetings and to participate in the Work Groups of the Planning Committee. Please contact the Office of Child Care to verify the location of the meetings, or visit the Web Site at: www.childcare.lacounty.gov.

Child Care Planning Committee
Accomplishments
2000-2009

- Assessed countywide child care supply in 2000, 2003, and 2006. Created an interactive Web site with needs assessment data: (http://gis.lacounty.gov/childcare).

- Annually develops geographic priorities for allocation of new child care subsidy funds (2000-2009).

- Developed a comprehensive Strategic Plan, identifying outcomes and goals related to increased capacity, improved quality, enhanced qualifications and compensation for providers, increased accessibility and affordability, and improved systems of information and service to families and providers (2003). The Strategic Plan was revised and approved by the Board of Supervisors in 2008. Implementation is ongoing.

- Developed and implemented a countywide Los Angeles Centralized Eligibility List (LACEL) for families seeking subsidized child care and development services (2003-ongoing).

- Developed a Model Compensation Scale for center-based child development staff and for program directors (2004-2009).

- Conducted/sponsored countywide surveys on: compensation and education of child care center personnel (2002, 2005-06); family child care (2003, 2006); special needs (2003); vacancy (2004-2005); low-income families waiting for child care (2006); and license exempt school-age child care (2005-06, 2009).

- Reviewed the amount of under-utilized funding and the underlying causes of under-earned child development contracts in Los Angeles County (2007-08).

- Distributed approximately $20 million in stipends to qualified child development teachers through the AB 212 Investing in Early Educators Stipend Program, which promotes retention and encourages continuing education for child development staff (2002-2009).

Planning Committee Membership

There are 50 members of the Planning Committee, 10 from each of the required categories stipulated in AB 1542. Each of the five County Supervisors appoints one member from any one of the categories to represent his/her district. Membership terms are three years, renewable each year. Each member may serve up to two, three-year terms. A Chair is elected to serve a two-year term; and a vice chair is elected to serve a one year term.

The five membership categories are as follows:

- **Parent Consumers** (or guardians) who are using child care or have used child care for their children within the past three years.
- **Child Care Providers**, both center-based, and family child care.
- **Community Representatives** from organizations or programs which advocate for child care services, provide funds for child care services, or serve populations who benefit from child care services, but do not contract with CDE to provide child care and development services.
- **Public Agency Representatives** from city, County, or local education agencies.
- **Discretionary Members** who may represent any of the above categories, or may represent another type of stakeholder.

Contact Information

The Office of Child Care provides staff support to the Child Care Planning Committee.

Address:	Office of Child Care County of Los Angeles 222 South Hill Street, 5th Floor Los Angeles, CA 90012
Contact:	Laura Escobedo Child Care Planning Coordinator
Telephone:	(213) 974-4102
Fax:	(213) 217-5106
Web Site:	www.childcare.lacounty.gov
E-mail:	lescobedo@ceo.lacounty.gov

Child Care Planning Committee
Policies and Procedures

I. Standard Operating Procedures

Anything not covered by the following policies and procedures will revert to Robert's Rules of Order.

II. Membership

RECRUITMENT OF CHILD CARE PLANNING COMMITTEE MEMBERS

The Policies and Membership Work Group of the Child Care Planning Committee (Planning Committee) will conduct recruitment in support of the recommending/appointing bodies, and in compliance with the membership categories defined in the *Education Code Sections 8499 - 8499.7.* To ensure optimal representation and access to this process, recruitment and outreach will be undertaken no less than three (3) months prior to the selection of members. Recruitment and selection will take into consideration geographic and ethnic representation, and will ensure that there will be at least one (1) member from each of the Service Planning Areas (SPAs):

- Diversity within each category will be a primary consideration in the selection of members. For example, in the "Child Care Providers" category, every effort will be made to include representatives of programs operated under a variety of auspices (public, non-profit, for-profit, church-related, cooperatives, family child care, resource and referral/alternative payment programs, etc.).

- Appropriate nominating groups will be designated for each of the membership slots. Each of the five Board of Supervisors will name one member. The Superintendent of the County Office of Education will recruit members through local school District Superintendents.

- Prospective members will be asked to identify any family members serving on the Planning Committee. In the event that multiple family members are seeking to serve on the Planning Committee, the Policies and Membership Work Group will consider the Planning Committee's commitment to diversity, the skills of each member, and ability of each individual to contribute to the mission of the Planning Committee.

- The Policies and Membership Work Group will review the membership applications in consultation with the Child Care Planning Coordinator and recommend a membership slate to the Planning Committee for action. Any participant of the Policies and Membership Work Group who is being considered for membership cannot participate in the discussion of a membership roster or the final recommendations for membership that will be forwarded to the full Planning Committee. This includes alternates who have applied to become members and members whose first three year term is expiring and wish to extend their membership for another three year term.

- Nominees will be presented for appointment before September of each year.

ALTERNATES
Each member will name an alternate to serve in his/her absence, and will give Planning Committee staff the alternate's name and contact information (address, telephone number, e-mail address, etc.). The member is responsible for maintaining communication with the alternate regarding the business of the Planning Committee and for ensuring that the alternate is available to attend meetings. Alternates are encouraged to attend and participate in discussions at all Planning Committee and Work Group meetings. In the absence of the member, the alternate will be entitled to vote.

If a member chooses to identify different persons to serve as his/her alternate for the Planning Committee and for a Work Group, it is the member's responsibility to provide Planning Committee staff the appropriate information on both alternates.

TERMS OF OFFICE
Members will serve three-year terms, and may serve for up to two (2) consecutive three-year terms without a break. Former members will be eligible for re-nomination after a one (1) year hiatus.

An individual's term of membership may be terminated prior to the end of three (3) years due to: changes in employment or residence; conflict of interest issues; excessive absence (See Item II. Attendance and Participation); or other changes in status that affect the member's representation on the Planning Committee. When this occurs, the individual designated as the member's alternate will no longer serve in this capacity.

OFFICERS
There are two (2) Officers of the Child Care Planning Committee: Chair and Vice Chair.

The term of the Chair will be two (2) years. If the Chair's membership term expires during his or her term as Chair, the membership term will be extended through the completion of term of office.

The Chair of the Planning Committee shall: 1) Chair the Planning Committee meetings; 2) help develop the agenda for each meeting; 3) sign all documents related to contracts with the California Department of Education, Board letters related to Planning Committee business, and other correspondence deemed appropriate; 4) serve as the Planning Committee's representative to the Chief Executive Office on matters related to staff selection: and 5) represent the Planning Committee on the Policy Roundtable for Child Care.

Election of Chair
Every two years, or in any year in which the Chair position is vacant, at the time of new member recruitment, the nominating process will begin. Members will be given nomination forms describing the role, responsibilities, and qualifications for Chair. To qualify to be nominated for Chair, a member must have served on the Planning Committee for at least one year within the last five (5) years and have been actively participating through attendance at both Planning Committee and Work Group meetings. Members may nominate themselves or other Planning Committee members.

Nominations will be open throughout the period of membership recruitment. All nominees will be contacted to ascertain their interest in serving as Chair. The names of all nominees who agree to have their names brought forward will be presented to the full membership prior to the

meeting at which the membership slate is approved. The election of the Chair from among those nominated will take place at the same meeting as the approval of the membership slate.

Election of Vice Chair

The term of office for the Vice Chair will be one (1) year. The Vice Chair shall chair the meetings in the absence of the Chair. In the event that the Chair cannot fulfill his/her term, the Vice Chair will step in to fulfill the role of Chair for the remainder of the Vice Chair's term. In his/her capacity as acting Chair, the Vice Chair may appoint, from among actively participating members, an interim Vice Chair for the remainder of the Vice Chair's term.

Every year, at the time of new member recruitment, members will be given nomination forms for the position of Vice Chair. To qualify to be nominated for Vice Chair, a member must have served on the Planning Committee for at least one year within the last five years and have been actively participating through attendance at both Planning Committee and Work Group meetings. Members may nominate themselves or other Planning Committee members.

Nominations will be open throughout the period of membership recruitment. All nominees will be contacted to ascertain their interest in serving as Vice Chair. The names of all nominees who agree to have their names brought forward will be presented to the full membership prior to the meeting at which the membership slate is approved. The election of the Vice Chair from among those nominated will take place at the same meeting as the approval of the membership slate.

III. Attendance and Participation

Although a quorum is constituted by 50 percent (%) of the current membership, members are expected to attend all Planning Committee meetings, or arrange for an alternate to attend. All members and their alternates must sign the attendance roster provided for each Planning Committee meeting and each Work Group meeting.

ABSENCES

Members may be absent from no more than three (3) consecutive Planning Committee meetings or three (3) consecutive Work Group meetings. To be considered absent from a meeting, neither the member nor his/her alternate would be present. After the second consecutive absence, the Planning Committee staff may contact the absent member. After the third consecutive absence, a letter will be sent from staff to the appointee notifying him/her of his/her termination from the Planning Committee. Termination from the Planning Committee does not prohibit participation as a guest.

Exceptions to this termination process are members who have been specifically appointed by the Board of Supervisors or by the Los Angeles County Superintendent of Schools. In these cases, Planning Committee staff will contact staff of the Board Office or the Los Angeles County Superintendent of Schools to recommend termination and to consult with them.

WORK GROUP PARTCIPATION

Participation in at least one (1) Work Group is required of all members. All members must choose their Work Group by the second Planning Committee meeting following the orientation of new members. Failure to attend any Work Group by the third Planning Committee meeting following the orientation meeting will be recorded as an absence. A member may change his/her Work Group by notifying the staff of the Planning Committee and the chair(s) of the Work Group, which he/she is leaving.

In order to remain on the Planning Committee, a member or his/her alternate can miss no more than three (3) consecutive meetings of the Work Group. (Please see Absence provision.)

Work Group participation is open to any interested individuals regardless of membership status. However, the Policies and Membership Work Group is limited to only members and alternates.

STIPENDS
If the budget for the Planning Committee allows, the Planning Committee will offer stipends to cover the cost of meeting attendance for parent and family child care provider representatives. The amount of the stipend for parent representatives cannot exceed $50 per meeting; the stipend for family child care provider representatives cannot exceed $75 per meeting. Requests for stipends are applicable for one regular Planning Committee meeting per month, and for one Work Group meeting per month. The stipend applies to Committee members or their alternates who attend in the member's place. Members eligible for stipends are not to be compensated for their time, only for their expenses related to meeting attendance. Requests for all stipends are to be submitted on the Stipend Request Form supplied by Planning Committee staff and within the timeframe stipulated on the Stipend Request Form.

IV. Voting

QUORUM
For the purposes of voting, a quorum will be deemed to be 50 percent of the current membership.

ACTION ITEMS
Action Items are routine or extraordinary actions or decisions related to the functions and purposes of the Planning Committee which require a vote of approval from the Planning Committee. Approval of Planning Committee minutes are action items at each meeting. Changes to Planning Committee structure or to the Policies and Procedures are action items.

A vote must be taken by the Planning Committee on items that are child care policy positions, or are related to the mandated functions of the Planning Committee. The Planning Committee will take action on the following mandated functions: 1) Service priorities for State-funded child development services; 2) Countywide Needs Assessment; 3) Centralized Eligibility List; and 4) A comprehensive countywide plan for child care and development services.

All action items must be listed on the publicly posted agenda at least three (3) days prior to the scheduled meeting date (See Brown Act Provision). Action items initiated by Work Groups must be forwarded to staff at least two (2) weeks before the date of the meeting on which agenda the action item should appear.

ROLE OF WORK GROUPS
Work Groups are formed to conduct the business of the Planning Committee, implement the Strategic Plan for Child Care and Development, and fulfill other mandates for Local Planning Councils as stated in the Education Code. In the course of its efforts, a Work Group of the Planning Committee may develop a policy, make a recommendation, plan an event requiring Planning Committee resources, or seek to ensure Planning Committee representation in other groups. The full Planning Committee must be informed of the decisions and recommendations of each Work Group. The full Planning Committee may request that a particular policy statement or activity be presented to the Planning Committee for approval. The following types

of action, including but not limited to recommendations for positions on legislation, for changes in the Policies and Procedures, and for activities requiring substantial expenditure of Planning Committee funds, will be brought before the full Planning Committee for a vote. This applies to both standing and ad hoc Work Groups.

CONFLICT OF INTEREST

No member of the Planning Committee will participate in a vote if he/she has a proprietary interest in the outcome. For the purpose of this provision, a person with a proprietary interest is defined as one who may benefit financially from a decision of the Planning Committee; or who is employed by, acts as a paid consultant to, or functions in a decision-making capacity with any agency, which stands to gain directly and financially from an action of the Planning Committee. In case of a potential conflict, the member (or alternate) must refrain from participating in the discussion of the issue after they publicly identify their interest, and must recuse themselves from any vote taken on the issue.

Before discussion and voting, members will be reminded of their responsibility to assess the potential for conflict of interest. Members are required to declare their affiliations on the membership application. In case of a challenge, the membership applications will be reviewed.

VOTING ON MOTIONS

Each member of the Planning Committee shall be entitled to one vote on each action item before the Planning Committee. If the member is absent, the alternate to the Planning Committee may vote in the place of the member. There will be no secret ballots or absentee voting on any Planning Committee action items, including election of officers. The Chair, or any other member, may request a roll call vote on specific motions. A record of roll call votes shall be kept by Planning Committee staff and be included in the minutes.

A motion will be considered as "passed" when a simple majority of the members present vote in the affirmative. Abstentions are not considered votes and are therefore not counted as support for the motion. A motion which results in a tie vote does not pass.

V. Staff Selection

At the time that a new staff position opens or a current position becomes available in the Office of Child Care, and these positions work directly with the Planning Committee, a representative of the Planning Committee will be part of the interview panel for each position. Members of the Policies and Membership Work Group will serve as the pool from which members will be called upon to serve on interview panels. The Chair of the Planning Committee has the discretion to serve on interview panels or can call for additional or alternate representation as needed from among active Planning Committee members.

VI. Committee Representation

REPRESENTATION OF THE PLANNING COMMITTEE AT STATEWIDE MEETINGS

There are statewide meetings that may be of interest to the Planning Committee. Members would be encouraged to attend these. Staff will review such opportunities to determine the appropriate level of Planning Committee participation. If the budget for the Planning Committee allows, a stipend of up to $350 to cover the cost of transportation, may be awarded to a member selected by the Chair and Vice Chair to represent the full Planning Committee at the statewide event. The member selected to represent the Planning Committee must complete a Stipend Request form prior to attending the meeting. He/She must also identify themselves as

representing the Planning Committee at the event and must report back to the full Planning Committee.

VII. Complaint Procedure

Any complaint by a member of the Planning Committee or any other person regarding any action, policy, or procedure of the Planning Committee may be addressed through the following steps:

1) The complaint/concern should be brought to the attention of the Planning Committee staff in writing. The staff will respond to the complaint and/or provide a response to the complaining party within 14 working days.

2) If the staff is unable to resolve the complaint, the written complaint will be forwarded to the Membership and Policies Work Group for review. The Work Group will review the complaint and may or may not, at the Work Group's discretion, meet with the complaining party. The Work Group will respond to the complaint within 30 calendar days from receipt of the written complaint.

3) If the Work Group's response is not satisfactory to the complaining party, he/she may submit the complaint to the Board of Supervisors and County Superintendent of Schools for a response.

VIII. Amendments to the Policies and Procedures

Amendments to this document can be considered at anytime by members of the Planning Committee or as the result of periodic review by the Policies and Membership Work Group. Members of the Planning Committee may submit a written inquiry regarding the Policies and Procedures to the Co-chairs of the Policies and Membership Work Group at anytime. The Work Group will review each written inquiry and issue a written response within thirty (30) days of receipt of the inquiry. All written inquiries and their disposition will be recorded in the Policies and Membership Work Group's report to the full Planning Committee.

The Policies and Membership Work Group will review the Policy and Procedures every two years to determine if clarification or changes are required. The Policy and Membership Work Group may develop an amendment or new policy language and bring it forward to the full Planning Committee as an action item at any time.

IX. Compliance With Brown Act

The Planning Committee will comply with the Brown Act. All Planning Committee meetings are open to the general public. Agendas for Planning Committee meetings will be posted publicly three (3) days prior to the meeting. No action item will be undertaken at any Planning Committee meeting unless it has been listed on the publicly posted agenda.

Adopted by the Committee:	July 1, 1998
Updated:	December 4, 2002
Updated:	April 4, 2003
Updated:	March 6, 2004
Updated:	March 11, 2005
Updated:	June 1, 2005
Updated:	May 3, 2006
Updated:	December 3, 2008

County of Los Angeles
Advisory Bodies Related to Children's Issues

Child Care Planning Committee	
Established	1991
Membership	Fifty volunteers are appointed jointly by the Board of Supervisors and the Superintendent of County Schools. Members are drawn from the following five categories and each account for 20 percent of total membership: 1) consumers of child development services; 2) child care providers; 3) community representatives; 4) public agency representatives; and 5) discretionary.
Mission	The mission of the Child Care Planning Committee is to engage parents, child care providers, allied organizations, community, and public agencies in collaborative planning efforts to improve the overall child care infrastructure of Los Angeles County, including the quality and continuity, affordability, and accessibility of child care and development services for all families.
Focus	Implement the child care planning mandates of the California Education Code Sections 8499 - 8499.7, which include conducting a countywide child care needs assessment every five years, developing a countywide plan to meet identified needs, and identifying high need areas for subsidized child care and development services.
Chair	Bobbie Edwards, WestED: PITC Partners for Quality
Contact	Laura Escobedo Child Care Planning Coordinator, Office of Child Care (213) 974-4102 ♦ lescobedo@ceo.lacounty.gov

Policy Roundtable for Child Care	
Established	2000
Membership	Twenty-one volunteers appointed by the Board of Supervisors representing business, government, education, child development, research, economics, philanthropy, legal advocacy, and professional associations.
Mission	The mission of the Policy Roundtable for Child Care is to serve as the official County body on all matters relating to child care, working in collaboration with the Child Care Planning Committee and the Children's Planning Council, to strengthen the child care system and infrastructure in the County by providing policy recommendations to the Board.
Focus	Advise the Board of Supervisors on County policies affecting the supply, affordability, and quality of local child care and development services.
Chair	Terri Chew Nishimura
Contact	Kathleen Malaske Samu Director, Office of Child Care (213) 974-2440 ♦ kmalaske@ceo.lacounty.gov

First 5 LA Commission	
Established	1999
Membership	Nine members are appointed by the Board of Supervisors, including the Chair of the Board of Supervisors, the Directors of the Departments of Health Services and Mental Health, an expert on early childhood education, and five members, each nominated by a member of the Board of Supervisors. In addition, representatives of the Inter-Agency Council on Child Abuse and Neglect and the Policy Roundtable for Child Care serve in an ex officio capacity.
Mission	To optimize the development and well-being of all children, from the prenatal stage until age 5, by increasing resources, ensuring access to services, and improving the abilities of families, communities, and providers of services.
Focus	Programs, projects, services, and activities that improve the lives of expectant parents, children from the prenatal stage up to age five, and their families throughout the County of Los Angeles.
Chair	Gloria Molina, Supervisor, First District
Contact	Evelyn Martinez Executive Director (213) 482-5902

Commission on Children and Families	
Established	1984
Membership	Fifteen volunteers, each Board of Supervisor making three appointments.
Mission	Review all programs administered by County Departments that provide services to children at risk of abuse or neglect, receive input from persons and community groups regarding County-administered services, and make recommendations to the Board of Supervisors and County Departments regarding the improvement of those services.
Focus	Department of Children and Family Services for children who are victims of abuse, neglect, or exploitation.
Chair	Patricia Curry
Contact	Martha Arana Commission Staff (213) 974-1558

Inter-Agency Council on Child Abuse and Neglect	
Established	1977
Membership	The ICAN Policy Committee includes 27 County, City, State, and Federal agency heads, five private members appointed by the Board of Supervisors and representatives from UCLA.
Mission	To improve the lives of abused, neglected, and at-risk children through multi-disciplinary efforts that supports the identification, prevention, and treatment of child abuse and neglect. ICAN provides advocacy and leadership within the County of Los Angeles as well as on a State and national basis for improved policy development, provision of services, public awareness, education, and training.
Focus	ICAN addresses the issues affecting the well-being of children, including prenatal-substance-affected infants, pregnant and parenting adolescents, children exposed to family violence, abducted children, and siblings of children who are victims of fatal abuse.
Chair	Leroy D. Baca, Sheriff
Contact	Deanne Tilton Executive Director (626) 455-4585

Reference Materials

Title	Subject	Location
BASIC PLANNING COMMITTEE MATERIALS		
Planning Committee Fact Sheet (2009)	One page overview of Planning Committee History and Purpose	www.childcare.lacounty; go to Child Care Planning Committee, then click on "Membership Manual"
Office of Child Care Directory	Listing of key program staff of the Office of Child Care	Membership Orientation packets
Membership Roster	List of all current members, affiliations and contact information	Contact information in Member Orientation packets; a list without contact information is available at www.childcare.lacounty.gov; go to Child Care Planning Committee, then click on "Members"
Planning Committee Policies and Procedures	Rules and Procedures related to Planning Committee function	www.childcare.lacounty; go to Child Care Planning Committee, then click on "Membership Manual"
Meeting Schedule	A list of meeting dates and locations (as they are determined)	Member Orientation packets and www.childcare.lacounty.gov; go to Child Care Planning Committee, then click on "Meeting Schedule, Agenda and Meeting Minutes"
Planning Committee Work Groups	Descriptions of each work group	Member Orientation packets and www.childcare.lacounty.gov; go to Child Care Planning Committee and click on "Work Groups"
PLANNING COMMITTEE AND OFFICE OF CHILD CARE PROGRAMS AND PROJECTS		
Investing in Early Educators	Overview of Stipend Program	www.childcare.lacounty.gov; go to Investing in Early Educators Stipend Program
Los Angeles Centralized Eligibility List (LACEL)	Overview of LACEL and California Department of Education (CDE) subsidized child care	www.childcare.lacounty.gov; go to Los Angeles Centralized Eligibility List (LACEL)
Steps To Excellence Project (STEP)	STEP overview, child care rating guide, scoring matrices, resource materials for this locally developed quality rating and improvement project	www.childcare.lacounty.gov; go to Steps to Excellence Project (STEP)
LEGAL AND CONTRACTUAL REQUIREMENTS		
Brown Act	Introductory description and complete text of law regulating open public meetings. These are the rules under which we conduct our meetings.	www.brownact.org
Local Planning Council (LPC) Program Requirements	A description of the basic functions and mandates for each local planning council	www.cde,ca,gov ; go to Child Development, then Resources, then to LPC

Title	Subject	Location
PLANNING COMMITTEE REPORTS AND PUBLICATIONS		
Forging the Future	Strategic Plan for Child Care and Development for Los Angeles County	Member Orientation packets and www.childcare.lacounty.gov; go to Child Care Planning Committee, then click on "Publications and Reports"
2006 Needs Assessment	Full report on demographics, supply and preference data for child care services by SPA.	www.childcare.lacounty.gov; go to Child Care Planning Committee, then click on "Publications and Reports"
2006 Needs Assessment Tool	Interactive Web tool to identify areas in need of more child care and development services	http://gis.lacounty.gov/childcare; go to Child Care Planning Committee, then click on "Publications and Reports"
Priorities for Future Funding (2009-10)	A listing a zip codes with priorities for funding for general center-based (all ages) and ½ day preschool programs (3-5 year olds)	www.childcare.lacounty.gov; go to Child Care Planning Committee, then click on "Publications and Reports".
API schools, child development sites, and family income	A chart comparing the availability of child development services and income levels with API scores	www.childcare.lacounty.gov; go to Data on Child Care
Allocation and Use of State Child Care and Development Funds in Los Angeles County	The appendix to a Board report outlining the extent of under-utilization of state funds and the problems which create the under-utilization using data from 2003-2006	www.childcare.lacounty.gov; go to Child Care Planning Committee, then click on "Publications and Reports"
Recommended Revisions to CDE Child Development Funding and Regulations	A review of the problems in fully utilizing allocated funds for child care and development and recommended solutions	www.childcare.lacounty.gov ; go to Publications and Reports, then click on Funding for "Child Care and Development"
Government Funding Streams for Child Care and Development Services	Flow chart indicating the sources and pathways for the flow of government funding	Member Orientation packets
Model Compensation Scales	Examples of salary scales for teaching and directing staff based on level of responsibility, education, and experience	www.childcare.lacounty.gov; go to Publications and Reports, then click on "ECE Workforce"
Cost of Quality	Budget frameworks developed to match the standards described in the STEP Scoring matrix	www.childcare.lacounty.gov; go to Publications and Reports, then click on "Quality"
How Much Does Quality Cost	PowerPoint presentation based on Quality Budgets	www.childcare.lacounty.gov ; go to Publications and Reports, then click on "Quality"
Out of School Time Standards for Quality Programs	A matrix describing key elements of quality for before and after-school programs	www.childcare.lacounty.gov; go to Publications and Reports, then click on "Quality"
Economic Impact Report	Executive Summary and full report of the impact of child care and development services on the economy of Los Angeles County	www.childcare.lacounty.gov; under Publications and Reports, then click on "Economic Impact"

Title	Subject	Location
COUNTY OF LOS ANGELES INFORMATION AND RESOURCES		
Los Angeles County Service Planning Area (SPA) maps and data	Maps displaying the eight Service Planning Areas (SPAs), zip codes, cities, and population statistics per SPA	www.thechildrenscouncil.net
Supervisory Districts	District maps, community listings, and contact information	www.bos.co.lac.a.us; click on each supervisors name, then to district map, etc.
Advisory Bodies Related to Children and Families	Description of all committees and commissions informing/advising or reporting to the Board of Supervisors related to children and families	Member orientation packet and www.childcare.lacounty.gov; go to Child Care Planning Committee, then click on Membership Manual
OTHER RESOURCES		
Child Care Resource and Referral (R&Rs) Agencies	Web site with contact information, service areas and links to individual agency Web sites	www.ccala.net; map of all alliance agencies service areas; Early Education Services link to R&R area map with links to agencies
Special Education Local Planning Areas (SELPAs)	A listing of each area and the contact information for the SELPAs	www.childcare.lacounty.gov; go to Children with Special Needs, click on "For Professionals" and then on "Resource and Referral…"
Regional Centers	A listing of each area and the contact information	www.childcare.lacounty.gov ; go to Children with Special Needs, click on "For Professionals" and then on "Resource and Referral…"
Resources and Links	Links to an array of resources on topics relevant to child care and development programs and the children and families they serve	www.childcare.lacounty.gov; go to Helpful Links and Resources
Community Care Licensing	A list of offices and contact numbers; licensing guidelines, etc.	www.ccld.ca.gov ; Go to Contact CCLD, then Child Care Program Offices, Advocate program, or Regulations
LEGISLATIVE INFORMATION		
State Legislative Districts	Maps and contacts for each Assembly and Senate District in the County	www.legislature.ca.gov; under Districts, then Map search.
Federal legislative Districts	Maps, and links to Legislators Web sites	www.house.gov www.senate.gov
On the Capital Doorstep	Overview of California child development Division, Legislative Process, History of child care legislation, current bills, etc.	www.otcdkids.org
Early Care and Education Career Lattice	Report on the current and potential state of the early care and education workforce in Los Angeles County and recommendations for further study	www.childcare.lacounty.gov; go to Publication and Reports, then click on "ECE Workforce"

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Office of Child Care
within the Service Integration Branch of the Chief Executive Office
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, California 90012
Office: (213) 974-4103
Facsimile: (213) 217-5106
www.childcare.lacounty.gov