MEETING AGENDA

Monday, September 18, 2023, 10:30 a.m. – 12:00 p.m.

Hybrid Meeting – In-Person and by Videoconference

The meeting of the San Mateo County Child Care Partnership Council will be held at the San Mateo County Office of Education, 101 Twin Dolphin Dr., Redwood City, CA 94065.

Members of the public will be able to participate in the meeting remotely via the Zoom platform or in-person. Spanish interpretation will be provided in the Zoom meeting. For remote participation:

Website Link: https://smcoe.zoom.us/j/97529109646?pwd=OXY1ajZKaWhBWFJCMItOV1YrY3NsZz09

Meeting ID: 975 2910 9646  Passcode: 997487
Dial-In Option: 1-669-900-9128

Call to Order

Supervisor Pine

Action to Set Agenda for September 18, 2023 Meeting and Approval of Minutes for June 26, 2023 Meeting

ATTACHMENT 1 - Minutes

Supervisor Pine

ACTION

Public Comment*

Supervisor Pine

Recognition of Outgoing CCPC Members

Supervisor Pine

Presentation - Leadership Council San Mateo County CORPS Project on Early Child Care

Amanda Anthony, Diane Russell, Alison Madden

Coordinator’s Report

ATTACHMENT 2 – Coordinator’s Report

Sarah Kinahan

Annual Self-Evaluation

ATTACHMENT 3 – Self Evaluation Survey

Sarah Kinahan

ACTION

Discussion of Proposed Changes to CCPC By-Laws

ATTACHMENT 4 – By-Laws: Redlined Version

ATTACHMENT 5 – By-Laws: Clean Draft Copy

Sarah Kinahan

Committees’ Reports:

- Access  Christine Padilla
- Quality  Edirle Menezes & Liz Scully
- Leadership and Impact  Michelle Blakely
- Workforce  Heather Cleary

Adjournment

Supervisor Pine

The next CCPC meeting is Monday, November 27, 2023, 10:30 a.m. - 12:00 p.m.
*Public Comment:* This item is reserved for persons wishing to address the Council on any Council-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Coordinator’s Report on the Regular Agenda; or 3) Committee Members’ Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

Persons wishing to address a particular agenda item should speak during that agenda item. For in-person attendees, please raise your hand to be called on to speak. For remote attendees, if you wish to speak to the Council, please use the “Chat” or “Raise Your Hand” feature to be called on to provide comment. If you have anything that you wish to be distributed to the Council and included in the official record, please email it to Ian Johnson, ijohnson@smcoe.org, who will distribute the information to the Council Members and staff. Speakers are customarily limited to two minutes, but an extension may be provided to you at the discretion of the Council Co-Chairs.

Public records that relate to any item on the open session agenda for a regular Council meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Council. The Council has designated the San Mateo County Office of Education office located at 101 Twin Dolphin Drive, Redwood City, CA, 94065, for making those public records available for inspection. The documents are also available on the Council Internet Web site at https://www.smcoe.org/about/child-care-partnership-council/.

**IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT:** Child Care Partnership Council meetings are accessible to individuals with disabilities. Contact Ian Johnson at (650) 802-5601, TDD (650) 802-5480, or at ijohnson@smcoe.org as soon as possible prior to the meeting, if (1) you need special assistance or a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting; or (2) you have a disability and wish to receive the meeting notice, agenda packet or other writings that may be distributed at the meeting in an alternative format. Notification in advance of the meeting will enable the Child Care Partnership Council to make reasonable arrangements to ensure full accessibility to this meeting and the materials related to it.

**CCPC Calendar of Meetings for 2023-24**

- **September 18, 2023** 10:30 a.m. to 12:00 p.m.
- **November 27, 2023** 10:30 a.m. to 12:00 p.m.
- **January 22, 2024** 10:30 a.m. to 12:00 p.m.
- **March 18, 2024** 10:30 a.m. to 12:00 p.m.
- **May 20, 2024** 10:30 a.m. to 12:00 p.m.
- **June 17, 2024** 10:30 a.m. to 12:00 p.m.

Meeting agendas and minutes are posted on the Council website, https://www.smcoe.org/about/child-care-partnership-council/.

Location: 101 Twin Dolphin Drive, Redwood City 94065 or via Zoom Meeting
SAN MATEO COUNTY CHILD CARE PARTNERSHIP COUNCIL
MEETING MINUTES
Monday, June 26, 2023
Hybrid Meeting via Zoom and at 101 Twin Dolphin Drive, Redwood City, CA, 94065

CCPC Members Present: Karen Alden, Katy Bradford Arvey, Heather Cleary, Karen Haas-Foletta, Alice Kuo, Cheryl Oku, Karen Pace, Christine Padilla, Jennifer Pifeleti (late), Liz Scully, Tal Tamir, Christine Thorsteinson, Guillermo Vasquez
CCPC Members Absent: Michelle Blakely, David Fleishman, Elizabeth Foster, Tina Watts, Amy Wooliever, Lisa Zimiga
CCPC Co-chair(s) Present: Superintendent Nancy Magee
CCPC Co-chair(s) Absent: Supervisor Dave Pine
Staff: Sarah Kinahan/Ian Johnson/Rosemarie Pozzobon

Minutes: Ian Johnson

1. Call to Order
A quorum was present. Superintendent Nancy Magee called the meeting to order at 10:34 a.m.

2. Action to Set Agenda for the June 26, 2023 Meeting and Approval of Minutes for May 15, 2023 (Attachment 1)

MOTION: PACE/ SECOND: OKU
AYES: Karen Alden, Katy Bradford Arvey, Heather Cleary, Karen Haas-Foletta, Alice Kuo, Nancy Magee, Cheryl Oku, Karen Pace, Christine Padilla, Liz Scully, Tal Tamir, Christine Thorsteinson, Guillermo Vasquez
NOES: NONE.
ABSTAIN: NONE.
MOTION APPROVED.

3. Public Comment:
   • Karen Haas-Foletta shared that Footsteps @ Nesbit Puma Cubs will be hosting an Open House on Saturday, July 8th from 10am to 12pm (500 Biddulph Way, Belmont, CA 94002).
   • Superintendent Nancy Magee notified the group that the Strategic Planning process for the Big Lift has concluded and that the Big Lift leadership team has expanded to include two County Supervisors, Noelia Corzo and Dave Pine, County Superintendent Nancy Magee, Executive Director of First 5, Kitty Lopez, and the Director of the Human Services Agency, Ken Cole. The County will also be hiring a Big Lift Director. The Big Lift will be establishing advisory committees to address advocacy, sustainability, literacy and collective impact. More updates soon to come.

4. Welcome New CCPC Member
The CCPC Co-Chairs have selected Dr. Ashley Williams, Vice President of Programs for Jumpstart, to fill the remainder of a partial term from July 1 to September 30, 2023. We hope Dr. Williams will continue for a full term in October. Dr. Williams has worked in ECE-related roles in direct service, higher education and teacher preparation for 20 years. She is passionate about equity for young learners and their educators.

5. Coordinator’s Report
CCPC Coordinator Sarah Kinahan provided a brief verbal report on a few updates pertinent to the CCPC.
   • There will be three vacancies in the CCPC membership this fall as three members term out: David Fleishman (Child Care Provider Representative), Michelle Blakely (Public Agency Representative), and Cheryl Oku (Community Representative). Membership applications will be available in the near future.
• 2023-24 Zip Codes Priorities were approved by the County Board of Supervisors and were sent to the State.
• New details have been released pertaining to the State Budget. Sarah Kinahan provided some brief observations after quickly reviewing the latest information and will come back to the CCPC with a more thorough review at a later time.
• A team from San Mateo County, including the CCPC Coordinator, will be attending a children’s funding conference in October. Sarah will share an update at the November CCPC meeting.

6. Establish Universal Prekindergarten Mixed Delivery System Planning Ad Hoc Committee
Sarah Kinahan gave a brief overview of the Universal Prekindergarten Mixed Delivery System Planning Grant. This grant will fund a planning process focused on how all four-year-old children and an increased number of at-promise three-year-old children in the county may access full-day learning programs before kindergarten that meet the needs of parents, including through partnerships with the UPK programs in the mixed-delivery system and expanded learning offerings. The CCPC will convene an Ad Hoc Planning Committee in FY 2023-24 to complete the countywide plan by June 2024. The Planning Committee will include a broad representation of community stakeholders that meets the requirements of Education Code Section 8320. After reviewing the Description of the Universal Prekindergarten (UPK) Mixed Delivery Planning Ad Hoc Committee document (Attachment #3), a motion was made to establish the Ad Hoc Planning Committee and approve the committee roster.

MOTION: CLEARY/ SECOND: ALDEN
AYES: Karen Alden, Katy Bradford Arvey, Heather Cleary, Karen Haas-Foletta, Alice Kuo, Nancy Magee, Cheryl Oku, Karen Pace, Christine Padilla, Jennifer Pifeleti, Liz Scully, Tal Tamir, Christine Thorsteinson, Guillermo Vasquez
NOES: NONE.
ABSTAIN: NONE.
MOTION APPROVED.

7. Set Meeting Dates for FY2023-24
Sarah Kinahan presented the proposed CCPC meeting dates for 2023-2024. It was suggested that we offer one to two evening meetings to increase public access. Sarah will review possible evening dates but requested that the proposed dates be approved at this time.

MOTION: PIFELETI/ SECOND: PADILLA
AYES: Karen Alden, Katy Bradford Arvey, Heather Cleary, Karen Haas-Foletta, Alice Kuo, Nancy Magee, Cheryl Oku, Karen Pace, Christine Padilla, Jennifer Pifeleti, Liz Scully, Tal Tamir, Christine Thorsteinson, Guillermo Vasquez
NOES: NONE.
ABSTAIN: NONE.
MOTION APPROVED.

8. Committees Reports:
Christine Padilla, Chair for the Access Committee, provided a brief update on committee work. The Leadership and Impact, Quality and Workforce Committees did not meet this week. The Workforce Committee is anticipating holding a meeting this Summer. Sarah provided a brief update for the Leadership and Impact Committee.

9. Adjournment
Superintendent Nancy Magee adjourned the meeting at 11:10 a.m.

The next CCPC meeting will be held on September 18, 2023 at 10:30 a.m.
Coordinator’s Report for September 18, 2023

This report summarizes recent activities of CCPC staff and developments in the field.

State Budget & Legislation

• 2023-24 State Budget released by Governor Newsom on July 10, 2023
• Tentative agreement between state and Child Care Providers United (CCPU) union was ratified by CCPU on July 31, 2023 and sent to the Legislature for their review on August 14, 2023.
• In addition to the budget provisions already passed by the Legislature and signed by the Governor, Senate Bill (SB) 104, SB 140 and SB 141 (budget trailer bills) have been passed by the Legislature and are on their way to the Governor for his signature.
• Budget highlights include:
  o “Hold Harmless” - Reimbursement for CA State Preschool (CSPP) and General Child Care (CCTR) will continue to be based on the lesser of costs or the contract amount (“hold harmless”) from July 1, 2023, to June 30, 2025, if the program is open and operating in accordance with their approved program calendar and remains open and offering services through the program year. Alternative Payment Program providers will be reimbursed based on families’ certified need instead of attendance.
  o Family Fee Waiver and Changes - Family fees are waived between July 1, 2023, and September 30, 2023. Effective October 1, 2023:
    ▪ Family fees shall be no more than one percent of a family’s monthly income, and
    ▪ Families with incomes below 75 percent of the state median income shall have no family fees
    ▪ Family fee debt accrued but uncollected prior to October 1, 2023, may be forgiven and not collected
  o Alternative Rate Methodology based on True Cost of Care: The State will continue to develop the Single Rate Structure utilizing the Alternative Methodology and no later than July 1, 2024, will submit necessary information to the Administration for Children and Families (ACF) in the Child Care and Development Fund (CCDF) State Plan or an amendment to the State Plan.
• Of the bills CCPC has been tracking, only the following may make it to the Governor’s Desk:
  o AB 51 (Bonta) – Early childcare and education
  o AB 1113 (McCarty) - The Expanded Learning Opportunities Program: the California Longitudinal Pupil Achievement Data System: the After School Education and Safety Program: the 21st Century Community Learning Centers Program
  o SB 722 (Ochoa Bogh) - Early Learning and Childcare Incidental Medical Services

Needs Assessment

We are continuing to disseminate the results of the 2022 San Mateo County Child Care Needs Assessment. The needs assessment has been shared in the following ways:

• Presented to the San Mateo County Commission on Status of Women
• Emailed to all City Councils
• Future presentations planned to Belmont and East Palo Alto City Councils
• Presented to Redwood City Planning Department
• Shared District data in meetings with Supervisors Mueller and Corzo
• Presented to the Build Up San Mateo Advisory Body
• Completed a Family Child Care Brief summarizing all of the data related to Family Child Care
**CCPC Meetings**
- We are in the process of moving to the use of BoardsDocs as a platform for sharing CCPC meeting agendas and minutes. This is the platform the San Mateo County Board of Education uses. We will launch the platform for CCPC in November. More instructions will be provided soon.
- We are planning to change our May CCPC meeting to an evening meeting and hope for increased participation from families and educators. Date is TBD.

**Universal PreK Mixed Delivery Planning Committee**
- The UPK Mixed Delivery Planning Committee will be meeting on September 19, October 13, December 4, February 9, and April 30.
- The report and recommendations from this committee will be shared back out to CCPC at either the May or June 2024 meeting.

**New Member Recruitment**
- As three members term out of the CCPC, we have vacancies for three new members in the categories of Child Care Provider (2 openings) and Public Agency (1 opening). Look for an email with the application form coming soon. Application will also be posted on the CCPC website.

**Speier Poverty Summit**
- On August 18, former Congresswoman Jackie Speier held a summit on women’s and children’s poverty in San Mateo County with the goal of spurring action on topics such as guaranteed basic income pilots and eviction protections. Learn more at [https://www.jackiespeierfoundation.org/](https://www.jackiespeierfoundation.org/)
Annual Summary and Self-Evaluation Findings Report

I. Survey Landing Page

The objective of this survey is to collect the information previously contained within Form CD 2934 and 2935: Local Child Care and Development Planning Council Agency Annual Report and Summary of Self Evaluation Findings to be submitted by the Local Planning Councils (LPCs). To complete this survey, please complete all fields.

For any technical questions concerning the survey, please contact RADDSurveyHelp@dss.ca.gov.

II. Survey Content

SECTION: Contact and Agency Information

1. LPC Coordinator or Agency Representative
   a. Sarah Kinahan
   b. 650-802-5647
   c. skinahan@smcoe.org

2. Legal Agency Name: San Mateo County Superintendent of Schools

3. Agency Address: 101 Twin Dolphin Drive, Redwood City, CA, 94065

4. Agency County(ies): San Mateo

5. LPC Contract Number:
   CLPC-3039

6. Contract Amount:
   $128,934
SECTION: Important Dates

7. Recent Self-Evaluation Completion Date: 09-18-23
8. Recent Needs Assessment Submission Date: 12-19-22
9. Recent Comprehensive Child Care and Development Plan Completion Date: 3-26-19
10. Select current Fiscal Year/Program Year
   ✓ a. FY 2023-2024

SECTION: WIC Compliance Status

Note: LPCs will report data from the last Fiscal Year July 1, 2022 - June 30, 2023. You will now be selecting compliant or noncompliant based on the Statue.

   ✓ a. Compliant
   b. Noncompliant

12. Explain examples of compliance findings [comment box]
    LPC members, staff, Board of Supervisors, County Superintendent of Schools, and the public at large participate in reviewing and evaluating core data elements and determining local priority areas of unmet child care and development services following the criteria set forth by CDSS and CDE. In 22-23, the CCPC approved updated zip code priorities at their May 15, 2023 meeting. The zip code priorities were then approved by the San Mateo County Board of Supervisors at their May 23, 2023 meeting.

13. Explain examples of noncompliance findings: N/A

14. WIC Section 10485 Governance and Administration [multiple choice]
   ✓ a. Compliant
   b. Noncompliant

15. Explain examples of compliance findings [comment box]
    Policies, needs assessments, comprehensive child care and development plans, and administration of LPC categorical programs meet statutory requirements. We are currently implementing our 2019-2024 strategic plan. We completed our countywide Child Care Needs Assessment in November 2022 and are actively disseminating the results to the community. This needs assessment will inform the next countywide strategic plan in 2024.

16. Explain examples of noncompliance findings: N/A
   - a. Compliant
   - b. Noncompliant

18. Explain examples of compliance findings [comment box]
   Allocation and use of funds meet statutory requirements for allowable expenditures. The CCPC leverages the fiscal expertise of the SMCOE Business Office to ensure compliance with all Funding Terms & Conditions. The CCPC Coordinator is supervised by SMCOE's Executive Director for P-3 and Early Education which adds another level of oversight and accountability.

19. Explain examples of noncompliance findings: N/A

   - a. Compliant
   - b. Noncompliant

21. Explain examples of compliance findings [comment box]
   CCPC membership meets state standards for membership certification. All positions on the CCPC are filled and meet the requirements for the percentage representation for consumers, providers, public agencies, community organizations, and other stakeholders. New members were recruited this year from underrepresented ethnic and linguistic groups. We on-boarded two new members this year in the categories of consumer and discretionary representative.

22. Explain examples of noncompliance findings: N/A

23. **WIC Section 10485 (2)(g) Staffing and Professional Development**
   - a. Compliant
   - b. Noncompliant

24. Explain examples of compliance findings [comment box]
   Staff members and LPC members are recruited, trained, assigned tasks, and assisted to ensure the effectiveness of the program. All CCPC Member Orientation materials are accessible online and each new member receives an orientation session. The LPC Coordinator is able to access professional development through the San Mateo County Office of Education and participates in SMCOE's regular leadership seminars. The LPC Coordinator works one-on-one with committee chairs to make sure they have all the support they need.

25. Explain examples of noncompliance findings: N/A

   - a. Compliant
   - b. Noncompliant
27. **Explain examples of compliance findings [comment box]**
All participants have equal access to all programs provided by the LPC, as required by law. All CCPC meetings are open to the public and conducted in accordance with the Brown Act. In 2020, we moved to holding meetings virtually via zoom. This increased participation dramatically. In 2022, we began to shift to offer a hybrid of in-person and zoom with CCPC voting members being required to attend in-person. We ensure that all of our online materials meeting accessibility standards.

28. **Explain examples of noncompliance findings:** N/A

29. **WIC Section 10485 (K)(3)(4)(6) Collaboration Activities** [multiple choice]
   - a. Complaint
   - b. Noncompliant

30. **Explain examples of compliance findings [comment box]**
The CCPC coordinates and collaborates with multiple partners to mobilize public and private resources to meet the identified local child care and development needs in the local communities. The CCPC Coordinator regularly collaborates with partners both internally at SMCOE and externally at organization such as First 5 SMC, 4Cs (local Resource and Referral), the County of San Mateo, Build Up San Mateo, Community Equity Collaborative, and many others. One example is the Thriving Families Symposium held in March 2023. The half-day Symposium was a well-attended event focused on sharing the child care needs assessment, as well as solutions to local child care challenges, that involved collaboration between CCPC, the Silicon Valley Community Foundation, Skyline Community College, the San Mateo County Office of Education, and First 5 San Mateo County.

31. **Explain examples of noncompliance findings:** N/A

**SECTION: Summary of Self-Evaluation Findings**

32. Describe the annual report process and who participated in the process. Describe the role and level of participation and contribution by parents, staff, Board of Supervisors, Superintendent of Schools, and your LPC members in the Self-Evaluation process. Include the start and completion date of your self-evaluation and annual report process. Include information regarding the update of the LPC Program Coordinator and LPC member handbooks to reflect the new requirements and documentation of the new self-evaluation process. [comment box]
The CCPC completed its self-evaluation during their September 18, 2023 meeting. The CCPC membership is comprised of parents, providers, community-based organizations, government representatives and other key stakeholders. The self-evaluation was facilitated by the CCPC Coordinator. The group reviewed the areas of WIC Compliance and determined that the CCPC was in compliance with all areas.
The CCPC has not made any changes to its handbook or process this year.
33. Indicate the start date of your self-evaluation 09-12-23

34. Indicate the completion date of your self-evaluation 09-18-23

35. Certification [checkboxes]
   ✓ a. By checking this box, I certify that an agency Self Evaluation has been completed by this agency on the date specified above and that the appropriate review instrument(s) were used.
   ✓ b. By checking this box, I certify that at least one LPC Representative who participated in the agency’s completed self-evaluation process (described above) has reviewed and approved this document.

36. Authorized Agency Representative or LPC Representative: [signature]

37. Name of LPC Chairperson or Representative who participated in the agency’s completed self-evaluation process: [textbox]

38. Date of LPC Chairperson or Representative Certification that confirms that the information submitted was validated upon completion: [date]
SAN MATEO COUNTY CHILD CARE PARTNERSHIP COUNCIL

By-Laws

Adopted at the 11/23/98 Council Meeting
Amended at the 10/23/00 Council Meeting
Amended at the 4/22/02 Council Meeting
Amended at the 1/26/09 Council Meeting
Amended at the XX/XX/23 Council Meeting

Article I

NAME
The Council shall be designated the San Mateo County Child Care Partnership Council, “Council”.

Article II

AUTHORITY
The Council was formed in 1991 by the San Mateo County Board of Supervisors and the County Superintendent of Schools. This was done in accordance with the state law (AB 2141) that encouraged the formation of county-level local child care and development planning councils. The Council was reorganized in January 1998 in compliance with California CalWORKs legislation AB 1542 (Ed Code Sections 8499 et. seq.). In 2002, AB 2311 made further changes to the provisions governing local planning councils. In 2021, AB 131 shifted the administration of local planning councils from the California Department of Education (CDE) to the California Department of Social Services (CDSS). The Council recognizes the legislative intent of Welfare and Institutions Code Sections 10480 - 10487 that the Council provide a forum for the identification of local priorities for child care, and the development of policies to meet the needs identified within those priorities.

Article III

PURPOSE AND DUTIES
The Council complies with California Welfare and Institutions Code Sections 10480 through 10487 and serves as a forum to address the child care needs of all families and in all child care and development programs, both subsidized and non-subsidized in San Mateo County. The Council’s major responsibilities are to:

1. Annually develop priorities for child care funding from CDSS and CDE;
2. Conduct an assessment of child care needs in the County no less frequently than once every five (5) years;
3. Prepare a comprehensive Countywide child care plan designed to mobilize public and private resources to address identified needs, and
4. Advise the County Board of Supervisors and County Superintendent of Schools on child care program and policy issues.

PURPOSE STATEMENT
The purpose of the Council is to collaboratively develop, promote, update, and plan for a comprehensive Countywide, child care and development system that accomplishes the following:
- Ensures that all children have access to high quality and affordable child care;
- Supports families;
- Values parental choice and responsibilities;
- Values child care professionals; and
- Ensures the following outcomes:
  - Children’s healthy development and school success; and
  - A stronger, healthier, and economically thriving community.

DUTIES
To fulfill its responsibilities, the Council shall:
1. Conduct an assessment of child care needs at least once every five years. The needs assessment shall take into consideration all of the following:
   a. The needs of families eligible for subsidized child care
   b. The needs of families not eligible for subsidized child care
   c. The waiting lists for programs funded by the CDE and CDSS
   d. The needs for child care for children who have been abused or neglected or who are at risk of abuse or neglect
   e. The number of children in families receiving public assistance
   f. Family income among families with preschool or school-age children
   g. The number of children in migrant agricultural families
   h. The number of children who have been determined by a Regional Center to require services pursuant to an Individualized Family Service Plan (IFSP), or by a Local Educational Agency (LEA) to require services pursuant to an Individualized Education Program (IEP) or an IFSP
   i. The number of children in the County by primary language spoken
   j. Needs based on geographic considerations, including underserved rural areas
   k. The number of children needing child care services by age cohort
   l. Any other factors deemed appropriate by the Council.
2. Document information gathered during the needs assessment which shall include but need not be limited to data on supply, demand, cost, and market rates for each category of child care in the County.
3. Encourage public input in the development of the countywide child development plan. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.
4. Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.
5. Conduct a periodic review of child care programs funded by the CDE and CDSS...
determine if identified priorities are being met.

6. Collaborate with subsidized and nonsubsidized child care providers, County welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disability, local child care resource and referral programs, and other interested parties to foster partnerships designed to meet local child care needs.

7. Design a system to consolidate local child care waiting/eligibility lists.

8. Coordinate part-day child care programs, including State Preschool and Head Start, with other child care to provide full-day child care.

9. Submit the results of the needs assessment and the local priorities identified by the Council to the County Board of Supervisors and County Superintendent of Schools for approval before submitting them to CDE and CDSS.

10. Identify at least one, but no more than two, members of the Council to serve as part of the CDE or CDSS team that reviews and scores proposals for child care services funded through the CDE or CDSS. Council representatives shall recuse themselves from reviewing proposals from San Mateo County.

11. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of Council meetings.

12. To select a staff pursuant to by-laws Article VII.

Article IV

MEMBERSHIP

Composition of membership is established pursuant to Welfare and Institutions Code Section 10485 as follows:

1. Exclusive of the County Superintendent of Schools and one member from the County Board of Supervisors membership shall be composed of:
   a. Twenty percent (20%) shall be consumers of child care;
   b. Twenty percent (20%) shall be child care providers, reflective of the range of child care providers in the county;
   c. Twenty percent (20%) of the membership shall be public agency representatives;
   d. Twenty percent (20%) shall be community representatives, who shall not be child care providers or agencies that contract with the CDE or the CDSS to provide child care and development services;
   e. The remaining twenty percent (20%) shall be appointed at the discretion of the appointing agencies.

2. Every effort will be made by the appointing agencies that the ethnic, racial, and geographic composition of the Council is reflective of the population of the County.

LOCAL MEMBERSHIP REQUIREMENTS

1. Selection of members:
   50% of the members in each category shall be appointed by the County Board of Supervisor representative serving as co-chair and 50% of the members shall be appointed by the County Superintendent of Schools. In the case of an uneven number of members...
in a category, the County Board of Supervisor representative and Superintendent of Schools shall mutually agree upon selection of the member vacancy at issue.

2. Number of members:
The number of members shall be twenty-two total, comprised of twenty members and the two co-chairs.

3. Term of membership:
   a. Council members shall serve a four-year term from the effective date of their appointment. Council members may serve a maximum of three four-year terms.
   b. Terms are renewable with the approval of either the County Superintendent of Schools or the Board of Supervisor representative.

4. Attendance:
   a. Council members are expected to attend all regularly scheduled meetings.
   b. Any member who fails without sufficient notice to be in attendance at three (3) consecutive meetings shall be referred to the co-chairs. The co-chairs may remove or replace such persons by the appointing authority pursuant to these by-laws Article IV.

5. Resignation:
   Any member may resign by giving written notice to the co-chairs. Co-chairs shall report such resignation to the Council.

6. Vacancies:
   a. The Council shall be notified when a position becomes vacant.
   b. Before making selections to fill vacancies, the Board of Supervisors and the County Superintendent of schools shall publicize their intention to select the members and shall invite local organizations to submit nominations.

7. Application for membership:
   a. The Council shall publicize vacant positions to the community and invite local organizations to submit nominations for new members.
   b. Members of the Council may assist with the solicitation and/or review of nominations received and may make recommendations to the County Board of Supervisors and the Superintendent of Schools who will then make the appointment.
   c. A list of persons interested in being nominated to the Council shall be kept as a pool for future appointments.
   d. New members shall be selected in compliance with the requirements on Composition of Membership, Article IV(1).

Article V

OFFICERS AND DUTIES

1. The officers of the Council shall consist of co-chairpersons who are the County Superintendent of Schools and a member of the County Board of Supervisors. It shall be the duty of the co-chairs to call meetings, set the agenda, make committee assignments, and preside over meetings of the Council.
Article VI

COMMITTEES AND DUTIES

1. The Council may establish committees, on either a permanent or temporary basis, and appoint members to those committees to address special needs or requirements of the Council.

2. A chairperson or co-chairpersons shall be selected for a committee by the Council co-chairs in consultation with the Council. At least one committee chairperson will be a Council member.

3. Persons who are not members of the Council may be appointed to serve on any committee established by the Council. Standing committee memberships shall be reviewed annually by either the co-chairs or the Council as a whole.

4. A majority of the members of the committee shall constitute a quorum for that committee.

5. The Executive Committee shall consist of the Council co-chairs and at least one chair from each of the regular committees, who must also be Council members. The Council Coordinator shall be an ex officio member of the Executive Committee. If a Council co-chair deems it necessary to act on a matter before the next regularly scheduled Council meeting, the co-chairs may request the Executive Committee to take action. Such Executive Committee actions are subject to review and ratification by a majority of the Council members present at the next regularly scheduled Council meeting. Executive Committee members present and participating in any publicly-noticed Executive Committee meeting, but no less than three (3), shall constitute its quorum.

6. The following standing committees have been established: the Leadership and Impact Committee, the Access Committee, the Quality Committee, and the Workforce Committee.

   a. The Leadership and Impact Committee: This committee examines local needs and priorities and recommends community solutions and investments so that the child care infrastructure in San Mateo County is sustainably funded and improved, and aligned with other sectors serving children and families.

   b. The Access Committee: This committee considers the gap between the available supply of child care and demand for different populations of families and children and recommends improvements and areas for investment so that families of all socioeconomic backgrounds have access to high quality child care.

   c. The Quality Committee: This committee acts as the Advisory Body for Quality Counts San Mateo, and shares information about Quality Counts and quality improvement strategies with child care programs.

   d. The Workforce Committee: This committee develops strategies and recommendations to grow the child care workforce, support them in their professional development, and increase compensation for child care professionals.

Article VII

STAFF

1. The staff to the Council is employed by the County Office of Education and as such is subject to the rules, regulations and rights thereof.
2. The staff selection process will follow the hiring policies of the San Mateo County Office of Education.
3. Performance evaluations of the staff will follow the evaluation policies of the San Mateo County Office of Education and may include input from the co-chairs and the Council.
4. It shall be the duty of the staff to post notices of any Council meetings and record minutes of all Council meetings.

Article VIII

COMPENSATION

Council members shall serve without compensation except for the reimbursement of approved actual and necessary costs, providing funds are available.

Article IX

CONFLICT OF INTEREST

No member of the Council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon. Such an interest shall be disclosed by the member prior to voting on the matter that member shall recuse themselves from the vote. All members will be subject to state and federal laws pertaining to conflict of interest.

Article X

MEETINGS

1. Regular meetings shall be convened a minimum of 6 times per year.
2. Regular meeting time, dates, locations will be determined at the beginning of each fiscal year and may be changed as needed.
3. All meetings of the Council and standing committees shall be held in accordance with the Brown Act.
4. Special meetings may be called by the co-chairs, or by a majority of the full Council at any time. In accordance with the Brown Act, each member of the Council and the public will be given at least 72 hours' notice of such meeting.

Article XI

VOTING PROCEDURES

1. A quorum for the transaction of official business shall consist of a majority of the currently seated membership.
2. Each member has one vote on any issue.
3. Members must be present to vote. Proxy and/or alternate votes are not permitted, however, correspondence germane to the agenda from excused absent members is to be read and considered as part of the discussion.
4. Consensus will be the primary mechanism for decision making. If consensus cannot be reached, then a simple majority will be the secondary decision-making process.
Article XII

PUBLIC ACCESS
All meetings of the Council shall be open and accessible to the general public in accordance with the Ralph M. Brown Act, Government Code Sec. 54950.

Article XIII

BY-LAWS
1. Adoption of By-Laws – These By-Laws shall become effective upon approval of the Council. Notification of such action shall be communicated to the County Board of Supervisors and the County Superintendent of Schools.
2. Amendments to By-Laws – These By-Laws may be amended by an affirmative vote of a simple majority of seated members provided the amendments have been submitted to the membership at least 30 calendar days following the meeting at which the amendment was proposed. All amendments must be approved by the Council. Notification of such action shall be communicated to the County Board of Supervisors and the County Superintendent of Schools.

Article XIV

PARLIAMENTARY AUTHORITY
Any question or point of order not contained in these By-Laws shall be governed in its parliamentary action by Roberts’ Rules of Order, revised.
SAN MATEO COUNTY CHILD CARE PARTNERSHIP COUNCIL
By-Laws

Adopted at the 11/23/98 Council Meeting
Amended at the 10/23/00 Council Meeting
Amended at the 4/22/02 Council Meeting
Amended at the 1/26/09 Council Meeting
Amended at the XX/XX/23 Council Meeting

Article I

NAME
The Council shall be designated the San Mateo County Child Care Partnership Council, “Council”.

Article II

AUTHORITY
The Council was formed in 1991 by the San Mateo County Board of Supervisors and the County Superintendent of Schools. This was done in accordance with the state law (AB 2141) that encouraged the formation of county-level local child care and development planning councils. The Council was reorganized in January 1998 in compliance with California CalWORKs legislation AB 1542 (Ed Code Sections 8499 et. seq.). In 2002, AB 2311 made further changes to the provisions governing local planning councils. In 2021, AB 131 shifted the administration of local planning councils from the California Department of Education (CDE) to the California Department of Social Services (CDSS). The Council recognizes the legislative intent of Welfare and Institutions Code Sections 10480 - 10487 that the Council provide a forum for the identification of local priorities for child care, and the development of policies to meet the needs identified within those priorities.

Article III

PURPOSE AND DUTIES
The Council complies with California Welfare and Institutions Code Sections 10480 through 10487 and serves as a forum to address the child care needs of all families and in all child care and development programs, both subsidized and non-subsidized in San Mateo County. The Council’s major responsibilities are to:

1. Annually develop priorities for child care funding from CDSS and CDE;
2. Conduct an assessment of child care needs in the County no less frequently than once every five (5) years;
3. Prepare a comprehensive Countywide child care plan designed to mobilize public and private resources to address identified needs; and
4. Advise the County Board of Supervisors and County Superintendent of Schools on child care program and policy issues.

PURPOSE STATEMENT
The purpose of the Council is to collaboratively develop, promote, update, and plan for a comprehensive, Countywide, child care and development system that accomplishes the following:

- Ensures that all children have access to high quality and affordable child care;
- Supports families;
- Values parental choice and responsibilities;
- Values child care professionals; and
- Ensures the following outcomes:
  - Children's healthy development and school success; and
  - A stronger, healthier, and economically thriving community.

DUTIES
To fulfill its responsibilities, the Council shall:

1. Conduct an assessment of child care needs at least once every five years. The needs assessment shall take into consideration all of the following:
   a. The needs of families eligible for subsidized child care
   b. The needs of families not eligible for subsidized child care
   c. The waiting lists for programs funded by the CDE and CDSS
   d. The needs for child care for children who have been abused or neglected or who are at risk of abuse or neglect
   e. The number of children in families receiving public assistance
   f. Family income among families with preschool or school-age children
   g. The number of children in migrant agricultural families
   h. The number of children who have been determined by a Regional Center to require services pursuant to an Individualized Family Service Plan (IFSP), or by a Local Educational Agency (LEA) to require services pursuant to an Individualized Education Program (IEP) or an IFSP
   i. The number of children in the County by primary language spoken
   j. Needs based on geographic considerations, including underserved rural areas
   k. The number of children needing child care services by age cohort
   l. Any other factors deemed appropriate by the Council.
2. Document information gathered during the needs assessment which shall include but need not be limited to data on supply, demand, cost, and market rates for each category of child care in the County.
3. Encourage public input in the development of the Countywide child development plan. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.
4. Prepare a comprehensive Countywide child care plan designed to mobilize public and private resources to address identified needs.
5. Conduct a periodic review of child care programs funded by the CDE and CDSS to
determine if identified priorities are being met.

6. Collaborate with subsidized and nonsubsidized child care providers, County welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disability, local child care resource and referral programs, and other interested parties to foster partnerships designed to meet local child care needs.

7. Design a system to consolidate local child care waiting/eligibility lists.

8. Coordinate part-day child care programs, including State Preschool and Head Start, with other child care to provide full-day child care.

9. Submit the results of the needs assessment and the local priorities identified by the Council to the County Board of Supervisors and County Superintendent of Schools for approval before submitting them to CDE and CDSS.

10. Identify at least one, but no more than two, members of the Council to serve as part of the CDE or CDSS team that reviews and scores proposals for child care services funded through the CDE or CDSS. Council representatives shall recuse themselves from review and scoring proposals from San Mateo County.

11. Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of Council meetings.

12. To select a staff pursuant to by-laws Article VII.

### Article IV

**MEMBERSHIP**

Composition of membership is established pursuant to Welfare and Institutions Code Section 10485 as follows:

1. Exclusive of the County Superintendent of Schools and one member from the County Board of Supervisors membership shall be composed of:
   a. Twenty percent (20%) shall be consumers of child care;
   b. Twenty percent (20%) shall be child care providers, reflective of the range of child care providers in the county;
   c. Twenty percent (20%) of the membership shall be public agency representatives;
   d. Twenty percent (20%) shall be community representatives, who shall not be child care providers or agencies that contract with the CDE or the CDSS to provide child care and development services;
   e. The remaining twenty percent (20%) shall be appointed at the discretion of the appointing agencies.

2. Every effort will be made by the appointing agencies that the ethnic, racial, and geographic composition of the Council is reflective of the population of the County.

**LOCAL MEMBERSHIP REQUIREMENTS**

1. **Selection of members:**
   50% of the members in each category shall be appointed by the County Board of Supervisor representative serving as co-chair and 50% of the members shall be appointed by the County Superintendent of Schools. In the case of an uneven number of members
in a category, the County Board of Supervisor representative and Superintendent of Schools shall mutually agree upon selection of the member vacancy at issue.

2. **Number of members:**
The number of members shall be twenty-two total, comprised of twenty members and the two co-chairs.

3. **Term of membership:**
   a. Council members shall serve a four-year term from the effective date of their appointment. Council members may serve a maximum of three four-year terms.
   b. Terms are renewable with the approval of either the County Superintendent of Schools or the Board of Supervisor representative.

4. **Attendance:**
   a. Council members are expected to attend all regularly scheduled meetings.
   b. Any member who fails without sufficient notice to be in attendance at three (3) consecutive meetings shall be referred to the co-chairs. The co-chairs may remove or replace such persons by the appointing authority pursuant to these by-laws Article IV.

5. **Resignation:**
   Any member may resign by giving written notice to the co-chairs. Co-chairs shall report such resignation to the Council.

6. **Vacancies:**
   a. The Council shall be notified when a position becomes vacant.
   b. Before making selections to fill vacancies, the Board of Supervisors and the County Superintendent of schools shall publicize their intention to select the members and shall invite local organizations to submit nominations.

7. **Application for membership:**
   a. The Council shall publicize vacant positions to the community and invite local organizations to submit nominations for new members.
   b. Members of the Council may assist with the solicitation and/or review of nominations received and may make recommendations to the County Board of Supervisors and the Superintendent of Schools who will then make the appointment.
   c. A list of persons interested in being nominated to the Council shall be kept as a pool for future appointments.
   d. New members shall be selected in compliance with the requirements on Composition of Membership, Article IV(1).

**Article V**

**OFFICERS AND DUTIES**

1. The officers of the Council shall consist of co-chairpersons who are the County Superintendent of Schools and a member of the County Board of Supervisors. It shall be the duty of the co-chairs to call meetings, set the agenda, make committee assignments, and preside over meetings of the Council.
Article VI

COMMITTEES AND DUTIES

1. The Council may establish committees, on either a permanent or temporary basis, and appoint members to those committees to address special needs or requirements of the Council.

2. A chairperson or co-chairpersons shall be selected for a committee by the Council co-chairs in consultation with the Council. At least one committee chairperson will be a Council member.

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