Calaveras Child Care Council

Roll Call Sheet for February 18, 2025

Please initial:

Council Members	Present	Absent
Alissa Bain, Chair, Public Agency Representative		arrive at 9:10am
Kristi LeRette, Vice-Chair, Public Agency Representative	KL	
Jeanette Allen, Child Care Provider		
Sarah Kelly, Child Care Provider		X
Rochelle Sweet, Community Representative		X
Amy Eaves, Community Representative		
Katie Abresch, Parent Representative		X
Karen Frazier, Discretionary	KF	

Guests
Mel Rynd ACRA / Public MR
Sierra Stackpole TRC SS

Posted: Friday, January 17, 2025 12:22pm

CALAVERAS CHILD CARE COUNCIL AGENDA
MEETING AGENDA
Tuesday, February 18th, 2025
9:00 AM

This meeting will be held at **Calaveras County Office of Education**
185 S. Main St. Angels Camp, CA 95222

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Sheri Noble at 209-754-1075 or snoble@trcac.org at least 48 hours prior to the start of the meeting. Notification in advance will allow reasonable arrangements to be made to ensure accessibility to this meeting. Government Code §54954.2(a).

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Item 1 – Opening Remarks

- Call to Order
- Roll call and Introductions

Item 2 – Public Comment

Members of the public will be provided an opportunity to address the Council on items of public interest within the Council's jurisdiction not listed on the agenda. Public comment is accepted on all agenda items as they are addressed.

ACTION ITEMS – REGULAR AGENDA

Protocol for action items includes staff presentations, questions from the Council, public input, deliberation, and voting by the Council. Time limits and order of items shall be at the discretion of the Chair.

Item 3 – Review and Approval of Agenda

Council Members will review and approve the February 18, 2025 Council Meeting Agenda.

Motion: *Second:* *Ayes:* *Abstentions:* *Opposed:*

Item 4 – Approval of Minutes

Council Members will review and approve the January 21, 2025 Council Meeting Minutes.

Motion: *Second:* *Ayes:* *Abstentions:* *Opposed:*

Item 5-Bylaws

The council will review and approve the revised bylaws.

Motion: *Second:* *Ayes:* *Abstentions:* *Opposed*

The mission of the Calaveras Child Care Council (CCCC) supports the development of affordable, accessible, quality child care that promotes the success of all children, their families, and the economy of our communities.

The agenda and minutes are available at calaveraschildcare.org

RECUSAL:

Council Members may publicly announce, at the beginning or anytime during the meeting, the item(s) or recommendation(s) from which they will recuse themselves due to an actual or perceived conflict of interest. The Council members will excuse themselves from the topic and may leave the room when the specific agenda item comes up for discussion and voting.

The mission of the Calaveras Child Care Council (CCCC) supports the development of affordable, accessible, quality child care which promotes the success of all children, their families, and the economy of our communities

Calaveras Child Care Council
Calaveras County of Education
February, 18, 2025 9:00am

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Minutes

Members: Alissa Bain, Kristi LeRette, Jeanette Allen, Amy Eaves and Karen Frazier
Absent: Rochelle Sweet, Katie Abresch, and Sarah Kelly
Staff: Sheri Noble, and Sierra Stackpole
Guests: Mel Rynd

1. **Call to Order at 9:04 am**

2. **Public Comment-NONE**
   Members of the public will be provided with an opportunity to address the Council on items of public interest within the Council's jurisdiction not listed on the agenda. Public comment is accepted on all agenda items as they are addressed.
   - Mel (ACRA) attended CAN (California Afterschool Network) Conference that featured several workshops including transition resets, grant writing, curriculum, resources, etc. She encouraged others to attend future conferences.

Action Items: Regular Agenda Items

3. **Approval of February 18, 2025 Agenda (Action Item)**
   Motion: Jeanette Allen
   Second: Karen Frazier
   Ayes: 4
   Abstentions: 0
   Opposed: 0

4. **Approval of January 21, 2024, Minutes (Action Item)**
   Motion: Karen Frazier
   Second: Jeanette Allen
   Ayes: 3
   Abstentions: 1
   Opposed: 0

5. **Bylaws Revisions (Action Item)**
   - Sheri went over revisions (see handout) made to bylaws. Once approved by Council, Bylaws will be submitted to Board of Supervisors and the Board of Education for final approval.
   - Main Takeaway: Language was cleaned up and clarifications were added.
   - Council was pleased with revisions and appreciated the teams time and efforts.
   - Motion was made to approve revisions to the Bylaws
     Motion: Jeanette Allen
     Second: Karen Frazier
     Ayes: 4
     Abstentions: 0
     Opposed: 0

6. **Comprehensive Countywide Child Care Plan -**
   - Sheri mentioned that the Needs Assessment was approved on January 28th, and she is now working on the strategic plan that is being called "Comprehensive Countywide Child Care Plan".
   - From the Needs Assessment, Goals have been outlined
   - Copies of a couple different templates as well as the last submitted Strategic Plan were available for review and input for moving forward.
   - Clarification on a timeline was given and the Council will be kept in the loop on the process.
   - Council preferred the "Butte County" version as a template
   - Sheri mentioned that our current version might be helpful if new proposed bill passes wanting to change Local Planning Councils (LPC) name to Strategic Planning Council
   - A suggestion was made to have any information that may change over the 5 years until the next Strategic Plan is due, be listed as appendixes
   - ACRA is available as a tool to assist with completing this process
   - Motion was made to move forward with the Butte County template for the Comprehensive Countywide Child Care Plan
     Motion: Karen Frazier
     Second: Amy Eaves
     Ayes: 4
     Abstentions: 0
     Opposed: 0

7. **LPC Membership Certification (Action Item)**
   - Sheri went over list of Active Members and their term dates
   - Once approved, Alissa Bain, as Chair, will need to sign off as well as County Board of Supervisor and Superintendent of Schools
   - Motion was made to approve memberships
     Motion: Amy Eaves
     Second: Karen Frazier
     Ayes: 4
     Abstentions: 0

Opposed: 0

INFORMATION ITEMS-REGULAR AGENDA

8. **UPK Mixed Delivery Panel Update**
    - Sheri informed the Council that she received commitments from Head Start, State Preschool, a Private Center Director, and Family Child Care but none from TK or any school districts.
    - Flyer was made for distribution.
    - Sheri wonders if the panel should move forward with no school districts in attendance?
    - Amy will share flyer with Tom Hopkins
    - Sheri is willing to push date back to Mid-March if it will get a better response
    - Council agrees to be flexible on the date until confirmation is received from the district
    - Sheri will keep the Council updated on dates

9. **Membership Update**
    - Sheri had a parent inquire
    - Anette from Motherlode Job Training is interested as well

10. **CCCC Needs Assessment Update**
    - Needs Assessment was approved
    - Assessment can be found on the Calaveras Child Care Council website
    - Bound copies are available at the R&R office

11. **Calaveras Children's Fair**
    - We are 6 weeks out as of this Friday
    - About 18 participants have confirmed including MACT Health Board
    - It was confirmed that it is not too late to register
    - Received a few monetary donations
    - Looking at food options. Possibly having Fire Dept. BBQ hotdogs
    - Suggestion to look into Board Member to BBQ
    - Clan Dyken will MC event
    - Letters for raffle prizes have been sent out
    - Social Media advertising is getting ready to roll out
    - Public health is sending out a "Car Seat Check" flyer and they have put the Children's Fair information on the back. It will go out to every school in Calaveras County
    - Suggestion was given to reach out to Bear Valley Ski Resort and Adventure Company for raffle prizes
    - Preparing for 350 kids

12. **Outreach Update including the video "A Day Without Child Care"**

- Sheri stated that the video was received last week, but she would like the viewer to have a more personal connection to the video.
- Sheri would like to add a few more locations that would help pinpoint the area as "our County" and confirmed with Rumnick that additional images could be added
- Suggestion to have Debbie Strand assist with photos was made
- Video will be ready to view at the next Council meeting

13. California Budget Update

- No change to January budget, but will know more in May on any revisions. A lot of allocations went LA wildfires, which could change the budget and Legislative offices.
- Assembly Bill 29, introduced in December 2024, will require Providers to automatically provide Medi-Cal clients an ACES trauma screening
- Pool safety regulations were updated. New protective factors (Safety pool cover and pool alarm) were added for all child care locations and schools.
- Assembly Bill 318, will allow Licensing to accept credit cards

14. Updates from the Field including Coordinator Updates

Council members received the opportunity to share any updates. Council members mentioned

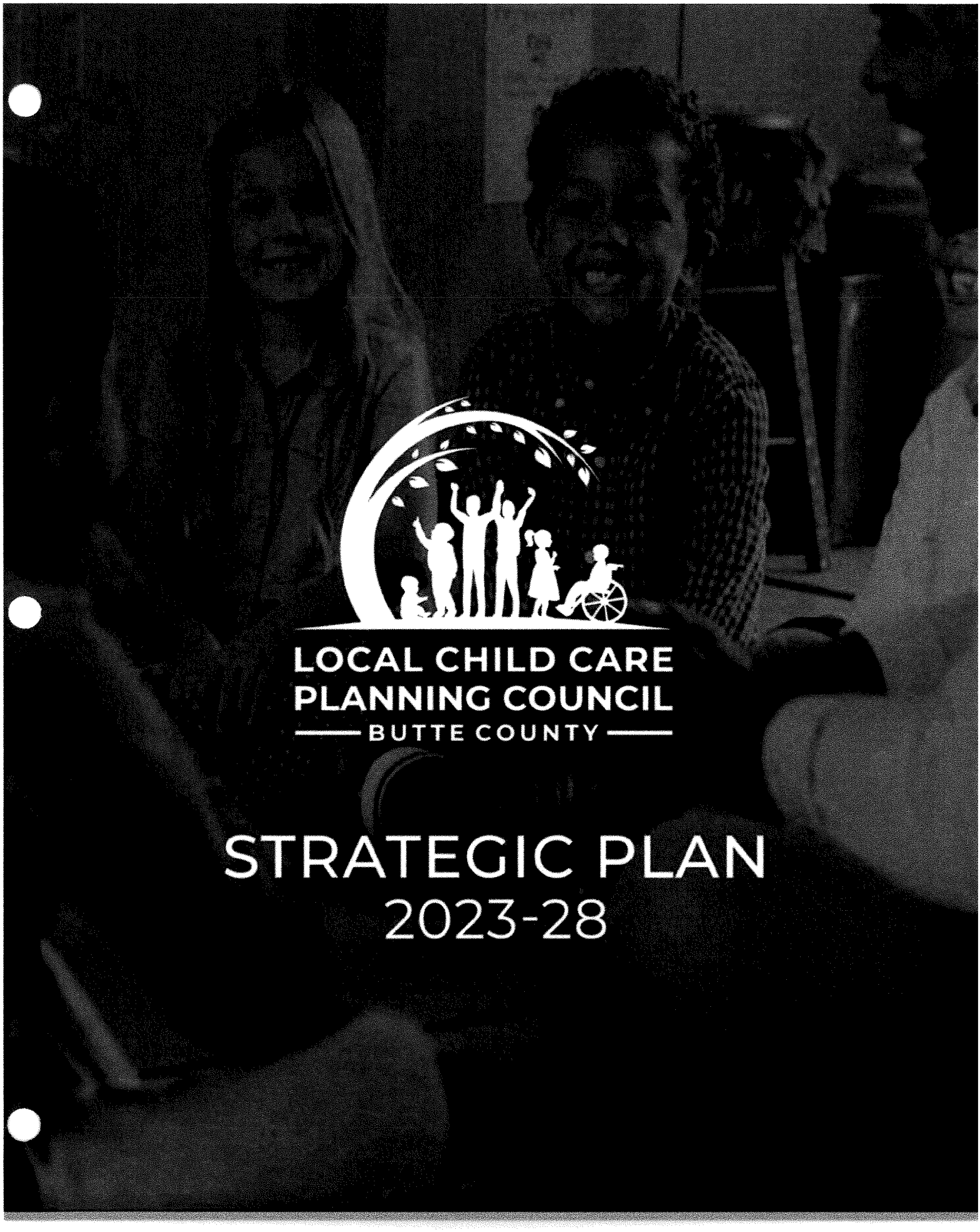
- Karen updated Council that Murphy's has a new FCCH, Sarah Hammonds
- Sheri mentioned the Amador College Connect has a "Job Board"
  - Career Fair will be May 22 from 11a-8p
  - Council Members are invited to the Promotion Ceremony on June 30th from 5p-8p
- Sheri also shared that the Priority Report will take place in May. LPC's will now be responsible for paying the $2,000-$3,000 for data. CDS will no longer be doing it. Sheri will keep the Council updated.
- Alissa is working on the CSPP Block Grant Application that is due March 14th. Will have more updates next meeting.
- Alissa is also hoping to get sites rated with current grant money that has been set aside for this purpose. A check in rating session took place in May and work is being done to bring up these sites.
  - Amy confirmed that First Five is not eligible for this grant.

15. Adjournment- 10:12 am.

The mission of the Calaveras Child Care Council (CCCC) supports the development of affordable, accessible, quality child care which promotes the success of all children, their families, and the economy of our communities

Date: _____

Respectfully Submitted by Meghann Link



LOCAL CHILD CARE PLANNING COUNCIL
BUTTE COUNTY

STRATEGIC PLAN 2023-28

Prepared by ASR

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GLOSSARY OF TERMS

A	ASES	After School Education and Safety Program
B	BCOE	Butte County Office of Education
C	CCIP	Child Care Initiative Project
	CCTR	General Child Care & Development Contracts
	CDE	California Department of Education
	CDSS	California Department of Social Services
	CSPP	California State Preschool Program
D	DEI	Diversity, Equity, and Inclusion
	DGS	Department of General Services
E	ELOP	Expanded Learning Opportunities Program
	ECSEN	CA Early Childhood Special Education Network
H	HMG	Help Me Grow program
I	IEEEP	Inclusive Early Education Expansion Program
	IEP	Individualized Education Plan
	IFSP	Individualized Family Service Plan
	IPP	Individualized Program Plan
K	K-12	Kindergarten through Grade 12
	TK/K	Transitional Kindergarten and Kindergarten
L	LEA	Local Education Agency
	LPC	Local Planning Council
M	MDS	Mixed Delivery Systems
P	PEI	Prevention and Early Intervention
Q	QCC	Quality Counts California
R	R&R	Resources and Referral: A reference to Valley Oak Children's Services which serves as a resource and referral agency for Butte County child care and early learning services
T	TK	Transitional Kindergarten: Refers to the grade prior to the kindergarten year – administered by LEAs (Local Education Agencies)
U	UPK	Universal Pre-Kindergarten: Refers to the mixed-delivery system of early learning and care for California's three- and four-year-olds; inclusive of CSPP, Head Start, TK, Expanded Learning programs, and community-based organizations
	UTK	Universal Transitional Kindergarten: Refers to universal access for California four-year-olds to public education the year prior to kindergarten



INTRODUCTION

BACKGROUND

The Butte County Local Child Care Planning Council (LPC) plans and coordinates child care and development services through a collaborative effort of individuals, public agencies, and private organizations. The Council serves as an advisory body to the Butte County Board of Supervisors, the Superintendent of Schools, and the First 5 Butte County Children and Families Commission. The role of the LPC encompasses:

LOCAL CHILD CARE PLANNING COUNCIL
BUTTE COUNTY

- Assessment of early child care and education needs
- Planning for specialized child care systems through collaborative partnerships
- Development of policy proposals
- Making recommendations regarding priorities related to early learning and child care services

LPC MISSION

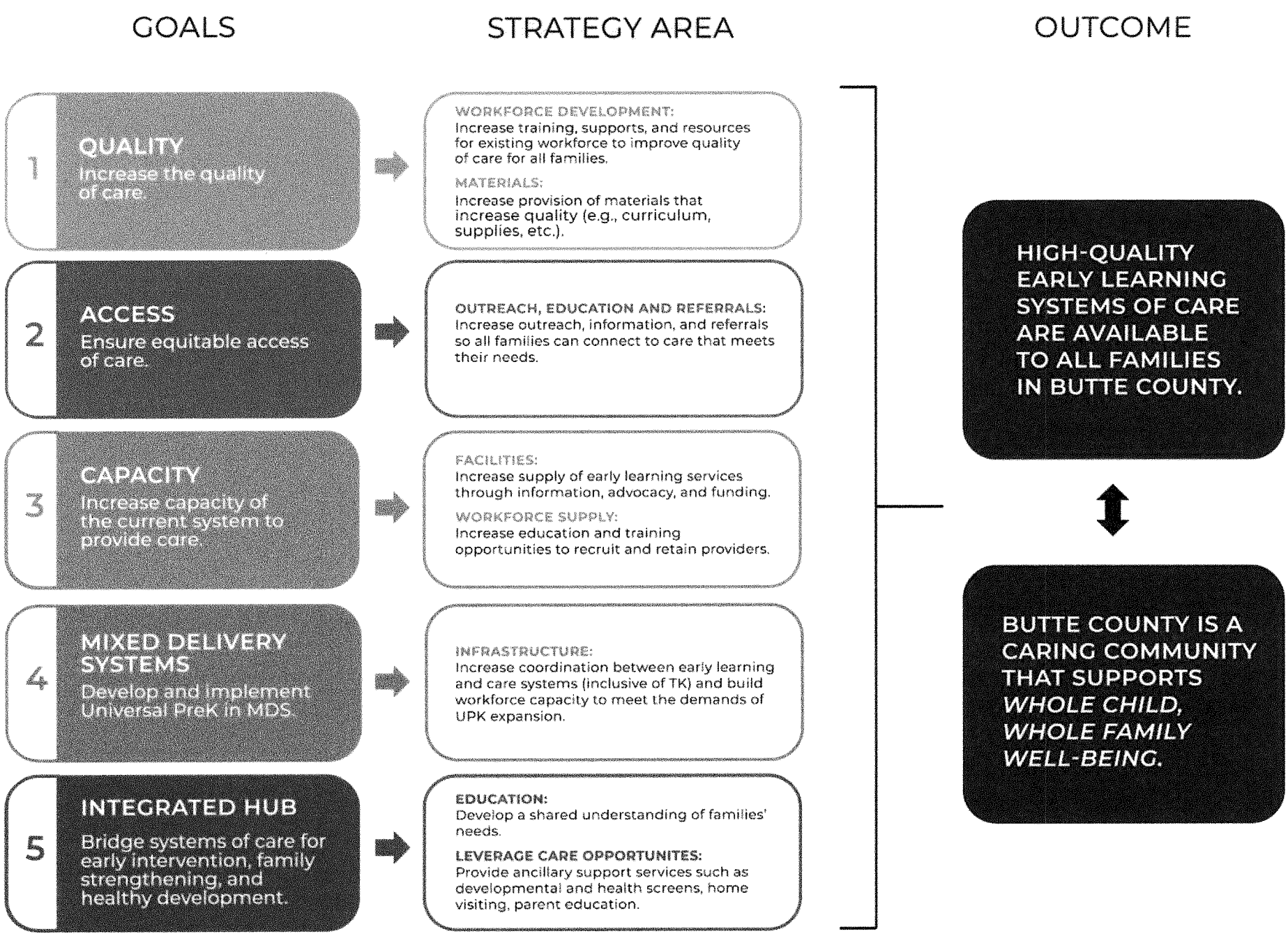
The Butte County Local Child Care Planning Council is actively committed to collaborative promotion and support of affordable, available, accessible, high-quality early learning and care services, to meet the diverse needs of Butte County children and families.

PURPOSE OF THE STRATEGIC PLAN

Following the Child Care Needs Assessment conducted in 2022, the Butte County Local Child Care Planning Council (LPC) sought to engage local partners in identifying priority outcomes, goals, and strategies to better meet child care and early learning needs of local families. To facilitate this process, the LPC has contracted Applied Survey Research (ASR) to coordinate and summarize the received input, presented in this report.

The report is structured according to the **Strategic Framework** for the years 2023-2028, which outlines five goals and nine strategy areas to support two broad outcomes: high quality of care and caring community (see p.5).

STRATEGIC FRAMEWORK



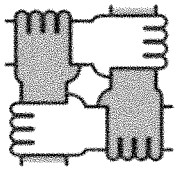
STRATEGIC OUTCOMES

Butte County Local Child Care Planning Council (LPC) Data Team has collected and reviewed input from partners on how to prioritize and address child care needs that were identified as part of the Child Care Needs Assessment, conducted in 2022. As the result of these efforts, the LPC has identified two overarching outcomes that the current strategic plan aims to achieve.



The first outcome is to promote high quality of the early learning systems of care available to all families in Butte County.

The LPC seeks to reduce disparities in care, improve child outcomes, and increase families' satisfaction with services by supporting local providers in attaining and sustaining high quality of care. This vision will ensure alignment of child care services with the competencies and benchmarks set forth by the child care quality improvement initiatives, as well as general best practices in child care and early learning.



The second outcome is to strengthen caring community that supports whole child, whole family wellbeing.

The LPC prioritizes efforts to expand availability and accessibility of child care as critical to supporting positive child development and family functioning. Moreover, the Council assumes an active role in family strengthening initiatives, by building relationships between key community partners, providers, and families, with the goal of promoting and supporting physical, mental, and emotional health of children and their families.

By prioritizing these outcomes, the strategic plan aims to create a strong foundation for the future success and well-being of Butte County children, families, and communities, while building and strengthening partnerships.

LPC PARTNERS

LPC aims to attain each outcome through cross-systems, multifunctional partnerships. Partnerships include, but are not limited to:

Valley Oak Children's Services

Butte County Office of Education

Help Me Grow Program

First 5 Butte County

STRATEGIC GOALS

To address the two interconnected outcomes of quality care and caring communities, to help better meet the needs of families and providers, the LPC has identified five goal areas, as summarized in the chart below.



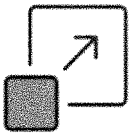
1. CHILD CARE QUALITY

Increase the quality of care and early learning settings for for all Butte County children



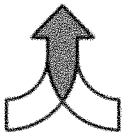
2. ACCESS TO CARE

Ensure equitable access to care for all Butte County children



3. CHILD CARE CAPACITY

Increase capacity of the current child care and early learning systems



4. MIXED DELIVERY SYSTEMS

Develop and Implement Mixed Delivery Systems for Universal Pre-Kindergarten



5. INTEGRATED SERVICES HUB

Bridge systems of care for PEI, Family Strengthening, and Healthy Child Development

Each of the aforementioned goals is intended to be addressed via goal-specific strategies and activities, as outlined in the following sections of this report.

TARGET POPULATION

The goals and related strategies aim to reduce disparities in wellbeing amongst Butte County children. Therefore, particulat attention will be given to ensure our strategies reach the following groups:

- infants, toddlers, preschool- and school-age children
- children from low-income families and single parent households
- children from all socio-cultural and racial-ethnic backgrounds, including tribal membership/citizenship
- children with exceptional needs (e.g., those who may be served through IFSP/504/IPP/IEP plans)
- children considered as special populations (e.g., children from immigrant, homeless or housing-insecure, food-insecure, undocumented, bilingual households and children with traumatic histories, including foster children)

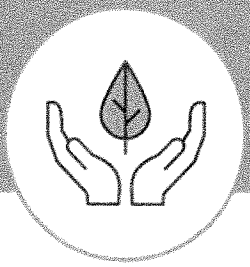
LOCAL CHILD CARE PLANNING COUNCIL
BUTTE COUNTY

2023-28 GOALS

STRATEGIES & ACTIVITIES

GOAL 1

QUALITY IMPROVEMENT



The first goal set forth in the current strategic plan is to increase the quality of care and early learning settings for all Butte County Children. The LPC team has outlined two broad strategy areas to address child care quality improvement goal:

1. WORKFORCE DEVELOPMENT

The LPC proposes the following key strategies and activities to support a qualified workforce of early child care professionals:

A. Leverage local opportunities to support adequate living wages for providers.

- Identify and disseminate resources available to support staff salaries.
- Advocate for wage increases and other material supports and resources for providers.

B. Increase awareness, outreach, and communication regarding professional development opportunities.

- Aggregate, organize, and disseminate a list of professional training opportunities and quality resources among providers.
- Take inventory of equitable training and development opportunities, including multilingual access to training and other inclusive practices..

C. Support promotion of providers on the Career Lattice and the Child Development Permit Matrix.

- Identify and address barriers that providers face to move up the career ladder.
- Create and distribute educational materials detailing pathways and resources to obtain licensure and permits and opportunities to participate in the Quality Improvement Initiatives.

D. Expand the range of professional development and networking opportunities on the topics of:

- Techniques and instructional strategies for children ages 0-3 and 4-5.
- Family engagement and family strengthening (e.g., Brazelton Touchpoints Center, protective factors, and family-centered, trauma-informed approach).
- DEI training (cultural sensitivity, home cultures and traditions, anti-bias competencies to support black and indigenous people of color, etc.).
- Specialized training to support children with exceptional needs (IFSP/504/IPP/IEP plans) and special populations (foster, homeless, traumatized families and children, those affected by natural disasters, etc.)

E. Braid and leverage funding and technical assistance to support providers working with younger children (UPK and CCTR funds), school-aged children (ELOP, Region 2 BCOE), children with exceptional needs (ECSEN, HMG), etc.

2. HIGH QUALITY CURRICULA, MATERIALS, AND SUPPLIES

The LPC proposes the following key strategies and activities to expand provider access to quality curriculum, materials, supplies, and other resources:

A. Identify and address gaps and opportunities to strengthen the quality of the existing curricula, materials, and supplies available to providers.

- Aggregate, organize, and disseminate a list of recommended quality materials and resources (e.g., Lending library resources, mental health checkout kits, etc.).
- Acquire and make available quality curricula and supplies, including adaptive equipment and materials, to better serve children with exceptional needs and special populations.

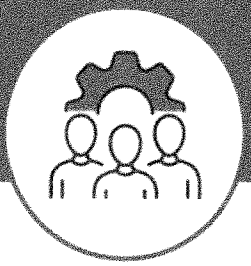
B. Identify, aggregate, and disseminate a list of funding opportunities aimed to meet quality standards for child care and early education materials and supplies.

C. Explore opportunities to shape the quality-of-care standards as part of the Butte Quality Consortium.



GOAL 2

ACCESSIBILITY EXPANSION



The second goal set by the LPC addresses the need for expansion and improvement of equitable consumer access to child care for all Butte County Children. To expand and equalize access to child care and early learning, the LPC proposes the following key strategies and activities:

1. INFORMATION-SHARING, OUTREACH, AND REFERRALS

A. Evaluate the needs of diverse local communities and the gaps in current information-sharing systems.

- Identify needs and barriers to accessing care for families from all socio-cultural groups, children with exceptional needs, special populations, etc.
- Identify strengths and gaps of current information-sharing systems across population subgroups (e.g., those who may benefit from culturally sensitive, inclusive, accessible information on subsidized care and eligibility, care for single parents, siblings, school-aged children, children with exceptional needs, special populations).

B. Expand outreach to families through targeted communication, in coordination with LPC partners.

- Develop accessible messaging that reflects community diversity and accounts for barriers to child care and early learning specific to each population group (low-income families, socio-cultural groups, children with exceptional needs and special populations, etc.).
- Identify accessible centralized information-sharing locations, to promote countywide communications and service coordination (e.g., HMG, R&R, or sub-LPC websites).
- Expand coordinated outreach efforts (e.g., connecting families to state or subsidized and private child care options, UPK, afterschool care, and care for children with exceptional needs and special populations via R&R, mychildcare.gov, BCOE, schools, etc.).

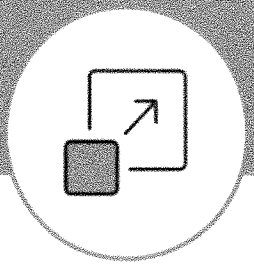
C. Strengthen referral processes through cross-systems collaborations with LPC partners.

- Conduct outreach with partners to raise awareness of available child care options and resources that families can access to navigate around barriers specific to each population group (e.g., transportation for afterschool care, IFSP/504/IPP/IEP plans, subsidized slots, etc.).
- Map out referral infrastructure between private and state child care programs, UPK, and afterschool care, accounting for barriers to care (e.g., availability, eligibility, transportation, etc.) for each population group.
- Offer technical assistance supports to LPC partners (e.g., R&R, HMG) to incorporate warm handoff referral processes and electronic applications for child care and early learning programs.

D. Advocate and educate local governments and partners regarding gaps in care and challenges faced by diverse communities (stratified by age, socio-cultural, and high-needs groups) in accessing child care.

GOAL 3

CAPACITY EXPANSION



The Butte County LPC set out to expand the child care and early learning capacity. To increase capacity of child care and early learning, the LPC proposes the following key strategies and activities:

1. INCREASE SUPPLY OF CHILD CARE

A. Evaluate unmet needs for care and accommodations and identify challenges in accessing care across population groups (e.g., ELOP-eligible children, UPK-eligible children, following eligibility threshold increase from 85% to 100%, children with exceptional needs and special populations).

- Define the role of LPC and LPC partners in developing strategies to support targeted expansion of child care facilities to each population group.

B. Develop expertise and disseminate information on funding opportunities (e.g., UPK, ELOP, CCTR, IEEEP, ASES, CDSS, CDE, DGS TK-12 Facilities Expansion, and other funds) to expand or improve facilities and child care spaces to better serve diverse population groups.

- Provide assistance to secure funding and regional TA supports for entities seeking to expand or improve early learning facilities/spaces for each population group (e.g., afterschool care, UPK, care for children with exceptional needs, special populations, and geographies affected by natural disasters, pandemic, etc.).

C. Develop expertise and educate LPC partners on relevant development impact fee ordinances, policies, and oversight related to zoning and community planning requirements for child care facilities.

- Advocate at the city level for the inclusion of facility spaces in community planning, representative of local geographies and community needs (including children with exceptional needs, special populations, socio-cultural groups, etc.).

2. INCREASE SUPPLY OF WORKFORCE

A. Partner with the Workforce Development Committee to address workforce gaps by expanding recruitment and hiring of staff across all county geographies, including areas affected by natural disasters and the pandemic.

- Identify workforce needs and strategies to address barriers to staff retention and to promote workforce diversification, representative of local geographic needs and population groups.

B. Work with community partners (e.g., schools, colleges) to create and disseminate information related to training and recruitment of new providers.

- Create messaging to raise awareness of the need for child care providers, the benefits, and the requirements of pursuing a career in early childhood education.

C. Aggregate and share funding opportunities for prospective and current educators.

- Reduce barriers and incentivize access to higher education opportunities by securing and leveraging funding from the Early Educator Teacher Development Grant, Workforce Pathways Grant, Valley Oak CCIP Funding, Teacher Residency Program for TK, etc.

D. Explore the role of LPC in developing infrastructure to increase workforce supply, in partnership with local agencies.

- Identify opportunities for community engagement and technical assistance supports (e.g., job boards, advising committees, employment center at the social services, R&R, small businesses, etc.) to expand access to accreditation and support recruitment efforts.
- Leverage cross-agency collaborations (high schools, colleges) to offer practicum, internships, on-the-job shadowing, and other immersive experiences, for prospective applicants.



GOAL 4

MIXED DELIVERY SYSTEMS EXPANSION AND COORDINATION

LPC is committed to facilitating a successful implementation of the Universal Pre-Kindergarten (UPK) via Mixed Delivery Systems (MDS), and proposes the following key strategies and activities:

1. SUPPORT UPK INFRASTRUCTURE & BUILD WORKFORCE CAPACITY

A. Evaluate potential cross-systems effects of UPK expansion on quality, capacity, and continuity of care, consumer access and movement, etc.

- Review families, providers, and community partners suggestions and concerns related to UPK expansion for each group (children of various ages and socio-cultural backgrounds, children with exceptional needs, special populations, etc.).

B. Develop partnerships vital to successful integration of UPK into the MDS.

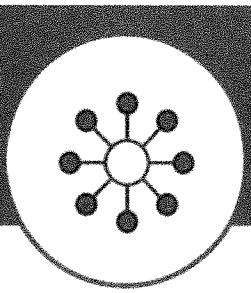
- Convene Butte UPK Network to build and strengthen partnerships to develop MDS-targeted strategies.
- Identify, educate, and engage community agencies and individual providers in UPK transition processes.

C. Provide targeted training and technical assistance for UPK expansion, specific to providers working with different age groups, socio-cultural groups, children with exceptional needs and special populations.



GOAL 5

BRIDGING SYSTEMS OF CARE (INTEGRATED HUB)



Butte LPC seeks to bridge systems of care for prevention and early intervention, family strengthening, and healthy child development. The LPC proposes the following key strategies and activities to support knowledge and utilization of local community resources:

1. UNDERSTANDING OF FAMILIES' NEEDS AND TO EDUCATE PROVIDERS AND PARTNERS

A. Take inventory and educate local providers on the strengths, needs, and barriers to services in their community (e.g., age, socio-cultural background, children with exceptional needs, special populations).

B. Compile a directory and raise awareness of local programs and services among providers and families.

- Create targeted communications for families, highlighting the services best suited for each group (age- and socio-cultural groups, children with exceptional needs, special populations, etc.).
- Educate providers on programs and resources (e.g., home visiting, transportation services, child screenings, distributions, and assistance programs, etc.) available to children and families of various ages and socio-cultural and economic backgrounds (including for children with exceptional needs, special populations, etc.).

2. LEVERAGE CARE OPPORTUNITIES TO PROVIDE ANCILLARY SUPPORTS TO FAMILIES

A. Convene a multisector team to collaborate with LPC to better serve children of various ages and socio-cultural groups, children with exceptional needs, special populations, etc.).

- Engage community partners in identifying and supporting children from diverse backgrounds.
- Establish processes for identifying families who can benefit from community supports (e.g., screenings, IFPS-to-IEP transitions, language supports, home visitation, parent education, material supports, and more)..
- Enhance cross-systems communication between providers and community partners and provide technical assistance to facilitate referrals and information-sharing.

B. Advocate for needed change at the local and state levels by raising awareness and supporting legislation:

- To promote recommended teacher-student ratios and best/evidence-based practices..
- To expand limited local representation of local population groups at the city, county, and state level.
- To support development of workforce competencies to better meet the needs of special populations and children with exceptional needs.
- To increase resources funneled into local communities, based on community needs.
- To develop infrastructure supporting transitions between various types of care (e.g., from IFSP for ages 0-2 years to IEP for children ages three and up; from child care to preschool; from preschool to TK/K, etc.).







Marin County Child Care Commission

2025-2030 Strategic Plan

MARIN COUNTY CHILD CARE COMMISSION
LOCAL PLANNING COUNCIL

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Introduction

The Marin Child Care Commission's Strategic Plan for Early Learning and Care fulfills the requirement of the California Education Code, Section 8231 (K) (4), for each Local Planning Council to: "Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs."

Equitable Learning Systems

"Equitable learning systems provide access to resources, opportunities, and experiences to children and families that result in positive outcomes that are not associated with children's demographic characteristics. [Systems that] actively and continuously identify and intentionally eliminate manifestations of systemic racism and other forms of oppression."

Meek, S., Iruka, I. U., Allen, R., Yazzie, D. A., Fernandez, V., Catherine, E., McIntosh, K., Gordon, L., Gilliam, W., Hemmeter, M. L., Blevins, D., & Powell, T. (2020). Fourteen priorities to dismantle systemic racism in early care and education. Children's Equity Project. Retrieved from: https://childandfamilysuccess.asu.edu/cep



2025-2030 Strategic Plan

Marin County Child Care Commission

Overview

The primary goal of this Strategic Plan is to engage and unite stakeholders across Marin County in a collaborative effort to advance Early Learning and Care. By maintaining an equity-centered approach, the plan aims to reduce systemic barriers and ensure accessible, high-quality care for all families.

This five-year plan builds on foundational work that began in 2023 with the development of the Marin County Early Learning Roadmap — a collaborative process involving 100 stakeholders, including providers and parents. In 2024, the Marin Child Care Commission completed an updated Needs Assessment, using local data to identify key findings and develop intentional recommendations for Early Learning and Care.

On November 18, 2024, a group of Early Childhood Education leaders in Marin joined commissioners to provide valuable input on the plan's draft goals and strategies, ensuring a shared vision for the future of Early Learning and Care in the county.





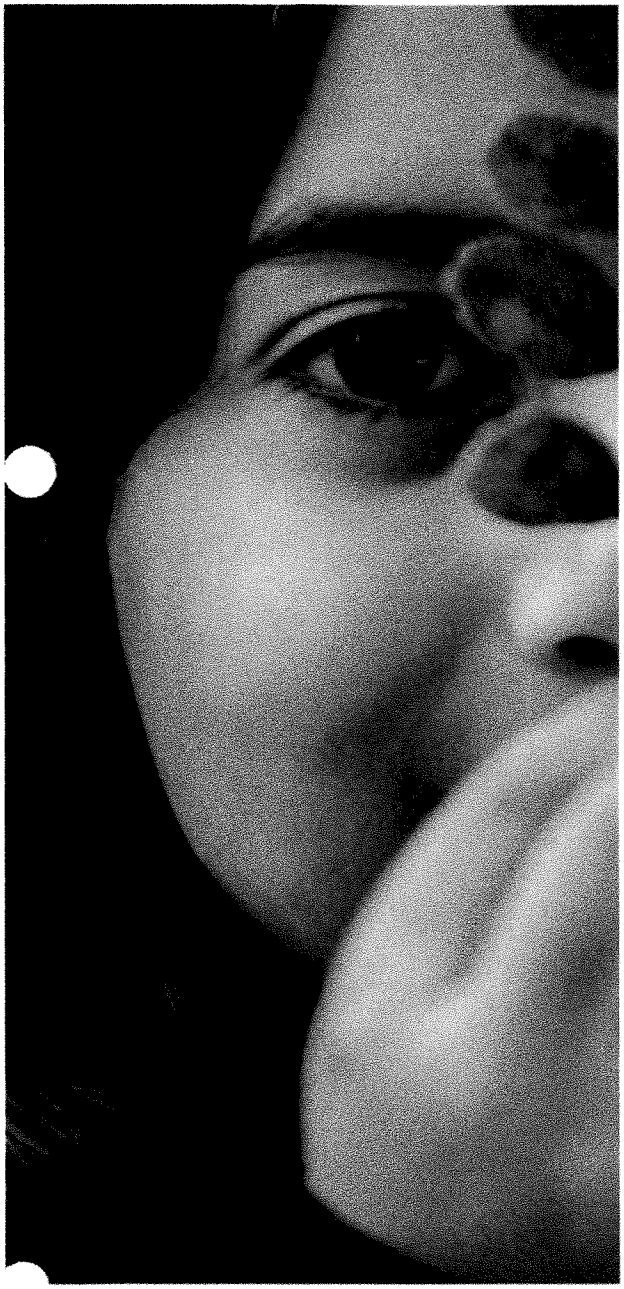
The Strategic Plan serves as Marin County's North Star for Early Learning and Care, guiding the path forward with a focus on active engagement in committees and the development of measurable goals with actionable deliverables. However, the success of this plan relies on the commitment and collaboration of all sectors of our community — education, health and welfare, local government, philanthropy, business, and families.

By fostering active participation across these sectors, we can collectively improve children's well-being, strengthen families' ability to thrive, and support a robust local economy.

2023	2024	Fall 2024	2025-2030
Marin County Early Learning Road Map	Marin County Needs Assessment	Marin County Child Care Commission Ad-Hoc Strategic Plan Committee	Marin County Child Care Commission Strategic Plan

Desired Outcomes

MARIN COUNTY CHILD CARE COMMISSION
LOCAL PLANNING COUNCIL



Desired Outcome I

Marin County supports high quality early learning and care.

Desired Outcome II

A high-quality early learning and care system is available throughout Marin County.

Desired Outcome III

High quality early care and education programs are staffed by a stable, well-qualified and well-compensated workforce that meets family needs for care.

Desired Outcome IV

Marin County offers equitable and inclusive early learning and care services for all families.

Desired Outcome I

Marin County supports high quality early learning and care.



Baseline

The Children Now 2023 California County Scorecard identified that only 48% of working families were able to find a licensed childcare space for their child. Additionally, the Commission's 2024 Needs Assessment identified an 83% unmet need for infant/toddler care. Increased access to affordable early learning and care should be prioritized in our county as a critical need, as it directly affects a family's well-being, a stable workforce, and an overall well-rounded community.

Goal One

The public will be informed about the importance of supporting early learning and care.

Goal Two

Marin County will prioritize support for access to high-quality, affordable early learning and care for all.

Goal One: The public will be informed about the importance of supporting early learning and care.

Develop Accessible Family Materials: *Create materials informed by focus group feedback to help families navigate mixed-delivery early care and education options.*

Bilingual Public Messaging Campaign: *Launch a bilingual campaign to raise awareness about the critical importance of the early years.*

Promote and Advocate for Early Learning: *Leverage Board of Supervisor meetings, City Council meetings, community, or school district events to showcase the Marin County Child Care Commission's efforts and advocate for the early learning and care field.*

Goal Two: Marin County will prioritize support for access to high-quality, affordable early learning and care for all.

Map Early Learning and Care Funding Streams: *In collaboration, map all Marin County public early learning and care funding streams, assessing whether they have been fully utilized and identifying opportunities for new funding.*

Conduct a Facilities Needs Assessment: *Participate with community stakeholders to complete a Marin County Facilities Needs Assessment and develop recommendations to expand quality childcare capacity based on identified gaps.*

Advocate for Child Care in Housing Developments: *Promote a county-wide policy requiring the inclusion of childcare spaces in new housing development projects.*

Support Public-Private Partnerships for Child Care: *Advocate for partnerships and employer-sponsored benefits to improve the affordability and availability of childcare services.*



Desired Outcome II

A high-quality Early Learning and Care system is available throughout Marin County.



Baseline

The introduction of Transitional Kindergarten (TK) in 2014 changed the traditional model of serving a mixed age group of 3-5-year-olds in a preschool classroom, and what is considered to be developmentally appropriate practice. To compensate for the lack of enrollment, more two-year-olds are now joining preschool classrooms while more 4-year-olds transition on to TK opportunities. Those 4-year-olds are also a part of after-school programs, which have traditionally been for older school-age students.

Goal One

The Marin Child Care Commission will engage the community around the changing landscape of early learning and care, and its impact on quality.

Goal One: The Marin County Child Care Commission will engage the community around the changing landscape of early learning and care, and its impact on quality.

Support Program Adaptation: *Leverage local knowledge to provide resources and training for early learning and care programs, before & after school-age care, and early education TK-3 to adapt effectively to the changing landscape of Universal Pre-Kindergarten (UPK).*

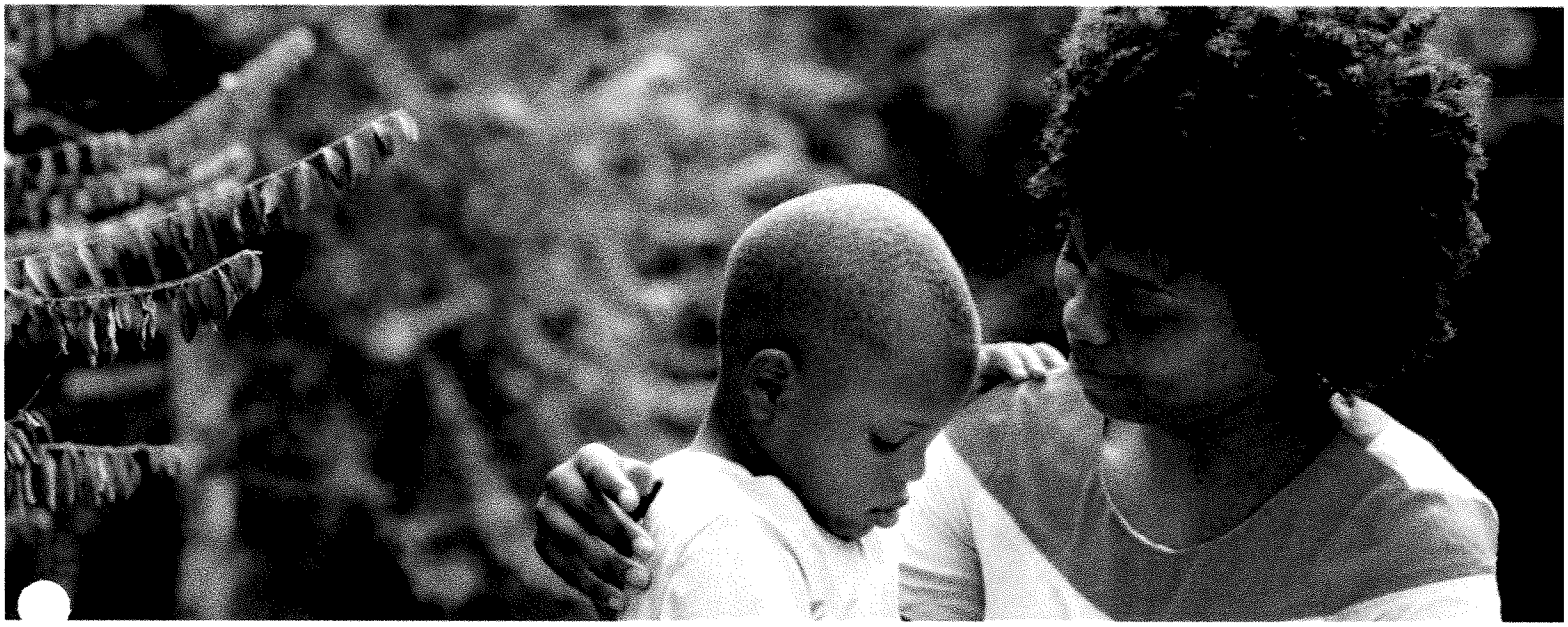
Promote Quality Standards and Local Support Systems: *Develop a Marin-focused document, incorporating feedback, to advocate for high-quality care across all providers. The document should emphasize local systems — such as coaching and training — that support providers in enhancing their understanding and implementation of quality standards.*



> Teachers are people first and teachers second. If our teachers' well-being is not centered and prioritized, either in their own lives or in their work lives, it is going to impact the quality of care accessible to children and families. We can't provide high quality if the quality of the teachers' work environment and the quality of care in their own life is not optimal.
>
> ~Marin Director

Desired Outcome III

High-quality early learning and care programs will be staffed by a stable, well-qualified, and well-compensated workforce that can meet family needs for care.



Baseline

When speaking with program directors, many cite the workforce shortage as a challenge in maintaining services and expanding to serve more children. The Commission's 2024 Needs Assessment shows that 1 in 4 teachers have less than 4 years of experience and with that, an aging workforce is set to retire. A majority of the ECE workforce in Marin cannot afford to live in the county where they work and face challenges with their well-being, often struggling to afford housing, healthcare, food, and other basic needs.

Goal One

In partnership with the community, identify, advocate, and expand upon opportunities to support the workforce.

Goal One: In partnership with the community, identify, advocate, and expand upon opportunities to support the workforce.

Support Workforce Growth and the Quality Counts CA Workforce Pathway Grant: *Collaborate with community partners to remove barriers to professional growth, highlighting the QCC Workforce Pathway Grant, which supports 30 early childhood educators in achieving their Teacher Child Development Permit or AA/BA degree.*

Advocate for Fair Compensation: *Continue to champion state and local funding to ensure fair wages, benefits, and paid time off for the early learning and care workforce.*

Promote Affordable Housing for Educators: *Partner with workforce housing initiatives, including the Marin County Community Development Agency and local school districts, to prioritize affordable housing for early childhood educators.*

Expand the Guaranteed Income Pilot Project: *Advocate for a sustainable revenue stream to advance the Guaranteed Income Pilot (Marin Child Care Council) as a county initiative, incentivizing educators based on experience and educational attainment*

Support Leadership Development: *Convene community partners to develop a mentorship and guidance plan for new program directors.*

Marin Teachers and Assistant Teachers, earn less than the self-sufficiency wage of $37.59/hour for a family of four.

~2024 Early Learning and Care Needs Assessment, pg. 14



Desired Outcome IV

Marin County offers equitable and inclusive early learning and care services for all families in Marin.



Baseline

The 2024 Needs Assessment identified 3,107 children with disabilities and 5,087 multilingual learners. The 2023 Marin Child Care Council Parent Survey cited bullying and lack of language-learning support as top concerns. Furthermore, the COVID-19 pandemic disrupted children's healthy development. While Marin County offers resources for parenting, mental health & disability support, a more collaborative, coordinated system is needed—one that meets families where they are, helps providers individualize care, and removes barriers to accessing services.

Goal One

All entities serving children will be part of a coordinated, integrated countywide system.

Goal One: All entities serving children will be part of a coordinated, integrated countywide system.

Establish a Leading for Children Network: *Build a network of community partners to engage in Humanity First activities, fostering a shared understanding of a humanity-centered, holistic approach to early learning and care that is inclusive, equitable, and collaborative.*

Promote Inclusive Practices for Children with Disabilities: *Enhance understanding of the early learning and care system for children with suspected or identified disabilities and encourage the adoption of inclusive practices across all providers.*

2024 Early Learning and Care Needs Assessment

"The LPC will strengthen understanding of inclusive practice and the Early Care and Education system for children with identified disabilities and work with community partners around reliable data to help understand access to care."

pg. 22, Commitment and Action



Heartfelt thanks to the sixteen dedicated commissioners for their unwavering support of the 2025-2030 Strategic Plan.

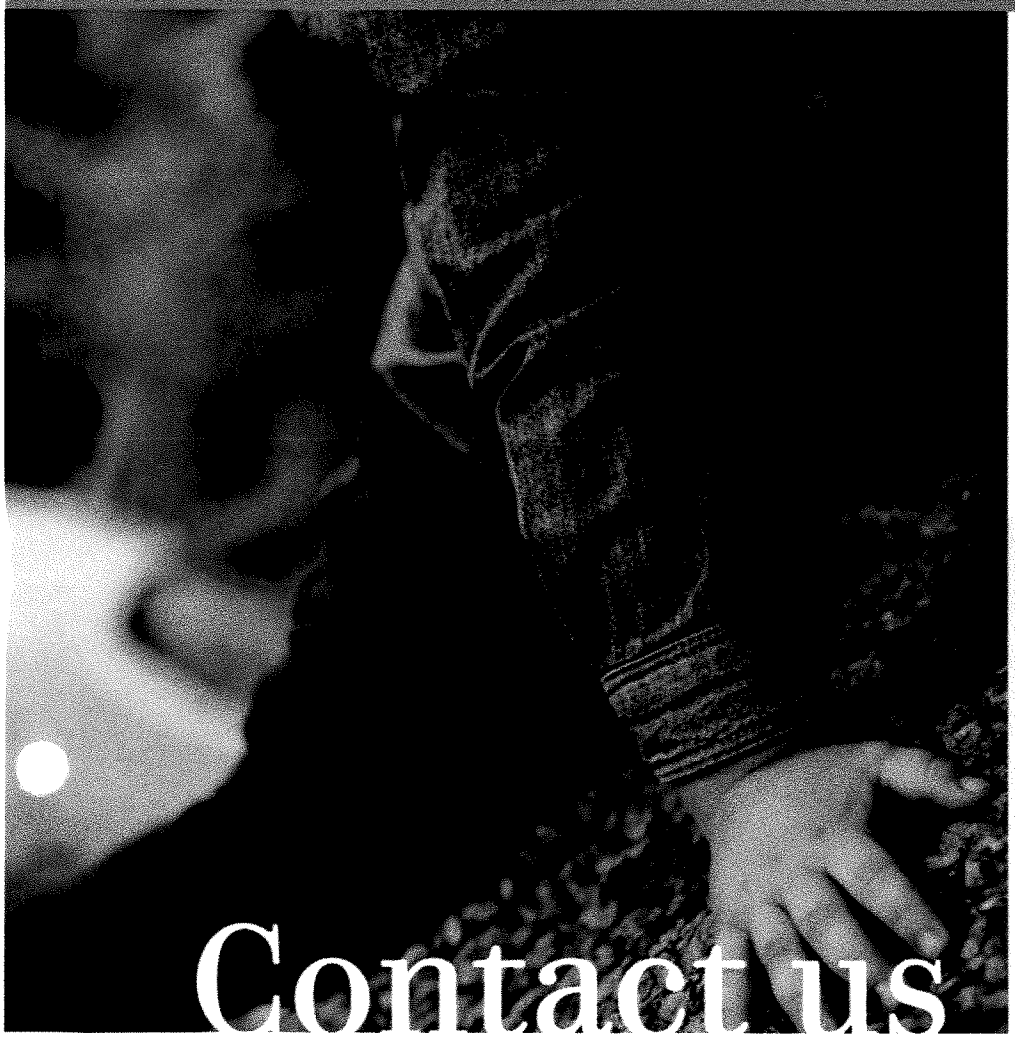
We also deeply appreciate our beloved early learning and care community for staying engaged with our work and actively participating in regular meetings.

We encourage everyone to review the 2025-2030 Strategic Plan alongside the 2024 Needs Assessment.

Both documents are available here:

https://www.marinschools.org/programs-services/services/early-childhood-education/marin-county-child-care-commission





Contact us

MARIN COUNTY CHILD CARE COMMISSION

LOCAL PLANNING COUNCIL

Marin County Child Care Commission
1111 Las Gallinas Avenue
San Rafael, CA 94903

415.499.5827

LPCcoordinator@marinschools.org

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

JENNIFER TROIA
DIRECTOR

GAVIN NEWSOM
GOVERNOR

January 6, 2025 PIN 25-01-CCP

TO: CHILD CARE FACILITY LICENSEES AND PROVIDERS

Original signed by Kevin Gaines
FROM: KEVIN GAINES
Deputy Director
Community Care Licensing Division

SUBJECT: **2024 CHAPTERED LEGISLATION AFFECTING CHILD CARE FACILITIES**

Provider Information Notice (PIN) Summary

PIN 25-01-CCP provides a summary and implementation information for legislation chaptered in 2024 affecting child care facilities. Most of the statutes referenced in this document became operative on January 1, 2025, except as otherwise noted.

The Assembly Bills (AB) and Senate Bills (SB) detailed in this PIN have been identified as "Action Required" or "Information Only." "Action Required" means that Department staff and/or licensees may need to take certain actions as required by statute. "Information Only" means that the chaptered bill contains details and changes that licensees should be aware of, but no immediate action is required. Licensees are advised there may be other new legislation and/or requirements outside of those included in this PIN, which may apply to their child care facilities.

ACTION REQUIRED

BILL INFORMATION	SUBJECT	PAGE
AB 772	Drop-in Child Care Medical Exemption	Page 2
AB 2317	Child Care Facility Anaphylactic Policy	Page 3
AB 2866	Swimming Pool Safety	Page 4

INFORMATION ONLY

BILL INFORMATION	SUBJECT	PAGE
AB 51	Early Childcare and Education: California State Preschool Program	Page 6
AB 176	Fire Clearance Requirements for Child Care Centers	Page 6
AB 262	Children's Camps: Safety and Regulation	Page 7
AB 1976	Occupational Safety and Health Standards: Naloxone	Page 7
SB 163	Early Learning and Child Care	Page 8

Action Required

The following information may require action by child care facility licensees. Effective January 1, 2025, Child Care Licensing may use any of the oversight and compliance activities currently available to ensure compliance with the statutes below.

AB 772, Chapter 933, Statutes of 2024

Drop-in Child Care Center Medical Exemption

Summary

AB 772 adds Health and Safety Code (HSC) section 1596.7916 to define the term "drop-in childcare center." The bill also amends HSC section 1596.799 to expand the exemptions provided to drop-in childcare centers.

Licensee Requirements & Implementation

Effective January 1, 2025, HSC section 1596.7916 was added to define a "drop-in childcare center" as any child care center that exclusively offers a program of services for which there is no contract or agreement between any child's authorized representative and the center for the regular or prearranged schedule of care for any child. Additionally, HSC section 1596.799 amended the following:

- Upon admission at a drop-in childcare center, if a medical assessment is not available for a child, the drop-in childcare center shall instead obtain a written health assessment completed by the child's authorized representative.
- The written health assessment does not require a physician's signature.
- The written health assessment must include the same information and be maintained in the same manner as a medical assessment required by Department regulations.

AB 2317 (Nguyen), Chapter 563, Statutes of 2024

Child Care Facility Anaphylactic Policy

Summary

AB 2317 requires the Department to create an anaphylactic policy that may be used by licensed child care facilities establishing guidelines and procedures to prevent a child suffering from anaphylaxis and may be used by trained staff during a medical emergency resulting from anaphylaxis. The bill also establishes new anaphylaxis training requirements within the 16 hours of Preventative Health and Safety Training pursuant to HSC section 1596.866. This includes training on the use of an epinephrine auto-injector within the current Pediatric First Aid and Pediatric Cardiopulmonary Resuscitation (CPR) Training courses.

Licensing Requirements & Implementation

AB 2317 amends HSC section 1596.866 to require, on or after January 1, 2026, at least one director or teacher at each child care center and each family child care home licensee to obtain training in a pediatric first aid or pediatric CPR course that includes instruction in the prevention and treatment of anaphylaxis, including the emergency use of epinephrine auto-injectors. Additionally, staff who have completed a course in pediatric first aid and pediatric CPR, on or before December 31, 2025, that did not include instruction in the prevention and treatment of anaphylaxis, including the emergency use of epinephrine auto-injectors, shall comply with this requirement for their next Pediatric First Aid and CPR Training renewal period. It is the intent of the Legislature that the training required by this section will be incorporated into the existing health and safety training requirements for a child care facility and will not require additional hours.

AB 2317 added HSC section 1596.7985 which requires CDSS, in consultation with the California Department of Education (CDE) and the Emergency Medical Services Authority (EMSA), to establish an anaphylactic policy. This policy will set forth guidelines and procedures recommended for child care facility trained staff to prevent a child suffering from anaphylaxis and to be used during a medical emergency resulting from anaphylaxis. The policy will be developed on or before July 1, 2027, published within a Provider Information Notice (PIN), and posted on the CDSS website on or before September 1, 2027. Child care facility licensees may begin implementing the anaphylactic policy on or after January 1, 2028.

Information Only

The following summaries are provided for informational purposes only. There may also be other legislation and requirements outside of those included in this section which may apply to CCLD facilities. Please be aware of and follow all requirements that may apply.

AB 51, Chaptered 618, Statutes of 2024

Early childcare and Education: California State Preschool Program

Summary

AB 51 adds Section 8222 to the Education Code, which requires the California Department of Education (CDE) to expand training programs and technical assistance for prospective contractors to meet requirements for Title 5 regulations to expand the number of California State Preschool Programs (CSPP) caring for three- and four-year-old children. The CDE will be required to develop early learning resources to develop and implement a one-time three-year outreach to prospective and new contractors.

AB 176, Chapter 998, Statutes of 2024

Fire Clearance Requirements for Child Care Centers

Summary

Effective September 30, 2024, AB 176 amended HSC section 1596.809 and HSC section 13235, rolling back the occupancy classifications and use requirements for issuing fire clearance approvals to child care centers. These amendments will remain in effect until January 1, 2027, or until the Office of the State Fire Marshal (OSFM) adopts new regulations pertaining to occupancy standards for child care centers, whichever occurs first.

The occupancy classifications for child care centers specified in Chapter 3 of the 2022 version of Title 24 of the California Building Code, which went into effect on January 1, 2023, are no longer effective. Instead, new license applicants seeking a fire clearance to operate a child care center and existing licensees seeking an updated fire clearance due to operational changes (such as increased capacity) will be subject to the prior occupancy standards and use requirements specified in Chapter 3 of the 2019 version of Title 24 Code, as they existed on December 31, 2022.

For any fire clearance inspections of child care centers that occur between January 1, 2023, and December 31, 2026, the 2019 version of Chapter 3 of Title 24 Code will apply, unless OSFM adopts new regulations applicable to child care centers before January 1, 2027. Additional information regarding AB 176 can be found in PIN 24-13.1-CCP.

AB 262, Chapter 341, Statutes of 2024

Children's Camps: safety and regulation

Summary

AB 262 requires the Department to prepare a report for the Legislature regarding approaches for children's camp health regulation and oversight no later than 24 months after funds have been appropriated for it. The Department may contract for consultation services and the preparation of it.

The report shall include the following recommendations:

(1) The definition of a children's camp.

(2) The government agency or agencies necessary to adopt and enforce regulations or written directives until regulations are adopted, including for approaches that may include a licensing program, relating to children's camps.

(3) Minimum health and safety requirements to protect children attending children's camps pursuant to this section's requirements.

(4) Cost estimates and a cost and benefits analysis for implementation of recommendations.

In preparing the report, the Department shall consult with a range of stakeholders, including, but not limited to, the Department of Public Health, the Department of Education, the Department of Industrial Relations, the Department of Parks and Recreation and the Office of the State Fire Marshal.

AB 1976, Chapter 689, Statutes of 2024

Occupational Safety and Health Standards: Naloxone

Summary

AB 1976 will require the Department of Industrial Relations to draft proposal for regulations before December 1, 2027, to revise Title 8 of the California Code of regulations (8 CCR) section 1512 and 8 CCR section 3400. The revisions will require first aid materials in a workplace to include naloxone hydrochloride or another opioid antagonist approved by the U.S. Food and Drug Administration, along with instructions for using it to reverse opioid overdose.

An individual who administers naloxone hydrochloride or another opioid antagonist approved by the United States Food and Drug Administration to reverse opioid

overdose in a suspected opioid overdose emergency shall not be liable for civil damages as provided in HSC section 1799.113 if the conditions in that section are met.

SB 163, Chapter 73, Statutes of 2024

Early Learning and Childcare

Summary

SB 163 amended HSC section 1596.86 to permit the California Department of Social Services (CDSS) to disclose license numbers, names, zip codes, and telephone numbers of small family childcare homes for the purpose of facilitating childcare placements in small family daycare homes. The specified small family childcare home information may be provided to individuals and entities, including, but not limited to, parents, legal guardians, and caregivers seeking daycare services and consumer education internet websites available to the public. The amendments to HSC section 1596.86 also permit CDSS to require an individual or entity to maintain confidentiality of any information provided pursuant to subdivisions (b)(1) or (b)(2).

ADDITIONAL INFORMATION / RESOURCES

If you have any questions, please contact your local Child Care Licensing Regional Office. The Department will communicate all new information to providers through PINs. Please sign up to be notified of new PINs here, and visit the Department's website for the latest PINs.

ASSEMBLYMAN

Juan Alanis

22ND DISTRICT

AB 318 – Streamlining Child Care Licensing

SUMMARY

Assembly Bill 318 (AB 318) will modernize the licensing process for child day care facilities by allowing credit card payments for initial application and annual licensing fees. The bill will also require DSS to accept electronic applications for licensure by 2027.

BACKGROUND

Under the California Child Day Care Facilities Act, DSS licenses and regulates daycare facilities. Currently, providers must pay initial application fees using limited methods, and applications are submitted by mail or in person. This outdated system creates delays and unnecessary hurdles for new providers.

Small businesses, including daycare providers, often face cash flow challenges. Credit card payments provide flexibility, allowing providers to pay fees immediately without waiting for checks to clear. According to the Federal Reserve, credit and debit cards account for 75% of all non-cash transactions, reflecting a shift toward digital payments. Additionally, checks pose security risks, as the Association for Financial Professionals reports they are the most vulnerable payment method, while credit cards offer greater fraud protection.

WHY THIS BILL MATTERS

Updating the child care provider licensing process by expanding payment options will reduce administrative burdens and delays. Providers who are disproportionately impacted by geographic barriers, those without reliable transportation, and individuals balancing work and family responsibilities will have greater flexibility in submitting their applications and payments.

Expanding electronic submission options also improves efficiency by reducing paperwork processing times and ensures non-English-speaking providers have more time to complete applications accurately. A modernized licensing system will help address California's childcare shortage by making it easier for new providers to enter the field.

IF ENACTED INTO LAW

If passed, AB 318 will allow child day care facilities to pay their initial application fees via credit card in addition to existing methods. This bill will streamline the licensing process while ensuring continued oversight and compliance with state regulations.

CONTACT

Daniella Timofeyev
(916) 319-2022
daniella.timofeyev@asm.ca.gov

Calaveras Children's Council Presents

IT TAKES A VILLAGE

Rain or Shine

Calaveras CHILDREN'S FAIR

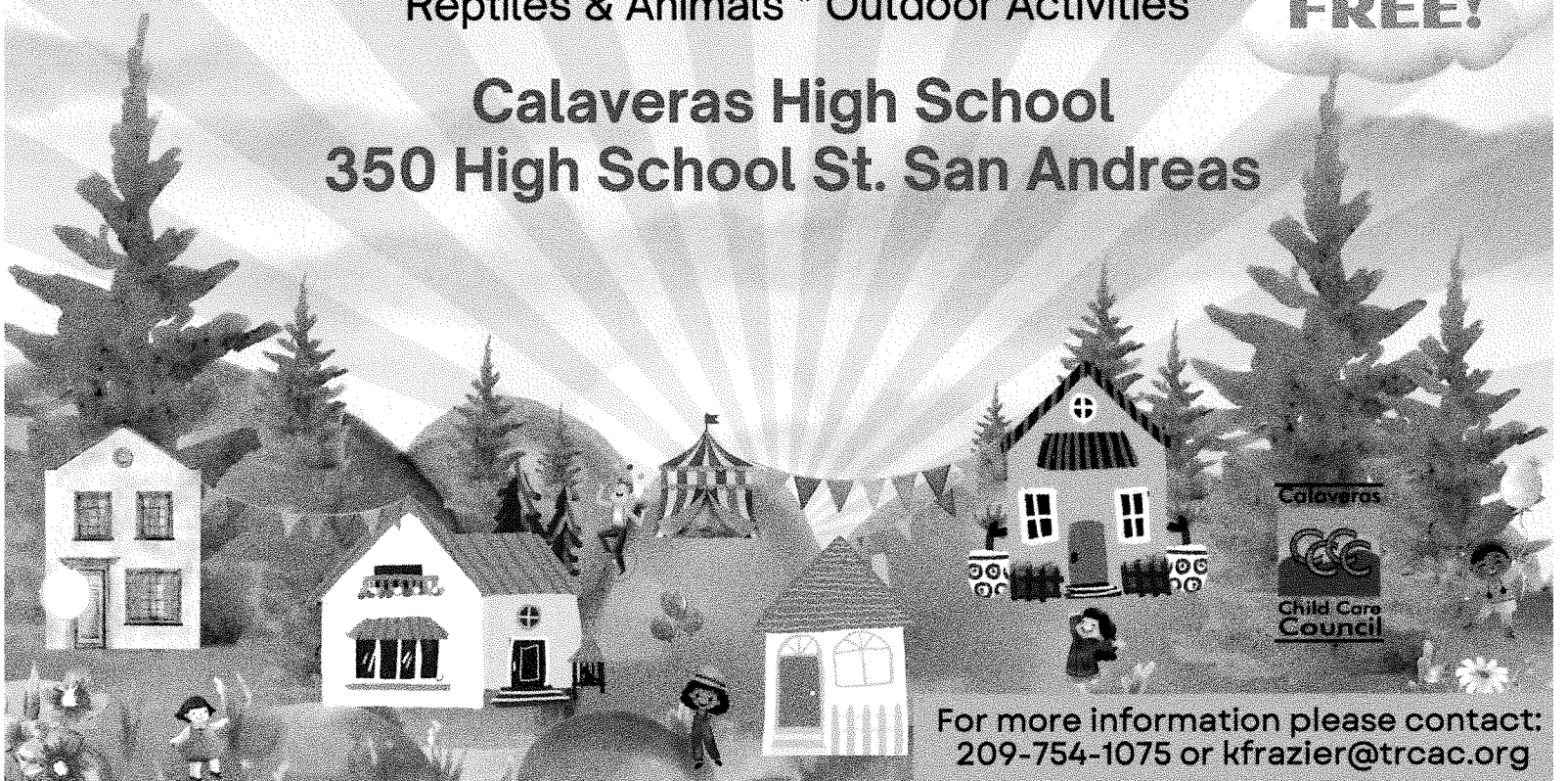
APRIL 5TH, 2025
11AM TO 2PM

For the safety of all attendees, please note that dogs are not permitted at this event.

Music * Public Health * Fire & Police
Community Resources * Lunch * Car Seat
Checkpoint * Face Painting
Reptiles & Animals * Outdoor Activities

FREE!

Calaveras High School
350 High School St. San Andreas



Calaveras Child Care Council

For more information please contact:
209-754-1075 or kfrazier@trcac.org

The mission of the Calaveras Child Care Council (CCCC) supports the development of affordable, accessible, quality child care which promotes the success of all children, their families, and the economy of our communities.

Calaveras County Child Care Council
Bylaws

ARTICLE I – NAME
The name of the local child care planning council for child care services in Calaveras County shall be known as the Calaveras Child Care Council (CCCC).

ARTICLE II – PURPOSE

***Section 1*:** The mission of the Calaveras Child Care Council (CCCC) is to support the development of affordable, accessible, quality child care. Which promotes the success of all children, their families, and the economy of our communities. We envision an inclusive, child care system that promotes healthy, successful children and youth.

Commented [SN1]: Delete, cleaned up sentence structure

Commented [SN2]: Add to reflect the vision and mission of CCCC

***Section 2*:** The purpose of the Calaveras Child Care Council shall be to comply with the provisions set forth in AB1542 (Ed Code, Chapter 2.3 section 8499.3 – 8499.7) and to provide a forum to identify and address local child care priorities, needs and issues.

The ~~Calaveras Child Care Council (CCCC)~~ determines local community child care needs through the development of needs assessments and a countywide child care plan. The Calaveras Child Care Council's goal is to partner with the community to promote the early care and education of children. We are committed to accessible and quality child care.

Commented [SN3]: Add to reflect the vision and mission of CCCC

ARTICLE III – FUNCTIONS
Section 1:
Every county in California has a state-mandated Local Child Care Planning Council funded by the California Department of Social Services (CDSS) and the California Department of Education (CDE). Local Child Care Planning Council (LPC) statutes require that every effort should be made by the appointing agencies to assure that the ethnic, racial, and geographic composition of the LPC is reflective of the population of the county.

Commented [SN4]: Add for clarification of LPC purpose

The function of the CCCC shall be to oversee the development and implementation of the Local Child Care Planning Grant.

Section 2: Recruit members, establish the term of appointment, and educate the members of the local planning council.

Section 3: Elect a chair and ~~select a staff~~, and vice-chair

Commented [SN5]: The process is completed through a job description, CCCC members can be a part of the hiring process

***Section 4*:** Conduct an assessment of child care needs in the county and document information gathered no less than once every five years in accordance with Education

Code, Section 8499.5(b). Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.

Section 5: Encourage public awareness and input in the development of the priorities as well as the rights and needs of children.

Section 6: Submit the results of the needs assessment and the local priorities identified by the local planning council to the Calaveras County Board of Supervisors and the Calaveras County Board of Education for approval prior to submitting them to the California Department of Social Services CDSS

Section7: Conduct a periodic review of child care programs funded by the California Department of ~~Education~~CDE ~~and~~Education and the California Department of Social Services CDSS to determine if identified priorities are being met.

Section 8: Collaborate with interested parties, including but not limited to subsidized and non-subsidized child care providers, the State/Local Children and Families (Prop.10) Commission, county welfare departments, and human service agencies, regional centers, County Board of Supervisors, schools and developers, job training programs, employers, integrated family service councils, parent organizations, early start family resource centers, family empowerment centers on disabilities, local child care resource and referral programs to foster partnerships designed to meet local child care needs with high quality programs and services.

Section 9: Facilitate community-based efforts to coordinate child care programs, including state preschool and Head Start, with other child care development services to provide full-day, full-year child care and development services based on guidelines and funding models approved by state and federal agencies
Coordinate part-day programs, including state preschool and Head Start, with other child care and development services to provide full-day child care.

Section 10: Review and comment on proposals submitted to the CDE/~~CDSS that~~ CDSS that concern child care to be provided within the geographic area covered by the local planning council. These comments shall in no way be binding on the CDE/CDSS in the determination of programs to be funded.

Section 11: Identify members from CCCC to serve as part of the team that reviews and scores proposals for child care service applications submitted to the CDE and/ or CDSS. CCCC representatives shall not review and score proposals from the geographic area covered by the CCCC.

Section 12: To advocate for a well-qualified, well-compensated core of child development professionals, which stresses continuous professional growth and education.

Section 13: Develop and implement a training plan to provide increased efficiency, productivity, and facilitation of LPC meetings.

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Commented [SN8]: Cleaned up language in sentence

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ARTICLE IV – MEMBERSHIP

Section 1: Voting members are recommended by the CCCC. On an annual basis Calaveras County Board of Supervisors and Board shall each approve one-half of the recommended applications submitted~~.~~, and one-half shall be approved by the Calaveras County Board of Education on an annual ~~.~~ ~~There~~basis. There shall be a total of ten voting members of the CCCC. The members shall be selected based on the following criteria:

A. Primary consideration is based on the contents of the application and references.

B. A member shall provide insight into the issues of child care, or other issues directly related to child care.

C. ~~b~~A member needs experience and a background in the child care ~~f~~ ~~A~~field. A member must demonstrate how their knowledge might enhance child care issues within Calaveras County.

D. The CCCC is committed to a balance of membership based on:

a) Ethnic
b) Racial
c) Geographic compositions
~~c~~)d) _____

E. Membership is appointed from each of the five following categories of representation:

a) Two members shall be consumers
b) Two members shall be child care providers
c) Two members shall be public agency representatives
d) Two members shall be community representatives
Two members shall be from any of the above categories or at the discretion of the

E. :LPC Composition (WIC 10485). The local planning council shall be comprised as follows:

a. 20 % consumers, defined as a parent or person who receives, or who has received within the past 36 months, child care services

b. 20% child care providers as defined as a person who provides child care services or represents persons who provide child care services

c. 20% public agency representatives, defined as a person who represents a city, county, city and county, or local education agency

d. 20% community representatives, defined as a person who represents an agency or business that provides funding for child care services, or who advocates for child care services through participation in civic or community-based organizations but is not a child care provider and does not represent an agency that contracts with the CDSS to provide child care and development services.

a)
b)

G. A member must show involvement in and support from the organizations, agencies, and constituencies they represent and be willing to be a liaison between them and the CCCC.

H. Voting members shall be entitled to receive agendas, minutes, and all other materials related to the CCCC, may vote at meetings of the CCCC, may hold office and may serve as Chairpersons of Council committees.

Commented [SN12]: Clarified language

Commented [SN13]:

Commented [SN14]: Clarified language because consumers may not always have experience or a background in the child care field, but have knowledge.

Commented [SN16]: Delete line items in red font to reflect the composition in the funding terms and consitions of the LPC.

Section 2: Requirements and Responsibilities of Voting Members

A. All voting members must:

a) Have a direct interest in, and commitment to the improvement of child care services in the county.
b) Demonstrate knowledge of child care or related issues in the county and an interest in, and commitment to, the improvement of child care services.
c) Attend CCCC meetings.
d) Attend CCCC planning sessions, retreats and full-day trainings.
e) Participate actively.
f) Whenever possible, serve as a conduit for information to and from the constituency they represent.
g) Share responsibility for the leadership of the CCCC and its committees.
h) Become familiar and adhere to the Brown Act for public meetings.
i) Be willing to adhere to the CCCC Conflict of Interest Code, and file a Form 700 Statement of Economic Interests with the Fair Political Practices Commission annually.
j) Upon term expiration, or termination (voluntary or otherwise), the member must file a Form 700 Statement within 30 days of receipt from the Calaveras County Elections Department Clerk Recorder.

Commented [SN17]: Correct language no longer the Elections Department

***Section 3*:** Procedure for filling vacancies:

A. A vacancy is declared by the CCCC Chairperson at the first Council meeting following the expiration of a member's term or the receipt of a letter of resignation. The opening is posted at the County Superintendent of Schools (CSS); BOS and local newspaper, and applications are accepted for a minimum of 30 days. In the event of a vacant position applications will be accepted until the vacancy is filled.

Commented [SN18]: Clarified acronym

B. Upon request, the CCCC staff will send potential applicants a membership packet that will include CCCC mission, vision, guiding principles, bylaws and application.

C. The CCCC coordinator will screen for completeness of the applications; incomplete applications will be returned to applicant. Completed applications will be reviewed and the membership committee will make recommendation at the next formal meeting. All applications received will be placed on the agenda for the next available meeting.

D. Copies will be distributed to CCCC members at the scheduled meeting for review and vote. The committee will summarize applicant qualifications / representation and make recommendation for approval / non-approval at the next scheduled meeting.

E. CCCC staff will notify applicants of approval or denial by mail.

Commented [SN19]: Simplified to include any means of communication

F. The BOS and CSS shall approve membership annually in January March.

Commented [SN20]: The timeline has changed in funding terms.

***Section 4*:** Alternates

A. There shall may be up to two alternates on the CCCC.

Commented [SN21]: Changed from shall to may in the event there is no alternative

a) Alternates shall have all the rights and responsibilities of the voting members (Article IV, Sections 1 & 2).
b) Exercise their right to vote during the absence of a regular voting member (unless there is a conflict of interest).
c) Alternates will be assigned an A and B position.

d) Beginning the month after annual membership November, Alternate (A) will have the right to vote even months, preceded by (B) odd months. This cycle will continue throughout the year.
e) In the case that it's a month for alternate A to vote and A is absent, alternate B will have the right to vote.
f) On a month when two members are absent, both alternate A and B will have the right to vote.

B. Selection of Alternates
a) Alternates shall be selected in the same manner set forth for regular members (Article IV, Section 3).
b) Alternates will be appointed as Discretionary Representatives.

Section 5: Length of Membership
A. The term of membership shall be three full years, terms will be set and will alternate.
B. CCCC terms will commence on the day of the November meeting and end on the day of the November meeting of the term year ~~the fiscal~~the fiscal year (July 1st-June 30th).. The CCCC will designate the initial length of membership.
C. A member who has served a full term must reapply for membership and be selected as set forth in Article IV, Section 3.
D. A member who has served less than 50% the full term may not be recommended for a new term.

Section 6: Applications for Membership
A. The Membership Committee will convene the 1st week of August to identify term expirations and positions to be filled.
B. The Coordinator will advertise open positions and accept applications throughout the year as positions are deemed open.
C. The Committee will reconvene and make recommendatiosn to be palced on the October agenda, ten (10) days prior to the meeting.
-D. New members will be oriented and seated throughout the year as applications are submitted

Section 7: Termination of Membership
A. Voluntary Terminations: Membership in the CCCC may voluntarily terminate at any time.
a) Resignation must be submitted in writing.
b) One letter of resignation must be submitted to the CCCC Chairperson.
c) One ~~letter~~original letter of resignation must be submitted to the Calaveras County Elections Department ~~Clerk~~ Recorder.
d) Upon resignation the member must file a Form 700 leaving office statement, which will be sent to the member by the Calaveras County Elections Department Clerk Recorder.

B. Involuntary Termination:
a) A CCCC member who does not attend at least six (6) meetings in a one-year period (November to October) fiscal year will be terminated in accordance with the attendance policy attached to these Bylaws.

Commented [SN22]: Deleted to reflect membership occurring on a fiscal basis
Commented [SN23]: To clarify proceed for alternatives
Commented [SN24]: Delete November to reflect fiscal year
Commented [SN25]: Reflect fiscal year, since the contract operates in a fiscal year.
Commented [SN26]:
Commented [SN27]: Applications are submitted as there are openings on the Council
Commented [SN28]: Delete to reflect applications are open throughout the year if there is a vacancy.
Commented [SN29]: Delete to reflect original is not needed.
Commented [SN30]: Reflect new language of the Department
Commented [SN31]: Reflect Name change of department
Commented [SN32]: Change to reflect fiscal year

b) Fails to meet the responsibilities of membership, as specified in Article IV for a three-month period will be terminated.
c) The CCCC may make a determination that such absences and failures can be based on extenuating and short-term circumstances, therefore avoiding termination.
d) Any CCCC member whose conduct is prejudicial to the benefit of the children, parents, the community or the CCCC mission shall be terminated by a vote of 2/3-majority vote of the CCCC. Due process shall be carried out according to the Grievance Policy of the CCCC Bylaws in Article VII.

Section 8: Member Reimbursement

A. CCCC members will not be reimbursed for attendance at meetings.

B. Family child care and private child care center providers that are members of the CCCC, or solicited to attend a CCCC meeting, training or retreat designed to gather information related to a CCCC goal, may request reimbursement for the cost of a substitute while they attend CCCC meetings. Reimbursement limits shall not exceed $20 per hour in accordance with the Child Care Substitute Reimbursement Policy attached to these Bylaws.

C. Consumers that are members of the CCCC may request reimbursement for the cost of child care and mileage while they attend CCCC meetings. Reimbursement shall not exceed $20 per meeting in accordance with the Consumer Reimbursement Policy attached to these Bylaws.

D. Members may request reimbursement for Council approved trainings as outlined in accordance with the training and travel policy attached to these Bylaws.

E. Members may request reimbursement for supplies for training or outreach activities related to CCCC functions that have been properly approved and budgeted.

ARTICLE V -QUORUM AND VOTING RIGHTS AND REQUIREMENTS

Section 1:

A. A quorum is necessary to conduct business and make recommendations. A quorum shall be constituted by the presence of a majority of the filled voting membership.

B. Unless otherwise specified, a majority of those voting is required to take any action. Each voting member shall be entitled to one vote. All voting must be in person at an appropriately noticed meeting in accordance with the Ralph M. Brown Act.

Commented [SN33]: Add language

C. In the absence of a regular voting member an alternate as specified in Article IV, Section 4, will be allowed to vote.

D. All voting members and alternates must abide by the CCCC Conflict of Interest Policy attached to these Bylaws.

ARTICLE VI – MEETINGS

Section 1: Open and public in accordance with the Ralph M. Brown Act

All meetings of the CCCC shall be open and public with the minutes recorded and agenda posted, all interested persons shall be permitted to attend such meetings. Time shall be set aside for limited public comment on items not on the posted agenda.

Section 2: Agenda items

Items may be placed on the agenda by placing the request in writing or by email or fax, to the Coordinator fourteen (14) days prior to the regular scheduled monthly meeting. All reasonable requests will be considered for placement on the agenda; however, CCCC business will receive priority.

Section 3: Notice
Written notice of each regular meeting of the CCCC, specifying the time, place and agenda items, shall be sent to each member not less than seventy-two (72) hours(before the meeting. Further, the agenda shall be posted in a public notice area in accordance with the Ralph M. Brown Act not less than seventy-two (72) hours prior to the meeting. The CCCC will send notices to the BOS and CSS to post in public.

Section 4: Regular meetings
CCC meetings shall be held oncle a month during the calendar year, third Tuesday of the month. CCCC meetings shall be held regularly during the fiscal year no less than eight times a year. "Workshop" training and information meetings will be held as established in advance by the CCCC.

Commented [SN34]: Changed language to support council meetings if there is no quorum.

Section 5: The Chairperson may call Special meetings when the CCCC matters require such action, or when requested by three or more members of the Council. In order to hold a special meeting, advanced notice of such meeting shall be given to each member of the CCCC, at least twenty-four (24) hours before the time of the meeting, stating the time, place and the business to be transacted, and no other business shall be considered at a special meeting.

Section 6: The rules contained in the current edition of 21st Century Robert's Rules of Order shall govern the CCCC in all instances when they are applicable and not inconsistent with these bylaws and any other special rules the CCCC shall adopt.

Commented [SN35]: Delete to support the most recent edition

Formatted: Superscript

ARTICLE VII – OFFICERS
Section 1: The officers of the CCCC shall consist of the Chairperson and Vice-Chairperson. The Chairperson and Vice-Chairperson shall be selected by majority vote from the membership of the council at the November meeting each year and shall serve for one year. The CCCC staff will act as Secretary.

Section 2: Duties of Officers:
A. It shall be the duty of the Chairperson to call and preside over meetings of the CCCC.

B. It shall be the duty of the Chairperson to receive resignations, grievances, and to announce vacancies as they occur.
C. Shall appoint committees and committee chairpersons as needed.
D. It shall be the duty of the Vice-Chairperson to assist the Chairperson as needed and to perform the duties of the Chairperson in the Absence of that officer.
E. In the event that the Chairperson and Vice-Chairperson are both absent from the meeting then procedures stated in Robert's Rules of Order will be followed.

F. The CCCC staff shall act as Secretary to record members' attendance, as well as minutes at all CCCC meetings, and provide legal notice as required.

Section 3: Nomination and Elections

A. Nominations

a) In September At the last meeting of the fiscal year, the Chairperson shall encourage CCCC members to consider nominations for new officers.

b) At the first meeting of the fiscal year, nominations for officers will be accepted taken at the October meeting.

B. Elections

a) Elections of officers shall be held at the November first meeting of the fiscal year.

b) Votes shall be public, and there will be no secret ballots.

c) The candidate for office that obtains a majority vote will be considered elected for the term.

d) In the case of a tie vote there will be a runoff between the top candidates immediately following the vote count.

e) The term of office shall be one (1) year, commencing the second meeting of the fiscal year. December 1 of each year or the year that membership ended.

Section 4: Resignations

Any officer may resign by filing written resignation with the Coordinator, Chairperson, or to the Vice-Chairperson if the resigned is the Chairperson.

Section 5: Recall

The Chairperson or Vice Chairperson shall be considered for recall from office upon written petition of twenty-five percent (25%) of the members. Consideration of this petition will be placed on the agenda of the next meeting. A recall requires a fifty-one percent (51%) vote.

Section 6: Vacancies

Upon vacancy in the office of Chairperson or Vice Chairperson, nominations shall be accepted at the meeting in which the vacancy is announced. A list of the nominees shall be mailed prior to the vote with the minutes of the next meeting. A vote shall be taken at the next CCCC meeting and the election shall proceed as under Section 3. If the office of Chairperson is vacated after the May January meeting (a minority of the term), then the Vice-Chairperson shall fill in the remaining months of the term.

ARTICLE VIII – COMMITTEES

Section 1: Committees

All standing committees must abide by the Ralph M. Brown Act.

The CCCC standing committees are Budget, Implementation Plan and Membership.

A. Committees to address special needs or requirements of the CCCC may be appointed by the Chairperson as needed.

B. Any member may suggest the creation of a committee when it appears necessary, and such committee may be established upon majority approval of the CCCC.

C. Ad Hoc committees are defined as time-limited committees with designated purposes.

Commented [SN36]: Delete in September and add the last meeting of the fiscal year to keep consistency

Commented [SN37]: Keep language consistent

Commented [SN38]: Delete

Commented [SN39]: Delete

Commented [SN40]: Delete

Commented [SN41]: Delete, does not occur through USPS

Commented [SN42]: delete

~~D~~ Every member must be on at least (1) standing committee.

Commented [SN43]: Delete

E. Unless otherwise specified, membership in each committee shall be open to both members and non-members of the CCCC.

F. Any committee may be disbanded upon affirmative majority vote of the CCCC.

ARTICLE IX – FISCAL POLICIES

Staffing and other costs related to contract requirements are the responsibility of The Resource Connection (the fiscal agent); after these costs have been determined the Budget Committee will recommend the remaining allocations for approval by the CCCC. With the Council Coordinator, the Committee shall develop a proposed annual budget, oversee implementation of the Council financial policies, guide the Council on monetary matters, and review and recommend changes in financial policies and procedures within Council control.

The Committee members include the Council Coordinator who will also act as a The Resource Connection Child Care Resources Liaison (representing the fiscal agent) and at least two additional members. At no time will the committee consist of a majority of The Resource Connection staff or staff from another entity that could benefit from decisions.

The Budget Committee is delegated the power to act for the Council between meetings when financial decisions are determined to benefit the mission of the Council. In the event that a fiscal decision would be beneficial to the Council and the Committee members are not available the Coordinator should attempt to seek support from other Council members prior to making a fiscal decision, however, if time does not permit such action the Coordinator has the authority to make the decision. Such actions shall be reviewed at the next Council meeting.

Except as noted above, all allocations, disbursements, or other commitment of public funds that are subject to the control or recommendations of the CCCC shall duly be made only upon agendum motions that are seconded and approved by a majority vote.

ARTICLE X – GRIEVANCE POLICIES

Section 1: The CCCC encourages members and the community to voice concerns or disagreements pertaining to actions or decisions of the CCCC by contacting the Chairperson or Coordinator directly. This provides the opportunity for problems issues to be identified and solutions to be sought to rectify the concern or disagreement. After every attempt has been made to resolve the concern or disagreement the member or community representative may submit the complaint(s) in writing to the CCCC Chairperson or CCCC Coordinator 14 days prior to the regular CCCC meeting. The Chairperson will present the grievance at the next meeting and the CCCC will hear the complaint and attempt to resolve the problem.

Commented [SN44]: Delete problems and change to issues

Section 2: If the problem is not solved at the CCCC level, an appeal may be made ~~to~~ ~~The~~to The Resource Connection's Executive Director Chief Administrative Director in writing. Community grievances will proceed as follows:

Commented [SN45]: Changed language to reflect current position within TRC

A. The Resource Connection's Executive Director and Chief Administrative Director will hold a hearing and make a determination within 15 days after notification of a problem.
B. An appeal may be made to The Resource Connection's Board of Directors within 15 days thereafter to review the action and make a final determination within 30 days.

Commented [SN46]: Changed language to reflect current position within TRC

ARTICLE XI – ANNUAL PROGRAM EVALUATION

Section 1: The CCCC shall evaluate program activities annually during the first quarter after the end of the fiscal year (FY).
A. The CCCC shall review activities to evaluate the program effectiveness and to determine whether activities mandated in the CDE and CDSS contract and the CCCC Strategic Plan Countywide Evaluation Plan have been met.
B. The CCCC shall evaluate the Council staff's work performance in relation to the job functions.
C. The CCCC shall evaluate the Fiscal Agent's performance in relation to the CCCC functions.

Commented [SN47]: Add CDSS

Commented [SN48]: Changed language to meet funding terms and conditions

ARTICLE XII- BY-LAW AMENDMENTS AND REVISIONS

Section 1: Amendments
These Bylaws will be reviewed annually during the first quarter after the end of the fiscal year (FY), and may be amended in the following manner: B. These Bylaws may be amended by a majority vote of a quorum of the CCCC at any regular or called meeting.
C. Members initiating the amendment must submit the proposed change in writing to the Chairperson or Coordinator fourteen (14) days prior to a regular CCCC meeting or special meeting.
D. The amendment shall have been submitted to each CCCC member seven (7) days prior to the meeting and posted with the meeting agenda in accordance with the Ralph M. Brown Act.
E. All amendments must be approved by the CCCC with notification to the Calaveras County Board of Supervisors, Calaveras County Board of Education, and the CDSS
Section 2: Revisions
A. In the event that the majority of the CCCC feels that these by-laws need to be revised, the Chairperson shall appoint a Bylaws Committee.
B. All members will be notified of the committee and be invited to submit changes to the committee for consideration.
C. The proposed revisions shall be submitted to the Chairperson or Coordinator fourteen (14) days prior to a regular CCCC meeting.
D. The revisions shall have been submitted to each Council member seven (7) days prior to the meeting and posted with the meeting agenda in accordance with the Ralph M. Brown Act.
E. All revisions must be approved by the CCCC with notification to the Board of Supervisors, Superintendent of Schools, and the California ~~DepartmentOf~~Department Of Social ~~Services.~~Services. California Department of Education

Commented [SN49]: Remove CDE and changed to CDSS

Initial Adoption February 17, 1998

Section 8 Board of Supervisors, schools and developers

Amendment to Bylaws
Article III Functions
Section 9 child care programs

Amendment to ARTICLE IV-MEMBERSHIP
Section 1 – Remove line item F
Section 3 – E remove within 7 working days

Amendment to Article VI – MEETINGS
Section 3- remove not less than seven (7) days to not less than (72) hours

Amendment to Bylaws
Article VI Meetings
Section 4 remove time

Amendment to Bylaws
Article VII – Officers
Section 1 remove Secretary/Receptionist replace with staff

Amendment to Bylaws
Article VII – Officers
Section 2 –E Absence of Chairperson and Vice-Chairperson
Section 2 –F remove Coordinator or designated

Amendment to ARTICLE VII – OFFICERS
Section 2: Duties of Officers

Amendment to ARTICLE XI – ANNUAL PROGRAM EVALUATION
Section:- change from annually each June to: "in the first quarter after the end of the fiscal year (FY)." (amended on Oct 5, 2010)

Amendment to Article IV, Section 8 – Reimbursement for family child care or private child care center operators to attend meetings. Amount increased to $20/hr.

Amendment to Article IV, Section 5 – Length of Membership
A. The term of membership shall be three full years, terms will be set and will alternate. ~~for 50% of each membership category. The remaining 50% shall have a term of four full years.~~
B. CCCC terms will commence on the day of the November meeting and end on the day of the November meeting of the term year. ~~The CCCC will designate the initial length of membership.~~
C. A member who has served a full term ~~(3 or 4 year as designated when appointed)~~ must reapply for membership and be selected as set forth in Article IV, Section 3.

D. A member who has served less than 50% ~~(or 75%)~~ of the full term may be recommended for a new term.

Attachment #11
Article IX – Fiscal Policies

Absence Procedures

Absence. If the chair is absent from a meeting or must leave the meeting for any reason, a temporary chair must be appointed. The procedure depends on the organization's bylaws. In most instances, if the organization has one or more vice president, the most senior vice-president in attendance becomes the acting chair in the president's absence. If there is more than one vice-president, they should be called in order of seniority. If the organization does not have a vice-president, the chair may appoint a temporary chair, called a *chair pro tem.* The appointment is valid only for the duration of the meeting. If the chair has not appointed a chair pro tem, the clerk/secretary becomes the acting chair. If the clerk/secretary is not present, any member can call the meeting to order and see to it that a chair pro tem is elected. The appointment is valid only for the length of the meeting.

The Calaveras Child Care Council Bylaws specify: how the organization is governed, what its purpose is, how someone can become a member, the duties and obligations of members, how officers are elected, and each officer's duties, how many meetings there are in a year, when and where the meetings are held, the names of the standing committees, the name of the parliamentary authority, and how the bylaws are amended.

It is important as a member to read and become familiar with the bylaws. The following information is helpful in understanding how organizations are governed.

If an organization is affiliated with a parent organization, then the bylaws must agree with the provisions of the parent organization. If the bylaws disagree, then the parent Organization's bylaws take precedence. That means if there is a conflict between the parent organization's bylaws and the affiliate's bylaws, the affiliate must change its bylaws to agree with the parent organization.

If an organization is incorporated, the corporate charter takes precedence over the bylaws. And state and national laws take precedence over corporate charters, and bylaws.
If governing documents were assigned a ranking order, the highest would be federal law. Then state law, corporate charter, bylaws, special rules of order, standing rules, and finally the parliamentary authority.

A chart would look like this:

FEDERAL LAW
STATE LAW
CORPORATE CHARTER
CONSTITUTION/BYLAWS
SPECIAL RULES OF ORDER
STANDING RULES
PARLIAMENTARY AUTHORITY

(Remember that a parliamentary authority is a reference book that helps the members decide what to do when the organization has no written rules concerning how things shall be done.)

So when an organization is having a problem with voting, or officers, or meetings, the members should look first in all the documents that govern the organization, including standing rules and special rules of order. Then if the answer can't be found in those documents, then go to the parliamentary authority. It is important that ALL members have a copy of the documents that govern them because it is each member's responsibility to see that all the rules governing them are being followed.