



**Alameda County Child Care Planning Council**  
**LINCC Committee**  
**May 20, 2010**  
**MINUTES**

**In Attendance:**

|                |                            |
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| Kim DiGiacomo  | Child Care Fund            |
| Lisa Erickson  | First Five                 |
| Jay Wang       | Low Income Investment Fund |
| Melinda Martin | Consultant, ACOE           |

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| Pam Buckholz   | 4Cs |
| Linda Bridgman | 4Cs |

**Planning Council Staff:**  
Ellen Dektar

**I. Welcome, Announcements**

The State Budget cuts to child care were discussed. School districts are calculating how to curtail their programs by July. It is unclear whether the Governor wants to save either half day or full day state preschool. 3 and 4 year old full day programs may be saved. The significance of pulling all of the Title 5 funds out of Prop 98 means it won't be partnered with K-12 when money comes down for COLAs so COLAs would not be as likely.

Announcements: There will be a facilities training in San Francisco on Wednesday by national child care facilities experts Lewis Torelli and Chuck Durette. Melinda was amazed at the transformation of St. Mary's preschool at 17<sup>th</sup> and San Pablo, after two LIIF grants and other support. They have sufficient space and staff. The gardens are growing in. *Lisa will talk with City Slicker about using child care centers for outreach.* The Hayward Fire Inspection rate was recently increased to \$800 annually. New large family child care homes are required to pay \$800. Older programs are required to pay \$600 over two years. Many older homes reclassified themselves as small family child care in order to avoid the fee. The fire marshal scope of work for this high fee is basically checking batteries in the smoke alarm and assuring that the fire extinguisher is charged. Large fcc homes want to meet to discuss this policy and Pam will attend as an individual. *LINCC should write another letter regarding the implementation of this policy.* There was not clear notice of planned implementation.

Lisa announced that the First Five Commission meeting is Thursday. They are adjusting their strategic planning to address their anticipated 40% decline in revenue in the next three years. The big decision is whether to fund universal or targeted programs. The rationale behind concentrating services is to show an improvement in child outcomes which then could justify or generate new funds. The alternative would be cutting programs 20% across the board.

**II. ELQIS and The Child Care Fund and Business and Facilities Assistance**

Kim provided a quick overview of LIIF's business support plans for their child care facilities grantees. Jay will work with a few centers that receive facilities grants. The first year will pilot the technical assistance with 3-5 centers. Most centers will be assessed using 4-5 areas from the Program Administration Scale (PAS). Then LIIF will select agencies to work with for technical assistance and Jay may hire consultants depending on each center's needs. Targets would be churches, and non California Department of Education (CDE) contractors that are facility grant recipients.

Jay described LIIF's current business technical assistance activities in San Francisco and his experience providing technical assistance. Previously he oversaw SFUSD child development programs and was preschool director at a program that received CDE and other funds. He teaches an administration course at San Francisco City College for teachers. He mentors with 7-8 agencies to make sure people



stay in the field. LIIF has started 10 centers and the program administrators keep returning to his class with questions regarding how to keep a program open once it is built.

LIIF's Board workshop will be offered. It stresses reviewing financial statements and analyzing incoming and outgoing revenue. Some agencies managed four to five sites and had program budgets rolled into one big agency wide budget.

**Questions and Issues Related to Business TA Development:**

- Who will identify and train the trainers? People in LIIF's current ta pool will be used, with additional former center directors used to expand the pool. *Jay and Melinda should interview candidates for the consultant pool to make sure they have the relevant expertise. A preference will be given to people with direct child care management experience*
- First Five's Coaching Institute will start in the Fall at F5: It will address exemplary coaching practices—like how to cultivate providers' skills vs. doing things for them. Perhaps the business consultants could participate or another link could be made to this material.
- Staffing issues: Assistance should include staffing issues, such as position control and staffing ratio analysis. "All of your management perspectives need to be influenced by finances."
- Overview of Basic Components:
  - 1) HR practices that are consistent with federal, state and local laws
  - 2) Finance/budgets, including how to read financial statement. (Required hour a month with bookkeeper and director).
  - 3) Evaluative feedback loop—to tell the story and make sure it is working

*Melinda would like to be sent a schedule of the HUD income levels.*

**Challenges Will Include:**

- Getting information from directors in timely manner
- Dependency on ta providers is a problem
- How to involve teachers when making big decisions  
(In the Reggio, Teacher pyramid model, for example, teachers work with children half day, plan half day in a half day program but this isn't reality for most teachers).
- "Tunnel vision ta"—when it is conflicting for provider; may have a caseworker and one action plan that all the specialists can feed into

**Operationalizing the Plan:**

- 1) June: The Evaluation Framework with 4-5 sub scales auditing HR and financial practices will be developed.
- 2) July:
  - LIIF will write RFQ and it will be distributed



- The Program Administration Scale will be conducted for every grant recipient but follow up will only be piloted with 2-3 sites. Ideally, PAS would be used prior to Child Care Fund grants being awarded.
  - Melinda, Jay and Kim will meet: to discuss ta content and tools
  - RFQ responses collected
- 3) Business ta providers will attend First Five Fall coaching institute and also have a separate business coaching meeting to build their capacity to meet fundamental needs
  - 4) There should be a meeting with child care intermediaries to build their capacity to understand resources and possibly offer direct assistance to child care providers
  - 5) Develop action plan that has tiers to program development: and different entry points for providers.

AB 212 could be improved by having assessor and facilitator help programs assess what they want vs. free associating about their training needs. The evaluations of the trainings always looks good but how do you implement it in classroom with financial, ratios, and the ongoing structural barriers that still exist? Pam thinks you need to write about how things change over the course of the year, vs. collecting certificates.

### III. **ELQIS Business and Facilities Update**

Time did not permit discussion of this item.

### IV. **Review, discuss and refine resources for Child Care Fund playground/outdoor grants**

Time did not permit discussion of this item.

### V. **Set next agenda, adjourn**

We will continue discussing business technical assistance development. Kim can show LINCC her “before and after” slideshow of Child Care Fund grantees and provide a summary of her Capstone on children’s natural play spaces and pros and cons. Ellen can make a presentation on LINCC’s FCC Permit kit which is a presentation that includes video clips.

At the July meeting we can start to develop written policies for the Child Care Fund business training. For instance, what happens when a multi site organization like Kidango receives a Child Care Fund grant? The business technical assistance model needs to be outlined. What happens with emergency grants? If folks undergo the PAS and they are not ready, what happens?

Expectations and requirements for the TA process need to be outlined. The philosophy issue is a training issue—for example within the center an administrative person has to be responsible for new practices. An MOU needs to be developed that includes hours expected of the provider. However, expectations, time requirements, and other specifics will be case by case. The consultant groups with Jay as the lead will be another layer that assesses the progress and compatibility of the work with the provider. The balance needs to be consistently assessed.



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The goal is to use this pilot process to learn from before trying to expand business to capacity. It will be used to determine cost factors and hours needed to truly address business to issues. Then the conclusions can be brought to the CCPC.

LIIF will be collaborating with the resource and referral agencies to provide some business related trainings. The trainings will be financed with resource and referral administered training dollars. Kim will find workshop instructors and curriculum. There will probably be one workshop in the Fall and one in the Spring at minimum. Linda asked about timelines so the trainings can be publicized and said that if the trainings are geared to directors they don't need to be confirmed by August. They do need to be a part of the resource and referral agency training plan. A Caring for Your Building workshop will be held in each region.

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| <b>Next Meeting: June 17, 2010</b> |
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