



# Orange County Child Care and Development Planning Council

## STANDING RULES

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### SECTION 1 – GENERAL

#### 1.1 Introduction

The Standing Rules supplement the Orange County Child Care and Development Planning Council (Council) Bylaws, Assembly Bill 1542<sup>1</sup>, and all laws, regulations, and policies pertaining to public bodies in California.

- Should there be a conflict between these Standing Rules and the other written authorities, the other authorities shall take precedence.
- The Standing Rules' purpose is to provide guidance regarding the procedures, expectations, and standards of the Council. They may be suspended, amended, or rescinded according to Robert's Rules of Order.

#### 1.2 History

In 1991, California Assembly Bill 2141 created a Child Care and Development Planning Council in each county in California. The purpose of the councils was to establish local priorities for distribution of Federal Block Grant subsidized child care monies. The Orange County Child Care and Development Planning Council was established in August

1991, by the County of Orange Board of Supervisors and the Orange County Superintendent of Schools. Since 1994, the California Department of Education, Child Development Division, has funded the Council. The fiscal agent and contract administrator for the Council is the Orange County Superintendent of Schools.

Since its beginning, the Orange County Child Care and Development Planning Council's role has expanded from issues of subsidized child care services to a wide range of child care issues affecting Orange County families. In 1997, with the passage of AB 1542<sup>1</sup>, the California Work Opportunity and Responsibility to Kids (CalWORKS) Act, the Council has received legislative mandates that include identification of Orange County's child care and development needs and preparation of the long-range Countywide Child Care Plan to meet these needs.

The Orange County Child Care and Development Planning Council builds partnerships and collaborates with community organizations to help meet the child care needs of the community. Council members are volunteers who are interested in issues affecting Orange County's children. They represent a cross section of Orange County's businesses, parents, city and county governments, school districts, child care providers, and community based organizations.



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#### 1.3 Vision, Mission, and Values

The following statements constitute the adopted vision, mission, and values of the Council.

- **Vision**

All children in Orange County will have access to quality child care and development services.

- **Mission**

The mission of the Council is to mobilize public and private resources and foster partnerships to address the child care and development needs of Orange County children, families, and child care providers.

- **Values**

Diversity:

We recognize the unique needs of every child and family and work to encourage a broad spectrum of delivery service models.

Parental Control:

We believe families are entitled to choose the type of child care that meets their individual needs. We further believe that families are entitled to the information needed to make those choices.

Quality:

We seek to mobilize resources and facilitate linkages and partnerships to enhance the delivery of child care services for children, families, and providers.

Community:

We respect and encourage broad and diverse input to ensure that local issues are identified and addressed.



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### SECTION 1 – GENERAL

#### 1.3 Vision, Mission, and Values (continued)

Knowledge:

We believe providers, families, and community members who are well informed about child care and development issues, resources, and opportunities will make wise decisions about the care and nurturance of children.

Health and Safety of Children:

We believe that all children are entitled to a safe and healthy environment. All families and providers should be well informed on health and safety issues. Providers and agencies should be offered adequate support in reaching basic health and safety standards for children.

#### 1.4 Governance

Pursuant to AB 1542<sup>1</sup>, as included in revisions to Education Code Sections 8499.3 and 8499.5, the Orange County Board of Supervisors (Board) and the Orange County Superintendent of Schools (Superintendent) are mandated to be involved in the local child care planning process.

The Board and Superintendent are directed to fulfill specified responsibilities including appointing members to the Local Planning Council (LPC), known as the Orange County Child Care and Development Planning Council (Council), according to the guidelines prescribed in AB 1542<sup>1</sup>.

- The Council receives its authority and responsibility jointly and equally from the Board and Superintendent, and is directly accountable to these bodies.
- The Council is an advisory body to the Board and Superintendent. The Council is required to accomplish specified activities that support the local planning process pursuant to AB 1542<sup>1</sup>.
- The statute further describes the composition of the LPC and how the Board and Superintendent make appointments in reference to specific categories of representation.



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### SECTION 1 – GENERAL

#### 1.4 Governance (continued)

- The authority to oversee Council decisions and appoint Council members remains equally divided between the Board and Superintendent. The Board and Superintendent each appoint a liaison to the Council.
- The Council operates under the rules governing the County's Boards, Commissions, and Committees (BCC).
- The State of California, via the California Department of Education (CDE), Early Education Support Services Division (EESSD), provides funding for the Council through the Local Planning Grant (LPG) contract. Either the Board or the Superintendent can act as the legal entity and contract administrator.
- The LPG contract outlines specific responsibilities described in AB 1542<sup>1</sup> for the Board, Superintendent, and Council, and contract reporting requirements for the legal entity. The Council defines the scope of the work and activities of the Council to meet the LPG contract mandates.
- The Superintendent, as the Local Educational Agency (LEA), has been identified by the CDE, EESSD as the legal entity to serve as the fiscal agent and LPG contract administrator for the Council.
- As legal entity, the Superintendent has additional fiduciary responsibilities to manage the fiscal and personnel resources of the Council, to maximize the effectiveness of the funding to fulfill the contract mandates and scope of work as defined by the Council. The administration of Council funding by the Superintendent is done with the approval of the Council subject to contract mandates and funding terms and conditions, in accordance with school accounting practices.
- As identified in the Council Bylaws, the Superintendent is to provide staff and administrative support to the Council with funding from the CDE, EESSD to support the Council's plan of work.



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### SECTION 1 – GENERAL

#### 1.4 Governance (continued)

- The Superintendent, in serving as the fiscal agent for the Council, assumes all the rights and responsibilities concomitant with that of an employer. The Superintendent is responsible to hire, supervise, evaluate, manage, coordinate, and direct staff to support the plan of work as defined by the Council within the funding resources available to the Council.
- As specified in the Council Bylaws, the Steering Committee of the Council is responsible to provide leadership, financial accountability, and policy recommendations to the Council.
- The Steering Committee, as representative of the Council, acts as the primary liaison to the Superintendent in matters relating to the allocation of staff responsibilities and management of resources funded by the CDE EESSD contract as well as additional local funding resources.

#### 1.5 Role of the Contract Administrator

- The California Department of Education, Child Development Division contracts with a Local Educational Agency (LEA) to administer the Local Planning Grant (LPG).
- In Orange County, the designated legal entity is the Orange County Superintendent of Schools (Superintendent).
- The Superintendent is obligated to meet the legislative intent for local planning councils as identified in Education Code Section 8499.3.
- The Superintendent acts on behalf of the Orange County Child Care and Development Planning Council to serve as the fiscal agent and LPG contract administrator.
- The Superintendent provides staff and administrative support to the Council with the LPG funding. The LPG contract also requires that the designated legal entity provide a Maintenance of Effort as specified in the contract funding terms and conditions.



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#### 1.6 Role of Council Staff

- Council staff includes the Project Consultant and the Administrative Assistant. The Project Consultant is responsible for providing staff support to the Council and coordinates, organizes, and maintains the activities of the Council in meeting the mandates set forth in the LPG contract. The Administrative Assistant assists the Project Consultant with duties of the Council. These positions are assigned to the Division of Instructional Services at the Orange County Department of Education.
- The Project Consultant represents the Council at community meetings and public functions and interfaces with the California Department of Education, Early Education Support Services Division to promote the mission of the Council as funds allow.

#### 1.7 Council Responsibilities

The Orange County Child Care and Development Planning Council's responsibilities are as follows:

- Fulfill LPC responsibilities of the contract with the California Department of Education, Early Education Support Services Division
- Provide a forum for the recommendation of local priorities for early care and education funding and the development of policies to meet the needs identified within those priorities when appropriate and requested
- Connect with existing program strategies and build upon existing local collaborations, when possible, to provide a unified integrated system of service for children and families (including but not limited to letters of support, advisory committees, etc.)
- Determine and implement the Council's vision, mission, and goals



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### SECTION 1 – GENERAL

#### 1.7 Council Responsibilities (continued)

- Ensure effective planning, accountability, and resource management to promote efficient operation and use of Council resources
- Promote public policy that supports access to safe, affordable, quality child care and development services
- Act as an advisory body to the Board and Superintendent

### SECTION 2 – COUNCIL MEMBERSHIP

Membership on the Council shall be consistent with the mandates in AB 1542<sup>1</sup> and the Council's Bylaws.

#### 2.1 Council Membership Responsibilities

Council members agree to accept the following responsibilities.

- Commit to attend all Council and related Committee meetings and functions
- Be informed about the Council's mission, services, policies, and programs
- Review agenda and supporting materials prior to Council and Committee meetings
- Stay informed on child care and development issues and events within the scope of the Council
- Serve actively on at least one committee



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### SECTION 2 – COUNCIL MEMBERSHIP

#### 2.1 Council Membership Responsibilities (continued)

- Promote community awareness of the Council’s role and responsibilities
- Adhere to local, state, and federal regulations affecting Council membership
- Assist the Council in carrying out its legal responsibilities as identified in the local planning council contract

#### 2.2 Council Member Requirements

In addition to the responsibilities stated above, the following requirements and criteria apply to Council membership.

- A membership year shall be defined as August 6 of one year through August 5 of the following year
- The term of office for each Council position is two membership years
- Council members who reapply for another term will be evaluated by the Steering Committee based on the following membership requirements

Active participation in Council activities

Active participation on at least one Council committee

Regular attendance at Council and committee meetings

The member’s statement of contribution/collaboration to the Council during their term served

- Attendance Requirements

Any Council member who misses 50% of the regular scheduled meetings or two (2) consecutive unexcused meetings in a membership year, without previous notice or excuse, will have his or her Council Membership automatically terminated.





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### SECTION 2 – COUNCIL MEMBERSHIP

#### 2.2 Council Member Requirements (continued)

The Project Consultant or designated Council Staff will monitor attendance and will inform the Council Chair of a member's status in the following manner.

- After a member accrues one (1) unexcused absence **within a year**, the Project Consultant or designated Council Staff will contact the member by email communication. The member will be notified that he or she has one (1) unexcused absence and that missing the next meeting **within the year**, will result in his or her Council Membership being automatically terminated. A copy of the email communication will be sent to the Council Chair.
  - After a member accrues two (2) absences **within the year**, the Project Consultant or designated Council Staff will prepare a letter of termination for the Council Chair's signature. In the absence of the Chair, the letter is signed by the Vice Chair or the Second Vice Chair. The Chair will include this action in the next monthly report to the Steering Committee and the Council. A copy of the letter will be distributed to the appropriate Appointing Authority Liaison for the record.
  - After a member has missed 50% of the regularly scheduled meetings **within the year**, the Project Consultant or designated Council Staff will notify the Steering Committee Chair, and administer the same protocol as indicated above. "The Steering Committee may make exceptions to this rule in extenuating circumstances."
  - The Project Consultant will prepare the "Notice of Unscheduled Vacancy for Boards, Commissions, and Committees" for posting to the Orange County Board of Supervisors pursuant to the Maddy Act. A copy will be distributed to both Appointing Authority Liaisons for the record.
- Council members are required to complete the Form 700 at appointment, annually, and at termination. If the form is not submitted within 30 days of the due date, a \$10.00 per day fine is invoked.



# Orange County Child Care and Development Planning Council

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### SECTION 3 – OFFICERS

#### 3.1 Job Description of Officers

##### Council Chair

The duties of the Chair are as follows:

- Serve as a member of the Council
- Serve a two-year term
- Serve as Chair of the Steering Committee
- Provide volunteer leadership to the Council in achieving its vision and mission
- Facilitate Council and Steering Committee meetings
- Develop Council meeting agendas with the Council Project Consultant and Steering Committee
- Appoint committee chairs and members as needed, in consultation with Steering Committee and/or other Council members
- Serve as an ex-officio member of all committees except Nominating Committee
- Encourage strategic planning for the work of the Council
- Work with the County Superintendent of Schools' Liaison to ensure that Council input is included in the evaluation of staff assigned to the Council
- Ensure annual evaluation is conducted of Council performance in meeting its goals/objectives

##### Vice-Chair

The duties of the Vice-Chair are as follows.

- Serve as a member of the Council
- Serve a two-year term
- Serve as a member of the Steering Committee
- Perform the duties of the Chair in his/her absence
- Participate in development and implementation of officer transition, with the Chair
- Conduct the roll
- Serve as the Political Reform Act Filing Officer for the Council in accordance with the Council's Conflict of Interest Code



# Orange County Child Care and Development Planning Council

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### SECTION 3 – OFFICERS

#### 3.1 Job Description of Officers (Continued)

##### Second Vice-Chair

The duties of the Second Vice-Chair are as follows.

- Serve as a member of the Council
- Serve a two-year term
- Serve as a member of the Steering Committee
- Perform the duties of the Vice-Chair in his or her absence
- Perform the duties of the Chair in absence of both the Chair and Vice Chair
- Participate in development and implementation of officer transition with the Chair and Vice Chair
- Serve as the Public Policy Liaison to the Council

#### 3.2 Election of Officers

- Chair and 2<sup>nd</sup> Vice Chair will be elected in the odd number year
- Vice Chair will be elected in the even number year
- Nominations for Council office(s) shall be made by the Nominating Committee. The Nominating Committee shall submit a ballot of officers to the Council at the meeting preceding the annual election meeting. At the annual election meeting in May, additional nominations must be called for from the floor.
- The officer election shall be held by ballot at the annual election meeting. If there is only one (1) nominee for any office, the Council may dispense with the ballot for that office and the election can be held by voice vote.
- As stated in the Bylaws (Article VIII, Section B), if an office becomes vacant, the Nominating Committee shall recommend names of potential officers for approval by the Council. The nomination will be made at the time the vacancy occurs and voted by the Council.



# Orange County Child Care and Development Planning Council

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### SECTION 4 – MEETINGS

#### 4.1 Frequency, Day and Location of Meetings

Council meetings are held a minimum of four (4) times each year, generally on the third Wednesday of the scheduled month at the Orange County Department of Education.

#### 4.2 Meeting Times

Council meetings begin at 9:30 a.m. and adjourn by 11:45 a.m. The maximum time for Council meetings, including guest presentations, shall be two and one-quarter (2 ¼) hours, except in the case of special events.

#### 4.3 Robert's Rules of Order

As stated in the Bylaws (Article X, Section F), all Council meetings shall be conducted in accordance with Robert's Rules of Order.

- The Council Chair shall annually appoint a Council member to act as Parliamentarian for the Council.
- Both the Parliamentarian and the Council Chair shall become knowledgeable of Robert's Rules of Order.
- Parliamentary procedure information will be included in New Member Orientation.

#### 4.4 Council Agenda

All meetings of the Council and the Standing Committees must be posted according to the Brown Act at least 72 hours in advance. The posting of the Council meeting shall include the date, time, location of the meeting and the agenda with all items of business identified. It is the policy of the Council that the agenda be posted at the County of Orange, Hall of Administration, at the Orange County Department of Education, and on the Council website at least 72 hours prior to a scheduled meeting. Notice of committee meetings shall be included as part of the agenda packet and distributed to members with the agenda.



# Orange County Child Care and Development Planning Council

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### SECTION 4 – MEETINGS

#### 4.4 Council Agenda (continued)

Content and order of the Agenda

Agenda schedule must include the following topic areas, ordered as approved by Council members:

- **Call to Order**

- Pledge of Allegiance, Attendance

- Introductions by Vice Chair

- If awards or other ceremonial activities are scheduled, they are generally to be scheduled immediately after Introductions.

- **Consent Calendar**

- Council agenda, Prior Council Meeting Minutes Approval

- Action items that have been previously discussed not requiring further discussion.

- The Chair shall announce, “Any Council member and any member of the public may request that any item be pulled from the Consent Calendar and placed under Council Business for discussion or postponed until a later date.”

- Any request to postpone an item on the Consent Calendar shall require a motion by a Council member and a majority Council vote. A future date must be included in the motion for postponement.

- **Public Comment** (Not Related to Business of the Agenda-15 minute limitation)

- Time may be extended by the Chair, if the agenda schedule permits. The Council Chair shall ask for public comment at this time and request that speakers please stand and state their name and the topic they wish to address as they begin addressing the Council. Each speaker will be recognized by the Chair and reminded to follow this protocol. Each speaker’s time will be limited to 3 minutes, unless extended by the Chair.

- **Council Business and Action Items** (Time extended by the Chair if schedule permits)



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#### 4.4 Council Agenda (continued)

The public may present a written request to make comments or give testimony on each item under this part of the agenda. The Chair shall ask for public comment after the Council has completed its discussion on each business item, including action items, before moving on to the next item or before a vote is taken. Each speaker's time will be limited to 3 minutes.

- **Council Presentations/Spotlights** (Time certain predicated on scheduling) When formal presentations are requested, they should be limited to 20 minutes. Presentations will be ajenized as Time Certain. The Chair has the authority to table Community Agency Reports and limit Announcements on days in which presentations are made.
- **Committee Business** (30 minute time limitation; may be extended by Chair if time permits)
  - Committee Check-In, Committee Reports
  - Committee Reports (additional committees may be added)
  - Strategic Planning and Evaluation Committee
  - Workforce Development Committee
  - Inclusion Committee
  - Sub-Committees/Ad Hoc Committees (if any)

Written reports must be provided to Council Staff in advance at least five business days prior to the meeting. If an oral report is to be given, comments should be limited to highlights in the written report and limited to no more than 5 minutes. All committees will be listed on the agenda in case a committee is required to make an unannounced report. Sub-committees will report with their committees. Action items from committees shall be taken up during Council Business.

- **Appointed Agency Reports**
  - Orange County Department of Education, representing the Orange County Superintendent of Schools, appointing authority
  - Orange County Social Services Agency, representing the Orange County Board of Supervisors, appointing authority.



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#### 4.4 Council Agenda (continued)

- **Council Chair/Vice Chairs Reports**

Reports from Chair, Vice Chair, and Second Vice Chair

Includes the Public Policy Liaison Report; work of Steering Committee and Membership vacancies and recommendations

- **Council Project Consultant/Coordinator Report**

- Announcements (Time may be extended by Chair if agenda schedule permits with Adjournment to 11:45). This section is for announcements or comments by Council members and from the community, in that order. This will be done by the raising of hands and recognition by the Chair.
- Adjournment

#### 4.4 Action Items to be Brought Before the Council

- Generally, action items go through the committee that deals with the topic of the item. Any action item that has a financial implication or includes a budget request must also be taken to the Steering Committee for approval before being presented.
- The disposition of action items that do not come from Council committees shall be decided by the Council Chair. The Council Chair may refer such action items to an appropriate committee or may place the item on the agenda.

Action items to be placed on the agenda are submitted by Committee chairs to the Council Project Consultant ten (10) days prior to the regular scheduled Council meeting. Back-up information on the agenda item must be made available to members prior to the Steering Committee meeting, and distributed with the agenda to ensure that each member may make a reasoned decision on any action. Any exceptions to this must be approved by the Council Chair.



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## STANDING RULES

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### SECTION 4 – MEETINGS

#### 4.4 Action Items to be Brought Before the Council (continued)

- Items that require immediate action by the Council, which are considered urgent or time-sensitive that were brought to the Council's attention after the agenda was posted, may be added to the agenda if approved by a vote of two-thirds (2/3) of Council membership. If less than two-thirds (2/3) of total members are in attendance, then all members present must approve addition of agenda item.

### SECTION 5 – COMMITTEES

#### 5.1 General Description of Committees

Committees are created by the Council to accomplish the work of the Council. Committees thoroughly study and debate the issues charged to them and make recommendations to the Council on policy and actions to be taken by the Council.

- All committees must relate to the Council's vision, mission, and goals, all of which are driven by the AB 15421 mandates.
- Committees must have a clearly defined charge from the Council as to their purpose.
- Committees shall develop clear goals and objectives, work plans, responsibility assignments, timelines, and evaluation instruments.
- Committees may elect to work as a whole or may assign tasks to sub-committees unless directed by the Council to do otherwise.
- Committees with a line item in the adopted Council budget may expend those funds according to procedures established by the Orange County Superintendent of Schools.
- Committee Chairs shall set the time, date, and place of committee meetings.





# Orange County Child Care and Development Planning Council

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### 5.2 Types of Committees Defined

- Governance Committees deal with the operations, policies, and decision making of the Council.
  - Unless otherwise stated, Governance Committees are composed of five (5) to seven (7) members.
  - All members of Governance Committees shall be members of the Council
  - Program Committees deal with activities of the Council toward meeting the AB 1542 1 planning mandates and the activities of the Council toward achieving its vision, mission, and goals.
  - Program Committees are composed of as many members as necessary to effectively carry out the work of the committee.
  - Program Committee Chairs must be members of the Council. Program Committees may include those who are not members of the Council.

### 5.3 Description of Governance Committees

#### **Steering Committee**

The Steering Committee shall consist of the Council Chair, Vice-Chair, and Second Vice-Chair, and the Chairs or Chairs' designees, of all standing committees. The Board's Liaison, the Superintendent's Liaison, and the County Child Care Coordinator are committee members if they are Council members; if not, they attend Steering Committee meetings in an ex-officio, non-voting capacity. The immediate past Chair of the Council is a member of the committee if he or she remains a member of the Council. Chairs of Ad Hoc Committees may serve on the Steering Committee as deemed appropriate by the Chair of the Council in consultation with the Steering Committee.

Purpose 1 – Provide leadership and continuity to the Council and Council Committees.

#### Responsibilities

- Recommend to the Council the continuation, elimination, or addition of any committee



# Orange County Child Care and Development Planning Council STANDING RULES

## SECTION 5 – COMMITTEES

### 5.3 Description of Governance Committees (continued)

#### Steering Committee (continued)

- Monitor and handle any issues of ethics or conflict of interest which may arise on the Council
- Approve the annual budget Fund Development Committee when the Fund Development Committee is inactive
- Set agenda for monthly Council meeting Review and approve time sensitive requests for letters of support for projects and collaborations that meet the mission of Council Meetings (The Steering Committee meets monthly or a minimum of four (4) times per year. Meeting times and locations shall be determined annually in September by the Council Chair in consultation with the Steering Committee)  
Purpose 2 – Responsible for the recruitment of a diverse membership in accordance with the mandates in AB 1542

#### Responsibilities

- Solicit nominations for consideration from appointing authorities, allied organizations and agencies, and the general public, including parents and consumers of child care through direct letters of solicitation, posted announcements, and the press
- Develop community interest in the mission and goals of the Council and actively recruit new member
- Nominate potential new members according to an established set of criteria which is reviewed annually to ensure diversity
- Review and objectively judge applications for membership utilizing the criteria described in the Bylaws and Standing Rules and submit nominations for membership to the full Council for approval prior to submitting the nominations to the County Board of Supervisors and the County Superintendent of Schools for appointment to the Council Maintain a list of qualified nominees for membership should vacancies occur



# Orange County Child Care and Development Planning Council STANDING RULES

## SECTION 5 – COMMITTEES

### 5.3 Description of Governance Committees

#### Steering Committee (continued)

##### Purpose 3 (continued)

- Provide representation at the New Council Member Orientation

Purpose 3 – Provide fiscal oversight and accountability in collaboration with the Project Consultant and Orange County Superintendent of Schools

##### Responsibilities

- Review and comment on the annual budget and quarterly/annual fiscal reports (The budget shall include both CDE EESSD and non CDE EESSD funds)
- Determine the amount of funds available for Council and Committee business not related to fixed costs
- Annually solicit and receive budget requests from each committee of the Council and work with each committee to prioritize requests, if sufficient funds are not available to fund each committee's request
- Review requests and expenditures from Council Committees for funding, reporting to full Council with action items
- Ensure that sufficient funds are available for the Council to carry out its mission

Purpose 4 – Address and secure additional funding beyond the State grant to carry out the work of the Council.

##### Responsibilities

- Develop and implement a systematic approach to identifying funding opportunities and sources to address specific needs of the Council and its members, including Council operations and activities.



# Orange County Child Care and Development Planning Council

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### SECTION 5 – COMMITTEES

#### 5.3 Description of Governance Committees

##### Steering Committee (continued)

- Prepare proposals to businesses, corporations, foundations, the Children and Families (Prop. 10) Commission, and Orange County, State and Federal agencies for funding specific projects identified by the Council and its committees, in cooperation with the Superintendent's Liaison.

Purpose 5 – In coordination with the Public Policy Liaison, develop policies or positions for the Council with respect to broad-based child care and development issues to guide the Council's advocacy agenda and action, including positions on legislation. When the Council approves positions on legislation, the Council advises the Orange County Board of Supervisors and the County Superintendent of Schools of those positions. Council legislative activities are then conducted according to Board and Superintendent legislative guidelines.

##### Responsibilities

- Ensure that policies and positions are consistent with the vision, mission, and values established by the Council
- Ensure that policies and positions are directed toward supporting the Council's Comprehensive Countywide Child Care Plan
- Develop strategies to collaborate with other organizations and agencies to address child care capacity issues in the county
- Establish a set of legislative principles, to be adopted by the Council, to guide the Council's decision-making process on legislation, advocacy and public policy action
- Work with the Board of Supervisors' Liaison and the County of Orange Child Care Coordinator to establish a set of legislative and public policy principles, consistent with those adopted by the Council, to be recommended to the Board of Supervisors



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### SECTION 5 – COMMITTEES

#### 5.3 Description of Governance Committees

##### Steering Committee (continued)

- Work with the County Superintendent's Liaison to the Council to establish a set of legislative and public policy principles consistent with those adopted by the Council; the recommendations will be referred to the OCDE Legislative Committee for consideration to be adopted into the legislative platform of the Orange County Department of Education
- Review new legislation affecting child care and development issues and keep the Council informed as to upcoming legislative issues
- Recommend legislative positions to the Council
- Make recommendations to the Council for any action that needs to occur, conforming to the Council's legislative principles and the appointing authorities' parameters as required
- Ensure that approved positions are clearly identified as not representing official policy of the appointing authorities unless the positions are formally approved by those authorities
- Develop strategies for outreach to local, county, and state policymakers within the parameters of the appointing authorities
- Develop and distribute an interest form to Council members in March of each year to determine which Council members may be interested in serving as an officer on the Council
- Identify potential Council officers
- Develop a ballot of officers for a vote, utilizing established criteria, to be presented to the full Council in May of each year, for a vote
- Ensure that nominees have served at least one year on the Council
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# Orange County Child Care and Development Planning Council

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### SECTION 5 – COMMITTEES

#### 5.3 Description of Governance Committees (continued)

##### Nominating Sub-Committee

- Ensure that nominees have served as an active participant on at least one Council Committee

The Nominating Sub-Committee is a sub-committee of the Steering Committee. Members are elected at the January Council meeting and is comprised of three (3) to five (5) members of the Council at least two (2) of whom should have been members of the Council for two (2) or more years and at least one (1) of whom should have previously served on the Nominating Sub-Committee.

Purpose – The Nominating Sub-Committee is responsible for the development of a ballot of officers as stated in the Bylaws to submit to the Council membership on an annual basis.

##### Responsibilities

- Understand the Council's vision, mission and goals
- Review and recommend job qualifications, duties, and descriptions of officers

##### Strategic Planning & Evaluation Committee

The Strategic Planning and Evaluation Committee is composed of five (5) to seven (7) members broadly representative of the Council's committees.

Purpose 1 – Reviews the Council vision, mission, values, goals and mandates; and evaluates the effectiveness and achievement of stated outcomes.

##### Responsibilities

- Annually review and make recommendations to the Council regarding any revisions or updates to the Council's Vision, Mission, Values, Goals, Operational Plan, Bylaws, and Standing Rules



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### SECTION 5 – COMMITTEES

#### Strategic Planning and Evaluation Committee (continued)

- Conduct an evaluation of the Council and Council Committees as needed
- Review and analyze Council evaluations and make recommendations for changes and for trainings, based on the input and outcomes of those evaluations
- Establish sub-committees to carry out the responsibilities described above; these sub-committees shall be considered advisory to the full committee and may include non-Council members in their membership
- Review and assist in compliance review

Purpose 2 – Addresses the issues of affordability, accessibility, and availability of child care within the county related to unmet and der-served child care needs and gaps in service identified during the process of developing the Countywide Child Care Plan.

#### Responsibilities

- Coordinate, with the Council Project Consultant, the County Child Care Coordinator, and/or other consultants, the countywide child care needs assessment and the identification of countywide child care priorities as mandated by AB 1542 and CDE, EESD to the extent feasible and to the extent data is readily accessible
- Review annually, with the Council Project Consultant and the County Child Care Coordinator, the Comprehensive Countywide Child Care Plan to determine progress and/or changes needed
- Develop strategies to collaborate with other organizations and agencies to address child care capacity issues in the county
- Address AB 1542 mandates as they pertain to capacity building



# Orange County Child Care and Development Planning Council

## STANDING RULES

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### SECTION 5 – COMMITTEES

#### 5.4 Description of Program Committees

Membership for all Program Committees is composed of as many members as necessary to effectively carry out the work of the committee.

##### **Inclusion Collaborative Committee**

Purpose – The Inclusion Collaborative Committee addresses the issues of affordability, accessibility, and availability of child care within the county for children having special needs.

##### Responsibilities

- Work to develop greater capacity to serve children with special needs in child care
- Work collaboratively with early care and education groups and others to increase training of child care providers in both center-based and family child care settings, to meet the needs of this population and to influence the State to include working with the special needs children in early childhood curriculum both at the community college and university levels
- Work collaboratively with other groups to increase community awareness through community education and other efforts of the needs of special needs children in child care

##### **Workforce Development Committee**

Purpose – The purpose of the Workforce Development Committee is to improve quality child care throughout the county by identifying issues affecting quality in early care and education, including the education and professional development of providers and quality standards.





# Orange County Child Care and Development Planning Council

## STANDING RULES

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### SECTION 5 – COMMITTEES

#### 5.4 Description of Program Committees

##### Workforce Development Committee (continued)

###### Responsibilities

- Identify the needs of those working in the child care and development field and develop strategies to influence education and training of child care professionals, which supports quality as defined by early childhood professional organizations
- Promotes educational and professional growth in Orange County for retention and stability in the early care and education workforce
- Collaborate with other organizations to address staff retention and compensation issues
- Develop strategies to impact change in standards of provider education and child care facilities in both center-based and family child care homes
- Provides recommendations for the Orange County Early Education Career Incentive Program (EECIP) and other LPC funded workforce development programs
- Discusses and evaluates the (EECIP) and other LPC funded workforce development applications
- Collaborate and/or coordinate community events to promote quality child care

#### 5.5 Procedures for Establishing Committees

- Committees are established by the Council upon advice of the Steering Committee.



# Orange County Child Care and Development Planning Council

## STANDING RULES

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### SECTION 5 – COMMITTEES

#### 5.5 Procedures for Establishing Committees (continued)

- Committees may also be established by the Council if requested by another Committee of the Council. The Council may refer this request to the Steering Committee for further review.
- Any action establishing a committee defines the Council's charge, the purpose and scope of work, and the type and category of the committee.
- The Council Chair may appoint an interim Committee Chair.
- An Ad-Hoc/Sub-Committee Committee can be formed at the discretion of the Council or Committee Chair.

#### 5.6 Committee Chairs

- Committee Chairs must be Council members.
- Sub-committee Chairs must be Council members, unless otherwise approved by the Council or the Steering Committee.
- The Council Chair appoints Committee Chairs, except for the Nominating Committee Chair.
- Committee Chairs or their designees perform the following duties:
  - Serve on the Council Steering Committee
  - Ensure that the committee's objectives are met
  - Report to the Council on committee decisions and recommendations
  - Are responsible for the committee's operations including those listed below
  - Establish meeting schedules and locations in consultation with committee members
  - Develop meeting agendas



# Orange County Child Care and Development Planning Council

## STANDING RULES

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### SECTION 5 – COMMITTEES

#### 5.6 Committee Chairs (continued)

- Send information in advance of the meeting
- Ensure that a meeting report is completed in the Recorder's absence
- Arrange meeting locations
- Arrange support for committee work
- Council staff support is routinely available to committees only with advance notice for the assistance listed below.
  - Arranging meeting rooms at Council meeting sites when committees meet before or after the meeting
  - Forwarding electronic information to all Council members
  - Copying essential documents for Council meetings
- In unique situations, Committee Chairs may request staff support from the Steering Committee in cooperation with the County Superintendent's Liaison to the Council.

#### 5.7 Committee Recorders

- Each committee shall have a recorder.
- The Recorder takes notes at each committee meeting and summarizes each item presented.
- A summary of the committee meeting is to be sent to the Council office within two weeks of the committee meeting.

#### 5.8 Committee Members

- Council members make a commitment to actively participate on at least one Council committee.



# Orange County Child Care and Development Planning Council

## STANDING RULES

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### 5.9 Committee Reports

- Reports requiring Council action or pertaining to Council policy must be submitted for inclusion on the agenda at least eight (8) days prior to the Council meeting, to allow the opportunity for members to consider the information before discussion or action. A member may request that an action item be tabled until the next meeting, pending further discussion or review by the Council.

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<sup>1</sup>AB 1542 mandates were included in revisions to Education Code Sections 8499.3 and 8499.5