

COUNTY OF SANTA CRUZ
701 Ocean Street
Santa Cruz, California 95060



CHILDREN'S COMMISSION
(408) 454-2102

September 21, 1999

AGENDA: October 5, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

Child Care Training Guide

Dear Members of the Board,

The purpose of this letter is to request that the Board of Supervisors approve the attached agreement with the Community Foundation of Santa Cruz County and accept unanticipated revenue in the amount of \$4,570. The revenue is the result of a proposal funded by the Community Foundation of Santa Cruz County which will allow the Children's Commission and the Child Care Planning Council of Santa Cruz County to develop and distribute the Professional Development and Training Resource Guide: A Guide and Calendar for Child Care and Recreation Professionals in Santa Cruz County.

As you know, the State mandates each County to establish a Local Child Care Planning Council. The state requires the Planning Councils to be a partnership between County Government and the County Offices of Education. Membership on our council includes both Board appointees and appointees on behalf of the Superintendent of Schools. The Child Care Planning Council of Santa Cruz County is coordinated by Marcia Meyer of Child Development Programs at COE and Jim Marshall of the Children's Commission of Santa Cruz County.

The Children's Commission initiated this proposal. The need for a Child Care Training Guide was identified during the development of the Master Plan for Child Care and Recreation which your board approved in January of 1998. Members of the Children's Commission and Children's Commission staff have participated in the Training Collaborative of the Child Care Planning Council. Details of this proposal were developed in this committee. The Children's Commission became the collaborating group to submit the proposal to the Community Foundation.

The grant will provide for the coordination, development and dissemination of the Professional Development and Training Resource Guide: A Guide and Calendar for Child Care and Recreation Professionals in Santa Cruz County. The grant allows for 25 hours of project coordination above the regular 1/2 time Children's Commission Coordinator hours. The grant allows for translation into Spanish, graphic and desktop publishing, web page preparation, and printing, binding and postage costs for 600 copies of the guide. The guide will include pages with specific training calendars from colleges, universities and child care training providers. The Child Care Planning Council will disseminate the "renewable" schedules twice yearly. A copy of the grant agreement and a copy of the full proposal as submitted to the Community Foundation is attached.

26.1

Child Care Training Guide

page 2

IT IS THEREFORE RECOMMENDED THAT YOUR BOARD approve the attached agreement with the Community Foundation of Santa Cruz County and accept and appropriate the unanticipated revenue in the amount of \$4,570 for the development of the Professional Development and Training Resource Guide, and,

Authorize the Children's Commission Coordinator, Jim Marshall, to oversee the project activities.

Sincerely,



Jim Marshall
Children's Commission Coordinator

RECOMMENDED



Susan A. Mauriello
County Administrative Officer

cc: Marcia Meyer; County Office of Education
Santa Cruz County Child Care Planning Council

Attachment

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA**

Resolution No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from the Community Foundation of Santa Cruz County for the Children's Commission program; and

WHEREAS, the County is recipient of funds in the amount of \$ 4,570 which are either in excess of those anticipated or are not specifically set forth in the current fiscal year budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c) / 29064(b), such funds may be made available for specific appropriation by four-fifths vote of the Board of Supervisors;

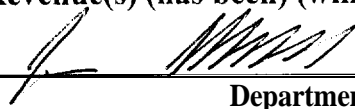
NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-Controller accept funds in the amount of \$ 4,570 into Department 161000 - Children's Commission,

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
001	161000	2384	Other Revenue	\$4,570

and that such funds be and are hereby appropriated as follows:

<u>TIC</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	161000	3100		reg. pay	\$ 720
021	161000	3665		prof. and spec. ser	\$3,850

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

By 
Department Head

Date 9-21-99

COUNTY ADMINISTRATIVE OFFICER

☒ Recommended to Board☐ Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberhelman III
County Counsel 12/14/97

APPROVED AS TO ACCOUNTING DETAIL:

Jocia Ward 9/14/99
Auditor-Controller

Distribution:

Auditor-Controller

County Counsel

County Administrative Officer

Originating Department

AUD60 (REV 12/97)

c:\audit\aud60.wpd

Page 2 of 2

26.1

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

0187

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Children's Commission (Dept.)

(Signature) 9/21/99 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the Children's Commission of Santa Cruz County (Agency)
the Community Foundation of Santa Cruz County
and 2425 Porter Street, Suite 16, Soquel, CA 95073 (Name & Address)
2. The agreement will provide funds for a Child Care Training Guide
3. The agreement is needed to provide funding for the project
4. Period of the agreement is from September 28, 1999 to December 31, 1999
Revenue
5. Anticipated cost is \$ 4,570 (Fixed amount; Monthly rate; Not to exceed)
6. Remarks: Revenue agreement
7. Appropriations are budgeted in Children's Commission (Budget) 161000/2384 (Account)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. Contract No. R-713 Date 9/24/99
are not will be
N/A
GARY A. KNUTSON, Auditor - Controller
By Russell J. Dixon Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Children's Commission to execute the same on behalf of the Children's Commission (Agency).

Remarks: _____

(Analyst)
Agreement approved as to form. Date _____
County Administrative Officer
By [Signature] Date 9/22/99

Distribution:
Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

ADM 29 (1/78)

State of California)
County of Santa Cruz) ss
I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ County Administrative Officer
By _____ 19 _____ Deputy Clerk

26.1

Grant Agreement
Santa Cruz County Child Care Planning Council
and the Community Foundation of Santa Cruz County

RE: Grant Number 99-0038

Please refer to this grant number in all correspondence with the Foundation regarding this grant.

On June 28, 1999, The Community Foundation of Santa Cruz County awarded a grant to your organization in the amount of \$4,570 to produce and distribute a Professional Development and Training Resource Guide for child care and recreation service providers in Santa Cruz County. This grant agreement will be effective upon receipt by the Community Foundation of this signed agreement.

The objectives of this grant are to:

- Plan, produce, and distribute a bilingual Professional Development and Training Resource Guide to child care programs, public agencies, and educational institutions;
- Develop a mechanism to assess the utility of the guide on a regular basis; and
- Develop a mechanism to update the guide on a regular basis.

Santa Cruz County Child Care Planning Council agrees to:

- Maintain books that clearly show how these funds were spent;
- Keep records to substantiate such expenditures;
- Make such books and records available to the Community Foundation and its auditors upon request;
- Provide the Community Foundation with the required narrative and financial reports, understanding that failure to do so may preclude review of future grant submissions from your organization;
- Acknowledge our support by listing our name *as The Community Foundation of Santa Cruz County* in any publicity for your program; and
- Submit any proposed press release about this grant for review prior to publication.

Grant period: July 15, 1999 through December 31, 1999

Final Report Due: January 31, 2000

 Signature

 Title

 Printed name of above

 Date

2601
 APPROVED AS TO FORM:

By John M. Scott
 Office of the County Counsel

Child Care Planning Council Proposal 3/99

0189

B. Proposal Narrative

Proposal narratives should respond to the following questions in this order. Please be as clear and concise as possible. Present your proposal in readable type (12 points suggested). **Limit narrative to 7 pages.**

1. Organizational Qualifications

- Briefly describe the history, mission, major activities and accomplishments of your organization. Include a description of the community (e.g. geographic area and demographics) it serves.*
- What other agencies in your service area offer similar programs? How do you work with these agencies?*

The Santa Cruz County Child Care Planning Council was established jointly by the Santa Cruz County Board of Supervisors and the County Superintendent of Schools as required by the California Education Code in 1994. Initially known as the Local Child Care Planning Council, the child care coordinating body functioned as a sub-committee to the Santa Cruz County Children's Network. In 1998, the current By Laws were approved by the Santa Cruz County Board of Supervisors and the County Superintendent of Schools and the Child Care Planning Council membership and structure were established based on state guidelines.

The State of California requires that the Planning Councils have equal representation in each of these five areas; consumers of child care (parents), child care or recreation providers, public agency representatives, community representatives, and at-large representatives. The current Child Care Planning Council reflects this balance and also reflects geographical and cultural diversity of the County of Santa Cruz.

One of the ongoing activities of the Child Care Planning Council is to set priorities for Child Care and Development Block Grant Funds and other state and federal child care funds that are made available in Santa Cruz County. The Child Care Planning Council is required to set priorities for age ranges of children and geographical areas. Some of these funds are in the form of Alternative Payment Child Care funding through the County Human Resources Agency and the Santa Cruz County Parent's Association. A large amount of these child care funds assist families in the CalWorks program.

A major accomplishment of the Child Care Planning Council was the development and publication of the Santa Cruz County 5 Year Master Plan on Child Care and Recreation. The five-year plan articulates goals and objectives necessary to improve child care and recreation services in the county. One of the objectives is a need to identify training opportunities for child care and recreation professionals. The Master Plan calls for the establishment of a Training Collaborative made up of representatives of groups offering such trainings. The Collaborative has been meeting for several months and includes representatives of Cabrillo College, the Child Development Resource Center, County Office of Education, Red Cross and Adult Education representatives in the public school districts. The group has set up initial plans to develop, publish and distribute the Professional Development and Training Resource Guide. The plans are discussed in detail in this proposal to the Community Foundation.

In addition to satisfying state mandates for child care planning, the Child Care Planning Council also carries out other important functions such as serving as a clearinghouse of critical information regarding policy and legislation, advising local governments regarding specific child care issues, and assisting public, private and non-profit programs during crises and smaller problems. The Council is staffed by part time representatives of the County of

26.1

Santa Cruz and the County Office of Education. The Council is guided by the Executive Committee made up of the staff members and the Council Chair and First and Second Vice Chairs.

No other agency carries out the functions of the Child Care Planning Council. The Planning Councils works in coordination with the Children's Network, the Child Development Resource Center and the County Children's Commission. Members of both groups sit on the Planning Council. A vital liaison has been developed to prevent duplication of efforts and to allow for a smooth flow of information between the child advocacy groups.

2. Need Statement

- . What specific opportunity, issue or community need will be addressed through the proposed project? Provide agency and/or local statistics that help illustrate these concerns.*
- . Discuss how your organization is uniquely positioned to address this issue and how your program complements other programs.*

This proposal allows the Child Care Planning Council and the Greater Santa Cruz County Community Foundation an opportunity to provide the child care and recreation professional community with a "renewable" publication to be known as the Professional Development and Training Resource Guide which includes basic information regarding different types of child care licensing, adult / child ratio requirements for each type of licensing, educational requirements of child care providers and recreation leaders, contact information for professional support groups, and other referral resources. The "renewable" portion of the publication will be twice yearly supplements which will identify schedules for all training opportunities in the County.

During the public hearing process of the development of the Santa Cruz County 5 Year Master Plan for Child Care and Recreation Services, the need for such a tool was identified in oral testimony at each of the hearings. Under Principle I, Goal 3 this Implementation Strategy is articulated as follows; *"Develop a collaborative including Cabrillo College Early Childhood Education program, vocational education programs, adult education programs, local recreation departments, UCSC and the Child Development Resource Center to assure the availability of quality training opportunities in print and on the Internet. Assure trainings are culturally competent and linguistically appropriate.*

Child care provider turnover and burnout are at the center of this issue. Studies indicate that training is the single most important factor to increasing quality of child care and preventing burnout and turnover. In many cases, the turnover of child care staff at any particular program may exceed 50% per year. Considering such a "revolving door" or people caring for young children, the availability of training opportunities is critical.

The Child Care Planning Council is clearly in a unique position to address this issue. The Planning Council has quickly become identified by programs and providers as a much needed "hub" with regards to child care planning and coordination. The Master Plan has been well received by the child care and recreation communities and the goals of the plan have actually paved the way for new and vital programs. The Council is in the process of a county-wide needs assessment that is looking at large amounts of data in order to plan for future services and the expenditure of increases in federal and state grants. The Needs Assessment sub-committee is meeting every two weeks and developing reports to the State that are due on March 15, 1999 and September 15, 1999.

3. Goals and Objectives

- . *What do you hope to accomplish through the proposed project? Describe the overall goals and the specific measurable outcome objectives of the project. How will this project address the opportunities or needs described above (for example, changes in the client's knowledge, attitudes, skills, behavior or condition)?*
- . *What are the target populations to be served? Estimate the number of people, demographics and geographic locale.*
- . *How does the project fit with the overall goals of the organization?*

The target population includes child care and recreation professionals and those who intend to work in the child development field county wide. This project is very closely aligned with the state mandates for licensing of child care providers and the goals of the Child Care Planning Council. Many other local child care planning councils in other counties are producing similar Training Resource Guides.

The major goals of this project are:

1. To assist child care and recreation professionals to access training and education.

- . The Child Care Planning Council will create and disseminate a publication known as the Professional Development and Training Resource Guide which will include an overview of the Child Development Field, Basic Terms, Regulations and Licensing Requirements, Professional Growth Opportunities and Organizations and information regarding child care start up. The Professional Development and Training Resource Guide will also include information and schedules regarding training opportunities for child care and recreation professionals. This "renewable" part of the publication will be updated twice yearly.
- . The Professional Development and Training Resource Guide will promote trainings that promote and support articulation between the field of child care and the field of recreation.

2. To recruit and train adequate numbers of professionals in the child care and recreation work force.

- . The Professional Development and Training Resource Guide will be made available at county child care licensing orientations, entry child development courses and the County Office of Education.
- . Each licensed center in the county will receive the publication and the updates.
- . All Recreation Programs in the county including city and county programs and others such as YWCAs, YMCAs and programs such as the Boys and Girls club will receive the publication and updates.

3. To ensure the success of the groups offering training to child care and recreation professionals.

- . The Professional Development and Training Resource Guide will allow those offering trainings an opportunity to be aware of similar trainings being offered by other groups.
- . The Professional Development and Training Resource Guide will allow groups offering trainings to identify gaps in training opportunities for child care and recreation professionals.

4. To increase the quality of child care and recreation services in Santa Cruz County.

- . A well coordinated ongoing training plan will contribute greatly towards improving the quality of child care and recreation services as a well trained work force is the backbone to the quality of the industry of child care.

4. Methodology

- . *How was the project focus identified and who was involved in designing the response?*
- . *What activities or methods will be used to achieve those objectives and who will carry out those activities? Describe the anticipated actions and the time frame in which they will take place.*

The project was identified during the public testimony process of the development of the Santa Cruz County 5 Year Master Plan for Child Care and Recreation Services. The need was also reflected in the responses to the provider questionnaire distributed county wide.

The Training Collaborative will develop the Professional Development and Training Resource Guide with support from a contracted graphic artist and the Project Liaison who will oversee the project in its entirety. If funded in June of 1999, it is anticipated that the first Professional Development and Training Resource Guide will be available in August of September of 1999 with the first update available in the winter of 2000. Updates will follow twice a year in August and January in order to coincide with most college Fall and Spring calendars.

The Professional Development and Training Resource Guide will be published in English and Spanish and will be housed at the Child Development Resource Center at the County Office of Education. The publication will include tear out coupons to request updates. It will also include a one page evaluation sheet for the consumer to return to the Child Care Planning Council.

5. Other Funding

If your project costs more than you are requesting from the Community Foundation, how do you plan to pay for that amount? What steps have you already taken to obtain additional funds or in kind support, if necessary?

The Child Care Planning Council receives substantial kind support from participating agencies. The County Human Resources Agency will disburse the Master Calendar to potential child care licensees at orientations. Cabrillo College ECE Department will make the calendar available to beginning ECE students. The Child Development Resource Center will include the Professional Development and Training Resource Guide in its Technical Assistance Library and post the calendar on its web site once it is developed. Other such in kind activities are expected from agencies such as city parks and recreation departments and other participating non-profits.

6. Future Funding

If you plan to continue the project beyond the requested grant period, how do you plan to continue paying for it? Describe the fundraising plans as well as your agency's history of maintaining programs.

The Child Care Planning Council will be responsible for the ongoing expense of the project including production and mailing of updates will be a staff function of the Child Care Planning Council. The Planning Council is currently funded by the State of California in the amount of \$30,000 annually. The updating of the Professional Development and Training Resource Guide will be carried out under office expense and staff hours. It is anticipated that the updating process will not be costly or time consuming. The Community Foundation grant will clearly be the primary funding agent for the project

7. Evaluation

How will you determine or measure the success of this project? What questions will be asked? Who will be involved in this assessment? How will you use the results to modify or redesign the activities?

The Professional Development and Training Resource Guide will include an evaluation form requesting consumers to return it to the Child Care Planning Council. The evaluation will ask the user to give comments regarding ease of use, degree of helpfulness and suggestions for improvements. The Child Care Planning Council will review the Professional Development and Training Resource Guide and its usefulness twice yearly as a regular agenda item. Redesigns will be considered with each update that is published.

8. Other

Other information that would help us understand your project?

Project Budget

0194

CFSCC Request

Expense Items

Proposed Budget

Salaries - If less than full-time, provide percentage of full time in bracketed space.

N/A ()
()
()
()
()
()
()

Consultants
Project Coordinator \$30 per hour
Graphic & DTP; Eng. & Spn. \$20 per hour
Spanish translations \$30 per hour
Web site development \$40 per hour

\$720
\$800
\$450
\$400

0

Subtotal Consultant Fees

\$2,370

\$2,370

TOTAL PERSONNEL COSTS

\$2,370

\$2,370

Non-Personnel Expenses

Printing

\$600

Postage / distribution

\$700

Binders - 600 @ \$1.50

\$900

TOTAL NON-PERSONNEL COSTS

\$2,200

\$2,200

GRAND TOTAL - ALL COSTS

\$4,570

\$4,570

Project Income

Contributed Sources

Budget-Committed

Budget-Pending

N/A

Total Contributed Income

0

Earned Sources

N/A

Total Earned Income

0

Total Income - Committed

0 (A)

Total Income - Pending

0 (B)

Amount Requested from CFSCC

\$4,570 (C)

TOTAL COMBINED INCOME

(A+B+C) \$4,570

Organization: Santa Cruz County Child Care Planning Council

Budget Prepared By: Jim Marshall

Phone: 454-2102

the Community Foundation of Santa Cruz County

0195
2425 Porter Street
Suite Sixteen
San Jose, CA 95073
(408) 477-0800
(408) 477-0901 fax

July 1, 1999

Jim Marshall
Santa Cruz County Child Care Planning Council
701 Ocean Street, Room 30
Santa Cruz, CA 95060

Board of Directors

James E. Watson
President
Noelann H. Schwartz
Vice President
Linda A. Berghold
Secretary
Harvey Nickelson
Treasurer

Re: Grant Number 994038

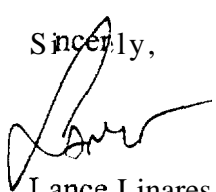
Dear Mr. Marshall:

I am pleased to notify you that the Community Foundation's Board of Directors has approved a grant to your organization in the amount of \$4,570 to produce and distribute a Professional Development and Training Resource Guide for child care and recreation service providers in Santa Cruz County. Enclosed you will find two copies of the grant agreement. Please review it carefully and sign, date, and return one copy to the Foundation. Be sure to keep a copy for your reference. Upon receipt of this signed agreement, we will forward payment of the grant.

We require final narrative and financial reports. Please see the enclosed grant agreement for the report due date, as well as the grant report form which should be used with your report.

The Board and staff at the Community Foundation are pleased to be able to support your organization. Christina Cuevas, Program Officer is responsible for the administration of this grant. If you have any questions about the grant or reporting requirements, or if we can be of any assistance during the grant period, please feel free to contact her at (83 1) 477-0800.

Sincerely,


Lance Linares
Executive Director

enclosures: Grant Agreement
Grant Report Form

Past Presidents
Ian McPhail
Jack Baskin
Richard C. Solari
William Locke-Padden
Gloria Hilin Welsh
Georgia Bruner
J. Miles Reiter
Director Emeritus
Ian McPhail
Executive Director
Lance Linares

Honorary Trustees

Theresa Bizzanti
Georgia Bruner
Neil Sisson Cliff
Diane Porter Cooney

Nancy N. Deyouff
Harold H. Kyle
Samuel Leask IV
William Locke-Padden

Erin McPherson III
Garden Mosser
Richard C. Polse
Rowland Reiter

J. Miles Reiter
Richard C. Solari
Robert Stephens
Robert E. Swenson

Gloria Hilin Welsh
Betsy Woodgett
Florence Wyckoff

26.1