

# COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

PATTI A. REILLY, CHAIR  
BOB PICKARD, VICE-CHAIRMAN  
DOUG BALMAIN  
ROBERT C. STEWART  
GARRY R. PARKER


DISTRICT I  
DISTRICT V  
DISTRICT II  
DISTRICT III  
DISTRICT IV



## MARIPOSA COUNTY BOARD OF SUPERVISORS

### MINUTE ORDER

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TO: JIM ARCHER, Child Care Coordinator  
FROM: MARGIE WILLIAMS, Clerk of the Board   
SUBJECT: Mariposa County Local Child Care Planning Council; Res. 98-378 and 98-379

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THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 13, 1998

#### ACTION AND VOTE:

Jim Archer, Child Care Coordinator;

A) Resolution Authorizing Chair to Sign Ratification Approving By Laws for the Mariposa County Local Child Care Planning Council

**BOARD ACTION:** Discussion was held relative to the request and County responsibility for the program. Supervisor Balmain advised of typographical errors in the by-laws. (M)Pickard, (S)Parker, Res. 98-378 adopted/Ayes: Reilly, Parker, Pickard; Noes: Balmain; Excused: Stewart.

B) Resolution Authorizing Chair to Sign Priorities for the Local Child Care Planning Council

**BOARD ACTION:** Discussion was held with Jan Stutsman, consultant. (M)Pickard, (S)Parker, Res. 98-379 adopted designating the entire County as a priority No. 1/Ayes: Reilly, Parker, Pickard; Noes: Balmain; Excused: Stewart.

cc: File

County Priorities Report Form

County Number 22

County Name MARIPOSA

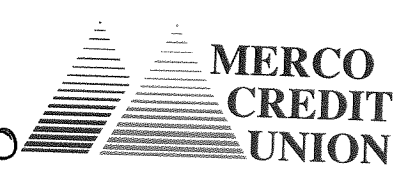
PROGRAM: Direct service part-day state preschool programs serving income eligible families of preschool-age children

Description of Underserved Area

Priority 1:

Mariposa County

*Handwritten notes:*  
 B+B  
 98-378+379  
 pages: 3  
 Excd: 5  
 Note: B



*Handwritten notes:*  
 attached!  
 ask Archer still  
 needs to get us a  
 copy of signed copy  
 of public laws. - Ady  
 Comm. BP.



If more space is needed to enter data, this form may be revised.

*Patti A. Reilly*  
 CBS Authorized Representative

10-13-98  
 Date

*Louise W. Hamilton*  
 CSS Authorized Representative

10/15/98  
 Date

September 28, 1998  
 Date of Public Input Session

County Priorities Report Form

County Number

22

County Name MARIPOSA

PROGRAM: Direct service center-based and family child care home network programs serving eligible families of infants and toddlers (0 to 3 years)

Description of Underserved Areas

Allocation

Priority 1:

Mariposa County

If more space is needed to enter data, this form may be revised.

Patricia A. Reilly  
CBS Authorized Representative

10-13-98  
Date

Joseph D. Hamilton  
CSS Authorized Representative

10/15/98  
Date

September 28, 1998  
Date of Public Input Session

# MARIPOSA COUNTY LOCAL CHILD CARE PLANNING COUNCIL

## BYLAWS

### Article I - Name & Mission Statement

The name of the local planning body for child care services in Mariposa County shall be the Mariposa County Local Child Care Planning Council, referred to hereafter as the "Council". The Council's Mission Statement is as follows: *"On behalf of Mariposa County's children, the Child Care Planning Council is dedicated to promoting and supporting a community-wide effort that results in a child care system that meets the needs of all our children"*.

The Council was created by the Mariposa County Board of Supervisors and the Mariposa County Superintendent of Schools, referred to hereafter as the "Board" and the "Superintendent", respectively.

### Article II - Statement of Purpose

The Council shall comply with California CalWORKs legislation AB 1542 (Ed Code Sections 8499.3 and 8499.5) as administered by California Department of Social Services (CDSS). The Council shall serve as a forum to address the child care needs of all families and for all child care programs, both subsidized and nonsubsidized in Mariposa County.

The Council's major responsibilities are to:

1. Recommend priorities for child care funding from the California Department of Education (CDE), Child Development Division (CDD) when appropriate and requested.
2. Advise the County Board of Supervisors and the County Superintendent of Schools on child care program and policy issues.

### Article III - Function

1. Conduct an assessment of child care needs at least once every five years. This needs assessment shall take into consideration the following:
  - A. The needs of families eligible for subsidized child care.
  - B. The needs of families not eligible for subsidized child care.
  - C. The waiting list for programs funded by the CDE and CDSS.
  - D. The needs for child care for children who have been abused or neglected or are at risk of abused or neglect.
  - E. The number of children receiving public assistance.

- F. Family income among families with infant/toddler, preschool and school-age children.
  - G. The number of children of migrant workers.
  - H. The number of children with special needs.
  - I. The number of children from all identifiable linguistic and cultural backgrounds.
  - J. Special needs based on geographic considerations.
  - K. The ages of children needing services.
  - L. Any other factor deemed appropriate by the Council.
2. Document information gathered during the needs assessment which shall include, but not be limited to: data on supply, demand, cost and market rate for each category of child care in the County.
  3. Encourage public input in the development of funding priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on proposed priorities.
  4. Prepare a comprehensive County-wide child care plan designed to mobilize public and private resources to address identified needs.
  5. Conduct a periodic review of child care programs funded by CDD and CDSS to determine if identified priorities are being met.
  6. Collaborate with subsidized and nonsubsidized child care providers, County welfare and human service departments, job training programs, employers, integrated child and family service councils, parent organizations, private and public schools, and other interested parties to foster partnerships designed to meet local child care needs.
  7. Design a system to consolidate child care waiting lists.
  8. Coordinate part-day programs, including preschool and Head Start with other child care to provide full-day child care.
  9. Submit the results of the needs assessment and the local priorities identified to the Board and the Superintendent for approval before submitting to CDD.
  10. Review and comment on proposals submitted to CDD that concern child care to be provided within Mariposa County. These comments shall in no way be binding on CDD in determination of programs to be funded.
  11. Identify at least one, but no more than two, members to serve as part of the CDD team that reviews and scores proposals for child care service funded through CDD upon written request . Council representatives shall not review and score proposals from Mariposa County.

12. Develop and implement a training plan to provide increased efficiency, productivity and facilitation of Council meetings.
13. Provide consultation to CDD and CDSS regarding the development of a single application and intake form for all federal and state subsidized child care and development programs.

## Article IV - Membership

**Section I:** The composition of the Council shall comply with the guidelines of AB 1542 (sections 8499 et seq), and shall have an active membership of ten voting members. The Council shall be comprised of the following representatives:

- A. Two Child Care Providers, defined as a person who provides child care services or represents persons who provides child care services and is reflective of the range of providers in the county.
- B. Two Community Representatives, defined as a person who represents an agency or business that provides private funding and child care services or who advocates for child care services through participation in a civic or community-based organization but does not provide child care.
- C. Two Child Care Consumer Representatives, defined as a parent or person who receives or who has received, within 36 months, child care services.
- D. Two Public Agency Representatives, defined as a person who represents a city, county, city and county or local education agency.
- E. Two additional Representatives, appointed at the discretion of the appointing bodies.

**Section 2:** Members shall be appointed by the Mariposa Board and the Superintendent as follows:

- A. The Board shall appoint a member from each of the membership categories listed above for a total of five members.
- B. The Superintendent shall, also, appoint a member from each of the membership categories listed above for a total of five members.

**Section 3:** The nomination process shall take place as follows:

- A. Council membership shall be open to any interested person who resides or provides related services in Mariposa County. This appointment process shall be publicized in the local papers as needed.

- B. Make every effort to ensure that the compositions of the Council's membership reflects needed representation as required by Ab 1542 (sections 8499 et seq).
- C. Applications for possible appointment shall be received by the Child Care Coordinator (CCC). A list of persons interested in being nominated to the Council shall be kept as a pool for future appointments.
- D. The Council will recommend appointments from the pool of applications on file to the appropriate appointing body to fill vacancies.

## Article V - Term of Membership

- Section 1:** All Council members shall serve at the pleasure of, and may be removed at any time without cause upon agreement of both appointing bodies.
- Section 2:** Term for each member shall be for three years. Any member may be reappointed for consecutive terms.
- Section 3:** Any member of the Council may resign by giving written notice to the Council's Chairperson.
- Section 4:** The Child Care Coordinator (CCC) will quickly act to notify the appropriate appointing body so that the vacancy can be filled.
- Section 5:** Council members are expected to attend all regular meetings. Each Council member shall designate, in writing, an alternate to represent their membership category. Designated alternates must have prior approval of the Board and/or Superintendent. Designated alternates may represent more than one Council member as long as they meet the required qualifications of the category they are representing. However, designated alternates may not represent more than one member at a time.
- Section 6:** If a member misses three consecutive meetings and fails to provide a designated alternate without timely notification to the Chairperson, the Council may request that the CCC take appropriate action to fill the vacancy.

## Article VI - Meetings

- Section 1:** All meetings of the Council are open and accessible to the general public. Public notice will be made according to the Brown Act.
- Section 2:** Regular meetings shall occur a minimum of four times per year. The Chairperson may call special meetings at any time. Notice of special meetings shall be sent at least three days prior to the meeting date.

**Section 3:** A quorum is established when there is a minimum of one half of the current voting membership present to conduct official business. Designated alternates shall be included in determining the quorum.

**Section 4:** Voting privileges will take place as follows:

- A. Each member or designated alternate acting as a member shall have voting privileges.
- B. A majority vote of the quorum is needed for business to be official.
- C. Members and designated alternates shall abstain from voting on issues in which they have a proprietary interest.

**Section 5:** On any question or point of order not contained in these rules and regulations, the Council shall be governed in its parliamentary actions by Robert's Rules of Order.

**Section 6:** The order of business, ordinarily, shall be as follows:

- a. Roll call to establish a quorum.
- b. Approval of Minutes.
- c. Communications and/or correspondence.
- d. Reports to the Council.
- e. Unfinished Business.
- f. New Business.
- g. Public input and Announcements.

## Article VII - Support Staff

**Section 1:** The Support Staff of the Council shall consist of a Chairperson, a Secretary and a Child Care Coordinator (CCC). The specific duties assigned to the Support Staff are designated within the Council's bylaws and Job Descriptions.

- A. The Secretary and the CCC are non-voting members of the Council.
- B. The Chairperson shall be selected annually by a majority vote of the Council members. This election shall take place at the April meeting and the new Chairperson will take office at the next scheduled meeting. The Chairperson shall have a vote only in the event of a tie.

**Section 2:** It shall be the duty of the Chairperson to call meetings to order, suggest Support Staff for the Council's consideration, make committee assignments and preside over the meetings of the Council. The CCC will perform these duties in the absence of the Chairperson.



**Section 3:** It shall be the duty of the Secretary to develop meeting agendas in coordination with the Chairperson. The Secretary will be responsible to mail notices and/or agendas of Council meetings, maintain a record of Council membership and attendance, as well as, meeting minutes. The Secretary shall, also, maintain a record of all Council activities related to its Child Care Plan.

## Article VIII - Committees

**Section 1:** The Council shall establish committees on either a permanent or temporary basis to address Council business. Committees may, also, include persons not on the Council.

**Section 2:** A Chairperson shall be appointed by the Council's Chair from its own membership to chair each committee.

## Article IX - Bylaws

**Section 1:** These Bylaws shall become effective upon the approval of the Board and the Superintendent.

**Section 2:** These Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the members present at any regular or special meeting. Suggested changes shall be subject to the approval of the Board and the Superintendent. Written notice of proposed amendments must be sent to the Council members at least fourteen days prior to the meeting at which the proposed amendments will be voted upon.

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### RATIFICATION

1. Board

*Kathleen A. Reilly*

10-13-98

Date

2. Superintendent

*W. B. Little*

10-20-98

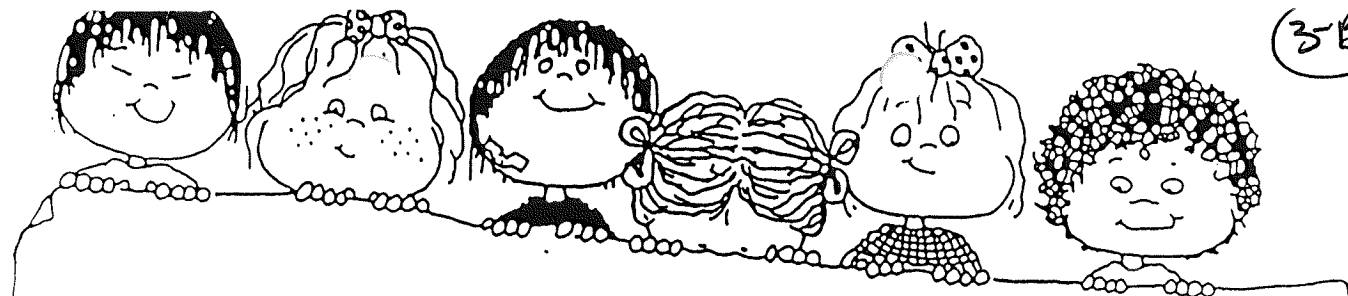
Date

3. Council

*Lee Johnson*

10-13-98

Date



# Local Child Care Planning Council

P.O. Box 1898  
Mariposa, CA 95338  
(209) 966-4474

MEMO

October 2, 1998

TO: Mariposa County Board of Supervisors  
Mariposa County Unified School District

The California Department of Education, Child Development Division is planning to issue a Request for Application (RFA) announcing the availability of funds for expansion of:

- 1. Direct service center-based and family child care home network programs serving eligible families (at or below 75% of the State median income) of infants and toddlers (0-3 years); and
- 2. State Preschool (part-day) services to income eligible families of preschool - age children (3to5 years).

AB1542 requires that in each county, the Local Child Care Planning Council (Council) must determine which geographic area(s) within the county should have priority when the state reviews applications received for that county. Public input must be obtained in determining these priorities, and a public hearing was held on September 28, 1998. The priorities must then be approved and signed by both the County Board of Supervisors and by the County School Board.

Mariposa County does not currently have either type of child care center. Although we do not intend to apply for these funds, and are not aware that any other entities are planning to apply for them, we wish to be on record that the entire county is underserved. With top priority extended to the entire county, any applications that the state should receive would be eligible for consideration.

Lee Jorgensen, Chairperson  
Child Care Local Planning Council

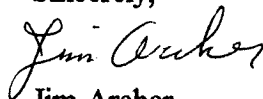
October 2, 1998

Dear Board:

As you are aware, legislation AB 1542 (Ed Code Sections 8499.3 and 8499.5) established in each county in California a Local Child Care Planning Council under the auspices of the County Board of Supervisors and the County Superintendent of Schools.

As an integral part of the requirements for funding, the Child Development Division of the State Department of Education has determined that each Council shall develop By Laws to assist in the implementation of effective and consistent operation of the Council. At this time, the Mariposa County Child Care Council wishes to submit for your approval the attached By Laws.

Sincerely,



Jim Archer

Child Care Coordinator

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## RATIFICATION

1. Board

\_\_\_\_\_ Date

2. Superintendent

\_\_\_\_\_ Date

3. Council

\_\_\_\_\_ Date