



**The Santa Cruz County Child Care Planning Council**  
El Consejo de Planificación de Cuidado Infantil del Condado de Santa Cruz  
[www.childcareplanning.org](http://www.childcareplanning.org)

**Subsidized Programs Consortium Minutes**  
**March 5, 2008 9:00-11:00 AM**  
**County Office of Education Ocean/Pacific Room**

**Consortium Chair:** Elaine Henning (Voucher Project) Chaired meeting for Ellen Ortiz

**Members in Attendance:** Cathy Lusk (WAWC), Terri Jimenez (Head Start), Marilyn Moore (Community Bridges), Alicia (PACE), Lisa Dilles and Trisha Pastor (Live Oak Child Development Programs), Larry Drury (Go Kids) Kathy Lathrop (PVUSD Child Development Programs) Karen Hamman (Go Kids), Carole Mulford (COE Staff), Sheila Andersen (Cabrillo College), Erika Ismerio (YWCA) Teresa Parker Pooré (Redwood Mountain Preschool), Bill Gutzwiller (Chair of Redwood Mountain Preschool), Heidi Perlmutter (YWCA Board President)

**Facilitated by:** Diane Oyler, Child Care Planning Council Coordinator

**I. Welcome and Introductions. Additions to Agenda**

- Elaine Henning called the meeting to order at 9:05 a.m. All present were welcomed and introduced themselves:
- Erika Ismerio introduced Heidi Perlmutter, President of YWCA Board, and announced Vietta Helme resigned from Watsonville YWCA. Anna Villafuerte will be interim Executive Director until hiring process is completed.

**II. CEL Update**

- Elaine explained the process of CEL brochure development.
- MOU was sent to all agencies and each one should print, have signed and return hard copy to Voucher Project for the CEL files.
- Additional, new CEL data submission requirements are being implemented. They involve State Preschool, Head Start and Family Literacy programs. All families enrolling in these part-day programs must be asked whether they are actually waiting for (and would have a qualifying need for care for) CCTR or other programs that provide longer hours of care. They are then kept on the CEL as “partially enrolled” meaning they are waiting for and have a qualifying need for additional services.
- Administrators regularly attend regional meetings. The next is in San Francisco on March 25.
- Agencies need to go onto the CEL and mark as enrolled the children in their programs. If you don't have staff time to do so, Voucher Project will enter data for the CEL agencies, and perform follow up calls. Agencies need to send family name and/or authorized parent or guardian's names along with the name of the child they have enrolled to the Voucher Project. This is to prevent your colleagues from calling families that are already enrolled with you, and also because in the near future the children shown on the CEL as enrolled will also have your agency designation (your CDD vendor number) so that the State can monitor who is enrolling properly from the CEL.
- When you take a name off the CEL, agencies are required to note this on the CEL database by marking the child enrolled, not by writing the information into the notes.

- Voucher Project will assist CEL partners who contact us about entering/managing their CEL information.
- Elaine mentioned two items concerning parents who leave CDD programs owing family fees:
  - 1) The child care programs where the family fees are owed should contact Voucher Project ASAP to allow for speedy action concerning offending families. These families will be taken off if already on the CEL and if enrolled at another program, steps must be taken to immediately collect the fees owed.
  - 2) Families who owe money to the State are not eligible to be on the CEL. Since family fees technically are money owed to the State, we can legitimately exclude them from the CEL. Voucher Project will develop a process for communication about nonpayment of family fees and will notify CEL Partners of the exact procedure in the near future.
- Kathy L. asked how far back Voucher Project would collect family fees. The families who owe any family fees are off the CEL until the debt is satisfied.
- There was a question about penalty to a partner that is enrolling and skips a child on the list because they can't reach the parent. There is no penalty to the child care program, as long as they follow due diligence by calling three times or sending letters. These actions should be documented. ALSO, the CEL information for a family that can't be reached should be updated NOT by just adding information in the notes section. For example, if a phone is disconnected, make that change on the CEL OR notify Voucher Project so we can send an update letter or put the family into inactive status.
- It was suggested that child care programs could call each other and warn each other of outstanding family fees at their agencies.
- Trisha Pastor-Cross asked if this only applies to family fees. What about late fees? While State contractors may levy late fees, we cannot use outstanding late fees as a reason for excluding families from the CEL.
- Cathy Lusk asked if parents have accumulated outstanding attendance days can agencies share this information with other agencies once families move on to other centers.
- Marilyn M. asked if child care agencies we allowed to charge late fees to families in state funded programs. Yes, this is allowed.
- The Consortium members will develop procedures for depreciation of capital gains items in their centers and share this with committee members.
- All members agreed that Categorical Program Monitoring Review process needed to be shared amongst members and agreed that it should be an ongoing agenda item to be addressed at each meeting.

### **III. AB212 Program Update**

- Diane gave a brief report on the STARS activities  
STARS training will be held this Saturday, March 8<sup>th</sup> here at COE on "Meaningful Observation." CCPC is expecting 130 participants.
- CCPC/AB212 hosted a Director's Brunch on March 5<sup>th</sup>. The directors gave input on how they will continue to support AB212 activities.

**IV. CDD Update: Braided funding and information on new regulations for eligibility and need**

- Elaine gave update on eligibility and need regulations which have been updated by the State. We will share more details once decisions are made at the State level as to implementation date.
- Eligibility for self employed /business owners – there will be more scrutiny required - of the deductions allowed against gross income to arrive at net, and requiring documentation through items such as business license (or listing or cards), lists of clients, copies of tax returns, bookkeeping records, etc.
- Minor comment –Parents receiving subsidy who work for FCC providers need to prove that the FCC needs an assistant.

**V. Public Policy Update and Information Exchange**

- Diane shared the new braided funding proposal in the Management Bulletin.
- Kathy would like to allow CPKP, Preschool Family Literacy Programs, to offer wrap around care using family child care providers.
- Larry mentioned that we won't have any solid information on state budget cuts until May revise comes out.
- YWCA is planning a meeting with Anna Caballero, Assembly member from the 28<sup>th</sup> District, YWCA will invite CCPC members to attend when final preparations are completed.
- Bill Gutzwiller mentioned his admiration for Karen Bass, new Speaker of the California Assembly.
- Larry D. reported that SB867: Providers being unionized – is on the Senate Floor. There are many questions on how this would work. R&R and CDPI are monitoring the bill; they have a neutral position on the bill.
- Larry indicated there are positive things that could come from the bill for FCCCH providers such as medical, dental insurance etc.
- Kathy L. identified the need for a meeting to flush out the employment and payment of substitutes who work for child care providers.

**VI. Program check in on application submitted for CDD funding - # of slots and locations.** Closed session to discuss unfilled slots and possible solutions.

**VII. Agenda Building for Next Meeting**

- Follow up on leg meeting on state budget.
- Start a list of topics discussion around CPM to address

**VIII.**

**Announcements**

- PVUSD - needs a site supervisor
- YWCA – needs site supervisor for MacQuiddy Elementary
- Cabrillo College child care center – recruiting for director
- Bill G. requested program development assistance for Redwood Mountain
- Preschool and infant and toddler program at Glen Arbor.

- PVUSD Raising a Reader program - there maybe limited expansion available.
- WAWC ground breaking on March 17, 2008

**IX. Support groups to discuss program challenges and brainstorm solutions.**

**X. Adjournment**

Meeting adjourned at 10:45 PM

**Next regular meeting:** May 7, 2008, 9-11AM @ COE Ocean/Pacific Room