



Placer County Child Care Council Member Handbook
Placer County Office of Education
Early Childhood Education



PLACER COUNTY CHILD CARE COUNCIL OVERVIEW

HISTORY AND BACKGROUND:

Local Planning Councils are grounded in the federal government, the government of the State of California, and in local government, under the joint authority of the County Board of Supervisors and the County Superintendent of Schools.

In October 1991, the United States Congress established a federal Child Care and Development Block Grant (CCDBG), through which each state was allocated funds to assist low-income families in obtaining child care and development services.

Subsequently, California developed a State Plan – a requirement of all states under the CCDBG – which specified that local communities should have a voice in the appropriation and allocation of CCDBG funds. In the same year, Assembly Bill (AB) 1241, authored by Assemblywoman Jackie Speier, was passed.

ADDITIONAL CALIFORNIA LAW:

In 1997, Assembly Bill 1542 was passed, which established the state's welfare reform system, CalWORKs. CalWORKs stands for California Work Opportunity and Responsibility to Kids.

Each of the 58 counties in California has a local child care and development planning council. While most councils are housed in county offices of education, some are within county government and others are administered by non-profit agencies.

UNIQUENESS OF MEMBERSHIP & GOVERNANCE:

The membership composition of the local planning councils is intentionally broad-based and diverse, so that a wide representation of stakeholders can provide expertise and knowledge, to result in the best outcomes for children and families. LPC meetings intentionally provide a forum where all voices can be heard.

SUMMARY OF MANDATES:

The Local Planning Council:

- Collaborates with community organizations and government agencies to provide families with the best possible child care options
- Promotes services by providing information to families on access to quality child care and development services
- Assess the overall county needs for child care by completing a needs assessment at least every five years
- Prepare a Countywide Child Care Plan to mobilize public and private resources
- Develop local priorities for allocation of state and federal child care funds

DEVELOPMENT OF BYLAWS:

According to Black's Law Dictionary, bylaws are rules and regulations adopted by an organization to govern all its ongoing activities. For LPCs, bylaws are based on the authority of the California Education Code, as well as the county Board of Supervisors and Superintendent of Schools.

Bylaws, including amendments to them, require approval of the two governing authorities and forwarded to the California Department of Education Early Learning and Care Division (*Education Code* §8499.3 still requires it) as well as California Department of Social Services as they provide funding and program oversight.

Here is a link to more general information on bylaws: [Definition of Bylaws](#)

CONTENT OF COUNCIL BYLAWS:

The contents of the councils' bylaws are not mandated by the state, but typically may include the following:

- The official name of the organization. Whereas there is a generic name for local child care and development planning councils, many around the state have adopted individual names
- The duties and functions of the LPC
- Membership composition, meeting attendance requirements, and terms of membership
- Duties, elections, and terms of officers; officers include a Chair, Vice-Chair and Secretary
- Council committees and their duties; some councils may have standing committees, and some may have ad hoc committees, or a combination
- Meeting frequency
- Voting procedures
- Parliamentary authority, such as Roberts Rules of Order, to provide a framework for the efficient conduct of Council meetings.
- The governing authority of the councils, as established in the Education Code.
- The mission and vision statements of the Council.

PARLIAMENTARY PROCEDURE AND ROBERTS RULES OF ORDER:

Parliamentary procedure, which developed in the United States out of English procedures brought here by early colonists, provides a consistent and efficient way to conduct meetings, and to protect the rights of each member of an organization to be heard.

Most organizations have adopted Robert's Rules of Order to guide the conduct of their meetings, to "bring order out of chaos," and to ensure the accomplishment of common goals. Robert's Rules were developed in 1873, by Henry Martyn Robert, an army engineer, who created them when he found no existing guidelines when asked to conduct a meeting.

ELEMENTS OF ROBERT’S RULES OF ORDER:

Many resources are available on Robert’s Rules, but the “official” books can be found at this website link: [Robert's Rules](#)

Robert’s Rules include:

- How to handle motions: moving, seconding, postponing or withdrawing
- Debate and amendments
- Referring a proposal to a committee for further study
- Voting and elections
- Bylaws and how to use them
- Roles of officers and committees

THE AUTHORITY OF THE BROWN ACT:

Whereas the use of parliamentary procedure may help ensure a smooth and efficient meeting, compliance with the Ralph M. Brown Act is a legal requirement of the local child care and development planning councils.

Local Planning Councils must conform to the Brown Act, because its members are appointed by public agencies. The purpose of the Brown Act is to support the public’s right to attend and participate in meetings of local “legislative bodies.”

The Brown Act, also known as the “Open Meeting” Act, can be found in California Government Code, Title 5, Division 2, Part 1, Chapter 9, Sections 54950-54963 at the following website link: [The Brown Act](#)

REQUIRED NOTICES, AGENDAS, AND EXEMPTIONS UNDER THE BROWN ACT:

An agenda containing brief general descriptions of each item to be discussed must be posted at least 72 hours prior to the meeting. The descriptions need not be more than twenty words.

Closed sessions, which may be held for personnel issues, litigation, labor negotiations, or real property negotiations, require descriptions of each item on the meeting notice or agenda.

CONFLICT OF INTEREST CONSIDERATIONS:

Chapter 2.3, Section 8499.3 (h) of the Education Code was amended in 2002 to include the following clause: “No member of a local planning council shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted upon.”

This addition of this clause was, in part, a result of the passage of AB 212, which funded LPCs to administer a stipend program for staff in state-funded child development programs. Since then LPCs also have been given oversight of the Voluntary, Temporary Transfer of Funds.

Conflicts may exist if members are administrators of programs funded by the California Department of Education, Early Learning and Care Division.

CONFLICT OF INTEREST LAW IN CALIFORNIA:

The Political Reform Act of 1974 was created by ballot initiative to address the issues of conflicts of interest regarding public officials. The basic provision of the Act is that public officials should perform their duties impartially and free from any possible bias caused by their own financial interests, or the interests of their supporters.

Members are required to recuse themselves from participating in discussions or voting on items that may have an actual or perceived conflict of interest. An example, for a LPC member, might be if there is a vote on how stipends or grants are to be allocated to state-funded programs, and the member is an administrator of such a program.

STATEMENT OF ECONOMIC INTERESTS:

The Political Reform Act of 1974 is administered by the Fair Political Practices Commission (FPPC), which is a five-member, independent, non-partisan commission. The FPPC's objectives are to ensure that public officials act in a fair and unbiased manner, to promote transparency, and to foster public trust.

Council members, or even staff, may be required upon appointment, upon exit, and annually to file a California Form 700, Statement of Economic Interests, with the FPPC. The Form 700 provides information on the filer's financial interests and serves as a reminder to the filer of potential conflict of interest considerations.

CONFLICT OF INTEREST RESOURCES:

The California Office of the Attorney General has prepared a 136-page booklet on conflict of interest law, which can be found online at the following link: [Conflicts of Interest](#)

REPORTING REQUIREMENTS:

In accordance with California Education Code §8499–§8499.7, the Local Planning Council (LPC) operates under statutory requirements established in state law. While the legal authority remains in the Education Code, administrative oversight and funding for LPCs are provided by the California Department of Social Services (CDSS), Child Care and Development Division (CCDD).

The LPC is required to submit reports and documentation to CDSS in the format and by the deadlines specified by the state, which may include:

- **Annual Summary of Activities** – detailing accomplishments and outcomes for the prior fiscal year. Due July 20th of each year.
- **Quarterly Fiscal Reports** – documenting expenditures and budget status. Due on the 20th day of the months of October, January, April, and July.

- **Annual LPC Budget** – outlining planned use of funds for the upcoming fiscal year. Due September 20th of each year.
- **Certification Statement Regarding LPC Membership Composition** – verifying compliance with membership category requirements under Education Code §8499.3. Due January 20th of each year.
- **Annual Report and Self-Evaluation** – summarizing progress toward goals, program performance, and compliance with applicable requirements. Due November 15th of each year.

All reporting timelines, templates, and submission procedures will follow the most current CDSS guidance, which may be updated from time to time.

CCCCA INFORMATION:

The California Child Care Coordinators Association was established to serve as a forum for sharing knowledge and information and provides leadership and resources in identifying and addressing key issues among LPC and other child care coordinators statewide.

The mission of the association is to promote, support, and improve the coordination of local efforts to provide early care and education services for children in California. For more information on the association, its members and its events, go to: California Child Care Coordinators Association

COUNTY OFFICIALS

PLACER COUNTY SUPERINTENDENT OF SCHOOLS

Gayle Garbolino-Mojica serves as the Superintendent of the Placer County Office of Education, overseeing county-wide educational leadership, administration of mandated services, program development, and support for school districts. She also reviews and approves Local Control and Accountability Plans (LCAPs) submitted by school districts within Placer County.

COUNTY BOARD OF EDUCATION

The Placer County Board of Education is the governing body of the County Office of Education. This board operates under the authority of the California Constitution and Education Code. It is responsible for:

- Adopting the annual County Office budget and Local Control and Accountability Plan (LCAP)
- Establishing policies for board operations
- Acting on appeals related to student expulsions, interdistrict transfers, and charter school petitions
- Hiring and evaluating the County Superintendent and setting compensation
- Managing county owned property

Current board members include:

- Amber Johnson-Area No. 7
- Andrew Tagg-Area No. 2
- Kelli Gnile-Area No. 5
- David Patterson, Ed.D.-Area No. 3
- R. Jan Pinney-Area No. 4
- Renee RegachoAnaclerio, Ed.D.-Area No. 6
- Sergey Terebkov-Area No. 1

Meeting schedules, agendas, and minutes are accessible via the Placer County Office of Education’s official BoardDocs site. [BoardDocs](#)

COUNTY BOARD OF SUPERVISORS

The Board of Supervisors is the governing body of the County and certain special districts. The Board enacts ordinances and resolutions, adopts the annual budget, approves contracts, appropriates funds, determines land use zoning for the unincorporated area, and appoints certain County officers, including the CEO and members of various boards and commissions.

Key responsibilities of the Board include:

- Enacting ordinances and resolutions
- Adopting the annual county budget
- Approving contracts and appropriations
- Determining land use and zoning for unincorporated areas
- Appointing key county officials—such as the County Executive Officer (CEO)—and members of various boards and commissions

Current board members include:

- Bonnie Gore-Supervisor, District 1
- Shanti Landon-Supervisor, District 2
- Anthony M. De Mattei-Supervisor, District 3
- Zuzanne Jon, Supervisor District 4
- Cindy Gustafson, Supervisor District 5

For information on supervisorial district boundaries, individual supervisor representation, and Municipal Advisory Council details, the Placer County website offers resources to help you connect with your specific district and supervisor. [Board of Supervisors](#)

PLACER COUNTY CHILD CARE COUNCIL

PROGRAM REQUIREMENTS

INTRODUCTION

The purpose of the Local Childcare and Development Planning Councils (LPCs) is to provide a forum for the identification of local priorities for childcare and the development of policies to meet the needs identified within those priorities (WIC 10485). These program requirements are provided to assist the Contractor in meeting the legislative intent.

In addition to these program requirements, each Contractor is required, as a condition of its contract with the California Department of Social Services (CDSS), to adhere to the CDSS Funding Terms and Conditions.

OPERATIONAL REQUIREMENTS

Responsibilities of the County Board of Supervisors (CBS), County Superintendent of Schools (CSS) (WIC 10485)

Both the CBS and CSS are mandated to be involved in the local childcare planning process. Specifically, the CBS, CSS are directed to:

1. Appoint members to the LPC.
 - Before making appointments, the CBS and the CSS shall publicize their intention to select the members and shall invite local organizations to submit nominations. In counties in which the superintendent is appointed by the county board of education, the county board of education may make the appointment or may delegate that responsibility to the superintendent.
2. Establish the term of appointments for the members of the LPC.
3. Approve the local priorities that are developed by the LPC for submission to the CDSS, for new state and federal childcare funding for the county.
4. Approve the results of the needs assessment developed by the LPC prior to submission to the DSS.

LPC Composition (WIC 10485)

The local planning council shall be comprised as follows:

1. 20 percent (20%) consumers, defined as a parent or person who receives, or who has received within the past 36 months, childcare services.
2. 20 percent (20%) childcare providers, defined as a person who provides childcare services or represents persons who provide childcare services.
3. 20 percent (20%) public agency representatives, defined as a person who represents a city, county, city and county, or local education agency.

4. 20 percent (20%) community representatives, defined as a person who represents an agency or business that provides private funding for childcare services, or who advocates for childcare services through participation in civic or community-based organizations but is not a childcare provider and does not represent an agency that contracts with the DSS to provide childcare and development services.
5. The remaining 20 percent (20%) shall be appointed at the discretion of the appointing agencies. The CBS, CSS are each to appoint one-half of the LPC members.

LPC Responsibilities (WIC 10485, 10486)

1. No member of the LPC shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on.
2. The LPC is required to adhere to the requirements in the Ralph M. Brown Act; Government Code, Sections 54950-54963, in the conduct and public notification of LPC meetings scheduled.
3. By May 30 of each year, upon approval by the CBS and the CSS, the LPC shall submit to the department and the State Department of Education the local priorities it has identified that reflect all childcare needs in the county. To accomplish this, a local planning council shall do all of the following:
 4. The LPC shall assess childcare needs in the county no less frequently than once every five years. The department shall define and prescribe data elements to be included in the needs assessment and shall specify the format for the data reporting. The needs assessment shall also include all factors deemed appropriate by the local planning council to obtain an accurate picture of the comprehensive childcare needs in the county. The factors include, but are not limited to, all of the following:
 - A. The needs of families eligible for subsidized childcare.
 - B. The needs of families not eligible for subsidized childcare.
 - C. The waiting lists for programs funded by the department.
 - D. The need for childcare for children determined by the child protective services agency to be neglected, abused, or exploited, or at risk of being neglected, abused, or exploited.
 - E. The number of children in families receiving public assistance, including CalFresh benefits, housing support, and Medi-Cal, and assistance from the Healthy Families Program and the Temporary Assistance for Needy Families (TANF) program.
 - F. Family income among families with preschool or school age children.
 - G. The number of children in migrant agricultural families, as defined in FTC, Section X *Definitions*, who move from place to place for work or who have moved from place to place within the last five

years and are currently dependent for their income on agricultural employment, but is currently settled near agricultural areas.

- H. The number of children who have been determined by a regional center to require services pursuant to an individualized family service plan, or by a local educational agency to require services pursuant to an individualized education program or an individualized family service plan.
- I. The number of children in the county by primary language spoken pursuant to the department's language survey.
- J. Special needs based on geographic considerations, including rural areas.
- K. The number of children needing childcare services by age cohort.
- L. Document information gathered during the needs assessment that shall include, but need not be limited to, data on supply, demand, cost, and market rates for each category of childcare in the county.
- M. Encourage public input in the development of the priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.
- N. Prepare a comprehensive countywide childcare plan designed to mobilize public and private resources to address identified needs.
- O. Conduct a periodic review of childcare programs funded by the department to determine if identified priorities are being met.
- P. Collaborate with subsidized and nonsubsidized childcare providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disability, local childcare resource and referral programs, and other interested parties to foster partnerships designed to meet local childcare needs.
- Q. Design a system to consolidate local childcare waiting lists if a centralized eligibility list is not already in existence.
- R. Coordinate part-day programs, including state preschool and Head Start, with other childcare and development services to provide full-day childcare.
- S. Submit the results of the needs assessment and the local priorities identified by the local planning council to the board of supervisors and the county superintendent of schools for approval before submitting them to the department.
- T. Identify at least one, but not more than two, members to serve as part of the

department team that reviews and scores proposals for the provision of services funded through contracts with the department. Local planning council representatives may not review and score proposals from the geographic area covered by their own local planning council. The department shall notify each local planning council whenever this opportunity is available.

- U. The needs assessment data shall be made available to counties implementing individualized county childcare subsidy plans pursuant to Chapter 19 (*WIC* Section 10350-10536) of the Child Care and Development Services Act.

Additional Requirements

Contractor shall actively participate in local Quality Counts California (QCC) and Quality Rating Improvement System (QRIS) consortium. (EC 8203.1)

Local Match Requirement

Each Contractor shall contribute a match, in the form of monetary and/or in-kind services, equal to 25 percent of the annual 1998/99 LPC grant award amount. The local contribution for this contract is shown on the face sheet.

CDSS Contact Information

If you have questions regarding these program requirements, please contact the Childcare and Development Division at: LPC@dss.ca.gov.

COUNCIL COMPOSITION

Placer County Child Care Council

The Council functions in coordination with both the Placer County Board of Supervisors and the County Superintendent of Schools, providing oversight and guidance aligned with recommendations from the Child Care Master Plan.

It includes representatives from:

- Child care consumers
- Child care providers
- Community representatives
- Public agency representatives
- Discretionary members

Placer County Child Care Council

The Council is composed of 20 seats, with no more than four seats in any single membership category. Ten members are appointed by the Placer County Board of Supervisors, and the remaining ten are appointed by the County Superintendent of Schools. Current council members include: [Current Council Members](#)

COUNCIL MEETINGS

Placer County Child Care Council

Meeting Schedule: Regular meetings occur on the 1st Wednesday of January, March, May, September, and November. Ad hoc meetings may be scheduled as needed to address time-sensitive matters such as urgent funding decisions, legislative changes, emerging community needs, or other pressing issues that cannot be deferred until the next regular meeting.

COUNCIL BYLAWS

Placer County Child Care Council Bylaws

- To access the LPC Bylaws please navigate to: [Placer County Child Care Council Bylaws](#)

Amendment of By-Laws

- Recommendations to amend, repeal or adopt new by-laws may be adopted by the vote of a majority of the members of the Council at any regular or special meeting. Changes to by-laws are subject to the approval of the County Board of Supervisors and the County Superintendent of Schools.

REPORTING REQUIREMENTS

The following is a listing of required activities and due dates that the Contractor must adhere to during the contract period. Failure to comply with these requirements may be considered a noncompliance issue and subject the Contractor to possible termination of the contract.

Revenue and Expenditure Report

The Revenue and Expenditure Report (CD 9529) must be submitted quarterly via the Child Development Provider Accounting Reporting Information System (CPARIS) reporting system. CPARIS can be accessed on the [DSS's Fiscal Resource website](#). If you need more information about how to submit your Support Contract Expenses report, contact your assigned fiscal analyst.

LPC Annual Summary and Self-Evaluation Findings Report Survey

The LPC Annual Summary and Self-Evaluation Findings Report Survey must be submitted by November 15. The survey shall be submitted via the. [DSS, Local Planning Council Forms webpage](#).

LPC Planning Council Form 6002 Survey

An Annual Summary of Activities must be submitted by July 19, The Survey shall be submitted via the [DSS, Local Planning Council Forms webpage](#).

Local Planning Council (LPC) County Priorities Report Form

LPC's shall submit [LPC Priority Electronic Submissions \(PDF\)](#) along with Excel Spreadsheet and send to the LPC@dss.ca.gov.

Table 1-Activities Timeline

Report/Activity	Due Date	Reporting Period
Fiscal Plan/Yearly Budget – For planning – *There is no set template required.	September 18, 2025	July 1, 2024 – June 30, 2025
LPC Annual Summary and Self-Evaluation Findings Report Survey.	November 15, 2024	July 1, 2024 – June 30, 2025
LPC Planning Council Form 6002 Survey	July 19, 2025	July 1, 2024 – June 30, 2025
Revenue and Expenditure Report (CDFS-9529) 1 st Quarter	October 20, 2025	July 1, 2024 – September 30, 2025
Revenue and Expenditure Report (CDFS-9529) 2 nd Quarter	January 20, 2026	October 1, 2025 – December 31, 2025
Revenue and Expenditure Report (CDFS-9529) 3 rd Quarter	April 20, 2026	January 1, 2026 – March 31, 2026
Revenue and Expenditure Report (CDFS-9529) 4 th Quarter	July 20, 2026	April 1, 2026– June 30, 2026
Certification Statement Regarding Composition of LPC Membership (CD-3020)	March 15, 2026	N/A
LPC County Priorities Report CD-3022	May 30, 2026	N/A

DEFINITIONS

For purposes of these program requirements, the following definitions shall apply (*WIC 10480*):

“Block grant” means the block grant contained in Title VI of the Child Care and Development Fund, as established by the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

“Childcare” means all licensed childcare and development services and license-exempt childcare, including, but not limited to, private for-profit programs, nonprofit programs, and publicly funded programs, for all children up to and including 12 years of age, including children with exceptional needs and children from all linguistic and cultural backgrounds.

“Childcare provider” means a person who provides childcare services or represents persons who provide childcare services.

“Community representative” means a person who represents an agency or business that provides private funding for childcare services, or who advocates for childcare services through participation in civic or community-based organizations but is not a childcare provider and does not represent an agency that contracts with the department to provide childcare and development services.

“Consumer” means a parent or person who receives, or who has received within the past 36 months, childcare services.

“Department” means the State Department of Social Services.

“Local planning council” means a local childcare and development planning council as described in *WIC 10485*.

“Public agency representative” means a person who represents a city, county, city and county, or local educational agency.

PLACER COUNTY CHILD CARE COUNCIL RESOURCES

LPC Needs Assessment and Early Care and Education Workforce Survey

<https://drive.google.com/file/d/18u8ukxpBYoOyYqErweaG6cH6szmhYQCi/view?usp=sharing>

LPC Zip Code Priorities Report

<https://www.cdss.ca.gov/child-care-and-nutrition/specialized-programs/child-development/contractor-information/lpc-priorities>

Parental Choice Survey

<https://drive.google.com/file/d/1RjjFJVZQl8E4k648tbZpkJ0xnOaPFcKy/view?usp=sharing>

First 5 Strategic Plan

<https://www.first5placer.org/about>

Welfare and Institutions Code

<https://docs.google.com/document/d/1boTcuAXSTuKqPASadZwQU5I-yYmHanM9BeubK9XEODl/edit?usp=sharing>

Fair Political Practices Commission Ethics Training

<https://localethics.fppc.ca.gov/login.aspx>

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