

**Council Meeting: June 3, 2008****SUBJECT: Ratification of Agency Appointment to fill Vacancy on Child Care Advisory Board****REPORT IN BRIEF**

In accordance with City policy, this report informs Council that the City recently received a letter of resignation from a board/commission member and a copy is on file with the Office of the City Clerk. Mary Smith, appointed to the Child Care Advisory Board (CCAB) in May 2007 for a term to expire in June 2008, recently resigned. In accordance with the CCAB by-laws, the California Department of Social Services has appointed an agency member to replace Mary Smith and Council is asked to ratify the appointment.

**BACKGROUND**

Mary Smith, representative of the Community Care Licensing Category, resigned from the Child Care Advisory Board effective May 5, 2008. The California Department of Social Services, Community Care Licensing Division has recommended that Melvin Matos fill the resulting vacancy (Attachment A). Mr. Matos's application is provided in a separate confidential envelope for Council review.

**EXISTING POLICY**

Administrative Policy, Chapter 1, General Management, Article 15, Section 3, Subdivision 8 states that when a resignation letter is received, staff shall prepare a Report to Council that indicates the resignation(s) and specifies the process that staff recommends to fill the new vacancy(ies).

Child Care Advisory Board By-Laws, Article 3(a), Selection Process, states that when a vacancy occurs in the category of Community Care Licensing that the representative agency be contacted to make an appointment to the CCAB. The City Council will ratify the appointment. That appointment is not effective unless and until ratified by City Council.

**DISCUSSION**

The Child Care Advisory Board consists of seven members. With Ms. Smith's resignation, the advisory board will have six remaining members.

Pursuant to the Child Care Advisory Board by-laws, the appointment of Melvin Matos is submitted for Council ratification. There are no other appointees for this vacancy.

## **Appointment to Vacancy on Child Care Advisory Board**

June 3, 2008

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### **FISCAL IMPACT**

None

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk.

### **ALTERNATIVES**

1. Council ratifies the appointment of Melvin Matos to the remainder of the unexpired term vacated by Mary Smith on the Child Care Advisory Board (expires June 30, 2008) and to a subsequent full term (expires June 30, 2012).
2. Council does not ratify the appointment, and directs City staff to contact the appropriate agencies for potential alternative appointees.

### **RECOMMENDATION**

Alternative No. 1: Council ratifies the appointment of Melvin Matos to the remainder of the unexpired term vacated by Mary Smith on the Child Care Advisory Board (expires June 30, 2008) and to a subsequent full term (expires June 30, 2012).

Reviewed by:

Robert Walker, Assistant City Manager  
Prepared by: Janice Clark, Deputy City Clerk

Approved by:

Amy Chan  
City Manager

### **Attachment**

A. Appointment letter from Barbara Mordy, State of California Department of Social Services

**DEPARTMENT OF SOCIAL SERVICES**

Community Care Licensing Division  
San Jose Regional Office Child Care  
2580 North First Street, Suite 300, San Jose, CA 95131  
Telephone (408) 324-2148 Fax (408) 324-2160



May 5, 2008

Janice Clark  
Deputy City Clerk  
City of Sunnyvale  
456 West Olive Street  
Sunnyvale, CA 94086

RE: Resignation and Appointment of Child Care Advisory Board member

Dear Child Care Advisory Board and City Clerk's Office:

This letter is in regards to Licensing Program Analyst Mary Smith's resignation from the CCAB, and the new appointment of Melvin Matos.

The Department of Social Services Community Care Licensing Division recognizes the need for state representation on the Child Care Advisory Board as we license Family Day Care Homes and Day Care Centers in the City of Sunnyvale. The San Jose Regional Office submitted the name of a Licensing Program Analyst, Melvin Matos that serves the programs in the City of Sunnyvale to serve on the board. LPA Melvin Matos submitted his application for a Board Representative position on CCAB replacing former representative, LPA Mary Smith.

Please feel free to contact me if there are any concerns or questions at (408) 324-2148.

Sincerely,

  
BARBARA MORDY  
Regional Manager

c. Melvin Matos  
Angela Carmack

2008 MAY -8 P 2:47  
CITY OF SUNNYVALE, CA  
CITY CLERK'S OFFICE