

**Council Meeting: October 14, 2008****SUBJECT: Consider Transitioning the Child Care Advisory Board to a Staff-Advisory Committee (Study Issue)****REPORT IN BRIEF**

The purpose of this study is to determine whether the Child Care Advisory Board (CCAB) should remain a board advisory to City Council on policy issues, or transition to a committee advisory to staff on operational issues. Council recently reviewed and revised its policies governing boards and commissions, and it was that review which prompted staff to originate this study, calling to Council's attention that the CCAB--while designated a Council-advisory board--actually operates much more like a staff-advisory committee.

Since its beginning in 1989, the CCAB has focused its work specifically on the quality, affordability and availability of child care in Sunnyvale. The CCAB has undergone a number of changes over the years, and is currently a 7-member body appointed by the City Council.

A review of CCAB's history reveals that it has been involved both with advising City Council regarding policy issues, and with advising staff on operational issues. Over the years, however, it has dealt with fewer and fewer policy issues, and more and more operational issues.

If CCAB remains an advisory board to Council, its role will be largely limited to issues of City policy. It will recommend policy issues for study, and provide input to Council regarding those issues Council decides to study.

If CCAB transitions to a staff advisory committee, its energies and work would largely be focused on operational issues, such as assist staff with identifying the child care needs of Sunnyvale families and providers; advise staff on emerging child care issues; assist staff in evaluating the effectiveness of activities, programs, and services in the Youth, Family, and Child Care Resources Program; serve as a resource/expert on child care and early education matters; and assist staff with problem-solving, program development and implementation.

Staff recommends Alternative No. 2: Support staff's recommendation to transition the Child Care Advisory Board (CCAB) to a Staff Advisory Committee.

CCAB held a special meeting on September 15, 2008 to review and discuss this study issue. CCAB members expressed their commitment to serve and desire to

have some positive impact in child care services or programs for Sunnyvale families and providers. They have not found many policy related issues to discuss or recommend to City Council to study and at times have felt under-utilized. CCAB members voted unanimously to concur with staff's recommendation of transitioning CCAB from its current role of advisory to Council to a staff advisory committee.

BACKGROUND

The City maintains two types of citizen advisory bodies:

- a) Boards and commissions: these bodies are advisory to City Council, and as such are primarily involved with City policy. They suggest policy issues for possible Council study and action, make policy recommendations to Council regarding those issues Council decides to study, and provide a forum for broad community participation and input into those issues. All board and commission meetings are open to the public, adhere to Brown Act requirements, and operate under Parliamentary Procedure.

The City maintains 10 boards and commissions at present, including the CCAB. Duties for each board and commission include: create an annual work plan, participate in the study issue process, advise Council on budget issues and make recommendations to Council based on the City Manager's recommended budget, in the specific area of focus for each Board and Commission. Boards and Commissions must adhere to the guidelines and criteria outlined in Council Policy. See Attachment A, Council Policy 7.2.19 Boards and Commissions for more information on eligibility, recruitment, meetings, oath of office, duties, etc.

Due to the nature of their policy-advisory role, boards and commissions have more interaction with City Council than staff-advisory committees, and are perceived by some to have greater status (an official representative and voice of the public) and more influence than staff-advisory committees.

- b) Committees: these bodies are advisory to staff, and as such are primarily involved with City operations—that is, they make suggestions to staff regarding *how* to implement Council policy. The City Manager decides whether to form a staff-advisory committee to assist staff in specific areas of city operations. Staff-advisory committee meetings are considered staff meetings, and are typically not open to the general public, unless specifically noticed as such. Staff-advisory committee meetings are not required to meet Brown Act notice or to follow formal Parliamentary Procedure, and typically operate with less formality.

Due to the nature of their role, staff-advisory committees often deal with the City's day to day operations, and are perceived by some to have a greater influence than formal boards and commissions on direct service delivery to the public.

Currently, there are 5 staff-advisory committees to assist staff with city operations. These committees are:

- Teen Advisory Committee
- Senior Advisory Committee
- Columbia Neighborhood Center Advisory Group
- Advisory Committee on Accessibility
- Cultural Diversity Advisory Group

Each staff-advisory committee is structured with a set of by-laws to describe the purpose, roles and responsibilities, membership requirements, terms of service, etc. (see Attachment E for sample by-laws).

The purpose of this study is to determine whether the CCAB should remain a board advisory to City Council on policy issues, or transition to a committee advisory to staff on operational issues. Council recently reviewed and revised its policies governing boards and commissions, and it was that review which prompted staff to originate this study, calling to Council's attention that the CCAB--while designated a Council-advisory board--actually operates much more like a staff-advisory committee.

CCAB History: In 1989, the City completed a comprehensive study of the City's role in childcare, and from it a childcare policy and work plan were adopted. The CCAB was also established to provide Council with technical assistance on the work plan. The work plan was scheduled for completion in a two-year time frame, however, the work plan proved to be more complex than originally anticipated. As such, the work plan and the life of the CCAB were extended. By 1995, most of the policy items were completed, however, Council chose to maintain the CCAB with some modifications in size (reduce from 17 to 12 members) and meeting frequency (reduce from monthly to quarterly).

In April of 2002, following a Council review of the City's boards and commissions program, the membership of the CCAB was further reduced from 12 members to 7 (RTC 02-123).

EXISTING POLICY

Council Policy 7.3.1 Legislative — Goals, Policies and Action Statements

Policy 7.3A.2 Establish advisory committees and boards and commissions as necessary to assist Council in planning and policy

development.

General Plan Element 5.0 Socio-Economic - Goals, Policies and Action Statements

Goal H: Identify pressing health and social needs of the Sunnyvale community, encouraging appropriate agencies to address these needs in an adequate and timely manner.

Policy H.1 Support efforts to increase the availability, quality and affordability of childcare in North Santa Clara County.

DISCUSSION

CCAB is a 7-member body appointed by the City Council to fill designated slots consisting of representatives of Sunnyvale Business, County Office of Education, State Department of Social Services, Community Care Licensing, Sunnyvale Family Child Care Provider, Sunnyvale Child Care Centers, Resource and Referral Agency, School District, Community College, parent representative or related fields. Members of CCAB serve for a term of four years as appointed by City Council and meet once each quarter.

How Does the CCAB Currently Operate?

As far back as 1998, it was acknowledged that the bulk of the CCAB's work was no longer policy-related. RTC 98-305 stated: "The City's role on the issues of child care has been primarily of two functions: policy work and study on issues that provide direction on City services, and coordination of City services to providers and to the public... With the majority of the policy work completed in the program's formative years, the bulk of the attention in recent years has focused on improving quality in existing child care programs."

A review of the last few years' work by the CCAB confirms this is still the case.

Although it is technically a policy-advisory board, the CCAB actually spends far less time reviewing policy-related issues than it does operational issues. Over the years, CCAB has found limited child care policy issues to discuss. In 2005, CCAB proposed a study issue, Explore the City's Role in supporting Universal Preschool (RTC 05-326), which resulted in Council approval of a Legislative Advocacy Position (LAP) in support of Universal Preschool. In 2007, CCAB proposed and Council approved a study issue to "Explore the City's Options Relative to Supporting Child Care Providers Serving Special Needs Children" (RTC 07-363), which resulted in revisions to Council Policy 5.1.2, Child Care, and the City's LAP to include support for child care providers serving special needs children. Other "policy" issues reviewed by CCAB over the last decade could easily have been considered operational rather than policy, meaning they could have been addressed at the staff level. These topics include: a review of

the City's child care program, its projects and overall effectiveness; a study of how unlicensed providers might be more effectively encouraged to seek and obtain licensing through the coordinated effort of the City and other agencies; a study of how new child care providers and those interested in the field of child care, might be attracted and retained to the work in the child care field through a coordinated effort of the City and other agencies; how to assist providers with the steps of reaching accreditation and how to help providers improve the business aspects of running a child care program; a study to examine how the City might assist in obtaining financial resources for child care programs committed to improving and/or developing child care programs; exploration of the City's role in supporting center-based child care programs seeking accreditation from the National Association for the Education of Young Children and the feasibility of developing a Business/Child Care Partnership Program. Council Policy encouraging staff to pursue these types of issues on an operating basis existed prior to the creation of the study issues by the CCAB. However, staff felt the need to create Study Issues in order to legitimize the role of the CCAB in assisting staff.

CCAB has also been involved in assisting staff with more obvious operational issues, such as reviewing completed nominations for the Awards for Excellence in Early Education, developing child care surveys, and providing expertise and problem-solving with child care providers.

How Would the CCAB Operate if it Remained an Advisory Board?

Under this scenario, the CCAB would continue its current advisory role to City Council, with a primary focus on City policy. It would provide technical expertise on major policy areas related to child care, recommend policy issues for study, and make policy recommendations to Council regarding those issues Council decides to study. In addition, CCAB would review the city's annual recommended budget prepared by the City Manager and make recommendations to Council, as needed, on specific budget issues related to the child care and early education topics in the Youth, Family, and Child Care Resources Program. As a Council-advisory board, the CCAB would continue to conduct public meetings to take public input on child care issues in compliance with the Brown Act and in accordance with Parliamentary Procedures.

Applications to CCAB would continue to be accepted and processed through the Office of the City Clerk and Council would interview, and appoint candidates to serve on CCAB. CCAB Members would need to comply with procedures and policies of the City that apply to boards and commissions such as attendance requirements, code of ethics training, and interactions with the public or media.

CCAB Members with their diverse experience and expertise in the areas of child care and early education, community, and businesses would continue to meet quarterly and as one collective voice advising Council on child care-related policy issues.

How Would the CCAB Operate if it Transitioned to a Staff-Advisory Committee?

As advisory to staff, the Child Care Advisory Committee would focus its energies primarily on operations-related issues, such as assist staff with identifying the child care needs of Sunnyvale families and providers; advise staff on emerging child care issues and community needs; assist staff in evaluating the effectiveness of activities, programs, and services in the Youth, Family, and Child Care Resources Program; serve as a resource/expert on child care and early education matters; and assist staff with problem-solving, program development and implementation.

The meeting format would be informal, open to the public only for specific purposes (e.g., to encourage public input on a specific item or topic). The staff liaison would be responsible for scheduling meetings, developing meeting agendas, and writing up meeting notes at the end of each meeting. Members would no longer serve as one collective voice that advises Council on child care related policy issues. Members wishing to communicate child care related policy issues to Council would come before Council as individuals in the same way the general public comes before Council during public meetings to express their point of view. Members could also share policy comments and concerns with staff, encouraging staff to forward these to Council for consideration.

Staff advisory meetings would likely be scheduled more frequently in order to provide staff advisory members regular updates on operations-related issues in the areas of child care and early education. Recruitment and applications for staff advisory positions would be the responsibility of the staff liaison and would no longer fall within the purview of the Office of the City Clerk. Staff would write up a set of by-laws, approved by the Department Director, for this newly-formed staff advisory committee that details the roles and responsibilities of its members, terms of service, membership criteria, meeting schedule, and goals and purpose of the committee.

FISCAL IMPACT

Given that the CCAB has largely operated in the manner in which staff recommends it operate in the future, no significant change in fiscal impact is anticipated whether CCAB continues to operate as advisory to council or transitions to advisory to staff. It remains true that formal boards and commissions are somewhat more expensive to manage given the staff time involved with formal processes related to recruitment and selection; minutes; and meeting protocol.

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, and on the City's Web site; and making the report available at the Library, Office of the City Clerk, and on the City's Web site. A copy of this report was also provided to CCAB.

ALTERNATIVES

1. Retain the Child Care Advisory Board as an advisory body to City Council, focused on policy-related issues.
2. Support staff's recommendation to transition the Child Care Advisory Board to a Staff-Advisory Committee to assist staff with operations-related issues in the areas of child care and early education.
3. Other actions as determined by Council.

RECOMMENDATION

Staff recommends Alternative No. 2, Support staff's recommendation to transition the Child Care Advisory Board (CCAB) to a Staff Advisory Committee. Unlike most other city boards and commissions, the CCAB is comprised of individuals who have dedicated their professional lives to the subject matter of their board. Most other board and commission members are not experts in the field(s) covered by the board or commission; rather, they are intended to represent the general public's perspective on related issues. CCAB Members, however, are professional representatives of such agencies as the County Office of Education, State Department of Social Services, Community Care Licensing, Sunnyvale Family Child Care Provider, Sunnyvale Child Care Centers, Resource and Referral Agency, School Districts, and Community Colleges. While current membership qualifications allow for parent representatives, the majority of members are child care professionals well-versed in related operations.

This professional and technical expertise provides staff with many resources to draw from as staff plans and implements services to support child care providers and families with child care needs, and as it collaborates with other organizations to bring services to support Sunnyvale families. Staff believes the group of individuals comprising CCAB is best utilized to assist staff with professional-related tasks and operational issues. The City's Youth, Family and Child Care Resources Program has a very small staff with only one program coordinator dedicated solely to youth and family issues, including child care. All current CCAB Members in their professional roles lead or implement programs/services in the areas of child care or early education and stay

current in best practice models, effective community outreach strategies, direct access to parents' needs and concerns which are all areas related to city operations, and City staff have benefited greatly from the collective wisdom of this group.

A review of regularly scheduled, quarterly meetings of CCAB's agendas and meeting minutes for the last 18 months shows CCAB meetings have averaged about an hour, with minimum discussion on policy-related topics and more discussion and interest in operations-related issues. As part of CCAB's annual work plan, they are responsible for proposing study issues (focused on policies) for Council to consider, yet CCAB Members have initiated minimal policy-related discussions or actions. In fact, more often than not the "study issues" proposed by CCAB have had more to do with operations than with policy. No related policy issues have been identified to date for Council's consideration in 2009.

For these reasons, public attendance at CCAB meetings has been extremely limited, with the exception of other child care professionals who are required to attend a public meeting on child care-related issues as a requirement of the Comprehensive Approaches to Raising Educational Standards (CARES) program. CARES is a state funded program designed to promote, reward, and encourage educational attainment among child care professionals through a system of financial incentives and rewards. CARES participants are very appreciative of having the opportunity to attend child care-related public meetings during regular business hours to fulfill this requirement of the CARES program, and that opportunity would continue whether or not CCAB were transitioned to a staff-advisory committee.

CCAB held a special meeting on September 15, 2008 to review and discuss this study issue. In the scheduled presentation segment of the CCAB meeting on September 15, 2008, two staff liaisons and one committee member of staff advisory committees discussed their roles and responsibilities and answered questions from CCAB members about their impact and activities of staff advisory members.

CCAB members expressed their commitment to serve and desire to have some positive impact in child care services or programs for Sunnyvale families and providers. They have not found many policy related issues to discuss or recommend to City Council to study and at times have felt under-utilized. CCAB members see a bigger role for their active participation in operations-related issues where they can assist staff with serving and outreaching to parents and child care providers throughout the City. It is worth noting that at this same meeting CCAB's agenda called for members to brainstorm ideas for study issues for calendar year 2009. There were no ideas from members for policy studies in 2009, although they did raise additional operational issues

they would like to discuss further. CCAB members voted unanimously to concur with staff's recommendation of transitioning CCAB from its current role of advisory to Council to a staff advisory committee.

Reviewed by:

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Prepared by: Angela Chan, Youth & Family Resources Manager

Approved by:

Amy Chan

City Manager

Attachments

Attachment A: Council Policy 7.2.19 Boards and Commissions

Attachment B: Study Issue Paper – OCM 03

Attachment C: Child Care Advisory Board By-Laws

Attachment D: Draft Child Care Advisory Board Minutes from September 15, 2008

Attachment E: Columbia Neighborhood Center's Staff Advisory Committee By-laws

Attachment A

Policy 7.2.19 Boards and Commissions

POLICY PURPOSE:

The purpose of this policy is to outline those Council policies pertaining to the City's Boards and Commissions Program.

POLICY STATEMENT:

This policy pertains only to Council-appointed boards and commissions. Many of its provisions are rooted in the City Charter, and where any conflict exists between this policy and the City Charter, the City Charter shall prevail.

Boards and commissions are created by the City Council for the following general purposes:

- To recommend to City Council specific policy-related issues for possible Council study and action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of those issues; and
- To advise City Council on specific policy issues Council has chosen to study, and to provide a forum and opportunity for broad community input on those issues.
- See also Section 6: Duties.

Boards and commissions shall not involve themselves in administrative/operational matters or the implementation of Council policy.

Boards and Commissions Structure

The City maintains ten Council-appointed boards and Commissions:

- Arts Commission: a 5-member body formed by Council Resolution 262-82, September 14, 1982.
- Bicycle and Pedestrian Advisory Commission: a 7-member body formed by Council Resolution 173-92, August 4, 1992.
- Board of Building Code Appeals: a 5-member body formed by Municipal Code Ordinance 1315.
- Board of Library Trustees: a 5-member body formed by City Charter Section 1013.
- Child Care Advisory Board: a 7-member body formed by Council action, May 26, 1992.
- Heritage Preservation Commission: a 7-member body formed by City Charter Section 1015.
- Housing and Human Services Commission: a 9-member body formed by Council resolution 134-85, March 19, 1985.

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- Parks and Recreation Commission: a 5-member body formed by City Charter Section 1011.
- Personnel Board: a 5-member body formed by City Charter Section 1007.
- Planning Commission: a 7-member body formed by City Charter Section 1009.

1. Eligibility

No board or commission members shall hold any paid office or employment in the City Government. All persons appointed shall be registered voters of the City and shall maintain their principal place of residence within the City at the time of their appointment. (Please see exceptions for the Child Care Advisory Board and the Bicycle and Pedestrian Advisory Commission below.) If at any time during their term any member of a board or commission shall cease to be an elector of the City or shall cease to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the board or commission and said position shall be declared vacant by the City Council.

A. Spouses, Household Members, and Relatives

No individual shall be eligible to serve on a City board or commission, chartered or otherwise, who has a spouse, household member living under the same roof, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), currently serving as a member of the City Council, or employed as the City Manager, Assistant City Manager, Assistant to the City Manager, City Attorney, Department Director or Assistant Director or equivalent for the City of Sunnyvale.

B. Concurrent Service

No member of any board or commission listed herein, chartered or otherwise, may serve on more than one board or commission at the same time.

C. Specific membership requirements for charter-related Boards and Commissions are as follows:

(I) Personnel Board:

To be eligible for appointment, each appointee shall neither be a candidate for any other public office or position and shall not be an officer of any local, state, or national partisan club or organization, nor a former City employee. (Source: City Charter Section 1007)

No individual shall be eligible to or continue to serve on the Personnel Board who has a spouse, household member, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), employed by the City of Sunnyvale *in a position which has the right to have a disciplinary matter heard before the Personnel Board.*

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(II) Planning Commission:

To be eligible for appointment, each appointee shall not hold any paid office or employment in the City government, *except that the City Manager or his/her designated representative, shall serve as an ex-officio member of the Commission.* (Source: City Charter Section 1009)

D. Specific membership requirements for non-charter-specified Boards and Commissions are as follows:

(I) Arts Commission:

The members of this commission shall have a demonstrated interest in the arts (such as visual, performing, literary) and in the art programs of the City. Strong consideration shall be given to applicants with a background in the arts. (Source: Resolution No. 193-84).

(II) Housing and Human Services Commission:

The members of the Housing and Human Services Commission shall have a demonstrated interest in housing or human services issues. (Source: Resolution No. 134-85).

(III) Board of Building Code Appeals:

To be eligible for appointment, each appointee shall be qualified by experience and training to pass upon matters pertaining to building construction. (Source: Municipal Code, Chapter 16.08)

(IV) Child Care Advisory Board:

The board membership shall consist of representatives of 1) community care licensing and resource/referral agencies; 2) community colleges, school districts and County Office of Education; 3) child care centers and family child care services; 4) business community; 5) parents; 6) related fields. No more than two representatives of a category will serve at any given time. In the event there are unfilled vacancies due to lack of participation from one of the above groups, vacancies may be filled by representatives of other agencies with a role in child care or the community at large. (Source: City Council motion May 26, 1992)

All persons appointed to the Child Care Advisory Board at the time of his or her appointment shall be affiliated with (either through employment or an official membership) the above noted organizations. In the event that the affiliation ceases, that person shall be ineligible to continue to serve as a member of the CCAB. (Source: City Council motion May 26, 1992)

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E. Limitation on Terms

Any person appointed to a board or commission shall be immediately eligible, upon the expiration of their term, to serve on a different board or commission (for the purposes of this policy, the resignation or removal of a member from a board or commission does not constitute the expiration of their term—i.e., a board or commission member is not eligible to serve on a different board or commission until the unexpired term from which he/she has resigned or was removed, has expired).

All board and commission members are eligible to serve two successive four-year terms on the same board or commission. No person who has served two such successive four-year terms shall be eligible for appointment to that same board or commission for two years following the expiration of the second full term for which the member was appointed and served. Serving an unexpired term of up to 2 years in length shall not count toward years served in terms of eligibility.

The members of the CCAB shall serve for a term of four years and until their respective successors are appointed. Membership terms shall be staggered. The designated agencies are required to identify the most appropriate representative, which could result in an individual serving multiple terms as the designated agency representative. The limitation on terms that is policy for most of the existing boards in the City may be waived for those categories of membership in which there is only one designated agency.

2. Recruitment

Through the Office of the City Manager, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether planned or unplanned, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

3. Appointment

Appointments of board and commission members shall be agendaized at a City Council meeting.

The appointment process will be conducted as follows:

The Mayor will announce by board or commission each vacancy including its term, and then will read each applicant's name. Council will vote on each applicant. The candidate receiving the most affirmative votes and at least four affirmative votes will be appointed. Should no candidate receive at least four affirmative votes, the vacancy will remain. Should a tie between the candidates receiving the most affirmative votes occur, the affected applicants will be voted on again. If a tie still remains, and the affected applicants each have received at least four affirmative votes, the Mayor would ask the City Attorney to draw the name of the person to be appointed. The process is repeated for each board or commission.

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If vacancies still exist after the appointment process is conducted, staff shall inform Council of alternative courses of action.

A. Exceptions:

(I) Personnel Board:

Two of the five members shall be appointed by the City Council from a list of five persons to be nominated by election of the employees in the classified service. (Source: City Charter Section 1007)

(II) Child Care Advisory Board:

(a) Designated Agency Appointments:

When a vacancy occurs in the following categories: 1) community care licensing and resource/referral agencies; 2) community colleges, school districts and County Office of Education; 3) child care centers and family child care services; representative agencies shall be contacted to make an appointment to the CCAB. The City Council will ratify the appointment. In the event that one or more of the designated agencies elects not to participate in the CCAB, the City may accept applications from other agencies involved in child care and will consider these applications amongst the multiple agency/individual appointments as described below.

(b) Multiple Agency or Individual Appointments:

For those membership categories for which there is more than one agency or organization which may be interested in seeking membership on the CCAB, i.e., child care centers and family day care providers (includes one alternate), Sunnyvale businesses, religious institutions and parent representatives, the child care staff shall seek applicants through mailings and other targeted recruitment efforts. Child care staff will recommend appointments which will be ratified by the City Council. (Source: City Council motion May 26, 1992)

(III) Bicycle and Pedestrian Advisory Commission

The members of the commission shall be selected from two categories:

- (a) Category One shall be bicyclists or pedestrians in the City of Sunnyvale. Every person in this category shall, at the time of his or her appointment, be a registered voter of the City and shall maintain his or her principal place of residence within the City. Should any person so appointed cease to be an elector of the City or cease to maintain his or her principal place of residence within the City, that person shall be ineligible to continue to serve as a member of the commission.

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- (b) Category Two shall include members of the PTA or other parent groups, administrations of schools in Sunnyvale, commute coordinators for major employers within the City, members of neighborhood associations, principals or teachers from Sunnyvale schools or persons interested in park and recreational activities in the City. (Source: Resolution No. 173-92.)

4. Oath of Office

Each board and commission member (and alternates for the Child Care Advisory Board), before entering upon the discharge of the duties of his/her office, shall sign the City's Code of Ethics document and take, subscribe to, and file with the City Clerk the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of (here inserting the name of office) according to the best of my ability." (Amended effective December 31, 1975) *City Charter Section 910*

After taking the Oath of Office and signing the Code of Ethics in the Office of the City Clerk, each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly scheduled Council meeting.

5. Required Training/Conferences

Mandatory training shall be provided to all board and commission members by the City through the Office of the City Manager, including an orientation session for new members. Training shall be delivered as deemed necessary by the Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or "how to run a meeting" for board and commission chairs).

Conferences are conducted periodically by outside groups to assist members of boards and commissions in meeting their respective responsibilities more effectively. The City's interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted.

6. Meetings, Attendance and Quorums (see also Council Policy 7.3.8 Posting of Agendas and Procedure for Confirming Proper Posting and Notice of Meetings)

A. Meetings

Each board and commission shall hold regular meetings and special meetings as it may require. All meetings shall be open to the public and meet Brown Act

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requirements (with the exception of certain disciplinary review proceedings of the Personnel Board).

All board and commission meetings shall operate under Parliamentary Procedure. Should this policy and Parliamentary Procedure conflict, this policy shall take precedence.

B. Attendance

Each member of a City board or commission is expected to attend all regularly scheduled meetings (as identified for each board and commission on the official roster). Attendance of less than 75% (regardless of whether excused or unexcused) of the regularly scheduled meetings OR two consecutive unexcused absences in 12 months may result in a letter from the Mayor requesting improved attendance and reminding the member of the Council policies on absences. If the member has three consecutive unexcused absences from regularly scheduled meetings, the member's seat will be declared vacant by Council action.

Each board or commission will record their respective members' absences as excused or unexcused and shall include that record in the minutes of the meeting at which the member is absent. Excused absences shall be limited to those which meet both of the following requirements:

- (I) The absent member must have informed the chair and/or the City staff liaison to the board or commission, of their intended absence prior to the scheduled meeting. (Failure to inform the chair or the staff liaison prior to the meeting will result in an unexcused absence, unless extenuating circumstances prevent advance notice.), *and*
- (II) The absence is due to one of the following:
 - (a) A death in the family,
 - (b) Personal illness,
 - (c) Board or commission-related business,
 - (d) Personal leave (limited to one per fiscal year) or emergency, or
 - (e) Decision by member's supervisor in employment or required military service.

Staff shall prepare for the City Council a quarterly attendance report of all the City's boards and commissions showing the attendance of each member during the past 12 months. Attendance issues will be highlighted by the staff.

(III) Exception:

Attendance policies for the Child Care Advisory Board will be consistent with those of other boards and commissions in the City with the exception that members may send alternates in their stead. In order to have full voting rights, the alternate must be approved by Council in advance and take the oath. The member shall be reflected in the minutes as having been in attendance through the alternate.

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C. Quorums

Boards and commissions have a quorum when 51% of their current membership is present. "Current membership" is defined as the official membership, less any seats that are formally vacant through resignation, unfilled vacancy or removal.

D. Majority and Abstentions

Board and/or commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present *and* voting. Abstentions are not counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results. (*The Standard Code of Parliamentary Procedure*, 4th Edition)

7. Duties

Aside from obligations related to attendance and training noted elsewhere in this policy, the general duties for all board and commission members are:

A. Work Plans

Each board and commission shall create an Annual Work Plan which is a 12-month calendar of the policy issues the board/commission will be acting on during the year.

B. Study Issues Process

The Study Issues process is designed to assist City Council with setting priorities for the coming calendar year. Board and commission members have two roles in this process:

- To advise Council regarding the identification of policy issues to study
- To advise Council on those issues Council has decided to study

Within one month of origin, new study issue papers sponsored by Council or a board or commission will be presented to respective boards or commissions, or at the next regular meeting of the respective board or commission.

C. Budget

Board and commission members have two roles in the budget process:

- To advise Council regarding the identification of budget issues
- Provide Council a recommendation regarding the City Manager's recommended budget for content under the purview of their board or commission.

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D. Chairperson's Role and Responsibilities

- (I) Attends training in how to be an effective chair prior to assuming the role.
- (II) Presides at meetings of the board or commission, and follows Brown Act requirements for conducting meetings.
- (III) Serves as a liaison to Council at City Council meetings.
- (IV) Coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
- (V) Coordinates the setting of the agenda with the staff liaison. Should the chair and the staff liaison disagree regarding the agenda, the City Manager shall have final authority.
- (VI) Board and commission chairs are encouraged to attend Council meetings (or to appoint an alternate on either a case by case or long-term basis) for the purpose of representing the official position (including both the majority and the minority opinions) of the board or commission. The chair shall report back to their board or commission on Council's discussion and ultimate decision.
- (VII) Counsels and administers verbal reprimands and written warnings to board and commission members who do not comply with City policy.

E. Vice-Chair

- (I) Attends training in how to be an effective vice-chair prior to assuming the role.
- (II) Serves as the presiding officer in the absence of the chair.

F. Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or Council resolution. By-laws shall be established by all boards and commission and be approved by Council prior to taking effect.

8. Interaction with City Council, Public, Staff, and other Board and Commission Members

The City Manager shall appoint a staff liaison to support each board and commission.

In addition to their role as advisors to the Council, boards and commissions serve as liaisons between the City and the general public regarding issues under their purview at City sponsored meetings or events. Each board and commission functions as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private, board and commission members may communicate at any

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time and on any subject with the City Council, and may express to Council individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission. Only the chair or his/her appointee shall speak during a Council public hearing on any item that has been addressed by the board or commission, and for which detailed minutes have been provided to the Council. The chair shall represent the majority view of the board or commission, but may report on any minority views as well. If Council does not have the benefit of detailed board/commission meeting minutes, any member of the pertinent board or commission may speak under standard time limits, but shall not represent positions which are contrary to official policies of the City or official positions of the board/commission to which they belong. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do. (*Source: Code of Ethics for Elected and Appointed Officials*)

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

Board and commission members shall adhere to the City's Code of Ethics. Council conduct with boards and commissions is covered in the City's Code of Conduct for Elected Officials adopted in April 2000.

Council shall be kept informed of the activities of boards and commissions by virtue of the board and commission minutes.

Council shall consider joint study sessions with boards and commissions as warranted. Council shall encourage members of the public to submit issues and/or concerns to the appropriate board or commission prior to Council considering the matter. (*Community Participation Sub-Element 7.2C.5(a)*)

Board and commission members with questions or concerns about board or commission administrative matters shall seek resolution in the following manner and sequence:

1. **Consult your board/commission chair** (If you are the chair, proceed to Step 2).
2. If the chair is unable to satisfactorily answer your question or address your concern, or if your problem is with the chair; or if you are the chair, **consult your staff liaison**.
3. If the staff liaison is unable to satisfactorily answer your question or address your concern, (or if your problem is with the liaison), **consult the Department**

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Director to whom the staff liaison reports. **This must be done in writing**, specifying your concerns and the unsatisfactory nature of the responses received from the chair and/or the staff liaison. The Department Director will respond back to you in writing within 10 business days (or provide a reason why that is not possible and a specific deadline for a response).

4. If the Department Director is unable to satisfactorily answer your question or address your concern, **consult the Office of the City Clerk. All written materials identified in Step 3 must be provided to the City Clerk** upon initial contact with that office. You will receive a written response from the Office of the City Clerk within 10 business days (or a reason why that is not possible and a specific deadline for a response).
5. If the Office of the City Clerk is unable to satisfactorily answer your question or address your concern, **consult the Office of the City Manager. All written materials identified in Steps 3 and 4 must be provided to the Office of the City Manager** upon initial contact with that office. You will receive a written response from the Office of the City Manager within 10 business days (or a reason why that is not possible and a specific deadline for a response).
6. If the Office of the City Manager is unable to satisfactorily answer your question or address your concern, **consult the Mayor's Office. All written materials identified in Steps 3, 4, and 5 must be provided to the Mayor.** You will receive a written response from the Mayor's Office within 10 business days (or a reason why that is not possible and a specific deadline for a response).

9. Recognition

An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager.

Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation. The type of certificates and mementos provided are at the discretion of the Office of the City Manager, shall not exceed the gift limit established by the Fair Political Practices Commission in effect at the time, and will be suitable for the occasion.

10. Resignation/Completion of Term

When a board or commission member resigns from his or her seat, the member shall notify the Mayor in writing (email, fax or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date and the reason(s) for resignation. When the resignation notice is received by the Office of the City Clerk, staff shall notify Council of the resignation and the status of recruitment efforts to fill the vacancy.

Upon resignation or completion of board or commission assignment, individuals shall not represent themselves further as a board or commission member.

11. Sanctions

Counseling, verbal reprimands and written warnings may be administered by board and commission chairs (or their designee) to board and commission members for failure to

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comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law.

Written reprimands may be administered by the Mayor. Copies of all written reprimands shall be distributed in memo format to the chair of the respective board or commission, the City Clerk, the City Manager, and the full Council. Written reprimands shall not be included in packets for public meetings and shall not be publicized except as required under the Public Records Act.

Any form of discipline involving formal censure, or affecting board or commission member status (i.e., removal from office or removal of chairperson status), shall be imposed by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures, including hard copies to numerous public facilities and posting online. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

12. Investigations

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the City Manager or City Attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the City Manager and/or the City Attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as “Information Only”. Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Records Act.

It shall be the Mayor and/or the Council’s responsibility to determine the next appropriate action. These actions include, but are not limited to: take no further action; discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

13. Removal

The members of each board or commission shall be subject to removal by motion of the City Council approved by at least four affirmative votes, for the following reasons:

COUNCIL POLICY MANUAL

- Failure to maintain eligibility requirements
- Failure to take the required Oath of Office
- Failure to complete required training
- Failure to meet attendance requirements
- Failure to fulfill board or commission duties
- Failure to adhere to Council policy governing boards and commission member interaction with City Council, the public, staff, and/or other board or commission members.
- Violation of Code of Ethics and Conduct

14. Administrative Policies

The City Manager shall have full authority to develop and implement any administrative policies and practices deemed necessary to support the operation of all boards and commissions.

((Adopted: RTC 07-148 (5/1/07); clarity update 9/21/07; Revised by RTC 08-043 (2/12/08) in accordance with Council action on 11/27/07 and 1/29/08)

Lead Department: Office of the City Manager

Attachment B

Proposed New Council Study Issue

Number OCM-03

Status Pending

Calendar Year 2008

New or Previous New

Title Consider Transitioning the Child Care Advisory Board to a Staff-Advisory Committee

Lead Department Office of the City Manager

Element or SubElement Socio-Economic

1. What are the key elements of the issue? What precipitated it?

Historically, there have not been many child care policy issues for the Child Care Advisory Board (CCAB) to discuss and make recommendations to City Council. Instead, the CCAB has been involved in assisting staff with operational issues such as reviewing completed nominations for the Awards for Excellence in Early Education program, developing a survey for a study issue, and providing expertise and problem solving with child care providers.

This study would explore the intended role of the CCAB (advisory to Council regarding policy issues) as compared to current practice (more advisory to staff regarding operational issues). This issue is prompted by the City's reorganization of its Boards and Commissions program, and a desire to ensure a consistent approach to managing all Boards and Commissions. Prior to restricting the CCAB to its originally intended role, staff would like to explore the pros and cons of transitioning the CCAB to a staff advisory committee.

2. How does this relate to the General Plan or existing City Policy?

GOAL H: IDENTIFY PRESSING HEALTH AND SOCIAL NEEDS OF THE SUNNYVALE COMMUNITY, ENCOURAGING APPROPRIATE AGENCIES TO ADDRESS THESE NEEDS IN AN ADEQUATE AND TIMELY MANNER.

Policy H.1 Support efforts to increase the availability, quality and affordability of childcare in North Santa Clara County.

3. Origin of issue

Council Member(s)
General Plan
City Staff Staff
Public
Board or Commission none

4. Multiple Year Project? No Planned Complete Date 12/31/08

5. Expected participation involved in the study issue process?

Attachment B

Does Council need to approve a work plan? No
 Does this issue require review by a Board/Commission? Yes
 If so, which?
 Child Care Advisory Board
 Is a Council Study Session anticipated? No
 What is the public participation process?
 Standard notices and advertisements. Public hearings with CCAB.

6. Cost of Study

Operating Budget Program covering costs
 526 Youth, Family, and Child Care Resources
 Project Budget covering costs
 526330 Staff the Child Care Advisory Board
 Budget modification \$ amount needed for study
 0
 Explain below what the additional funding will be used for
 N/A

7. Potential fiscal impact to implement recommendations in the Study approved by Council

Capital expenditure range None
 Operating expenditure range None
 New revenues/savings range None
 Explain impact briefly
 N/A

8. Recommendation for this calendar year

Board or Commission ranked this study issue ____ of ____
 Board or Commission ranking comments
 Staff Recommendation For Study
 If 'For Study' or 'Against Study', explain
 Clarification of CCAB's role and responsibility in terms of involvement in policy or operational issues will provide guidance for members and staff moving forward, as well as ensure implementation of Council's policies governing Boards and Commissions.

9. Estimated consultant hours for completion of the study issue

0

Managers	Role	Manager	Hours			
	Lead	Chan, Angela	Mgr CY1:	10	Mgr CY2:	0
			Staff CY1:	40	Staff CY2:	0
	Support	Walker, Robert	Mgr CY1:	10	Mgr CY2:	0
			Staff CY1:	0	Staff CY2:	0

Attachment B

Total Hours CY1: 60

Total Hours CY2: 0

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the Department is currently working on or that are soon to begin, and the impact on existing services/priorities.

Reviewed by



Department Director

2-27-07

Date

Approved by



City Manager

2/27/07

Date

Attachment C

**City of Sunnyvale
Child Care Advisory By-Laws
Approved by City Council 9/92
Amended 10/02¹**

1. Purpose.

The Child Care Advisory Board (CCAB) acts in an advisory capacity to City Council and City Administration to provide technical expertise on major policy areas related to child care.

2. Functions.

The CCAB functions in an advisory capacity to the City Council performing the following functions:

- a) Recommends policy issues for study, which will be considered by the City Council at the annual Legislative Issues workshop;
- b) Assists staff in conducting studies approved by Council through the legislative issues process;
- c) Assists in evaluating the effectiveness of City services for child care providers;
- d) Serves as a resource in monitoring the state of child care in the community and assessing needs for the City;
- e) Monitors State and Federal Child Care legislation and makes recommendations on City lobbying efforts.

3. Membership

There shall be a Child Care Advisory Board consisting of **seven** members to be appointed by the City Council. The Board membership shall consist of representatives of **1) community care licensing and resource/referral agencies; 2) community colleges, school districts and County Office of Education; 3) child care centers and family child care services; 4) business community; 5) parents; 6) related fields. No more than two**

¹ By-Laws were amended to reflect the Board & Commissions Program Review RTC 01-359, October 23, 2001. Changes are bolded. This document was prepared by Kristen Nigriny, Child Care Manager, City of Sunnyvale.

representatives of a category will serve at any given time. In the event that there are unfilled vacancies due to lack of participation from one of the above groups, vacancies may be filled by representatives of other agencies with a role in child care or from the community at large.

Membership Requirements: All persons appointed to the Child Care Advisory Board shall at the time of his or her appointment be affiliated with (either through employment or an official membership) the above noted organizations. In the event that the affiliation ceases, that person shall be ineligible to continue to serve as a member of the CCAB.

Eligibility Requirements (Council Policy 7.2.5): No individual shall be appointed to or **continue to serve on** a City Board, Commission, or committee, chartered or otherwise, who has a spouse, household member, or relative, within the second degree lineal or collateral consanguinity, currently **serving as a member of the City Council, or employed as the City Manager, City Attorney or Department Director** for the City of Sunnyvale.

The definition of **relative** includes parents, grandparents, children, sisters and brothers, nieces and nephews, uncles and aunts related to the individual or spouse.

Selection Process:

a) Designated Agency Appointments: When a vacancy occurs in the following categories: **1) community care licensing and resource/referral agencies; 2) community colleges, school districts and County Office of Education; 3) child care centers and family child care services;** representative agencies shall be contacted to make an appointment to the CCAB. The City Council will ratify the appointment. In the event that one or more of the designated agencies elects not to participate on the CCAB, the City may accept applications from other agencies involved in child care and will consider these applications amongst the multiple agency/individual appointments as described below.

b) Multiple Agency or Individual Appointments: For those membership categories for which there is more than one agency or organization which may be interested in seeking membership on the CCAB, i.e. child care centers and family day care providers (includes one alternate)², Sunnyvale businesses and parent representatives, the child care staff shall seek applicants through mailings and other targeted recruitment efforts. Child care staff will recommend appointments, which will be ratified by the City Council (Source: City Council motion May 26, 1992).

² The family child care alternate is a voting member of the CCAB. However, if both the alternate member and regular member attend the same Board meeting, only one vote is permitted.

4. Terms/Vacancies.

The members of the CCAB shall serve for a term of four years and until their respective successors are appointed. Membership terms shall be staggered.

The designated agencies are required to identify the most appropriate representative, which could result in an individual serving multiple terms as the designated agency representative. The limitation on terms that is policy for most of the existing boards in the City may be waived for those categories of membership in which there is only one designated agency.

5. Attendance (Council Board & Commissions Attendance Policy 7.2.9)

Every member of the City Boards and Commissions is expected to attend all regularly scheduled meetings. Attendance of less than 75% of the regularly scheduled meetings and/or two consecutive unexcused absences in 12 months is considered substandard. When substandard attendance issues are identified, a letter from the Mayor may be sent to the member asking for improved attendance and remind the member of the City Charter and Council policies on consecutive absences. If the member has three consecutive unexcused absences from regularly meetings, the member's seat will be declared vacant by the Council.

Each Board or Commission will determine whether their respective member's attendance should be excused or unexcused and their determination will be included in the minutes of the meeting. "Unexcused absence" is defined as any absence from a regularly scheduled meeting of the Board, except when the Board formally excuses the member from the meeting as documented in the minutes. Excused absences include **one personal leave absence**, death in the family, personal illness, personal emergencies, and Board business,

Members must inform the Chair and/or City staff of the Board, of their intended absence prior to the meeting. Failure to inform the Chair or staff will result in an unexcused absence.

Attachment D



MINUTES

SUNNYVALE CHILD CARE ADVISORY BOARD SPECIAL MEETING

The Child Care Advisory Board met on September 15, 2008, in the South Annex Conference Room, 603 All America Way, Sunnyvale, at 1:00 p.m. with Lisa Taiz, Chair, presiding.

ROLL CALL

Board Members Present: Carrie Bosco, Lisa Taiz, Manijeh Khazeni, Mel Matos

Staff Present: Angela Chan, Youth and Family Resources Manager

PUBLIC ANNOUNCEMENTS None

SCHEDULED PRESENTATION Carolyn Lutticken and Debbie Schultz from the Columbia Neighborhood Center Community Advisory Committee(CAC) spoke about their roles as a staff-advisory committee for the Columbia Neighborhood Center. They provided information to the Child Care Advisory Board about their terms, by-laws, and recruitment. Typhanie Ricci informed the board about her Teen Advisory Committee from Parks & Recreation. It is a committee formed by all teenagers who live in Sunnyvale. They plan community and teen events and are currently reviewing their by-laws. Both presentations discussed meeting dates and times for their committees.

CONSENT CALENDAR

1. Approval of Draft Minutes, March 26, 2008 Meeting

Board Member Bosco motioned to approve the draft minutes of May 21, 2008 Special Meeting. **Board Vice Chair Khazeni** seconded the motion.

Motion Carried Unanimously, 4-0

CITIZENS TO BE HEARD None

PUBLIC HEARINGS/GENERAL BUSINESS

2. **Board Chair Taiz** welcomed all the returning members of the Child Care Advisory Board and welcomed **Board Member Matos** as the most recent board member.
3. The selection of Chair and Vice-Chair took place.

Current **Board Chair Taiz** motioned to serve a second term as Chair for the Child Care Advisory Board. **Board Vice Chair Khazeni** seconded the motion.

Motion Carried Unanimously, 4-0

Board Chair Taiz motioned to nominate Board Member Bosco as Vice Chair for the Child Care Advisory Board. Current **Board Vice Chair Khazeni** seconded the motion.

Motion Carried Unanimously, 4-0

4. All board members reviewed the Draft Report to Council on Study Issue: Consider Transitioning the Child Care Advisory Board to a Staff-Advisory Committee. **Board Chair Taiz** mentioned that during her years with the Child Care Advisory Board there have not been many pressing policy issues and supports the proposed change by staff to become a staff-advisory committee. She expressed that she would like to have a more active role with staff on planning, implementing events and to continue to serve the youth and families of this community. **Board Chair Taiz** felt that the representation of the Child Care Advisory Board is a great group and that if converted to staff-advisory the representation of these professional fields should be integrated to the staff-advisory committee. After discussion, **Board Vice Chair Khazeni** mentioned she would have liked to be more involved in operational issues.

Board Member Bosco motioned to accept and concur with staff's recommendation on the Draft Report to Council on Study Issue: Consider Transitioning the Child Care Advisory Board to a Staff-Advisory Committee. **Board Chair Taiz** seconded the motion.

Motion Carried Unanimously, 4-0

Board Chair Taiz will be attending the Council meeting on October 14, 2008. 7:00 p.m. in the Council Chambers to represent the Child Care Advisory Board and answer any question that Council Members may have on the Report to Council.

5. The Child Care Advisory Board did not propose any potential study issues for 2009. **Board Member Bosco** suggested educating local child care providers on compliance with the American Disability Act (ADA) especially if child care providers are receiving subsidized funding from State or Federal government to provide the care for the child. Since educating child care providers on ADA compliance is operations-related, it can be further discussed and explored by staff. **Board Vice Chair Khazeni** commented on the Santa Clara County Early Care and Education Needs Assessment report and found the results to be very interesting. **Angela Chan** noted the number of open slots is smaller this year compared to last fiscal year in Sunnyvale. This is a combined number of slots for child care centers and family child care providers. **Angela Chan** also informed the board that infant care is harder to find and more scarce. In the Santa Clara County Early Care and Education Needs Assessment report, Sunnyvale is indicated as a priority for subsidized care in the 94085 zip code. After looking at this report, it is clear that there is a wide gap between the availability of subsidized child care versus the need of subsidized child care in Sunnyvale. **Board Member Matos** indicated that the Community Child Care Council of Santa Clara County known as the 4C's is a referral source for families looking for child care and they also establish the centralized eligibility list. **Board Member Bosco** said that the Sunnyvale School District uses this centralized eligibility

list to place children from low-income Sunnyvale families into their State Preschools. Sometimes transportation becomes an issue for the parents.

NON-AGENDA ITEMS AND COMMENTS

Board members were provided with Staff's Quarterly Update, a Boards and Commission calendar and distribution of the Roster of Elected and Appointed Officials.

INFORMATION ONLY ITEMS

Angela Chan shared the recognition certificates to providers with all board members and also showed them the Proclamation for the Month of the Child signed by the Mayor. **Board Vice Chair Khazeni** suggested a specific child care provider to be considered by staff to provide training for other child care providers in the area. Staff will consider her suggestion.

Next Regular Meeting: October 28, 2008, 1:00 -3:00 p.m., West Conference Room, City Hall

ADJOURNMENT: 2:35 p.m.

Respectfully submitted,

Monica Guerra
Senior Office Assistant

Attachment E

**Columbia Neighborhood Center
Community Advisory Committee
By-laws**

Purpose

The Columbia Neighborhood Center's Community Advisory Committee (CAC) advises the Columbia Neighborhood Center (CNC) Administration and provides input (and expertise if applicable) on the CNC's services. The CAC also proactively connects and engages the residents of the Columbia neighborhood to enhance the neighborhood's quality of life. (Note: The CAC does not determine policy or direct staff regarding the CNC or its services.)

Roles and Duties

The CAC members advise the CNC Administration by:

- Identifying community needs of the CNC service area,
- Helping to evaluate the effectiveness of CNC services in the community,
- Serving as a resource in effectively operating, planning and advertising CNC, services, and
- Assisting staff with special projects.

The CAC members help engage the community by:

- Encouraging residents to work on addressing community issues, be helpful to other residents and be supportive of youth in the community,
- Initiating community efforts that the Committee and Administration deem are appropriate, such as events, meetings, volunteering or other community activities, and
- Serving as ambassadors of the CNC to the community.

Membership

The Columbia Neighborhood Center Community Advisory Committee will be made up of at least seven members appointed by the CNC Joint Task Force, the CNC's advisory board. The Committee's members will include individuals from the following categories:

- 1) students attending a CNC service area school (Bishop, Columbia, Fairwood, Fremont, Lakewood or San Miguel schools),
- 2) parents living in the CNC service area (north of Central Expressway and within Sunnyvale borders),
- 3) staff members of a CNC service area school,
- 4) members of businesses or organizations located in or serving Sunnyvale,
- 5) residents of Sunnyvale, and
- 6) experts in areas related to the CNC's goals and services.

Eligibility Requirements

No individual can be appointed to or continue to serve on the Community Advisory Committee who is or has a spouse, household member, or relative currently serving as a member of the Joint Task Force, employed at the Columbia Neighborhood Center, serving as a member of the CNC Service Team or providing services at/with/through the Columbia Neighborhood Center. Relatives include the parents, grandparents, children, sisters and brothers, nieces and nephews, uncles and aunts related to the individual or spouse.

Membership Requirements

At the time a member is appointed to the Community Advisory Committee, he or she must be affiliated with (either through employment, official membership, school enrollment or residence) the above categories. In the event that the affiliation ends, that person will no longer be eligible to continue to serve as a member of the CAC.

Members are required to spend 2-4 hours during their term either volunteering for a CNC event or assisting with a CNC project outside of regular meeting times.

Selection Process

When there is a vacancy on the CAC, CNC staff shall seek applicants through mailings and other recruitment efforts. CNC staff will recommend appointments, which are subject to the approval of the Joint Task Force.

Terms/Vacancies

The members of the CAC shall serve for a term of 1 year and/or until the next term's members are appointed. Membership terms will be staggered when possible. The recruitment for new members will start before the end of term for outgoing members. It will begin approximately 3 months before the outgoing members' terms end, or as soon as possible.

Attendance

Every member of the CAC is expected to attend all regularly scheduled meetings. Meetings are 6 times a year (approximately in March, May, July, September, November, and March of the following year). Each member is expected to have no more than one unexcused absence in 12 months. Each member is expected to participate in and support CAC special projects and activities, some of which may be outside of the regular meetings. The time commitment of a CAC member is approximately 15 hours per year.

Members must inform the Chair of the CAC and/or CNC staff of their intended absence prior to the meeting. If a member is unable to attend a meeting, he/she may contact the CNC manager to discuss the meeting agenda items before and after the meeting.