



# Child Care Planning Council

OF YUBA & SUTTER COUNTIES

*Supporting Quality Education  
& Care of Children in Our Community*

## Child Care Planning Council of Yuba & Sutter Counties

Implementation Plan  
2010-2011



FINAL: January 2010

# CHILD CARE PLANNING COUNCIL OF YUBA AND SUTTER COUNTIES IMPLEMENTATION PLAN 2010-2011

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## Introduction and Background

The Child Care Planning Council of Yuba & Sutter Counties (the Council) is a public-private partnership of business, education, community, and governments working together to assess and coordinate the delivery of quality child care services and programs. The mission of the Council is to *promote quality early care and education while meeting the needs of children and families in Yuba and Sutter Counties through partnerships and collaborations with the community.*

One of the responsibilities of the Council is to assess the child care needs in Yuba & Sutter Counties every 5 years and develop a long-term plan to meet those needs. In December 2007, the Council issued the 2007-2012 Needs Assessment. In February 2009, the Council began working with Social Entrepreneurs Inc. (SEI) to develop the next 5-year strategic plan (2010-2015). As part of the five year strategic planning process, the Council:

- Reviewed changes in the child care environment since the 2005-2010 Strategic Plan was developed, and more specifically, the extent to which the issues have changed or are no longer valid
- Reviewed current mission for fit and affirm the vision for the next five years, and
- Developed specific goals, objectives and strategies for achieving the mission and vision.

## 2010-2015 Goals and Objectives

Based on results of the community outreach, Needs Assessment finding, and discussions held during planning sessions, the Council identified four long-term goals and eight objectives, or short-term, measurable changes that support the goals to achieve over the next five years. The goals and objectives of the Council's 2010-2015 Strategic Plan are as follows:

**Goal 1** - The quality of early care and education services is increased.

### Objectives:

- 1.1 Develop and adopt a statement of quality.
- 1.2 Increase the number of partners that provide education for the early care and education workforce.
- 1.3 Support and advocate for better alignment between educational institutions, including effective matriculation.
- 1.4 Support and advocate for incorporating state mandates related to best practice, research, assessments and environments into higher education early childhood education (ECE) classes.
- 1.5 Increase the use of trained professional growth advisors.

**Goal 2** - The Child Care Planning Council of Yuba and Sutter Counties increases awareness of the value of quality early care and education services.

### Objective

- 2.1. The community will value the importance and worth of early care and education for children and youth ages 0 to 12.

**Goal 3** - The Child Care Planning Council of Yuba and Sutter Counties leads in advocating, collaborating, and coordinating quality early care and education.

### Objective

- 3.1. The community is educated, empowered and supported to advocate on behalf of the Council's mission and vision.

**Goal 4** - The Child Care Planning Council of Yuba and Sutter Counties advocates and supports increasing the supply and accessibility of early care and education services to reflect changing needs of the community.

### Objectives

- 4.1 Advocate and provide support for increasing the number of child care slots and retaining providers.

### **Strategies**

<b>Strategy</b>	<b>Lead Committee(s)</b>	<b>Timeline</b>
A. Draft a statement that will create a shared understanding of what constitutes quality and be used to improve the quality of early care and education services.	Quality Improvement & Capacity Building	January 2010 to December 2011
B. Build, strengthen and/or expand collaborations that support the early care and education workforce.	Quality Improvement & Capacity Building, with assistance from Community Outreach	September 2010 through June 2012; Annual Updates
C. Strengthen participation and communication with Yuba College/ECE* Advisory Committee to address priorities related to policies and services.	Public Policy, with assistance from Quality Improvement & Capacity Building	January 2010 to June 2011; Ongoing
D. Work through Yuba College ECE Advisory Committee, department head, adjunct and department staff to review existing curricula and student learning outcomes to infuse best practice research findings into the curricula.	Quality Improvement & Capacity Building, with assistance from Public Policy	January 2010 to December 2011; Annually
E. Advocate for increasing the number and use of trained professional growth advisors.	Quality Improvement & Capacity Building	January 2011 to March 2014; Annually
F. Establish a community outreach plan to include print and electronic media.	Community Outreach	July 2011 to January 2012; Ongoing
G. Provide education and resources to communities.	Community Outreach	July 2011 to June 2012; Ongoing
H. Build the Council's capacity to advocate.	Executive Steering	July 2011 to June 2012; Annually
I. Advocate for more ECE funding.	Public Policy, with assistance from Quality Improvement & Capacity Building	January 2010 to June 2011; Annually
J. Conduct and promote the results of the 5-year needs assessment.	Executive Steering	September 2011 to January 2013
K. Help ECE providers understand how to respond to changing needs.	Quality Improvement & Capacity Building	January 2010 to December 2014; Annually

\* Early childhood education

The tables that follow detail the steps the Council will take to implement the various strategies over the next 12 months. Some strategies include tasks for future action. Where this occurs, those items have been highlighted in tan. Committees are referenced using the following abbreviations:

- ES Executive Steering
- CO Community Outreach
- PP Public Policy
- QICB Quality Improvement & Capacity Building

## Committee Detailed Workplans

**Goal 1. The quality of early care and education services is increased.**

Obj. 1.1. Develop and adopt a statement of quality.

**LEAD COMMITTEE: Quality Improvement & Capacity Building**

Strategy A:	<i>Draft a statement that will create a shared understanding of what constitutes quality and be used to improve the quality of early care and education services.</i>						
Task #	Description	Who	Resources Needed	Start	End	Milestones	Notes/Status Updates
1	Collect examples of quality statements	QICB	LPCs & like organizations	1/2010	12/2010	Samples collected & reviewed by QICB	Started in 2009
2	Gather input on quality indicators from council	Council	Time	1/2011	3/2011	Council reviews QICB materials; provides input	
3	Draft statement & get feedback for quality statement	Council	Time	4/2011	5/2011	Draft quality statement presented to the Council	
4	Solicit input from stakeholders (e.g. Directors' Council, TCAEYC, FCCA, Community)	QICB	Focus group, meetings, mail letter w/draft; Survey Monkey	7/2011	10/2011		
5	Modify statement as needed	Council	Time	10/2011	11/2011	Council reviews at October meeting	
6	Formally adopt statement	Council	Time	11/2011	12/2011	Formal quality statement adopted	

Obj. 1.2. Increase the number of partners that provide education for the early care and education workforce.

**LEAD COMMITTEES: Quality Improvement & Capacity Building; Community Outreach**

Strategy B:	<i>Build, strengthen and/or expand collaborations that support the early care and education workforce.</i>						
Task #	Description	Who	Resources Needed	Start	End	Milestones	Notes/Status Updates
1	Identify prospective partners and invite to a planning session.	QICB, CO	Regional planning session – serve lunch	9/2010	3/2011	Planning session with prospective partners completed	
2	Convene planning session (teleconference, face-to-face) of potential training partners to review shared calendar and determine best outreach and promotion strategies. Draft agenda: 1) current planned training sessions ; 2) opportunities to collaborate; 3) identify barriers and constraint’s related to collaborative trainings	QICB	List of possible partners (refer to task 1)	1/2011	3/2011		
3	Contact surrounding counties to identify training opportunities & types of calendars they already have in place	Staff	Contact info for LPC Coordinators, CCRRs, Yuba & Butte College, First 5’s	3/2011	12/2011		Annually
4	Create a consolidated, shared calendar of training events	Council		4/2011	7/2011	Consolidated training calendar finalized	Review and update annually
5	Determine how to leverage one another’s training (e.g., shared publicity, broader audience, cost sharing, marketing strategies, etc.)	Identified Partners	Time	5/2011	6/2011		Review annually

<b>Strategy B:</b>	<b><i>Build, strengthen and/or expand collaborations that support the early care and education workforce.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
6	Document and disseminate training calendar, promotion strategies , and evaluation process/timelines to partners for implementation	QICB	Staff Support	6/2011	9/2011	Calendar disseminated, and promotion strategies and timelines distributed	Annual process; linked to task 7
7	Establish evaluation strategies and any baselines for current trainings; determine how to best measure increases (e.g., satisfaction, pre/post, demographics, cost savings to partners, increased participation, etc.)	QICB		7/2011	9/2011		Review and update evaluation process annually, as needed
8	Design survey tool to measure success of collaboration, how it benefited the populations that participated (i.e., cost savings, increased numbers/types of people reached, and effective cross -agency staff participation).	QICB	Staff Support	7/2011	9/2011	Survey tool design completed	Tool designed to be issued first time in 3/2011, with annual reviews thereafter
9	Review and update list of partners (e.g., Sutter County Health and Human Services, Sutter County Children and Families Commission, First 5 Yuba, Yuba County Health and Human Services, Yuba College, Chico State, Head Start (both counties), ECC, and One Stop Programs.	QICB	Staff Support	1/2012	3/2012	Partner list updated / expanded as necessary	Review and update annually

<b>Strategy B:</b>	<b><i>Build, strengthen and/or expand collaborations that support the early care and education workforce.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
10	Issue survey to partners and analyze results of collaborative training sessions for previous period.	QICB		1/2012	3/2012	First 6 months training results analyzed, findings available to inform development of the 2011 calendar	Survey reissued annually
11	Establish improvement targets by type of training	QICB		3/2012	6/2012	Improvement targets and baseline information in place	Review annually and update as needed

Obj. 1.3.Support and advocate for better alignment between educational institutions, including effective matriculation.

**LEAD COMMITTEE: Public Policy; Quality Improvement & Capacity Building**

<b>Strategy C:</b>	<b><i>Strengthen participation and communication with the Yuba College/ECE Advisory Committee to address priorities related to policies and services.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Participate in activities to support and advocate for the realignment and approval of the 24 CAP units by the college's curriculum committee	PP, QICB	Time	1/2010	12/2010	CAP units formally accepted	Continues into next year
2	Engage employers/major stakeholders in efforts to support strengthening ECE program & services at the college board level	PP, QICB, Staff	Use director's network as forum	1/2010	12/2010		Continues into next year
3	Develop public information statement & fact sheet for Board presentation	PP	Data from college (ECE Dept.); workforce data	1/2011	6/2011	Public Information statement and Fact Sheet completed	

Obj. 1.4. Support and advocate for incorporating state mandates related to best practice, research, assessments and environments into higher education early childhood education (ECE) classes.

**LEAD COMMITTEE: Quality Improvement & Capacity Building; Public Policy**

<b>Strategy D: <i>Work through ECE Advisory Committee, department head, adjunct and department staff to review existing curricula and student learning outcomes to infuse best practice research findings into the curricula.</i></b>							
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Meet with ECE faculty to understand process for modifying curriculum	QICB	Meet with full time ECE faculty; follow up meeting w/ Dept. Dean	1/2010	6/2010		Started in 2009
2	Participate in ECE Advisory Committee and provide input on course development and modification	Council, QICB, Staff	Time	1/2010	12/2010		Annually
3	Provide concrete suggestions related to curriculum revisions to assist the ECE Department meet required SLOs	PP, QICB	Survey results & Program director input	11/2011	12/2011	Meet w/ ECE faculty & present suggested Curriculum revisions	Suggested changes apply to coming school year; process repeats annually
4	Meet with employers to determine what they see as missing content related to existing curriculum	QICB, PP	Program Directors Meeting and/or Online Survey	3/2011	6/2011	Employer input obtained	Program Directors (Use director's network as forum); <i>Check w/ ECE faculty re date for submission of Fall course schedule</i>
5	Gather input from workforce (with less than 5 yrs. exp. or less than an AA/AS degree) regarding how instruction correlates with their duties, responsibilities & adult to child interactions	QICB, PP	Survey, Children's Home Society of CA for Family Child Care Providers	7/2011	9/2011	Workforce input obtained	Survey process w/Center-Based Program Staff & FCC

Strategy D:	<i>Work through ECE Advisory Committee, department head, adjunct and department staff to review existing curricula and student learning outcomes to infuse best practice research findings into the curricula.</i>						
Task #	Description	Who	Resources Needed	Start	End	Milestones	Notes/Status Updates
6	Design data collection tools (e.g. online survey, employer interview questions, and childcare workforce questionnaire/interview) that can be used consistently by partners to gather data	QICB, PP	Program Directors	3/2011	6/2011	Data collection tools in place	
7	Develop targeted list of employers and schedule one-on-one meetings and/or identify those to participate through an online survey	QICB, PP	Program Directors	2/2011	3/2011		
8	Compile and analyze information collected from all three sources	QICB, PP		10/2011	11/2011	Results analyzed and list of suggestions developed	

Obj. 1.5. Increase the use of trained professional growth advisors (PGA).

**LEAD COMMITTEE: Quality Improvement & Capacity Building**

<b>Strategy E:</b>	<b><i>Advocate for increasing the number and use of trained professional growth advisors (PGA).</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Provide incentives for staff becoming PGAs	QICB, Council	AB 212 Funding	1/2011	6/2011	CDD approves AB 212 plan revisions to include PGA Incentives	Requires revisions to AB 212 annual plan
2	Recruit and train PGAs	YC ECE PGA Trainer, QICB	YC ECE PGA Trainer; space & materials	8/2013	11/2013	PGA training conducted	QICB hosts training Repeats annually
3	Provide CD Permit Workshops	Staff, COE County Licensing Analyst	Space & Materials	1/2014	3/2014	CD Permit workshops conducted	Repeats annually

**Goal 2. The Child Care Planning Council of Yuba and Sutter Counties increases awareness of the value of quality early care and education services.**

2.1. The community will value the importance and worth of early care and education for children and youth ages 0 to 12.

**LEAD COMMITTEE: Community Outreach**

<b>Strategy F:</b>	<b><i>Establish a community outreach plan to include print and electronic media.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Develop messages using work products drafted or completed for strategies C.1 and H.1	CO, QICB	Time	7/2011	10/2011		

Strategy F:	<i>Establish a community outreach plan to include print and electronic media.</i>						
Task #	Description	Who	Resources Needed	Start	End	Milestones	Notes/Status Updates
2	Develop community outreach plan (determine outreach methods, identify key champions, identify target audiences, determine methods for evaluation, etc.)	CO	Time	7/2011	10/2011		
3	Develop budget plan	CO, Staff	Time	7/2011	10/2011		
4	Present outreach plan and budget to Council for input	CO		11/2011	12/2011	Plan adopted, and Council educated on outreach components	
5	Implement community outreach plan	CO, Staff	Time	1/2012	12/2012		Ongoing implementation

**Goal 3. The Child Care Planning Council of Yuba and Sutter Counties leads in advocating, collaborating, and coordinating quality early care and education.**

3.1. The community is educated, empowered and supported to advocate on behalf of the Council’s mission and vision.

**LEAD COMMITTEE: Community Outreach**

Strategy G:	<i>Provide education and resources to communities.</i>						
Task #	Description	Who	Resources Needed	Start	End	Milestones	Notes/Status Updates
1	Develop talking points and materials illustrating Council achievements, mission, vision, etc.	CO, ES	Time	7/2011	10/2011	Talking points developed	Refer to Goal 2.1, Strategy F
2	Use results of strategy H.2 to identify groups/organizations to receive message	CO	Time	7/2011	10/2011		Refer to Strategy B outcomes

<b>Strategy G:</b>	<b><i>Provide education and resources to communities.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
3	Establish timeline and set up presentations	CO	Time	1/2012	6/2012	At least three presentations completed	

**LEAD COMMITTEE: Executive Steering**

<b>Strategy H:</b>	<b><i>Build the Council's capacity to advocate.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Work with CO to develop talking points, using materials/building on messages already developed for strategies C, F, and G	ES, CO, PP	Time	7/2011	10/2011	Talking points developed	
2	Identify one talking point which can have a significant impact on the community and be connected to the Council	Council	Time	7/2011	10/2011		
3	Train Council members on the message and how to disseminate in the community	ES, PP	Funds	1/2012	3/2012	Council members trained	Annually
4	Take the lead to identify partners to promote Council's mission and vision	Council	Time	1/2012	3/2012	Prospective list of partners developed	Ongoing
5	Use talking points to educate elected officials & community members on the importance of early care and education services, using strategies in the community outreach plan	PP, CO	Funds	4/2012	12/2012	Implement strategies from community outreach plan	Refer to Strategy F Ongoing

<b>Strategy H:</b>	<b><i>Build the Council's capacity to advocate.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
6	Plan for future activities to engage and share our message with policymakers (town hall meetings, candidate forums, Board meetings)	ES, CO, PP	Time	4/2012	6/2012	Annual events planned	Review and update plan annually

**Goal 4. The Child Care Planning Council of Yuba and Sutter Counties advocates and supports increasing the supply and accessibility of early care and education services to reflect changing needs of the community.**

4.1. Advocate and provide support for increasing child care slots and retaining providers.

**LEAD COMMITTEE: Public Policy**

<b>Strategy I:</b>	<b><i>Advocate for more ECE funding.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Use current data to advocate for more funding	PP, QICB	Needs Assessment; latest census data; CDD reports	1/2010	12/2010	Fact sheet of current data produced	Annually
2	Prioritize need for resources based on children's age and parents work status	PP, ES	Needs Assessment Staff	1/2010	12/2010	Prioritized care needs submitted to State; Updated with current data	Annually Discuss efforts related to federal & state economic climate
3	Support legislation and the budget process that increases the funding of child care and development services	PP, QICB	Legislative Updates, budget workshops, Policy makers	1/2010	12/2010		Annually

<b>Strategy I:</b>	<b><i>Advocate for more ECE funding.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
4	Support legislation and the budget process that increases funding in order to retain quality staff and provide them with adequate salaries and benefits	PP, QICB	Time	1/2010	12/2010		Annually
5	Develop talking points on the impact of cuts in the state budget and impact on local child care and development programs (BOS, Chamber, local governments, school boards, County Superintendents)	PP	Current local data	1/2011	6/2011		Repeats annually, timing tied to release of initial state budget
6	Educate Council on available funding and child care & development services need	PP	Time	2/2012	1/2013		Align w/Needs Assessment Annually

**LEAD COMMITTEE: Executive Steering**

<b>Strategy J:</b>	<b><i>Conduct and promote the results of the 5-year needs assessment.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Develop RFQ for 2012-2017 needs assessment consultant recruitment	ES		9/2011	10/2011		
2	Release RFQ	Staff		11/2011	1/2012	RFQ issued	
3	Select and contract with consultant	ES		1/2012	1/2012	Consultant in place	
4	Support and provide guidance to needs assessment process through document development and review	Council		2/2012	10/2012	Draft assessment completed	
5	Hold required public hearings	Council		10/2012	11/2012		

<b>Strategy J:</b>	<b><i>Conduct and promote the results of the 5-year needs assessment.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
6	Submit Council approved document to Superintendents & Board of Supervisors	Council		1/2013	1/2013	Formal approval of needs assessment	

**LEAD COMMITTEE: Quality Improvement & Capacity Building**

<b>Strategy K:</b>	<b><i>Help ECE providers understand how to respond to changing needs.</i></b>						
<b>Task #</b>	<b>Description</b>	<b>Who</b>	<b>Resources Needed</b>	<b>Start</b>	<b>End</b>	<b>Milestones</b>	<b>Notes/Status Updates</b>
1	Host forum for Directors	QICB, CHS	Staff Support	1/2010	12/2010	Forum(s) conducted	First meeting in October 2009; quarterly meetings thereafter, or as determined by group
2	Develop new or modify existing survey tool, customizing as needed for different target groups (staff/providers)	QICB, CHS	Staff Support	4/2013	6/2013		Linked with strategy D activities and timelines  Council may want to align with needs assessment in order to include workforce info in 2013-2018 document
3	Conduct a survey of program staff/providers issues/needs	QICB, CHS	Staff Support	7/2013	9/2013		Linked with strategy D activities and timelines
4	Analyze survey results and identify program needs for capacity building; develop strategies and timeline for providing program assistance	QICB, CHS	Staff Support	10/2013	12/2013	Program needs identified	Linked with strategy D activities and timelines
5	Provide assistance to programs to meet changing needs, based on results of survey	QICB, CHS	Staff Support, Funds	1/2014	12/2014		Annually

## Tasks by Start Date

The table below provides a summary of tasks sorted by the start date. It is meant to serve as a quick reference for the Council to use in tracking upcoming activity.

Strat/Task	Description	CCPC		Start	End		
		CCPC Lead	Support				
A.1	Collect examples of quality statements	QICB		1/2010	12/2010	###	
C.1	Participate in activities to support and advocate for the realignment and approval of the 24 CAP units by the college's curriculum committee.	PP	QICB	1/2010	12/2010		
C.2	Engage employers/major stakeholders in efforts to support strengthening ECE program & services at the college board level	PP & QICB	Staff	1/2010	12/2010		
D.1	Meet with ECE faculty to understand process for modifying curriculum	QICB		1/2010	6/2010		
D.2	Participate in ECE Advisory Committee and provide input on course development and modification	Council	QICB & Staff	1/2010	12/2010		
I.1	Use current data to advocate for more funding	PP	QICB	1/2010	12/2010		
I.2	Prioritize need for resources based on children's age and parents work status	PP	ES	1/2010	12/2010		
I.3	Support legislation and the budget process that increases the funding of child care and development services	PP	QICB	1/2010	12/2010		
I.4	Support legislation and the budget process that increases funding in order to retain quality staff and provide them with adequate salaries and benefits.	PP	QICB	1/2010	12/2010		
K.1	Host forum for Directors	QICB	CHS & Staff	1/2010	12/2010		
D.3	Provide concrete suggestions related to curriculum revisions to assist the ECE Department meet required SLOs	PP	QICB	8/2010	12/2011		
B.1	Identify prospective partners and invite to a planning session.	QICB	CO	9/2010	3/2011		
D.4	Meet with employers to determine what they see as missing content related to existing curriculum	PP & QICB	Program Directors	9/2010	6/2011		
A.2	Gather input on quality indicators from council	Council		1/2011	3/2011		2011
B.2	Convene planning session (teleconference, face-to-face) of potential training partners to review shared calendar and determine best outreach and promotion strategies. Draft agenda: 1) current planned training sessions ; 2) opportunities to collaborate; 3)	QICB		1/2011	3/2011		
C.3	Develop public information statement & fact sheet for Board presentation	PP		1/2011	6/2011		
D.5	Gather input from workforce (with less than 5 yrs. exp. or less than an AA/AS degree) regarding how instruction correlates with their duties, responsibilities & adult to child interactions	PP & QICB	Center-Based Program Staff & FCC	1/2011	9/2011		
E.1	Provide incentives for staff becoming PGAs (Requires revision to AB 212 annual plan)	QICB	Council	1/2011	6/2011		
I.5	Develop talking points on the impact of cuts in the state budget and impact on local child care and development programs (BOS, Chamber, local governments, school boards, County Superintendents)	PP		1/2011	6/2011		
D.6	Design data collection tools (e.g. online survey, employer interview questions, and childcare workforce questionnaire/interview) that can be used consistently by partners to gather data	PP		2/2011	6/2011		
D.7	Develop targeted list of employers and schedule one-on-one meetings and/or identify those to participate through an online survey.	PP & QICB		2/2011	6/2011		
B.3	Contact surrounding counties to identify training opportunities & types of calendars they already have in place	Staff		3/2011	12/2011		
A.3	Draft statement & get feedback for quality statement	Council		4/2011	5/2011		
B.4	Create a consolidated, shared calendar of training events	Council		4/2011	7/2011		
D.8	Compile and analyze information collected from all three sources	PP	QICB	4/2011	11/2011		
B.5	Determine how to leverage one another's training (e.g., shared publicity, broader audience, cost sharing, marketing strategies, etc.)	QICB	Partners	5/2011	6/2011		
B.6	Document and disseminate training calendar, promotion strategies, and evaluation process/timelines to partners for implementation	QICB	Staff	6/2011	9/2011		

Strat/Task	Description	CCPC				
		CCPC Lead	Support	Start	End	
A.4	Solicit input from stakeholders (e.g. Directors' Council, TCAEYC, FCCA, Community)	QICB		7/2011	10/2011	2011
B.7	Establish evaluation strategies and any baselines for current trainings; determine how to best measure increases (e.g., satisfaction, pre/post, demographics, cost savings to partners, increased participation, etc.)	QICB		7/2011	9/2011	
B.8	Design survey tool to measure success of collaboration how it benefited the populations that participated (i.e., cost savings, increased numbers/types of people reached, and effective cross -agency staff participation).	QICB	Staff	7/2011	9/2011	
F.1	Develop messages using work products drafted or completed for strategies E.1 and J.1	CO	QICB	7/2011	10/2011	
F.2	Develop community outreach plan (Determine outreach methods, Identify key champions, Identify target audiences, determine methods for evaluation, etc.)	CO		7/2011	10/2011	
F.3	Develop budget plan	CO	Staff	7/2011	10/2011	
G.1	Develop talking points and materials illustrating Council achievements, mission, vision, etc. (refer to Goal 2.1 Strategy F)	CO	ES	7/2011	10/2011	
G.2	Use results of strategy H.2 to identify groups/organizations to receive message (refer to Strategy B outcomes)	CO		7/2011	10/2011	
H.1	Work with CO to develop talking points, using materials/building on messages already developed for strategies C, F, and G	ES	CO, PP	7/2011	10/2011	
H.2	Identify one talking point which can have a significant impact on the community and be connected to the Council	Council		7/2011	10/2011	
J.1	Develop RFQ for 2012-2017 needs assessment consultant recruitment	ES		9/2011	10/2011	
A.5	Modify statement as needed	Council		10/2011	11/2011	
A.6	Formally adopt statement	Council		11/2011	12/2011	
F.4	Present outreach plan and budget to Council for input	CO		11/2011	12/2011	
J.2	Release RFQ	Staff		11/2011	1/2012	2012
B.9	Review and update list of partners (e.g., Sutter County Health and Human Services, Sutter County Children and Families Commission, First 5 Yuba, Yuba County Health and Human Services, Yuba College, Chico State, Head Start (both counties), ECC, and One Sto	QICB	Staff	1/2012	3/2012	
B.10	Issue survey to partners and analyze results of collaborative training sessions for previous period.	QICB		1/2012	3/2012	
F.5	Implement the community outreach plan	CO	Staff	1/2012	12/2012	
G.3	Establish timeline and set up presentations	CO		1/2012	6/2012	
H.3	Train Council members on the message and how to disseminate in the community	ES	PP	1/2012	3/2012	
H.4	Take the lead to identify partners to promote Council's mission and vision	Council		1/2012	3/2012	
J.3	Select and contract with consultant	ES		1/2012	1/2012	
I.6	Educate Council on available funding and child care & development services need	PP		2/2012	1/2012	
J.4	Support and provide guidance to needs assessment process through document development and review	Council		2/2012	10/2012	
B.11	Establish improvement targets by type of training	QICB		3/2012	6/2012	
H.5	Use talking points to educate elected officials & community members on the importance of early care and education services, using strategies in the community outreach plan (strategy F)	PP	CO	4/2012	12/2012	
H.6	Plan for future activities to engage and share our message with policymakers (town hall meetings, candidate forums, Board meetings)	ES	CO, PP	4/2012	6/2012	
J.5	Hold required public hearings	Council		10/2012	11/2012	
J.6	Submit Council approved document to Superintendents & Board of Supervisors	Council		1/2013	1/2013	
K.2	Develop new or modify existing survey tool, customizing as needed for different target groups (staff/providers)	QICB	CHS & Staff	4/2013	6/2013	
K.3	Conduct a survey of program staff/providers issues/needs	QICB	CHS & Staff	7/2013	9/2013	
E.2	Recruit and train PGAs	QICB (host)	YC ECE Trainer	8/2013	11/2013	
K.4	Analyze survey results and identify program needs for capacity building; develop strategies and timeline for providing program assistance	QICB	CHS & Staff	10/2013	12/2013	
E.3	Provide CD Permit Workshops	Staff		1/2014	3/2014	
K.5	Provide additional assistance to programs to meet changing needs, based on results of survey	QICB	Staff	1/2014	12/2014	