CHILD CARE PLANNING & ADVISORY COUNCIL

Title 5 Contractors Committee | March 14, 2024 | 3-4:30p

zoom [Zoom Link; Click Here]

AGENDA

3:00p	**Welcome**
3:05p	**LIIF Grant: Preschool to Toddler Conversions**
3:35p	**Family Fee Receipts x DEC**
4:05p	**FRC/ECE Family Service Meet & Greet Announcement**
4:15p	**Open Items**
4:30p	**Adjournment**

Next Title 5 Committee Meeting: Thursday, April 11, 2024; 3-4:30pm

SUMMARY OF MEETING

Preschool and Infant/Toddler Spaces Future Plans

Liz discussed the current state and future plans for their preschool and infant/toddler spaces. She mentioned that they have funding available for this fiscal year and the next two years. Liz also asked for feedback on potential challenges and support needs for those interested in converting their preschool spaces to infant and toddler spaces. Dr. then shared her concerns about the impending transition, the need for financial support for materials and furniture, repurposing of existing furniture, and the need for teacher training. Liz assured her that these concerns were being addressed and that additional funding would be available.

Fire Rating Upgrade: Challenges and Solutions

Tracy raised a new law requiring fire rating I. 4 for new licensed infant spaces in schools, which could affect their facilities, especially older ones. She suggested seeking advice from city departments before proceeding with any changes. Jon highlighted potential challenges, particularly maintaining enrollment during renovations and the risk of ending 'hold harmless' by July 2025. Liz proposed creating an FAQ and presenting their findings on the issue. She assured the team that she would support minor upgrades such as furniture and materials until the end of June.

Financial Transition and Construction Concerns

The discussion revolved around the financial implications of transitioning from preschool to infant toddler classrooms, with a focus on the flexible use of spaces and the need for advocacy. The team also addressed the limited funds available for this transition, with Liz confirming a total of $500,000 for this fiscal year and a total of $14 million for the next two years. The potential loss of program services during construction was also highlighted as a concern. Ben suggested planning for the transition and Mark echoed the need for careful consideration of these changes.

Facility Renovations and Budget Impacts

The team discussed the complexities of facility renovations and their impact on operating budgets. Liz emphasized the need to assess each site before making decisions, and reassured the team that not all renovations would require moving out of the space. The team also discussed potential future changes, including the hopeful addition of preschools. However, there were concerns about the impact on the number of children who need specific spaces. Dr. then highlighted the need for support, especially for smaller providers, in terms of budgeting and cost analysis. The team agreed that this technical assistance would be helpful for making informed decisions.

Family Fee Receipt Requirements Discussed

Cheryl Horney discussed the requirement to provide a receipt for family fees paid by contractors to DC, including itemizing all families on the same receipt. She also mentioned the need to comply with Title 5, which requires DC agencies to provide a receipt. The team agreed on the need for an itemized receipt and discussed the frequency of these submissions, with suggestions for both monthly and quarterly options. Dr. proposed using the existing infrastructure managed by Children's Council to upload these receipts into a cloud-based system. Cheryl committed to seeking further clarification from the state on the submission process. Colleen proposed a streamlined method for the Children's Council to send a list of payments directly to the providers. The conversation ended with a discussion on the regulatory requirement for fee receipts, with Cheryl Garcia, explaining the current process and suggesting clarification with the relevant authorities.

Review, Funding, Group Formation, and Upcoming Event

Cheryl Horney discussed a recent review and funding issue that required them to provide a receipt. She proposed forming a small group to address any outstanding issues before sending out an email to a larger distribution list. The group also discussed an upcoming event on March 21st for DC IFRC, where title 5 agencies and their staff who work with families directly are invited to join. Cheryl Horney also mentioned resending out information about the event.

CD Permit Backlog and Hours Reporting Challenges

The team discussed the issue of the backlog of CD permit applications and how to report hours for new staff who have applied but not yet received their permits. Dr. clarified that as long as staff meet the qualifications, they can be included in the report and their hours can be reported. Cheryl suggested reporting hours in a different education level and reassured that they could still get reimbursed, although it might be a different education level. The team also discussed challenges in matching employee information with the workforce registry, with Mark confirming he received a mismatch notice and Cheryl Horney sharing her four-week experience for an update to appear in the system. The team agreed on the need for better synchronization between the registry and the ground reality.

Clarification, Workforce Pathways, Administrative Support

Mark suggested reaching out to Children's Council and the Proxy Funding Administrator for clarification. He also mentioned a surprise situation from last year. A participant asked for an update on the workforce pathways, to which meenoo responded that she was documenting the issues for further discussion. She promised to share this information with Susan, the program officer. Another participant expressed concern about the administrative support for a grant and the need to reconvene a small group to discuss this issue further. Ben agreed to work with Johanna to reestablish the group.

Next steps

• Cheryl and Ben will note the need for a discussion about the financial implications of converting preschool classrooms to infant and toddler classrooms.

• Cheryl Horney will clarify with DC and CDE about providing family fee receipts to families and whether they need to be submitted to DC.

• Cheryl Horney will resend the flyer for the March 21st event and send out the receipt chat.

• Mark and Johanna will reconvene the small group to discuss feedback on the first year of proxy reporting and the administrative fee.