

MEMORANDUM

DATE: October 10, 2016

TO: Supervisor Candace Andersen, District II, Chair
Supervisor Federal D. Glover, District V, Vice Chair

FROM: Ruth Fernández, LPC Coordinator/Manager, Educational Services

SUBJECT: Local Planning and Advisory Council for Early Care and Education
Council Activities-Referral #92

CC: Karen Sakata, Contra Costa County Superintendent of Schools
Dr. Pamela Comfort, Deputy Superintendent of Schools
LPC Chair and Vice Chairs

RECOMMENDATION(S):

1) **ACCEPT** the activities report and key accomplishments during fiscal year 2015-2016 for the LPC as they relate to Education Code - *Section 8499.3 – 8499.7* and the implementation of the multi-year Comprehensive Countywide Plan for Early Care and Education 2014 through 2017.

REASON/S FOR RECOMMENDATION:

California Education Code (EC) Section 8231 requires that Local Planning Councils prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs. Projects and activities of the Contra Costa LPC align with legislative intent for Local Planning Councils to *serve as a forum to address the child care needs of all families and all child care programs, both subsidized and non-subsidized in Contra Costa County* (Ed code Sections 8499.3 and 8499.5).

BACKGROUND:

The Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three year term.

On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats. On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

I. SUMMARY OF ACTIVITIES

- a. **Hosted the 12th Annual Young Children’s Issues Forum – *Speak Out for Children: Educate and Advocate on Saturday, March 12, 2016.*** Over 275 teachers, school administrators, college faculty, community advocates, local government officials, parents, business leaders, and state legislators attended the Forum held at the Pleasant Hill Community Center, in Pleasant Hill, CA. The topic of focus for this year’s forum is the national movement towards Quality Early Care and Education, legislation, and the essential role of the teacher in high quality early childhood education. The guest Keynote Speaker at the forum was Dr. Julie Nicholson with a presentation titled: “[Keeping Teachers and Equity at the Center of Early Childhood Systems Reform: Promises, Perils and Collective Responsibilities in Striving to Improve Quality](#)”
- b. **Convened Ad Hoc Child Care Facilities Committee to address shortage of child care facilities in the county and hosted a Round Table Meeting on November 23, 2015.** The meeting was attended by 35 community stakeholders including County Board of Supervisors, County Office of Education, First 5 Contra Costa, Contra Costa Child Care Council (R&R), Housing Authority Offices, Regional HUD Representative, County Community Development Department; and all LPC members. Intended outcomes for this meeting were to: a) discuss current challenges faced by the child care industry related to facility development and availability; b) provide an overview of current supply of child care facilities; and to c) discuss economic and systemic implications due to unavailability of child care facilities.
- c. **Coordinated and Facilitated four Quarterly State Funded Program Administrators Network (SFPAN) meetings held at the CCCOE and facilitated by the LPC Coordinator.** The State Funded Administrators Network (SFPAN) convenes 14 agencies that contract with the California Department of Education to provide General Child Care Services for children ages 0-12 and State Preschool services for high need families and children throughout Contra Costa. The SFPAN includes the county’s Head Start and Early Head Start providers and the CalWorks child care voucher program known as the Alternative Payment Program which includes stage 1, stage 2 and stage 3 families.
- d. **LPC Coordinator is CCCOE’s administrator for the California State Preschool Program QRIS Block Grant and Infant and Toddler QRIS Block Grant contracts for Contra Costa County.** The LPC is actively involved in the local planning, coordination and implementation of quality improvement services, professional development and growth activities and incentives, and countywide efforts to increase public awareness of “quality indicators” through the *Contra Costa Quality Matters* program.

II. ACCOMPLISHMENTS

Nurture and Retain a Qualified Early Care and Education Workforce

As in previous years, the LPC has offered multiple professional growth and development services and incentives in Contra Costa County. The LPC was approved by the California Department of Education

(CDE) in 2015 -2016 to support teaching staff and the leadership (Site Supervisors and Directors) at state-funded Early Care and Education (ECE) programs by providing stipends for participation at various levels and through multiple commitments to participation. Total stipends issued in 2015-16 of \$95,910 were paid to 86 AB212 eligible staff. The LPC chose to implement the following activities under the sponsorship of AB212 funding.

- a. **Professional Development Program (PDP) Services and Incentives:** During fiscal year (FY) 2015-2016, the Contra Costa LPC partnered with First 5 Contra Costa for the final year of CARES Plus funding. During the application period, 130 applications were received from AB212 educators. After completing approved PDP activities, a total of 78 AB212 staff received incentives in one or more components or incentive categories. Stipends were awarded to 77 early educators and one school-age participant in PDP for a total of \$86,310.
- b. **Site Supervisor and Director Professional Learning Communities Project (PLC)** - The LPC received 10 applications for participants to the 2015-2016 PLC. During the project the leaders participated in activities, with eight Site Supervisor/Directors completed all activities in the Professional Learning Community (PLC) and were deemed eligible to receive stipends of \$1200 each for a total of \$9600.
- c. **An additional service that continued to be funded and provided through AB212 allocations was the Foreign Transcript Evaluation Services offered in PDP** - Three evaluations were completed by an evaluation service to assist individuals with education from outside the United States with applying for or advancing on the Child Development Permit or degree completion - \$1,240
- d. **Community Hot Topics Seminar:** 12th Annual Young Children’s Issues Forum 2016 Speak Out for Children– On Saturday, March 12, 2016, over 275 teachers, school administrators, college faculty, community advocates, local government officials, parents, business leaders, and state legislators attended the 12th Annual Young Children’s Issues Forum “Speak Out For Children: Educate and Advocate” held at the Pleasant Hill Community Center, in Pleasant Hill, CA. Certificates of Professional Growth Hours were issued – AB212 funds partially supported the implementation of the Forum.

Through the partnership with First 5 Contra Costa, Contra Costa Community Colleges, and the Contra Costa Child Care Council, the AB212 program supported the early care and education programs and staff to build on previous services developed and critical to the Quality Rating and Improvement System components of workforce development. PDP stipend details follow:

A total of 130 applications were received from AB212 educators in November 2015 for participation in the Professional Development Program by advisors at each of the three colleges in the Contra Costa Community College District or by AB212 Staff. The college advisors provided Information Sessions, education advising towards degrees, regular individual advising sessions, and documentation acceptance. AB212 staff continued to provide the same services at employment sites, through advising appointments, Child Development Permit application processing and related professional growth advising sessions, and training, as needed, for understanding of renewal requirements for the Child Development Permit.

The number of participants completing each type of professional development and the stipend amounts by category is represented in the table below.

**Professional Development Program (PDP) Incentive Summary Table
2015-2016**

Stipend Type and amount	Number per Stipend Type	Total per Stipend Type
Core Stipend No units = \$500	17	\$8,500
Core Stipend With units = \$800	21	\$16,800
Comp A = \$300	33	\$9,900
Comp A Receipts Based on receipts submitted	9	\$540
Comp B = \$400 for 6 units completed	33	\$13,200
Coursework Bonus for completing additional units after first 6 units. \$100 per unit with MAX \$800	24	\$9,800
RPS Status = \$300	9	\$2,700
Comp D = \$1300	5	\$6,500
Education Milestone M1 - completion of 24 ECE/CD and 16 GE for Teacher Permit = \$500, M2 - completion of AA/AS degree = \$500 M3 -completion of BA/BS =\$1000	11 M1 – 3 M2 – 6 M3 - 2	M1 = \$1,500 M2 = \$3,000 M3 =\$,2000
PGA (Professional Growth Advisor) Stipend = \$1000	3	\$3,000
Lost Wages - Completion of lab or community-based supervised field experience which required absence from employment, based on hours completed	1	\$1,250
PLC - Site Supervisor and Director Professional Learning Community	8	\$9,600
AB212 stipend for completing and exceeding the education allowed in PDP (per unit \$100/unit)	9	\$7,620
Total stipend types paid to 86 approved and eligible participants	183	\$95,910

AB212 Program: Site Supervisor and Director Professional Learning Community (PLC)

In 2015-2016, the Professional Learning Community accepted 10 applications for participation and launched a program with changes from previous years. As QRIS becomes more familiar to state-funded program administrators, there is a heightened awareness of the added requirements for professionalism, enhanced skills, and changing roles for leaders. The Professional Learning Community (PLC) participants this year represented eight uniquely different sites, with personalized expectations for themselves that allowed for rich discussions and networking with each other. PLC members were employed with the county Head Start

contractors and state preschool sites. All members hold Site Supervisor positions at varying levels and wished to gain professional development primarily in communication skills with staff and parents.

Although we did not use the electronic platform for discussions, instead the LPC provided a two-day Leadership Academy to launch the Site Supervisor and Director PLC activities for 2015-16. The Leadership Academy was set-up in a retreat-like environment to invite deep conversation and discussion among the new members of the PLC and to foster relationship development and camaraderie among the group. Activities provided during the Leadership Academy included an overview and discussion of PLC concepts and Norms developed to create the environment of trusting relationships. A single participant was unable to attend the Leadership Academy and to complete the initial milestones of participation for the PLC. Therefore, this participant was dropped from the PLC cohort and was supported and encouraged to participate next year. Participants had been introduced to an online leadership module from Aim4Excellence and were required to begin the module before the Leadership Academy. A trainer contracted through the McCormick Center for Early Childhood Leadership from Illinois presented concepts of leadership and Aim4Excellence, which would be further developed in the discussions during Networking face-to-face sessions. These and other concepts and activities developed relationships and interactions that supported PLC concepts and cross-agency sharing. Areas of focus and goals for participants included:

- Increasing leadership skills and competencies, professionalism, support for staff professional development, and communication
- Mentoring and creating healthy climate in the workplace
- Deepening leader and staff ability to reflect, re-focus, and ensure organizational policies and procedures are understood
- Strengthening family involvement

A consistent and collaborative group of nine PLC members continued to engage in face-to-face sessions for relevant discussions, sharing and support. AB212 staff facilitated face-to-face sessions, while providing individual and small group supports, services, and discussions. The strength of the PLC was the commitment that each member made to attendance and participation, although often times they admitted that it was a challenge with external influences and site based issues that would occur often (such as Federal reviews and staff re-assignments).

The PLC Survey showed that many agreed in their responses that it was challenging, but definitely worth participation. Stipends were issued at full amount of \$1200 for eight as an employment status change for one deemed them ineligible at the end of the year.

Child Development Permit Application Processing Services

AB212 staff continued to assist early childhood educators to apply for new, renewal and upgrade Child Development Permit applications. A total of 111 permit applications were processed to date with 20 from AB212 Professional Development Program (PDP) participants who submitted Permit applications. Permit applications were received from 94 early childhood educators who did not apply for PDP but needed permit application assistance. In 2015-2016, AB212 staff have seen an increase in online renewals by Contra Costa County early childhood professionals. There seems to be a better understanding of the process for online renewals and many have become more aware of the services which can be provided online. Recent history has shown that fewer individuals are in need of assistance with accessing their Permit information online and may contact AB212 staff for guidance in nuances of each Permit. Professional Growth Advising and the

development of awareness of that may have also increased this online engagement with the Commission on Teacher Credentialing (CTC).

Permit Applications Processed During 2015-16 for State-Funded Programs

	New	Renewal	Upgrade
Assistant	4	-	-
Associate Teacher	33	7	3
Teacher	9	5	13
Master Teacher		4	7
Site Supervisor	3	5	16
Program Director		-	2
Total Applications	49	21	41

Active Participant Data Report for Permits by Job Title

Job Title	Permit Level by Job Title							Total
	No Permit Yet	Assistant	Associate Teacher	Teacher	Master Teacher	Site Supervisor	Program Director	
TAT or Assistant	3	1	13	6		6		29
Associate Teacher								
Teacher	7	1	12	5	7	9	2	43
Master/Lead Teacher				1	1			2
Site Supervisor			1		1	6	1	9
Program Director	1					1	1	3
Total	11	2	26	12	10	21	4	86

California Transitional Kindergarten Stipend Project (CTKS) 2014-2019

The 2014-2025 Budget Act allocated \$15 million statewide for the purpose of providing educational incentives for Transitional Kindergarten (TK) teachers and teachers in California State Preschool Programs (CSPP). Funding for the California Transitional Kindergarten Stipend (CTKS) project will be available through March 31, 2019 as one-time-only funding or until all available funding has been expended. This one-time funding allocation is administered by the California Department of Education (CDE) and disseminated statewide through Local Planning Councils (LPCs) under contract titled CTKS. These one-time-only funds are to be used to provide educational and professional development reimbursements for TK teachers (Priority 1) and CSPP teachers (Priority 2) for completion of credit-bearing coursework in early childhood education or child development.

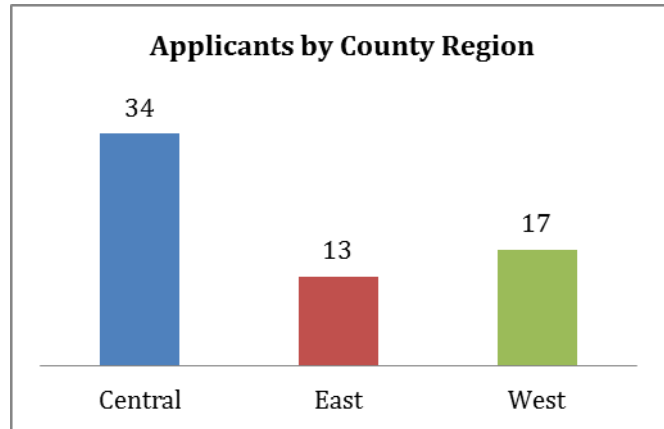
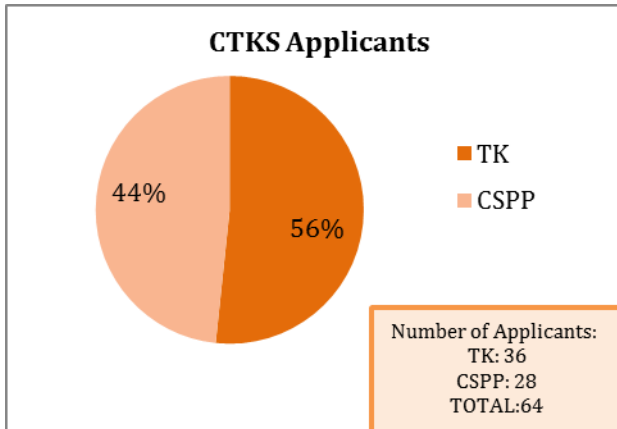
CTKS Participation

Current participation guidelines for the Contra Costa CTKS Project are:

- Applications accepted year round

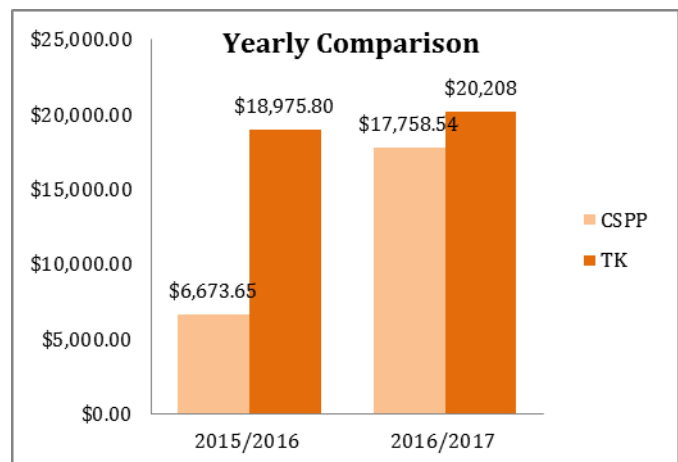
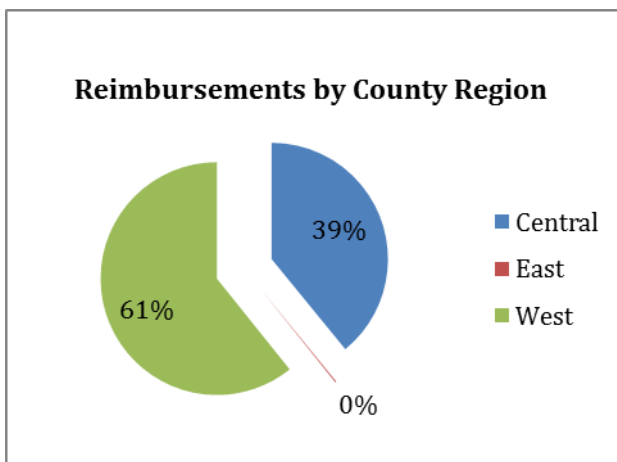
- Transitional Kindergarten (TK) and CA State Preschool Program (CSPP) teachers are eligible for reimbursement, on a first-come, first-serve basis as funds are available.

The below charts represent the number of total CTKS applicants and a demographic comparison by county region.



Year-to-date Reimbursements

- CTKS reimbursements are being processed on an ongoing basis, as funds are available.
 - The reimbursements have increased this past year and we anticipate that they will continue to increase.
- The below charts illustrate a yearly comparison and reimbursements by county region.



Accomplishments

This past year the Contra Costa CTKS Program made several changes to the application process and protocols to allow for more flexibility to eligible participants. The following are a few of the highlights for the 2015-2016 program year:

- Increased interest and participation in the CTKS project by Transitional Kindergarten (TK) and CA State Preschool Program (CSPP) Teachers.
- Developed and established relationships with TK Coordinators of 16 Contra Costa school districts, Child Development state-funded programs and State Preschool and TK teachers.
- Reimbursements have increased from the 2015-2016 fiscal year.
- TK and CSPP teachers are inquiring about furthering their education due to the available funding.

III. PROPOSED WORK PLAN/OBJECTIVES FOR 2016-2017

The LPC will continue to oversee the design and implementation of the following projects and priority activities:

- **Plan, Coordinate and Host the 13th Annual Young Children's Issues Forum** – Speak Out for Children: Educate and Advocate scheduled for Saturday, March 18th, 2017 (See Save the Date Flyer Attached).
- **Complete the new Countywide Child Care Needs Assessment 2017-2020**
- **Seek and secure funding (\$74,970) to complete phase 1 and 2 of Contra Costa County Early Learning Facility Needs Assessment (ELF).** The Early Learning Facilities Needs Assessment would update the prior Child Care Needs Assessment for 2017 (a statutory mandate for the LPC), and would provide key analysis and data on an implementation effort to increase the supply of child care facilities in the County. The LPC submitted a request to Brion Economics, Inc. (the vendor that completed the most current child care needs assessment for Contra Costa) for a multi-phase proposal – see attached.
- **Convene Annual LPC Member** Retreat on December 2, 2016 to begin strategic planning process for Contra Costa County Comprehensive Countywide Early Care and Education Plan 2017-2020 (See Save the Date Flyer).
- **Participate, support and align funding** goals to support countywide efforts to improve the quality of all Early Care and Education programs through the *Quality Matters (QRIS) Project*.
- **Co-sponsor teacher incentives and professional development services** offered through Contra Costa County PDP utilizing AB212 funding and in partnership with First 5 Contra Costa. AB212 services include the Site Supervisor and Director Professional Learning Community Project.
- **Continue implementation** of the California Transitional Kindergarten Stipend Project (CTKS) by continuing to build and maintain relationships with TK Coordinators, State Preschool (CSPP) Administrators and TK/CSPP teachers in Contra Costa County.



Brion Economics INC.

September 23, 2016

Ruth Fernández, M.A.
Manager, Educational Services
Coordinator, Contra Costa County Local Planning Council
Contra Costa County Office of Education
77 Santa Barbara Road
Pleasant Hill, CA 94523

Subject: Proposal to Prepare Phases 1 and 2 of *Early Learning Facilities Needs Assessment (ELF) Study, Contra Costa County*; BEI: #2529

Dear Ms. Fernandez,

On behalf of the BEI team, I am pleased to submit this proposal to prepare a countywide assessment of ELC facility needs and expansion possibilities, for serving children ages 0 to 12 years old. Brion Economics, Inc. (formerly Brion & Associates) has put together a team of child care experts to conduct this study and would function as the prime consultant for this effort. Our team has years of experience in all facets of child care planning from policy making, finance, design, and operations.

BEI is an Urban Economics firm in business since 2000 and works for cities/counties, developers, and private companies such as Google and Facebook. We have a unique focus in child care planning and policy that blends it with urban planning and real estate development. The following members comprise the team: Joanne Brion, BEI with Michelle Nilsson, Nilsson Consulting; Francesca Wright, Davis Consultant Network; Kathy Tama, ECE Consultant; and Jay Beckwith, Play Design Consultant. Kathy and Jay would be involved in subsequent phases but we have included their resumes for your information.

Together we have the experience and skills needed to conduct this study over the course of the next few years. As we discussed, this first proposal covers updating the Needs Assessment and conducting provider and stakeholder surveys. We will build on the work undertaken back in 2006 and the 2012 update and we will incorporate the lessons learned from our current San Mateo County work. We will also work with Contra Costa County ELC organizations and staff that have developed since 2012.

We have prepared a draft scope of work based on your request. We would be happy to discuss further changes to both the scope and budget to better meet your needs. We look forward to the opportunity to the interview to further discuss our approach and qualifications. We appreciate your interest in the BEI Team's proposal. Feel free to contact me at joanne@brionecon.com or 707-494-6648, if you need further information.

Best Regards,

A handwritten signature in cursive script that reads "Joanne Brion".

Joanne Brion
Principal

cc: Michelle Nilsson
Francesca Wright

INTRODUCTION AND BACKGROUND

Contra Costa County (CCC) has been at the forefront of child care planning and policy for years. There is a wealth of engaged professionals, agencies, and departments with expertise in child care planning. BEI, formally Brion & Associates has a long history working with the County including the preparation of the extensive Child Care Needs Assessment in 2006, which included a Preschool for All component, and the 2012 Needs Assessment update. We have also prepared an economic impact report of the child care industry in CCC.

We see the proposed ELF study as updating the prior Needs Assessment for 2017, and providing key analysis and data on an implementation effort to increase the supply of child care facilities in the County. This study will have five phases overall, and this proposal addresses Phases 1 and 2.

1. **Countywide Child Care Needs Assessment - 2017 (NA)** by City and community area and countywide, as of 2017 and 2027.
2. **Online Surveys & Analysis of Existing Child Care Providers and Stakeholders in County**
3. **Prepare Child Care Capital Improvement Plan**
4. **Identify 10 possible ELF sites and conduct site assessments**
5. **Child Care CIP Financing Strategy** for ELF site development

BEI plans to help the County and its partners determine how to operationalize the goal of increasing the supply of child care facilities and program expansions in areas where need is determined. We will also evaluate how to maximize all possible child care center options for new spaces and expansion at existing centers, including centers in commercial buildings, at school sites, church sites, and nonprofit locations.

We envision this effort as a “Child Care Capital Improvement Plan (CIP) and Public/Private Financing Strategy.” We will model our survey and assessment on the recent work done in San Mateo County as a starting point. Our concept for a Child Care Financing Strategy is rooted in our 30-plus years’ of experience in urban economics and planning, as well as infrastructure and public facilities planning. Our goal over the last 16 years has been to elevate child care to be included in the typical public facilities that all cities, counties, and the State fund – including schools, colleges, parks, roads, sewer and water, storm drainage, etc. This study provides an opportunity to develop a model that could be implemented elsewhere throughout the state. We are very excited about this study and its goals and we have put together a stellar team of consultants to implement it!

PROJECT TEAM FIRM QUALIFICATIONS AND EXPERIENCE

Brion Economics, Inc. has put together a team of professional consultants and experts in the child care field that we believe is uniquely qualified to prepare the Early Learning Facilities Needs Assessment Study. Our team includes the following firms and individuals.

Phase 1 and 2 include the following individuals:

- **Joanne Brion, Brion Economics, Inc. (BEI)** is an independent consultant and has 30 years of experience in urban economics, child care policy, market studies, demographic forecasting, and environmental analysis and holds a MUP from NYU and a BA in Urban Studies from SFSU. She started her own firm in 2000 and one of her first studies was the South San Francisco Child Care Impact Fee Nexus Study. Ms. Brion was prime consultant and project manager for the 2003 study on child care and housing for Contra Costa County and has been at the forefront of child care planning policy in California as it relates to urban planning and real estate. We prepared child care State mandated Needs Assessments (NA) for Sonoma County, Contra Costa County, San Diego County, and other smaller counties. In addition, we have prepared economic impact reports on child care, preschool studies, child care impact fee nexus studies, and project-level child care needs studies for developers and large projects. Brion Economics, Inc. is also a full service urban economic consulting firm; see www.brionecon.com for more background.
- **Michelle Nilsson, Nilsson Consulting** has worked on almost all of BEI's child care studies over the last 15 years. Ms. Nilsson will serve as Senior Associate on the project. She holds an MA from UCLA in Urban Planning and is based in of Los Angeles.
- **Francesca Wright, Davis Consultant Network** brings expertise in both community systems and online survey design and analysis. Ms. Wright will be the lead on both surveys design, implementation, and analysis. She has been assisting First 5 Commissions for fifteen years and recently teamed with BEI on a child care study in San Mateo County, and in Santa Monica for Providence St. John's hospital. She holds an MPA from University of Southern California and is based in Davis. See davisconsultants.net for more background.

Phases 3 through 5 would potentially include these additional individuals:

- **Kathy Tama** is an expert in ECE program and facility design and has recently authored Local Investment in Child Care's (LINCC) ECE Facility Design Criteria Checklist. She is currently working for SMCOE funded through First 5 to develop an evaluation tool and training based on the Checklist. Kathy has been responsible for development of The World Bank's and Google's nationally acclaimed children's centers. She holds a BS in Child Development, an MBA, and certifications in sustainable landscape and construction. See www.linkedin.com/in/ktama for more background.

- **Jay Beckwith** is considered by many to be the primary architect of the modern playground. His working includes products for the play industry leaders including Landscape Structures, Little Tikes, Kompan, BigToys as well as his own products, BoldR and Rocks and Ropes. He is the apparatus designer for Gymboree Play and Music. He is currently a design consultant with Magical Bridge Foundation and EarthScape. He has authored three books and many articles and currently writes for Play and Playground Magazine and his blog at playgroundguru.org. More information can be found at <https://www.linkedin.com/in/jay-beckwith-17a32310>
- **Barb O'Neill, Educational Consultant and Trainer**, brings expertise in using play and the theater arts to create inclusive learning environments for children of varied dis/abilities. She is a former university professor who has studied and written about these topics. She has taught best practices for inclusive education to early childhood and elementary school teachers. She currently works with early childhood programs to create inclusive classrooms and helps teachers struggling with children's behavior. She holds an Ed.D. in Curriculum Instruction with an emphasis on Early Childhood and Special Education from Teachers College, Columbia University.

Other consultants may be included as needed once we complete Phase 1 and 2 efforts and have a better idea of what issues need to be addressed in subsequent efforts.

PROPOSED APPROACH – SCOPE OF WORK

Contra Costa County seeks a comprehensive countywide needs assessment study for early learning facilities serving children ages 0 to 5 that includes current conditions of existing facilities, interest in expansion from current providers, potential financing models, and roles for various stakeholders. The study will target early learning centers (ELCs) currently operating in the County, municipalities, companies, and organizations that may have space for new early learning programs. This scope represents our collected view of the proposed tasks required to prepare this study, including several optional tasks we believe would be of great benefit.

As with all of our proposals, we are open to discussing the scope and budget further to ensure we prepare the best possible study.

Phase 1: Update of Child Care Needs Assessment

Task 1: Project Initiation, Data Collection and Kick-off Meeting

- Meet with County and other staff involved with project to refine scope, budget, goals, roles, and timeline. Identify client-supplied support staff and a County Project Manager.

- Gather all existing studies and data on child care facilities (names, capacity, addresses, etc.) for all child care centers serving children ages 0 to 12 in the County.
- Review existing studies to extract information and methods for the current study, including the survey instruments.
- Gather child care supply data and cost of child care data by city, and community area, and by type of provider and age groups.¹
- Gather feedback on 2006 and 2012 BEI efforts so as to improve overall usefulness of Needs Assessment.
- Analyze and sort data into a defined set of planning areas used throughout the study.
- Identify list of cities, school districts, churches, other non-profits, developers and private companies² that might have the capacity or interest in providing land and/or space for new or expanded ELC facilities, including commercial space.

Task 2: Current Child Care Supply and Demand Analysis – Needs by Location

Update Child Care Needs Assessment – 2017 and 2027

- Estimate current supply and demand and shortfall of child care spaces for children ages 0 to 12 using any current studies or data available. For this effort we will update our work in 2006, which evaluated supply and demand in all incorporated cities in the County and several community areas. The analysis will be conducted for two timeframes - 2017 or current conditions, and a 10-year forecast of demand at 2027.
- Collect countywide data for all other items required by the state for Needs Assessments. These include:
 - Population by age for children ages 0 to 12
 - Ethnicity of children
 - Language spoken at home
 - Children with IFSP or EIP by age group
 - Data on children in Child Protective Services system
 - Children in families on CalWORKS by age group
 - Income levels of families and children living in poverty
 - Children in migrant families
 - Children in families earning below 70% of State Median Income (SMI)
 - Labor force participation rates in families by age of child
 - Demand for part day preschool for 3- and 4-year-olds

¹ The Child Care Council manages this dataset and it is assumed that this data will be provided at no cost to the BEI team and be provided in a timely manner.

² Herein called stakeholders.

Task 3: Current Child Care Supply and Demand Analysis – Needs by Location

Update date *City Summaries* or *Needs Assessment Profiles*, prepared in 2006. We will create summary sheets, highlighting supply, demand, and other demographic data related to each specific city.

Phase 2: Provider and Stakeholder Online Surveys

Task 4: Online Surveys of Early Learning Providers and Stakeholders

We will conduct and analyze two different online surveys.

The Early Learning Provider Survey will be designed to understand the status of early learning facilities in Contra Costa County, to collect information related to supply and demand, and to identify providers with interest in program expansion. All Contra Costa County licensed and licensed-exempt child care and preschool providers will be invited via a personalized email to respond to the linked survey. The survey will collect information on: site ownership; program tenure; site condition and maintenance; program waitlists and achievement of enrollment targets; the program's interest in expansion; and the conditions which would facilitate or create barriers to expansion. The budget includes incentives for survey participation. This proposal assumes that the client will secure a current list of licensed and license-exempt programs, including their director's name and email address, site locations by city or zip code, and telephone number.

The Early Learning Facilities Stakeholder Survey will seek information and opinions from persons within public and private entities. One objective will be to identify potential land or space suitable for early learning programs. Another is to understand stakeholder opinions of various potential strategies to address anticipated demand for early learning facilities. Both targeted and open engagement strategies will be employed to invite survey participation. Targeted stakeholders will include: local government officials, planners, and commissioners; school district administrators; large employers; real estate developers; other business leaders; representatives from faith-based organizations and other non-profit organizations; and interested members of the public. The survey will be designed to direct respondents to those questions most relevant to the sector with which they identify. This proposal assumes the client will develop lists of individuals from these targeted groups including names, titles, affiliations, and email addresses. Open engagement strategies may include: forwarded email messages; links in newsletters; Facebook posts; Twitter posts; and announcements in traditional media. This proposal assumes the client will engage their partners in promoting the survey as appropriate through organizational, social and traditional media.

Both surveys will be finalized in consultation with the client. The survey data will be analyzed and draft reports will be prepared for client review. Follow-up phone and email communications will be conducted as needed to clarify critical data. If desired, we will facilitate a “data party” for key stakeholders to engage with preliminary findings, contribute to interpretations and recommendations. This is participatory sense-making is typically done in a two-hour meeting. Should these be desired, the client will identify stakeholders, secure meeting location, and provide refreshments.

Deliverables Include:

1. Summary report of Early Learning Provider Survey Findings
2. Facilitation of a data party where preliminary survey findings are shared with key stakeholders who contribute insights for interpretations and recommendations (optional);
3. Summary report of Early Learning Facilities Stakeholder Survey, with set of recommendations;
4. Summary slides of both surveys;
5. Candidate list of providers and public and private entities willing to participate in further study; and
6. Candidate list of potential sites for further investigation.

Tasks 5 and 6: Meetings and Administration and Team Coordination

- Proposed meetings include attendance by Joanne Brion at two meetings and Francesca Wright at one meeting.
- This task provides budget for overall team coordination by BEI by Joanne Brion, overall Project Manager for the effort.

Budget, Schedule and Insurance

Budget: The BEI Team can provide the above scope of services for an amount not to exceed \$74,970, Additional meetings could be billed on a time and materials basis, as needed.

Table 1 summarizes the budget by task, team member, and dollar amount and provides rough estimates for the optional tasks. Direct costs and data purchases, report preparation, prizes for survey respondents, delivery services would be \$1,600. BEI is an independent contractor and as such does not have employees; all team members would be subconsultants to BEI. Status reports will be provided via email or personal communications with the staff project manager.

Schedule:

Phase 1: 8 months, depending on receipt of supply data.

Phase 2: 8 months. Survey work can be undertaken during Phase 1, once a list of child care providers and their emails are compiled.

Insurance: BEI carries both general and professional liability insurance as do most team members; BEI insurance would cover any member that does not have insurance, as needed.

Table 1
Brion Economics, Inc. Budget Early Learning Facilities Needs Assessment - BEI #2529
Prepared for Contra Costa County - Local Planning Council and Office of Education

Task No. & Name	BEI PM/Prime Consultant	Nilsson Consulting Sen. Assoc.	Davis Consultant Network	BEI Support	Total Project Staff Costs	Data & Direct Expenses	Total Budgeted Costs
Hourly Rates	\$150	\$100	\$135	\$65			
Phase 1							
Task 1: Project Initiation - Kick Off	16	8	4	6	\$5,210	\$200	\$5,410
Task 2: CC Supply & Demand	24	48	4	80	\$16,740	\$200	\$16,940
Task 3: City Profiles	20	20	0	60	\$8,900	\$200	\$9,100
Phase 2							
Task 4: Online Surveys and Analysis	24	20	200	0	\$33,680	\$1,000	\$34,680
Task 5: Meetings & Travel (1)	16	0	8	0	\$4,940	\$0	\$4,940
Task 6: Adm. and Team Coordination	<u>26</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>\$3,900</u>	<u>\$0</u>	\$3,900
Total Project	126	96	216	146	\$73,370	\$1,600	\$74,970
Budget by Consultant	\$18,900	\$9,600	\$29,160	\$9,490	\$73,370		
Percent Distribution	26%	13%	40%	13%	100%		

Note: Task totals are approximate and represent a general allocation of resources for the project. Prices and hourly rates are good for 12 months from date of contract. Represents an hourly rate for the principal at each firm; some support staff may bill at lower rates. Billing rates have been significantly reduced for this effort. (1) Assumes 2 meetings attended by Joanne Brion and one meeting by Francesca Wright. Submitted by Brion Economics Team. This proposal and budget is valid for 60 days.

Subsequent Phases

The overall study effort will include these subsequent Phases and are not included in this proposal:

3. **Prepare Child Care Capital Improvement Plan** which costs out the current unmet need and anticipated need for the next ten years.
4. **Identify 10 possible ELC sites and conduct site assessments** with more detailed cost estimates and site evaluations of suitability.
5. **Financing Strategy** which identifies needs, mechanisms, and roles for various players, i.e., cities, developers, companies, non-profits, and schools.

References and Other Qualifications:

Resumes of our team members are attached. Please see Brion Economics Inc. qualifications at www.brionecon.com



Brion Economics INC.

STATEMENT OF QUALIFICATIONS

Brion Economics, Inc.

July 2016

Economic Analysis of Public Policy and Development

A Bay Area consulting firm, Brion Economics offers both broad knowledge and experience in all facets of urban planning and economics throughout California. Serving clients throughout California since 2000, we help shape and improve their projects through analysis and research, and by providing streamlined reports and presentations. Our reports and studies are thoughtful, useful, and easy to understand. They are designed to help decision makers of all types make informed choices.

About Brion Economics

Based in the Bay Area, Brion Economics provides realistic, insightful, and savvy analysis on new development projects, planning studies, and public policy throughout California. Joanne Brion founded the firm in 2000, conceived as a nimble and responsive group that can scale up or down to match the assignment and the client's needs and resources.

Brion Economics has become well-known in the field, with projects coming mainly through client referrals or from consultants the firm has collaborated with over the years.

Philosophy

The firm's bottom line is contributing to the public good, as well as supporting the principles of new urbanism, sustainable development, and neighborhood livability. "It's really all about balance," says Joanne. "We believe careful listening and skillful consensus building leads to an outcome that works for everyone."

Who we serve

Brion Economics assists cities and counties in working with developers, community groups and neighborhoods. The goal is to help invested parties understand the economic opportunities and constraints, and aid in generating practical and beneficial development plans and policies.

For the private sector, the firm helps create fiscally sound development proposals and assists in the entitlement process. Services also include advice on financial issues relating to growth, development, environmental review, and land use.

Types of projects:

The firm provides customized analyses in the following areas.

- Fiscal impact studies
- Development impact fee nexus studies
- Case studies and white papers
- Child care analyses
- Market and financial assessments

About Joanne Brion, Principal

Joanne, with three decades of urban economics experience, has developed a reputation for leadership and respectfully hearing opposing viewpoints. “I care about providing complete and accurate analysis that serves the whole, so I like to know all sides of the situation,” she says. Her specialty is simplifying complex analyses and data and creating concise reports for informed decision making.

Professional background

Prior to establishing Brion Economics, Joanne spent 10 years as an urban economist at Economic & Planning Systems in Berkeley. Earlier experience includes analyst positions for New York and San Francisco planning and research agencies, including NYU’s Urban Research Center, San Francisco’s Environmental Science Associates and the San Francisco planning department.

Joanne holds a BA in Urban Studies from San Francisco State University and a Master’s Degree in Urban Planning from New York University with a focus in economics and public policy. With specific focus and expertise in the child care arena, Joanne served as an advisor to the Child Care Planning Council of Sonoma County for six years and assists child care agencies and advocates throughout the state.

Brion Economics’ website includes more information on our qualifications, selected studies to download, and kudos from clients and colleagues. See www.brionecon.com

Selected Projects and Studies Conducted by BEI.

Title, Location and Client

- On-Going Fiscal and Economic Analysis; Entitlement Support, Menlo Park -- Facebook, Inc.
- Housing Strategy and Needs Assessment, Menlo Park – Facebook, Inc.
- Economic & Fiscal Impact Assessments, Mountain View – Google, Inc.
- Fiscal Impact Analysis of Workday Expansion, Pleasanton -- Workday, Inc.
- Fiscal Impact Analysis, Retail Market Study, City Budget Critique, Entitlement Support, BART Station Project, Union City – Integral Communities
- Fiscal Impact Analysis, Diridon Mixed Use Project, San Jose -- Trammell Crow Company
- Fiscal Impact Analysis, California Drive Project, Burlingame – Dewey Land Company, Inc.
- Bay Area Industrial Land Conversion and Zoning Study Critique, Building Industry Association
- Fiscal Impact Analysis, Fremont and Milpitas – Integral Communities
- Revenue Analysis Centre Point Project, Milpitas – SummerHill Homes
- Fiscal Impact Assessment of Mixed Use Project, Belmont – Sares Regis
- Fiscal Impact Analysis, Millbrae Serra Station Plan, Millbrae - Millbrae Serra Station, LLC
- Fiscal and Economic Assessment, Willow Business Park, Menlo Park – Prologis, LLC
- Fiscal Impact Study, El Camino Real Specific Plan, Menlo Park – Greenheart Land Company
- Mayfield – California Avenue Fiscal Impact Analysis, Palo Alto – Regis Homes and Stanford University

- Bohannon Fiscal Analysis, DA and Technical Support, Menlo Park – Bohannon Development Organization
- River Islands Fiscal Impact Analysis and CFD Budget Preparation (on-going), Lathrop – Califia, LLC
- Olive Orchard and Production Feasibility Analysis for New Farm Project, Tassajara Valley – New Farm
- Lowe’s Economic Impact Analysis, Clearlake – M. R. Wolfe & Associates
- Business Plan and Response to RFPA for Medical Cannabis Dispensary Permit, Oakland - Agramed
- Industrial Medical Cannabis Cultivation & Manufacturing Facility Economic Analysis and Proforma, Oakland - Agramed
- Crystal Springs Uplands School Fiscal Impact Analysis and Economic Benefits, Belmont – Crystal Springs Uplands School
- Retail Market Analysis of Red Star Affordable Senior Housing Project, West Oakland – Michaels Development Company
- Menlo Gateway Project Outreach and Entitlement Support, Menlo Park – Bohannon Development Organization
- Alhambra Highlands Fiscal -Economic Benefit Analysis, Martinez – Briscoe Ivester & Braxell LLP
- Walmart Feasibility Market Study, San Diego – Jacob Foundation (VWA, Inc., Prime)
- Facebook’s Relocation Fiscal Impact and Economic Benefits Analysis, Menlo Park – Facebook
- Spansion Residential Project Fiscal Impact Study, Sunnyvale – Prometheus Real Estate Group
- Retail Market Analysis, Auf Der Maur-Stanley Road Project, Pleasanton – ES Ring
- Dougherty Valley Community Service Area Financial Audit and Maintenance Review, San Ramon – Shapell Homes
- The Arroyo Project Fiscal Impact Study, Walnut Creek – Hall Equities Group
- Electronic Billboard Financial Feasibility Analysis, Oakland
- Park and Recreation Impact Fee Nexus Study, City of Pasadena (2004 and 2013/14)
- Habitat Conservation Plan Mitigation Fee Peer Review, Contra Costa County
- San Francisco Child Care Impact Fee Update and Nexus Study, San Francisco
- Alameda County Child Care Impact Fee Nexus Study, County of Alameda
- Paso Robles Sewer Connection Fee Peer Review, Paso Robles
- Modesto Sewer Connection and Rate Fee Peer Review, City of Modesto
- Capital Facilities (Traffic, Police, Fire, City Hall) Fee Peer Review, Paso Robles
- Child Care Impact Fee Nexus Study, Palm Desert
- Modesto Water Connection and Rate Fee Peer Review, City of Modesto
- Livermore Impact Fee Peer Review, City of Livermore
- Elk Grove Traffic Fee Peer Review, City of Elk Grove
- Harter Specific Plan Public Financing Plan (fee-based) and Phasing Strategy, City of Yuba City
- Castro Valley Sewer Fee Review, Castro Valley
- Los Banos Impact Fee Peer Review, Los Banos
- Gilroy Impact Fee Peer Review, Gilroy
- Child Care Facility Impact Fee Nexus Study, South San Francisco

BRION ECONOMICS, INC. – SELECTED LIST OF CLIENTS

Cities and Counties

- ◆ City of Berkeley
- ◆ City of Irvine
- ◆ City of Palm Desert
- ◆ City of Palo Alto
- ◆ City of Pasadena
- ◆ City of Redwood City
- ◆ City of Rio Vista
- ◆ City and County of San Francisco
- ◆ City of South San Francisco
- ◆ City of Yuba City
- ◆ County of Alameda
- ◆ County of Calaveras
- ◆ County of Contra Costa
- ◆ County of Glenn
- ◆ County of Kern
- ◆ County of Santa Cruz
- ◆ County of Sonoma
- ◆ County of San Mateo

Real Estate Developers and Builders

Associations

- ◆ Anderson Homes
- ◆ Blake Hunt Ventures
- ◆ Builders Industry Association
- ◆ Califia, LLC
- ◆ Centex Homes
- ◆ Centrum Logistics, LLC
- ◆ Clarendon Hills Investors, LLC
- ◆ Discovery Homes
- ◆ Duc Housing Partners, Inc.
- ◆ Empire Land of Northern California
- ◆ Estrella Associates
- ◆ Fagan Canyon, LLC
- ◆ Glenborough-Pauls, LLC
- ◆ Hall Equities Group
- ◆ Harter Packing Company
- ◆ Home Builders Association
- ◆ Iconco, Inc.
- ◆ Integral Communities
- ◆ iStar Financial
- ◆ John Hansen Investments

- ◆ Millbrae Serra Station, LLC
- ◆ Michael Development Organization
- ◆ Nestech Management Group, Inc.
- ◆ Parkway Properties
- ◆ Prometheus Real Estate Group
- ◆ Sares Regis Homes
- ◆ Richfield Development
- ◆ Richland Development Corporation
- ◆ Shapell Homes, Northern California
- ◆ Signature Properties
- ◆ SummerHill Homes
- ◆ Trammell Crow Company
- ◆ Trumark Companies
- ◆ Universal Paragon Corporation

Real Estate Law Firms

- ◆ Arent Fox, LLP
- ◆ Briscoe Investor & Brazel, LLP
- ◆ Cox, Castle & Nicholson
- ◆ Luce, Forward, Hamilton & Scripps, LLP
- ◆ McKenna Long & Aldridge LLP
- ◆ Morgan, Miller & Blair
- ◆ Morrison Foerster, LLP
- ◆ Steefel, Levitt & Weiss
- ◆ YCS/Hayward 1900

Private Entities or Organizations

- ◆ Agramed, Inc.
- ◆ David D. Bohannon Organization
- ◆ Facebook, Inc.
- ◆ FCS Group
- ◆ Google, Inc.
- ◆ LSA, Inc.
- ◆ Mission Coalition for Economic Justice & Jobs
- ◆ Northern Real Estate Urban Ventures
- ◆ Providence St. John Health Center
- ◆ Silva Farms
- ◆ Standard Pacific
- ◆ Stanford University
- ◆ Vernazza Wolfe Associates, Inc.

Resume: Joanne Brion, BEI

Joanne Brion has 30 years of experience in urban economics and planning and is Principal of Brion Economics, Inc., a Northern California urban economics consulting firm. Ms. Brion's expertise includes fiscal impact studies, economic impact assessments, development impact fee nexus studies, financial analysis, demographic forecasting, and policy analysis. Prior to starting her own firm in 2000, she worked at Economic & Planning Systems for 10 years, ultimately serving as Vice President of the firm. For BEI projects, Ms. Brion assembles a custom team of consultants for each assignment. BEI is an independently-owned and woman-owned small business. Ms. Brion holds a BA in Urban Studies from San Francisco State University and a Master's Degree in Urban Planning from New York University, where she worked as a research assistant with the Urban Research Center.

July 2000 - Present President, Urban Economist
Brion Economics, Inc. (formerly Brion & Associates), Santa Rosa, CA

1990 - 2000 Vice President, Urban Economist
Economic & Planning Systems, Inc., Berkeley, CA

August 1989 - December 1989 Data Analyst
Wharton Econometrics Forecasting (WEFA), New York, NY

August 1989 - December 1989 Research Analyst
Regional Plan Association, New York, NY

January 1988 - July 1989 Staff Research Analyst
Urban Research Center, New York University, New York, NY

July 1985 - January 1988 Associate, Planning and Economics Division
Environmental Science Associates, San Francisco, CA

Spring 1986; Fall 1984 Planning Intern
San Francisco Department of City Planning, SF, CA

- Master of Urban Planning (1990), New York University, Wagner Graduate School of Public Service, Public Policy and Urban Economics focus.
- Bachelor of Arts, San Francisco State University (1986), Urban Studies Program with City Planning and Public Policy focus
- Authentic Leadership Training Program, Naropa University, 2009

Resume - Michelle Nilsson, Nilsson Consulting

Michelle Nilsson holds a Master's Degree in Urban Planning from UCLA and has collaborated on numerous fee studies, economic impact studies, child care studies, and planning-related projects with BEI since 2001.

EXPERIENCE

Associate, Brion Economics, Inc., Santa Rosa, CA

(2001-present)

Work with BEI on a number of projects related to impact fees, nexus studies, economic development, child care policy and planning, transit-oriented development, and other planning-related issues. Responsibilities include research, obtaining and analyzing data, working on economic models, writing memos and reports, and working with clients.

Selected Projects include:

- Sonoma County Child Care Needs Assessment, Sonoma County
- Facebook Relocation Fiscal Impact and Economic Benefits Analysis, Menlo Park
- Bohannon Fiscal Analysis, Development Agreement, and Technical Support, Menlo Park
- Mayfield-California Avenue Fiscal Impact Analysis, Palo Alto
- River Islands Fiscal Impact Analysis and CFD Budget Forecast, Lathrop – Califia, LLC
- San Francisco Child Care Impact Fee Update and Nexus Study, San Francisco
- Park and Recreation Impact Fee Nexus Study, City of Pasadena
- Alameda County Child Care Impact Fee Nexus Study, County of Alameda
- Economic Impact of Child Care, Sonoma County
- Child Care Needs Assessment 2012 Update and Economic Impact Report, Contra Costa County
- Transit Oriented Development (TOD) Retail Market Study, Dublin

Development Associate, A Community of Friends, Los Angeles, CA

(2003-04)

Assist in the preparation of project feasibility analyses of potential affordable housing developments and the preparation of loan, grant, and tax credit applications. Participate in research and due diligence on prospective sites, as well as aid in the creation of proformas and operating budgets.

Housing Assistant/Intern, Chinatown Service Center

(2003)

Worked on projects related to development of an affordable housing project, which included obtaining permits, completing payment applications, and acting as a liaison with architect, construction team and development team members; Prepared funding applications, tax forms and report.

HONORS & ACTIVITIES

- California Planning Foundation Scholarship (2003-2004)
- Presidential Undergraduate Fellowship (Spring & Fall, 1999)
- President & Founding Board Member, Ginga Arts Inc (2005-present)
- President & Founding Board Member, YWCA Family Cooperative Preschool (2009-present)
- YWCA Santa Monica/Westside Focus Award 2012 Recipient

References and Contact Information

The following represents references and contact information for BEI and Joanne Brion and Michelle Nilsson.

References:

Ruth Fernández, M.A.

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www.cocoschools.org
www.plan4kids.org

Kristen Anderson

Child Care Coordinator, Parks, Recreation & Community Services
& Assistant Coordinator, Child Care Partnership Council of SMC
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Phone: (650) 780-7336
kmanderson@redwoodcity.org
www.redwoodcity.org/childcare

Susan Dell'Osso

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76 W. Stewart Road, Lathrop, CA 95330
Sdellosso@CambayGroup.com

Contact Information

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2770 Stony Point Road, Suite F,
Santa Rosa, CA 95407
(707) 494-6648
joanne@brionecon.com
www.brionecon.com



Save the Date

LOCAL PLANNING COUNCIL

Annual Member Retreat

*Held at San Damiano Retreat, a unique and tranquil setting,
the 2016 LPC Annual Member Retreat will be a relaxing yet revitalizing event.*

December 2, 2016

9:00 a.m. to 3:00 p.m.

San Damiano Retreat Center

710 Highland Drive
Danville, CA 94526
925-837-9141

www.sandamiano.org

From the North Bay—I-680 S

Take Exit 39, turn Right onto Diablo Road
Turn Left on Front Street
Turn Right on E. Prospect Avenue
Slight Left onto Highland Drive
Retreat will be on the right

From the South Bay—I-680 N

Take Exit 38, turn Left onto Sycamore Valley Blvd.
Turn Left onto Estates Drive
Turn Left onto W. Prospect Avenue
Slight left onto Highland Drive
Retreat will be on the right.

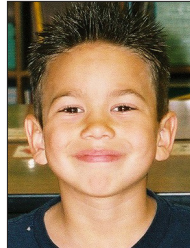
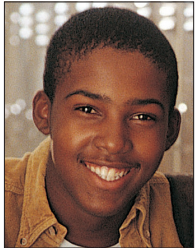
FOR MORE INFORMATION, please contact: *Melody Yee at myee@cccoe.k12.ca.us*

LPC Contra Costa County
Local Planning and Advisory Council
for Early Care and Education

 CONTRA COSTA COUNTY
Office of Education
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**Contra Costa County
Local Planning and Advisory Council
for Early Care and Education**



SAVE THE DATE—

13th Annual Young Children's Issues Forum 2017 "Speak Out for Children: Educate and Advocate"

Join your local state legislators, local elected officials, business leaders, early childhood educators, families, and the community in a dialogue about the current movement to elevate the quality of Early Care and Education services for all children and promote increased compensation.

- When:** Saturday, March 18, 2017, 9:00 AM – 2:00 PM
Registration and resource fair begins at 8:30 AM
- Where:** Pleasant Hill Community Center
320 Civic Drive, Pleasant Hill, CA 94523
- Cost:** \$15 - Space is limited
Resources, continental breakfast and light lunch provided.

Watch for registration information on our website:

www.plan4kids.org

Limited child care available for children 2 years and up.
For more information, please call Ruth Fernández at 925-942-3413
Coordinated by the Contra Costa County Office of Education

