



Roundtable news

A bimonthly newsletter on nutrition policy and legislation concerning the child and adult care food program

JULY/AUGUST 2006

MONITORING TRAINING POPULAR

The topic of monitoring at the May meeting was very popular and raised a number of concerns so we repeated it this month for local central coast area sponsors. Jesus Mendoza from USDA with Barbara Longo and Janice Hunt from NSD answered members' questions while Ed moderated. We started by following up on issues and unanswered policy questions from May.

Five-Day Reconciliation: One of the open issues from May had to do with updating the enrollment forms after a home review. Members had asked if it was okay to annotate changes observed on the enrollment forms rather than require the parent to complete a new form each time there is a slight change. Administrators agreed stating that the monitor may annotate or add remarks to the bottom of the form, but cautioned that the forms cannot simply state "hours vary." More explanation is necessary. For example, if a parent's schedule changes by an hour the sponsor monitor can document the reason for the change on the form. A new enrollment form would not be necessary. Janice further clarified that a child's enrollment form is effective the day it is signed by the parent not the first day of the month. If a parent does not sign the form until the 10th meals cannot be claimed for that child until the 10th.

Janice then pointed out that her staff has found that a lot of sponsors have not yet begun implementing five-day reconciliation. She reminded members that they have to do it and they have to do it by participant and she shared a sample form NSD had. See **Training**, page 2, column 1

Santa Barbara, July 20, 2006

CHAIR REPORT

Paula James welcomed the Roundtable and gave the following brief introductory remarks and announcements. She thanked Dave Paillette, from Ventura County Day Care Food Program for providing the refreshments and Trudy Adair and staff from the Santa Barbara County Education Office for the nice meeting room.

State Meal Increase Dies in Budget Negotiations:

Paula was disappointed to announce that the generous state meal increase expected, and reported in the last Roundtable News, did not happen. It was eliminated

See **Chair Report**, page 4, column 1

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developed with space for 15 children. Ed agreed to post the form to the Roundtable's web site if he receives an electronic copy. A sponsor then asked how long NSD/USDA expected a review to last. She wondered if administrators had any idea of the impact of all the new requirements. Jesus pointed out that due to the ongoing problems in the program neither the Department nor Congress will be relaxing the program requirements. He said he realized that nationwide a lot of sponsors are leaving the program but USDA expects a lot. Due to the current National budgetary constraints, Congress is not likely to raise or allow carryover of administrative reimbursement right now. Going back to Janice's point, Ed asked for clarification if he understood the process correctly. He used as an example 5 lunches served on one of the reconciled days. He said that he understood the procedure to be one of determining which 5 children ate the lunches and then going back to enrollment and attendance documents to be sure the five were in attendance that day, were enrolled and the enrollment documents show that the children will be in care for and receive lunches on that particular day of the week. The only occasion where every child would have to be reconciled is if in fact they eat a meal during the five reconciled days. Administrators agreed.

A second related issue had to do with "prior claiming period." The rules allow a monitor to conduct the five-day reconciliation on-site or to do it prior to the visit using five days from the "previous claiming period." There had been some

MISSION STATEMENT

The mission of the Child Care Food Program Roundtable is to promote health and well-being of children in child care through providing leadership and advocating for enhanced and expanded CCFP.

question about how to interpret this in May. Administrators stated that sponsors must try to use the period as close as possible to the review month. So for instance if the review is in July the five day period should be taken from June, or if the June claim has not yet been received then May. In May we clarified that in cases of reconciliation in the office (usually by computer) the documents must be attached to the review form.

Imminent Threat: In a general discussion of the imminent threat process, as revised in the interim rule, some sponsors admitted to having regular contact with their local licensing agency while others have very little or no communication at all. One member said she regularly attends licensing staff meetings while another stated that their agency attends quarterly meetings with their licensing agency. The majority of the sponsors in the room have some communication with their licensing agency so reporting imminent threats should not be a problem. All agreed however that more training on recognizing it would be helpful.

Regulatory Review Requirements: Jesus reviewed for everyone minimum federal review requirements, which include:

- Current license on hand – this lead to a discussion of perpetual licenses and Diane Lee from NSD stated that she would look for documentation that the license was renewed.
- Compliance with the meal pattern
- Documentation of meal counts
- Menu and meal records completed and updated daily
- Completed and signed enrollment documents
- Attendance records, as applicable
- Documentation of training attendance

The **CCFP Roundtable News** is a bimonthly publication for members of the Child Care Food Program Roundtable, an affiliate organization of the California Food Policy Advocates, 116 New Montgomery Street, Suite 633, San Francisco, CA 94105.

Editor
Edward Mattson

Membership is from Jan 1 to Dec 31 every year. For more information please contact Ed at 530-677-9410 or mred94523@earthlink.net

- Documentation of corrected prior problems
- Five-day reconciliation
- Imminent threat
- Facility conditions – this last item garnered some discussion. Jesus specifically mentioned storage of harmful chemicals out of a child's reach. After more discussion he clarified that a monitor should base their concern on what they can visually observe and not necessarily seek out. Janice suggested that perhaps they might want to conduct a workshop on this area at our conference in San Diego.

Documentation of Reviews: An issue from the May meeting was what minimal documentation of a review is required. Just how lengthy does a review form have to be? Jesus answered by referencing a recent (*May 23, 2006 – CACFP 12-2006*) USDA policy memo on block claiming which states,

Whenever a sponsor monitor documents valid reasons for a facility's submission of a block claim, those reasons must be specific to the facility, and must be well-documented. Thus a checklist with a mark next to one or more reasons (e.g., "cares for sick children") is not adequate to document that there is a valid reason for a block claim, since it can be completed without careful thought by the sponsor monitor.

Just as checklists are not acceptable for documenting reasons for block claiming they are not suitable for documenting a review. There has to be a way to document that you did cover all the regulatory requirements, Jesus stated. Were they in compliance or not in compliance? As an example he said you might have a question, meal records were up-to-date yes or no? If the answer is no you need an explanation. NSD has a sample review form or you can use your own form but get it approved by NSD, administrators cautioned.

Providers Claiming All Meals Served: This issue from the May meeting brought several concerns from members. One member had emailed that this apparent policy shift by NSD goes contrary to a

provider's tax advice as well as Minute Menu systems philosophy that "it only takes a minute to record a meal." It further might discourage a provider from serving all meals and snacks that meet minimum USDA requirements, compromising a child's health. Another member pointed out that NAEYC accreditation requires complete meal records. Jesus stated that claiming all meals served rather than just allowable (2+1) meals is not an issue with USDA. But he stated that NSD may have an issue with it. Barbara stated that NSD will explore the issue further and get back to us.

Review Averaging: Ed asked if NSD had had some revision in their thinking on this topic since the May meeting when members said they could not use the provision under the proposed recordkeeping regimen suggested by NSD. Jesus clarified that from the federal perspective state agencies must insure that sponsors are meeting the requirements of the regulations. How they do that, what plan they allow is up to them. Barbara reported that NSD is still exploring this issue and hopes to have an answer for us next time.

New Providers: One of our members stated that in NSD's old Management Manual (Section 322) sponsors were allowed, as a training tool, to work with the new provider during the review in the first four weeks of operation and not necessarily disallow all meals in some instances of non-compliance ("recordkeeping or menu violations"). In her recent review she had been cited and wondered if that old policy was no longer allowed. She also wondered how USDA felt about the policy. Jesus stated that as long as NSD's policy was in effect and applied only to the first four weeks of operation, it could continue to apply this rule. Barbara agreed to be sure to keep it in any rewrites■

Chair Report, continued from page 1

by the Governor in last minute negotiations with the legislature. Apparently the lack of meal standards killed the measure. What was most distressing to Paula was that CACFP had dropped out early in the discussions before school meals. Barbara Longo stated that no one knows how or why CACFP got dropped but negotiations with the Governor's office will continue. Both NSD and CFPA will be involved in the ongoing negotiations she assured. Members asked why CACFP was not on the table in the negotiations. Barbara stated that NSD was blindsided. Members then asked what can the Roundtable or members themselves do to make it happen. CAPP and the R & R Network are interested in nutrition. Where were they? Members felt that leadership from the Roundtable and CFPA are needed. They asked what agency directors can do. Trudy Adair from Santa Barbara County Education Office stated that she is on the CAPP board and will bring the issue to their next board meeting. She said she sees an effort at the Governor's office to separate child care & development and school programs; it is broader than just child nutrition. She agreed to work with Ed to connect CAPP and the Roundtable on this issue. She said we need to maintain the link between schools and child care/development. Barbara reported that from her perspective the legislature is being bombarded now with school meals/school breakfast issues – the implication being that CACFP is not getting much attention. You know the old saying about squeaky wheels?

Paula recalled the past history of our efforts to keep CACFP in focus going back to our child care/development Summit in 1999 and the follow-up Interagency Child Care Outcomes Group meetings with CDE, CDD and DSS, CCLD. That process slowly withered for a number of reasons. We are trying to restart it now with NSD's help and hope to also involve the Department of Health Services and perhaps First Five. Members discussed the role of the Roundtable, its practices, extremely low membership fees and staffing constraints. They wondered if we should follow the California Alternative Payment Program Association (CAPP) model and charge considerably

more for membership in order to hire staff to do some of the lobbying required? Has the Roundtable perhaps relied too heavily on CFPA for legislative access? These questions cannot be easily answered. The bottom line, which sounds like a broken record, is that members have a responsibility too! Make those connections within your own child care & development communities, with your own local media and state legislators. Get your children's parents involved. Keep the important role of CACFP in quality child care and the childhood obesity debate front and center! It's not enough anymore to just run your program well and hope for the best; you have to get involved.

Later in the day Paula recalled some additional related information she wanted to share with members. First, she stated that she found out at the recent CACFP National Professional's Association conference that in New York if a child care provider wants to receive alternative payment she must have a site visit. As there was no funding to pay for the visits the state decided to require all AP recipients to be on the CACFP which as we know provides funds for and requires pre-approval and three annual visits. And finally Paula reminded us that as important as it is for sponsors to do advocacy work with their child care/development community, state legislators and local media, it is equally as important to do so with the providers. They need to do a better job of feeding kids she pointed out. With three visits per year sponsors can and should be providing training and distributing resources to providers on meal quality and nutrition.

New USDA Study Coming: Paula stated that she had heard USDA is currently bidding a contract to conduct a feasibility study on provider over-claiming. Depending upon the results of this preliminary study USDA may conduct a more thorough examination of the issue. They will be looking at block claiming and other related issues. Paula warned that Congress has put the CACFP on the target list. This may just be the tip of the iceberg (*see above admonition about getting involved*).

NSD Project Using Quality Dollars: Paula reported that as part of its plan to use quality dollars from CDD, NSD has contracted with UC Davis to facilitate the following plan. The CA Department of Education (CDE) Nutrition Services Division is partnering with CA Department of Health and Human Services to convene state and local stakeholders to conduct a strategic assessment of nutrition services in child care programs. The assessment will determine what policy and program improvements are needed to improve meal quality, mealtime environments and to better integrate nutrition education into the child care setting. Some of the questions to be asked include: Should CDE modify meal requirements for CACFP to insure nutrient dense meals? Should DSS Community Care Licensing modify its regulations to require meal standards in all child care? Are there opportunities for collaboration between WIC and CACFP on nutrition education and training? CACFP sponsors will play a key and critical role in the development of these improvements. Phyllis will be seeking our input at a pre-conference session on Monday, October 23, at 10:15 AM

Vitamin Settlement Update: Paula reported that the Roundtable submitted a letter of intent and was waiting to hear if the proposal she and Carolyn Brown worked on was accepted. She stated that we should hear before the end of July (*editor's note: I have not heard anything at this juncture*). The proposal was based on a previous Roundtable proposal to put resources into CACFP sponsorships for nutrition education activities.

NSD REPORT

Barbara Longo welcomed the participants and along with Janice Hunt gave the state report.

Staffing: Barbara reported on two new staff within the Division. Linda Prescott is a new CNC taking over Carol Hall's old spot and Sue Lee Davis replaces Susan Smith.

Renewals: Barbara was pleased to report that her staff has been heavily involved in the renewals and as a result they went out earlier this year. The renewals are only 2-3 pages in length. To date they

have already received 700 and completed first reviews on over half of them. Barbara further stated that they have devoted all their energies on the renewals and hope to have them completed by the September 30 deadline.

CCAP: Barbara reported that they have had 7 sponsors selected in 2006 with 6 completed to date and are planning for 7 more next year (*although this may change after what Jesus reported below*).

Training: As a result of feedback received at recent Roundtable Advisory Meetings on training, Barbara reported some changes to the way things are done and some new plans. For calendar year 2007 (federal fiscal year 2008) they hope to present one session of their mandatory sponsor training at the Roundtable conference. They are currently working on the module for 2007 which will not be completed in time for our October 2006 conference. The Advisory Committee had suggested that the topic might be eligibility and tiering – a topic everyone has wanted for some time. Barbara will take it back to NSD training staff for discussion. She was pleased to report that they now have a team approach on training with program staff providing feedback to the training staff as well as developing a closer relationship with Cal-Pro-Net staff. They hope to meet our needs with more targeted training in the future.

Guidance Manuals: Barbara reported that they are establishing a procedure for updating and revising the guidance manuals. A staff person has been assigned and work has begun with feedback from a sponsor task force. They hope to get at least the family child care manual completed by December. That is their goal. They plan to have both a hard copy and one posted on the web site.

Communications: This entire area is being looked at advised Barbara. The Management Bulletin process is long but they have set a goal of getting USDA bulletins out within 45 days. They are also looking at using more Information Sheets depending upon content as the clearance process is much shorter. They are looking into moving more towards electronic communications. They have

recently asked sponsors for their email contacts to facilitate this process. When they send out applications and renewals for instance they will be asking for primary and secondary email contact information. The Roundtable Advisory Committee recommended that any emails also be posted to the web site; Barbara agreed to explore that option. She stated that she has been looking at communications sent out over the past year and has found a pretty good turnaround rate for what has been sent out. She is also looking to be sure all USDA bulletins have gone out. Barbara reiterated that in the future they hope to have more electronic systems with paper back-up (at least initially). She confirmed that she is working on improving the entire process.

New Federal Reimbursement Rates: Barbara reported that there are new federal reimbursement rates out (*see web sites at bottom of newsletter*). The new state rate(s) have not yet been released. Even though the budget was timelier this year, fiscal folks still need to do the computation for the state rate. Barbara reported that they will send them out by email as soon as they are received and post them to the web site.

Q & A:

1. **Q.** For day care home renewals, can a sponsor send the renewal and the budget at the same time? **A.** You can hold them but it is preferred that you send in what you can now and hold off on the budget until the new rates are released.
2. **Q.** Will bulletins be formatted for the web? **A.** Emails have a special format. All links must be there before they can be sent out. Barbara said they need live links.

USDA REPORT

Jesus Mendoza, the new Director of Special Nutrition Programs for USDA, WRO, gave the following report.

CCAP Update: Jesus stated that at a recent School Nutrition Association (SNA) meeting in California he met with National Office USDA staff. They

informed him that due to budgetary concerns CCAP reviews in 2007 will be cut back from 21 to 11. Although he cannot promise that CA will not be visited next year he stated that it was part of their effort to examine the state agency – sponsor relationship and they have had ample opportunity to do so in CA while other states have been overlooked. “California has been hit really hard over the past two years,” he stated. They need to look at other states and may reduce CCAP’s in CA. He reiterated that he cannot promise anything however as they have not found any major problems here they may focus elsewhere in 2007. He hopes to reduce CCAP’s to 3-4 from the scheduled 7. They should know by the September meeting he stated.

Updated Guidance on Block Claiming: Jesus made reference to the recent May 23 USDA policy memo mentioned above (NSD has yet to issue it). He stated that the policy allowing justification of block claiming during an unannounced review has been extended through September 30, 2007. This is great news! He further stated that “current review year” used in conjunction with block claiming has been clarified. It can be any consecutive 12-month period defined by the State agency or sponsor including the federal fiscal year, the state fiscal year, the calendar year, the 12-month period starting when a provider comes on the program, or “any other 12-month period defined or agreed to by the State agency.” As stated above, the memo clarifies that simple checklists of reasons for block claiming are not allowed. Additional comments and explanatory notes are required. And finally the memo addresses the 60 day clock for completing the unannounced review after a block claim is detected. At issue is when the clock starts. The preamble to the second interim rule states that it starts within 60 days of receiving the claim while the actual regulatory language states 60 days from discovery. As a result State agencies have implemented a number of different approaches. To achieve more consistency USDA now defines it as 60 days from receipt. This did not make members too happy. They prefer date of discovery as the easiest to implement without additional administrative burdens.

ADVISORY COMMITTEE REPORT

Most of the issues discussed at Wednesday's AC Meeting were presented by either Paula James or Barbara Longo in their separate reports. The only issue not presented follows.

Administrative Cash Advance Update: The NSD convened a meeting on June 30 to discuss a solution to their fiscal issues presented in the administrative cash advance position paper from the May Roundtable meeting. Paula, Jerry, Ken Hecht and a number of sponsor representatives were present. At the same time the Roundtable conducted a member survey on the possible consequences of the various proposed solutions. As it turned out the survey results were not necessary; the attendees of the June 30 meeting came up with a possible solution. Attendees agreed that in the future organizations requesting an advance must annually agree to sign a terms and conditions contract. With the contract sponsors will acknowledge receipt of advance funds and will agree to submit timely claims for reimbursement or face a review. In the past Fiscal Services did not know for 60 days whether or not a sponsor was going to submit a claim which increased their risk considerably from terminating sponsors. They still plan to reevaluate the situation when CNIPS is operational and if the claims payment process is significantly shortened they may roll advances back to one month. The agreement still needs to be approved by upper management.

CFPA REPORT

Ken Hecht was unable to attend the meeting but sent in the following state report. These items, though not directly impacting CACFP, do impact the low-income families we serve.

California Update:

1. **FY 2007 Budget** - On Friday, June 30, Governor Schwarzenegger signed the 2006-07 budget—and continued his far-reaching, visionary Nutrition Revolution. As you'll see below, he has created new opportunities to make sure Californians have better access to healthier food. As advocates, we'll have to point

out our very small concerns, but the major message here is, without a doubt, thank you, Governor, for putting the nutrition needs of low-income kids and families at the top of your list and thank you CFPA Action Alert readers for your tireless efforts in making nutrition a big, big winner in California's budget process.

Here's a quick run-down of the budget details:

- **School Breakfast Start-Up & Expansion Grants:** \$3 million, up from the historic level of \$1 million, with language linking the grants to expanded access to School Breakfast and the success of the California Fresh Fruit & Vegetable Pilot Program.
- **Tying Meal Reimbursement to Standards:** Governor Schwarzenegger has set aside the Legislature's item providing \$37.8 million to increase the state's reimbursement for free and reduced-price school meals. His message made it very clear that he supports a higher rate of reimbursement—but he wants to see it tied to nutrition standards. As he noted in his message, California focused intensely on getting junk foods out of schools; now it's time to improve the reimbursable meal. We are extremely hopeful that California schools are about to realize greater reimbursement and improved nutrition.
- **Support for Nutrition Services:** The budget includes \$400,000 to support two positions to help staff the California Fresh Pilot Program and \$3.2 million to support the Child Nutrition Information Payment System.
- **School Gardens.** The budget includes \$15 million in Proposition 98 reversion funds to "revitalize the School Garden Program."
- **Direct Certification Fix.** AB 1385 (Laird) needed a technical budget fix and this item remained in the Governor's final budget.
- **Physical Education Funds.** The final budget

included \$40 million for physical education improvement, plus additional funds through a block grant. Earlier in the process, there was a risk that all of the money would be block-granted.

- Statewide Obesity Prevention Planning. The Governor reaffirmed his commitment to fund obesity-prevention measures in the future, including ways to promote access to fruits and vegetables in low-income communities. We believe the funding for AB 2384 would fit well in this program.
- Full Increase for CalWORKs and the January SSI COLA. The budget, which includes the entire \$100 million in increased CalWORKs funds, the restoration of the SSI COLA beginning in January 2007 and the \$75 million, increase in foster care funds. The CalWORKs funding represents the first time California has budgeted above the 75% of the Maintenance of Effort (MOE) level.

2. CFPA Bills in the 2006 Legislative Session -

- AB 569 (formerly AB 1916) Garcia. This bill to mandate school breakfast in schools with high numbers of low-income children has met formidable opposition in the Assembly and is being scaled back to a study by CDE/NSD to clarify the numbers of schools and children that would be affected by the mandate. A report due back to the Legislature by March 2007 would permit action on this item in the 2007 legislative session.

All three of the following bills have passed out of the Assembly and also been passed by the Senate policy committee. They will go to Senate Appropriations, their last stop, early in August.

- AB 2205 (Evans). This bill will qualify Medi-Cal and Healthy Families children for food stamp eligibility and thereby authorize them to receive free school meals.

- AB 2384 (Leno). This bill will provide state-funded incentives to encourage corner store operators in low-income neighborhoods to stock and sell fresh fruit and vegetables and food stamp participants to purchase them.
- AB 3029 (Laird). This is a food stamp simplification package that includes, among other things, extension of reporting from 3 months to 6 months.

3. First Lady Maria Shriver to Connect Californians with Food Stamps - California First Lady Maria Shriver went to the Watsonville Farmers' Market as part of "Connect California," her statewide campaign to help California families access government assistance programs that are too often underused, with a special emphasis on the Food Stamp/EBT program. The First Lady is focused on increasing participation in the Food Stamps Program and in using food stamps to purchase healthy food, such as that found at Farmers' Markets. The health fair was scheduled for July 21, 2006 from 3-7pm at the Watsonville Farmer's Market on Main & Peck Street.

CONFERENCE REPORT

We are finalizing plans for the Roundtable's 15th Annual CACFP Conference, "*Celebrating Fifteen Years: Our Vision Our Future*" to be held October 23-25, 2006, at the beautiful beachside Bahia Resort Hotel in San Diego. Beaches notwithstanding, bottom line is that it will be a great conference! On Monday we begin with an opportunity at NSD's pre-conference to provide feedback in a strategic assessment of nutrition services in California's child care programs. In the afternoon our keynote speaker, Joel ben Izzy, a renowned storyteller, will present "Finding Our Stories and Tapping into their Power." It is sure to resonate with participants hoping to tap into new energy or improve their powers of persuasion, especially in the legislative season ahead (find out more about his amazing life and powerful book, *The Beggar King and the Secret of Happiness*, on his

web site www.storypage.com). Geri Henchy from FRAC closes out Monday's schedule, following a session of great workshops, with her always compelling "Washington Update." And don't forget our reception on board the sternwheeler William D. Evans in the evening.



Tuesday will be a very busy day highlighted by the usual exhibitors, three sessions of workshops and more. At your request USDA will have its own general session to start off the morning. At lunch we will be showing the film *Fish! A Remarkable Way to Boost Morale and Improve Results*.

You should plan on sticking around Wednesday! In the morning, Dr. Richard Jackson, MD, MPH, a nationally recognized professor of environmental health at the University of California, Berkeley, will address conferees at a plated breakfast. A final session of great workshops completes the morning. In the afternoon, Minute Menu is offering post-conference classes on planning and performing home visits and using online claiming to improve service and efficiency. And NFSMI will offer a post-conference session for state agency staff on adult day care resources.

That's three days of compelling learning and networking opportunities. Don't miss them; sign up today and beat the rush. Early bird rates end **September 9!** Watch for announcements on planned workshops in upcoming emails.



WEB SITES FOR July 2006:

- http://www.nfsmi.org/Information/cc_recipe_index_alpha.htm - USDA recipes for child care
- <http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/pdf/06-6130.pdf> - new reimbursement rates.
- <http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/pdf/E6-11214.pdf> - new cash-in-lieu rates.

**MARK YOUR CALENDARS AND MAKE RESERVATIONS FOR
THE NEXT TWO ROUNDTABLE MEETINGS**

THURSDAY, SEPTEMBER 21, 2006, 9:30 AM - 3:00 PM

4C's of Santa Clara County

111 E. Gish Road, San Jose, CA 95112

LODGING INFORMATION

MapQuest has the following nearby lodgings plus others:

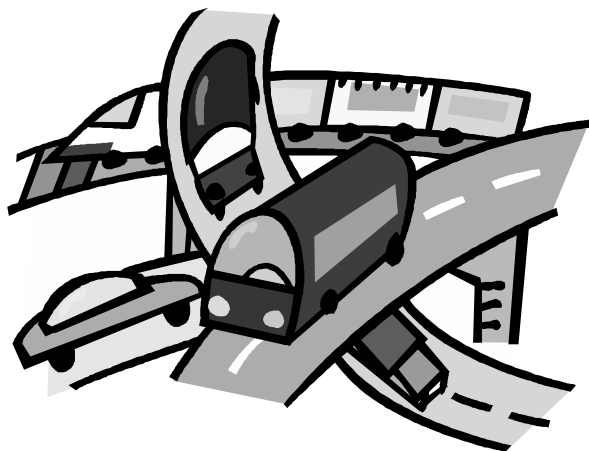
- Holiday Inn Express, 1350 N. 4th St., 408-467-1789
- Clarion, 1355 N. 4th St., 408-453-5340
- Wyndham Hotel, 1350 N. 1st St., 408-453-6200

PARKING & DIRECTIONS: There is plenty of parking at this location. To get here from the East Bay take 880 South to San Jose and exit at North 1st Street; turn right onto N 1st and right again onto E. Gish. From San Francisco take 280 or 101 South to 880 and follow directions above. Fay suggests you **not** follow signs that say Gish Road and instead follow those for N 1st Street.

AIRPORT TRANSPORTATION: The office is close enough to take a cab.

The **Advisory Committee Meeting** is at the same location, Wednesday, September 20, at 10:00 AM.

For more information on the location contact Fay Vakili at 408-487-0748 x 213



-Tentative-

THURSDAY, NOVEMBER 16, 2006, 9:30 AM - 3:00 PM

International Institute of Los Angeles

3845 Selig Place, Los Angeles, CA 90031

The **Advisory Committee Meeting** is at the location on Wednesday, November 15, 10:00 AM.

More information on this probable meeting will be published in the September/October newsletter.