

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: 1470 Civic Court, Concord Ca 94520

Date: 9/4/2019 Time Convened: 6:05 p.m. Time Terminated 6:30 p.m. Recorder: Zully Acosta
 Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Delphine Smith, Pamela Arrington
 Absentees: None

TOPIC	RECOMMENDATION / SUMMARY																																																								
<ul style="list-style-type: none"> • Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> • Veronica Gutierrez, Chair called the meeting to order at 6:00 p.m. • Emma Duran, Vice Chair, reviewed the desired outcomes. • Katie Cisco, Secretary, reviewed the meeting ground rules. 																																																								
<p>Action:</p> <ul style="list-style-type: none"> • Review and approve August 7, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted.</p> <p>A motion to approve August 7, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p>																																																								
<p>Action:</p> <p>Review and Approve 2020 Early Head Start & Head Start Program Continuation Grant</p>	<p>Haydee Ilan, Accountant III, provided an overview of the 2020 Early Head Start & Head Start Program Continuation Grant.</p> <p>Early Head Start</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Budget Categories:</th> <th style="text-align: right;">T/TA</th> <th style="text-align: right;">Basic Grant</th> <th style="text-align: right;">TOTAL</th> </tr> </thead> <tbody> <tr><td>Personnel</td><td></td><td style="text-align: right;">325,000</td><td style="text-align: right;">325,000</td></tr> <tr><td>Fringe Benefits</td><td></td><td style="text-align: right;">193,000</td><td style="text-align: right;">193,000</td></tr> <tr><td>T & TA</td><td style="text-align: right;">77,600</td><td style="text-align: center;">-</td><td style="text-align: right;">77,600</td></tr> <tr><td>Travel</td><td style="text-align: right;">5,344</td><td style="text-align: center;">-</td><td style="text-align: right;">5,344</td></tr> <tr><td>Supplies</td><td></td><td style="text-align: right;">21,500</td><td style="text-align: right;">21,500</td></tr> <tr><td>Contractual</td><td></td><td style="text-align: right;">965,000</td><td style="text-align: right;">965,000</td></tr> <tr><td>Construction</td><td></td><td></td><td></td></tr> <tr><td>Other</td><td></td><td style="text-align: right;">2,035,450</td><td style="text-align: right;">2,035,450</td></tr> <tr><td>Sub-Total of Direct Charges</td><td style="text-align: right;">82,944</td><td style="text-align: right;">3,539,950</td><td style="text-align: right;">3,622,894</td></tr> <tr><td>Indirect Costs</td><td></td><td style="text-align: right;">68,250</td><td style="text-align: right;">68,250</td></tr> <tr><td>Total Federal Amount Requested</td><td style="text-align: right;">82,944</td><td style="text-align: right;">3,608,200</td><td style="text-align: right;">3,691,144</td></tr> <tr><td>Non-Federal Share</td><td style="text-align: right;">20,736</td><td style="text-align: right;">902,050</td><td style="text-align: right;">922,786</td></tr> <tr><td>Total Federal and Non-Federal</td><td style="text-align: right;">\$ 103,680</td><td style="text-align: right;">\$ 4,510,250</td><td style="text-align: right;">\$ 4,613,930</td></tr> </tbody> </table>	Budget Categories:	T/TA	Basic Grant	TOTAL	Personnel		325,000	325,000	Fringe Benefits		193,000	193,000	T & TA	77,600	-	77,600	Travel	5,344	-	5,344	Supplies		21,500	21,500	Contractual		965,000	965,000	Construction				Other		2,035,450	2,035,450	Sub-Total of Direct Charges	82,944	3,539,950	3,622,894	Indirect Costs		68,250	68,250	Total Federal Amount Requested	82,944	3,608,200	3,691,144	Non-Federal Share	20,736	902,050	922,786	Total Federal and Non-Federal	\$ 103,680	\$ 4,510,250	\$ 4,613,930
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	Head Start			
	Budget Categories:	T/TA	Basic Grant	TOTAL
	Personnel		4,325,478	4,325,478
	Fringe Benefits		2,650,000	2,650,000
	T & TA	190,000	-	190,000
	Travel	7,344	-	7,344
	Supplies		205,000	205,000
	Contractual		3,339,185	3,339,185
	Construction		-	-
	Other		4,706,261	4,706,261
	Sub-Total of Direct Charges	197,344	15,225,924	15,423,268
	Indirect Costs		1,491,111	1,491,111
	Total Federal Amount Requested	197,344	16,717,035	16,914,379
	<i>Non-Federal Share</i>	<i>49,336</i>	<i>4,179,259</i>	<i>4,228,594</i>
	Total Federal and Non-Federal	\$246,680	\$20,896,294	\$21,142,973
	<i>A22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</i>	<i>\$8,000</i>	<i>\$ 2,194,788</i>	<i>\$ 2,202,788</i>
	<p>A motion to approve 2020 Early Head Start Program Continuation Grant was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p> <p>A motion to approve 2020 Head Start Program Continuation Grant was made by Katie Cisco and seconded by Emma Duran. The motion passed.</p>			

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<p>Presentation:</p> <ul style="list-style-type: none"> Review and Approve Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start Child Care Partnership 1. 	<p>Tracy Lewis, ASA II, provided an overview of the Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start Child Care Partnership 1. Contra Costa County Community Services Bureau is required to conduct a review of each site serving children from this funding utilizing the health and safety screener checklist. The health and safety screener helps organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.</p> <p>Findings:</p> <p>Thirty-eight (38) sites were reviewed utilizing the health and safety screener tool. This tool has a series of twenty-four (24) requirements. Upon completion of the tool, (3) sites were found to have no areas for improvement. The remaining thirty-five (35) sites had a total of 164 out of 2135 items in need of improvement.</p> <p>Outcomes:</p> <p>Timely follow-up has been conducted for each item and actions have been taken to ensure child safety, representative of quality standards of Head Start and local regulation. Action plans have been implemented for any outstanding items in need of improvement.</p> <p>A motion to approve of the Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start – Child Care Partnership #1 was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p>

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<ul style="list-style-type: none"> Staff Report 	Pam Arrington, Assistant Director, provided. <ul style="list-style-type: none"> CSB held an All-Staff Development Day on August 28, 2019, at the Centre Concord. All staff, including temporary employees attended and came together for a day filled with learning and bonding. Keynote Speaker, Kenneth Wesson, Education Consultant, addressed the group and shared relevant information on brain development (children & adults). Following Kenneth’s engaging presentation, staff participated in workshops on strengthening professional and personal development and the culture of the Bureau. All Centers are currently welcoming and orienting new children and families to the 2019-20 school year. Thirty (30) and forty-five (45) day screenings for height/weight and vision/hearing are in progress. First Parent Meetings for the new school year are occurring or have occurred to include the election of new site based officers as well as 2019-20 policy council representatives. Policy Council Orientation/Training is in the final planning stages. Invitations have been delivered. CSB is looking forward to welcoming and orienting new pc representatives and CSB staff on September 28, 2019, at the Concord Hilton. A member of our PC Executive Team and two CSB Managers will attend NHTA’s Fall Leadership Institute, <i>Preparing Head Start for the Next Year – and Beyond</i> in Washington DC September 22 to 26. Conference participants will be part of a four-day deep dive into the policy and advocacy issues that will impact Head Start. 	
<ul style="list-style-type: none"> Review August 21, 2019, Policy Council Minutes 	<ul style="list-style-type: none"> August 21, 2019, Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes. 	
<ul style="list-style-type: none"> Set Program & Agenda for September 28, 2019, Policy Council Orientation Meeting 	<ul style="list-style-type: none"> The group reviewed and set the program and agenda for September 28, 2019, Policy Council Orientation Meeting. 	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>
	<ul style="list-style-type: none"> Finished on time Good facilitation 	<ul style="list-style-type: none"> Emma’s last PC Exec Meeting Veronica’s last PC Exec Meeting