

*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).*

## Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> September 30, 2020	<b>Time:</b> 6:00 PM – 8:00 PM
<b>Zoom Link:</b> <a href="https://cccouny-us.zoom.us/j/96647844490?pwd=SjVzQ1JZMzJ2RDJXVWITMxAXZxhDdz09">https://cccouny-us.zoom.us/j/96647844490?pwd=SjVzQ1JZMzJ2RDJXVWITMxAXZxhDdz09</a>	
<b>Meeting Leader:</b> Katie Cisco	
<b>Purpose:</b> Conduct Regular Monthly Meeting	

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.*

**Desired Outcome:** By the end of this meeting, we will have:

- Agreement on desired outcomes and ground rules so that our meeting is productive.

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- An ice breaker to open communication and build connection among Policy Council members.

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- An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

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- An approval on 2020-2021 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.

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- An approval of Community Representatives and Past Parent Representatives so that our council is fully seated.

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- An approval of Policy Council Minutes.

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- Heard announcements so that we may be informed of Bureau news and/or available community resources.

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- A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Exec Past Parent Volunteer	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Exec Past Parent Volunteer	3 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Exec Past Parent Volunteer	1 Minute
<b>Ice Breaker</b>	Present Clarify Check for understanding	Exec Past Parent Volunteer	10 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>• CSB Interim Director</li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	Present Clarify Check for understanding	Katharine Mason Amy Wells Haydee Ilan	25 Minutes

<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Conduct 2020-2021 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers</li> </ul>	<p>Present Clarify Check for understanding Check for Agreement</p>	<p>Katharine Mason Ana Araujo</p>	<p>38 Minutes</p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and Consider Approval of Community and Past Parent Representatives</li> </ul>	<p>Present Clarify Check for understanding Check for Agreement</p>	<p>PC Chair Ana Araujo</p>	<p>15 Minutes</p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider approval of June 17, 2020, Policy Council Minutes</li> <li>Consider approval of August 19, 2020, Policy Council Minutes</li> </ul>	<p>Present Clarify Check for understanding Check for Agreement</p>	<p>PC Chair</p>	<p>5 Minutes</p>
<p>Announcements</p>	<p>Present Clarify Check for understanding</p>	<p>Ana Araujo</p>	<p>15 Minutes</p>
<p>Meeting Evaluation</p>	<p>Plus/Delta</p>	<p>Volunteer</p>	<p>3 Minutes</p>

## Video Conference Meeting – Ground Rules

1. **Join Meeting on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
  - Review documents ahead and be ready to participate as required.
  - Familiarize yourself with your phone settings, mute/unmute buttons.
  - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
  - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
  - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
  - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
  - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
    - A YES (list names of members voting aye)
    - NOES (list names of members voting no)
    - ABSTAIN (list names of members who abstained)
    - ABSENT (list names of members absent)
  - The chair will announce the proposed decision by stating(Samples):
    - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
    - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
    - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

Director's Report  
Policy Council  
September 30, 2020

1. **CSB Center operation:** CSB directly operated centers re-opened September 8<sup>th</sup>, again in a phased approach and with limited group sizes. Amy will share more details in her report. First Baptist Head Start has also re-initiated services in alignment with CSB. CSB partner centers that re-opened in June and July are continuing to provide services and are closing classrooms as needed based on guidance from Health Department. Our partner unit is providing support and technical assistance to them as needed.
2. **COVID-9 CARES Act funding:** CSB has received over \$4,400,000 in funds to support the needs of our Bureau's clients and services during the pandemic; \$1,690,825 from Head Start and Early Head Start alone. These funds are supporting facility modifications, purchase of PPEs (Personal Protective Equipment) and cleaning supplies, to conduct specialized cleaning, and purchase of materials, supplies and equipment used for distance learning.
3. **Program Instruction 20-05:** We have received notice from Head Start that there will be some changes to the Designated Renewal System (DRS) effective October 27, 2020. (DRS is the process by which grantees must re-compete for their grant). Highlights include:
  - a. A single deficiency no longer requires re-competition, it is now two;
  - b. Removal of CLASS condition to re-compete based on being in the lowest 10% nationwide in that year;
  - c. Established quality thresholds for CLASS: minimum score of 6 for Emotional Support, 6 for Classroom Organization and 3 for Instructional Support; falling below will trigger support for quality improvement;
  - d. Raised competitive thresholds for CLASS: Emotional Support is 5, Classroom Organization is 5 and Instructional Support is 2.3 and after August 1, 2025 is 2.5;
  - e. Established fiscal threshold for re-competition if there are two or more audit findings.

I can answer your questions about this during the meeting.

## **Enrollment and Attendance Report to Policy Council August 2020**

### Enrollment:

- **HS – 87.2%**
- **EHS – 97.11%**
- **EHS-CCP – 95.83%**
- **EHS-CCP2 – 87.89%**

### Attendance:

- **HS – 79.95%**
- **EHS – 73.69%**
- **EHS-CCP – 93.49 %**
- **EHS-CCP2 – 68.01%**

Low attendance numbers due to “distance learners” because Covid-19 concerns & class size restrictions

## ***Informe de Inscripción y Asistencia al Consejo de Políticas Agosto 2020***

### *Inscripción:*

- ***HS – 87.2%***
- ***EHS – 97.11%***
- ***EHS-CCP – 95.83%***
- ***EHS-CCP2 – 87.89%***

### *Asistencia:*

- ***HS – 79.95%***
- ***EHS – 73.69%***
- ***EHS-CCP – 93.49 %***
- ***EHS-CCP2 – 68.01%***

Los números de asistencia bajos son debido a “estudiantes a distancia” debido al COVID-19 y la reducción del número de niños por clase

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF JULY 2020**

<b>DESCRIPTION</b>	<b>JULY YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>58% %YTD</b>
a. PERSONNEL	\$ 2,328,230	\$ 4,752,171	\$ 2,423,941	49%
b. FRINGE BENEFITS	1,474,703	2,938,208	1,463,505	50%
c. TRAVEL	-	28,742	28,742	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	96,892	254,000	157,108	38%
f. CONTRACTUAL	1,562,175	3,600,996	2,038,821	43%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,799,398	6,230,452	4,431,054	29%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 7,261,398</b>	<b>\$ 17,804,569</b>	<b>\$ 10,543,171</b>	<b>41%</b>
j. INDIRECT COSTS	342,642	990,786	648,144	35%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 7,604,039</b>	<b>\$ 18,795,355</b>	<b>\$ 11,191,316</b>	<b>40%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 2,150,623</i>	<i>\$ 4,228,594</i>	<i>\$ 2,077,971</i>	<i>51%</i>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF JULY 2020**

<b>DESCRIPTION</b>	<b>JULY YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>58% %YTD</b>
a. PERSONNEL	\$ 276,708	\$ 421,069	\$ 144,361	66%
b. FRINGE BENEFITS	172,841	234,303	61,462	74%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	5,977	27,800	21,823	22%
f. CONTRACTUAL	749,045	1,681,896	932,851	45%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	306,976	1,696,796	1,389,820	18%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 1,511,546</b>	<b>\$ 4,063,864</b>	<b>\$ 2,552,318</b>	<b>37%</b>
j. INDIRECT COSTS	23,982	86,579	62,597	28%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 1,535,528</b>	<b>\$ 4,150,443</b>	<b>\$ 2,614,915</b>	<b>37%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 460,014</i>	<i>\$ 922,786</i>	<i>\$ 462,772</i>	<i>50%</i>

**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU**

**EARLY HEAD START- CC PARTNERSHIP #1**

**BUDGET PERIOD JULY 2019 - AUGUST 2020**

**AS OF JULY 2020**

DESCRIPTION	July YTD Actual	Total Budget	Remaining Budget	93% % YTD
a. PERSONNEL	\$ 356,464	\$ 354,636	\$ (1,828)	101%
b. FRINGE BENEFITS	224,770	247,901	23,131	91%
c. TRAVEL	250	500	250	50%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	10,038	35,580	25,542	28%
f. CONTRACTUAL	438,561	548,616	110,055	80%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	80,921	130,726	49,805	62%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 1,111,004</b>	<b>\$ 1,317,959</b>	<b>\$ 206,955</b>	<b>84%</b>
j. INDIRECT COSTS	94,816	73,483	(21,333)	129%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 1,205,821</b>	<b>\$ 1,391,442</b>	<b>\$ 185,621</b>	<b>87%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>\$ 288,253</b>	<b>\$ 332,042</b>	<b>\$ 43,789</b>	<b>87%</b>

**Note:**

On June 3, 2020 the Administration for Children and Families (ACF) approved an extension of this budget period from FY ending June 30, 2020 to FY ending August 31, 2020. The budget period is now 14 months instead of 12 months. The two Early Child Start Childcare Programs will be consolidated into one program and that is the reason for this extension. The amendment awarded an additional \$185,421 in operations and \$4,318 for training and technical assistance.

On June 26, 2020 ACF awarded this program \$63,274 to prevent, prepare for and respond to COVID-19.



**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU  
EARLY HEAD START- CC PARTNERSHIP #2**

**BUDGET PERIOD: SEPTEMBER 2019 - AUGUST 2020**

**AS OF JULY 2020**

DESCRIPTION	JUNE YTD Actual	Total Budget	Remaining Budget	92% % YTD
a. PERSONNEL	\$ 551,329	\$ 710,668	\$ 159,339	78%
b. FRINGE BENEFITS	357,166	504,605	147,439	71%
c. TRAVEL	8,212	10,000	1,788	82%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	27,425	36,000	8,575	76%
f. CONTRACTUAL	768,463	1,329,589	561,126	58%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,447,076	2,917,943	1,470,867	50%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 3,159,672</b>	<b>\$ 5,508,805</b>	<b>\$ 2,349,133</b>	<b>57%</b>
j. INDIRECT COSTS	83,221	149,240	66,019	56%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 3,242,893</b>	<b>\$ 5,658,045</b>	<b>\$ 2,415,152</b>	<b>57%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>\$ 737,363</b>	<b>\$ 923,256</b>	<b>\$ 185,893</b>	<b>80%</b>

**Note:**

On 06/29/2020 ACF issued a Notice of Award for \$166,973.00 to prevent, prepare for and respond to coronavirus disease 2019 (COVID-19).  
On 08/12/2020 ACF issued a Notice of Award to reprogram unobligated funds of \$1,737,179.00 from Program Year 02, and funds of \$60,871.00 from Program Year 02 to Program Year 03 to complete approved program activities.

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
July 2020**

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>
07/22/20	236.25	HS Basic Grant	Books, Periodicals
07/22/20	236.25	EHS-Child Care Partnership #2	Books, Periodicals
07/22/20	10.00	Head Start T & TA	Books, Periodicals
	<b>482.50</b>		
07/22/20	120.16	Indirect Admin Costs	Minor Furniture/Equipment
07/22/20	79.98	HS Basic Grant	Minor Furniture/Equipment
07/22/20	4,343.96	HS Cares COVID-19	Minor Furniture/Equipment
07/22/20	260.88	Operations - Stage 2	Minor Furniture/Equipment
07/22/20	370.22	HS Basic Grant	Minor Furniture/Equipment
	<b>5,175.20</b>		
07/22/20	550.00	HS Basic Grant	Memberships
	<b>550.00</b>		
07/22/20	398.00	EHS-Child Care Partnership #2	Training & Registration
07/22/20	2,195.00	HS Basic Grant	Training & Registration
	<b>2,593.00</b>		
07/22/20	1,081.61	HS Cares COVID-19	Other Special Dpmtal Exp
07/22/20	216.42	HS Parent Services	Other Special Dpmtal Exp
07/22/20	55.51	HS Basic Grant	Other Special Dpmtal Exp
07/22/20	55.51	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
07/22/20	399.46	HS Cares COVID-19	Other Special Dpmtal Exp
07/22/20	197.20	HS Basic Grant	Other Special Dpmtal Exp
07/22/20	197.20	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
	<b>2,202.91</b>		
07/22/20	373.39	EHS-Child Care Partnership #2	Misc Services/Supplies
07/22/20	102.51	Indirect Admin Costs	Misc Services/Supplies
	<b>475.90</b>		
<b>TOTAL</b>	<b>11,479.51</b>		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2020-21

August 2020

**13** Approved Sites



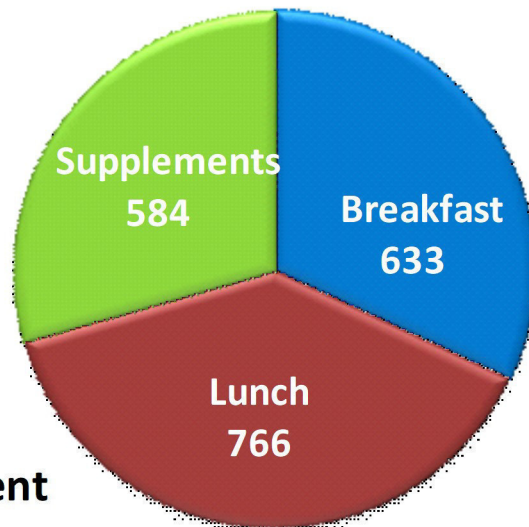
**5** Days Meals Served



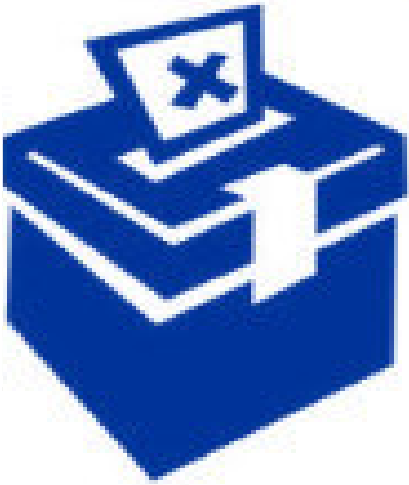
**153** Daily Participation



**1,983 Meals Served**



**Claim Reimbursement  
Total: 4,633**



# Executive Committee Elections 2020-2021 & Subcommittee Sign-Ups

## Executive Committee Elections:

- ◆ If you are interested to nominate yourself or would like to nominate another Policy Council Representative, please complete the attached executive nomination form and return to .
- ◆ All nominees must submit a completed nomination form prior to the start the PC business meeting on 9-30-20
- ◆ *Alternate representatives cannot be nominees*, only primary representatives.
- ◆ Nominees may opt to run for more than one position.
- ◆ Procedures will be reviewed during the meeting.

## Subcommittee:

- ◆ You'll have the opportunity to sign-up for subcommittees during the 10-21-20 meeting.
- ◆ Attached is a brief description of each subcommittee to help you identify the one that best interests you. Be prepared to sign-up to join a subcommittee during the meeting.



# Contra Costa County Employment & Human Services Department Community Services Bureau



## **Executive Committee Positions and Responsibilities**

### **Executive Committee:**

Committee is presided over by the Executive Officers. Nominated PC representatives are voted in annually to become Executive Committee Officers. The committee's role is to act as leadership over the full body and to oversee the monthly Policy Council meetings. The Executive Committee meets monthly to participate in the planning of the general meetings, review the agenda, and review the meeting minutes from the previous month.

### **Election of Officers:**

Executive Officers will be elected and seated annually at the general meeting in September. Nominations for the officers will be made by the general membership. Current HS and EHS parent representatives and past parent, representatives may be nominated as candidates. Votes are cast by roll call. No more than three past parent representatives may serve on the Executive Committee.

### **Attendance:**

Executive Officers shall attend all Policy Council and Executive Committee meetings. Executive Officers may attend Executive meetings by teleconference. Arriving 15 minutes or more late to an Executive Committee will be consider an unexcused absence.

Officers will be the official representatives to conferences. Alternates will be appointed as needed. Each officer must be an active member, Chair or Vice-Chair of at least one committee.

### **Officers:**

**Chairperson:** Chairperson shall preside at all Policy Council meetings. He or she has the authority to call special meetings, maintain order, and appoint a chairperson to ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members, recognize members, staff, and visitors who wish to speak, and make official written communication.

**The Vice-Chairperson:** Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent. The Vice Chair will be responsible for reviewing the desired outcomes and meeting rules during the Policy Council meetings.

**Secretary:** Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at Policy Council meetings. He or she shall check for any corrections or clarification on the previous month's minutes and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded.

**Parliamentarian:** The Parliamentarian shall assist the Chairperson in maintaining order in the meetings and for ensuring that Robert's Rules of Order are followed. He/she shall state and review the Ground Rules at PC meetings. He/she shall know and enforce the Brown Act and the Contra Costa County Better Governance Order. He/she shall act as timekeeper of the agenda items and notify the Chair when time is an issue. He/she shall assist with getting the 1<sup>st</sup> and 2<sup>nd</sup> Motion Maker signatures and return to Secretary. He/she is also the Chair of the Bylaws subcommittee. Staff assistance is provided as needed.



Contra Costa County  
Employment & Human Services Department  
Community Services Bureau



**Policy Council Executive Committee Nomination Form**

***Instructions:*** Please complete the information below for each person you would like to nominate for a position on the Policy Council Executive Committee. You may nominate yourself or another representative. Descriptions of each position are attached. All nominations must be seconded at the elections meeting prior to the vote.

*\*\*Submit your completed form to Ana Araujo at [araujo@ehsd.cccounty.us](mailto:araujo@ehsd.cccounty.us) or via Adobe Sign prior to start the 9-30-20 meeting.*

**Name of Nominee:**

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**Name of person nominating (if different from nominee):**

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**Nominee's Information:**

**Click on the following that apply to you:**

Current PC Rep. Center's name: \_\_\_\_\_  Past Parent  Community Rep

**Have you ever served as a Head Start or Early Head Start Policy Council Representative?**

No  Yes If yes, how many years?

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**Position you are seeking (may select one or more):**

Chair  Vice Chair  Secretary  Parliamentarian

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**Please describe your understanding of the roles and responsibilities of this executive committee position:**

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**Please tell us why you would like to hold this position:**

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**Is there anything else you would like to share?:**

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Date: Sept 5, 2020

To whom it may concern

I, Nivette Moore-Abalo, am interested in joining the Policy Council again as a Past Parent Representative. I enjoy the Program, and I believe that as a past parent I still continue to care for my community. I have family and friends who are still in the program, and my family loves this community that we live in and all its diverse cultures. I believe that if I am actively involved I will have the ability to continue promoting Head Start and the positive impact this program has on children and families. Thanks for this opportunity.

Sincerely,

*Nivette Moore-Abalo*

September 17, 2020

Dear Head Start Policy Council,

I am writing in response to your invitation to join Head Start Policy Council. Currently, I serve at Secretary for the Economic Opportunity Council.

I also hold seat position #5 private/nonprofit as a representative for our community for the Economic Opportunity Council. As an interested member of our community, I would like to volunteer myself, skills, and talents to assist in planning the future of our children. It is my desire to serve the community by being appointed to the Head Start Policy Council.

I respectfully request your support in being appointed to the Head Start Policy Council.

Thank you for your consideration. I look forward to being engaged, while offering a positive presence to the council.

Sincerely

Devlyn Sewell



*Deanna Carmona*

*(925) 457-2919*

*dcarmona@first5coco.org*

*1485 Civic Court, Suite 1200*

*Concord CA 94520*

*September 23, 2020*

Dear Head Start Policy Council;

I am writing in response to your invitation to join Head Start Policy Council. In my current role as Quality Improvement Coach at First 5 Contra Costa, I have had the honor of supporting Child Care Programs, teachers, and families within the Quality Matters program. I have worked within the Early Childhood Education field for over 14 years and have a passion for helping others and elevating the wonderful work of the early childhood community.

As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our children. It is my desire to serve the community by being appointed to the Head Start Police Council.

I respectfully request your support in being appointed to the Head Start Policy Council.

Thank you for your consideration.

Sincerely,

*Deanna Carmona*



**Policy Council Conference Call Meeting Minutes**  
 Location: Teleconference - 500 Ellinwood Way, Pleasant Hill, CA



**Date:** 6-17-2020

**Time Convened:** 6:05 PM

**Time Terminated:** 7:30 PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>• Katie Cisco, Chair, called the meeting to order at 6:05 p.m.</li> <li>• Daisy Templeton, Vice-Chair, reviewed the desired outcomes and ground meeting rules.</li> </ul>
Public Comment	None
Correspondence	None
Recognition	Policy Council recognized Camilla Rand, CSB Director, for her outstanding leadership as the Director of the Community Services Bureau after 20 years of service in Contra Costa County.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<p>Camilla Rand, CSB Director, welcomed Policy Council representatives and thanked representatives for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>• Camilla announced Katharine Mason as Interim CSB Director effective July 13. Katharine started with the Bureau in 2005 as a Comprehensive Services Assistant Manager supporting families. Later she acted as Comprehensive Services Manager supporting Head Start childcare partners and in 2009 became an Administrative Services Analyst III for the Bureau responsible for compliance and monitoring. Since 2011 she has served as the Division Manager overseeing the Head Start, Early Head Start, and State Child Development programs at CSB’s childcare centers.</li> <li>• CSB has developed a draft reopening plan that includes phased reopening of centers across the county starting July 1 to allow staff, families, and children to adapt to the new routines that will be required to ensure a safe and healthy environment for all. All classroom staff is trained on new procedures, and we have the PPE (personal protective equipment) that we need. Some of the new requirements include limited group sizes by order of the local Health Officer and Community Care Licensing, all staff wears face masks at all times, a suspension of family-style dining, and more. Because of the group sizes, children going to Kindergarten and children with IEPs will be prioritized. Once these children move to the school district, we will have the opportunity to welcome more children. Priority will be given to children with IFSPs, IEPs, At-risk children, and children that are homeless. All families will be provided with information upon return/enrollment on CSB modified childcare program and the new procedures implemented during the reopening of our program.</li> </ul>



**Policy Council Conference Call Meeting Minutes**  
 Location: Teleconference - 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• Emergency Childcare: We will be ending emergency childcare for non CSB families who are essential workers on June 30, so that we may open our doors for currently enrolled families. We are working with them to find alternate care using the emergency vouchers subsidized by the State.</li> </ul> <p>Enrollment and Attendance statistics:            May</p> <ul style="list-style-type: none"> <li>• Enrollment: 96.80% for Head Start; 101.3% for Early Head Start; 95.83% for Early Head Start Child Care Program Partnership #1; and 91.6% for Early Head Start Child Care Program Partnership #2.</li> <li>• Attendance: No attendance to report due to Covid-19 Shelter in Place order.</li> </ul> <p>Fiscal Reports:</p> <ul style="list-style-type: none"> <li>○ <b>2019-2020 Head Start Program: April 2020</b> year to date cash expenditures were \$4,909,519 YTD, which represents 29% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start Program: April 2020</b> year to date cash expenditures were \$797,122 YTD, which represents 22% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start – CC Partnership: April 2020</b> year to date cash expenditures were \$719,993 YTD, which represents 63% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start – CC Partnership #2: April 2020</b> year to date cash expenditures were \$2,334,715 YTD, which represents 63% of the program budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>March 2020</b> were \$6,507.70.</li> <li>○ <b>Child and Adult Care Food Program: March 2020</b> total meal served, including breakfast, lunch, and supplements were 15,291.</li> </ul>
<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>• Transition to Kindergarten</li> </ul>	<p>Ron Pipa &amp; Afi Fiaxe, Education Managers, provided an overview of Transition to Kindergarten.</p> <p>Ron started the presentation by asking participants, “what type of conversation you have during family-style dining and routines?” Participants responded: conversations about cartoons, conversations about what they talked the day before or books read, Coronavirus, social distancing, and current issues currently going on.</p> <p>What type of conversations have you had with your children about Kindergarten? Participant’s responses included: older siblings mentioning what they can and can’t do in Kindergarten.</p>



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	<p>How do you feel about your child going to Kindergarten? Participant’s responses included: before COVID, we were pretty excited, but now we are unsure of what is going to happen since the school district doesn’t have a clear plan of how schools will conduct their classes.</p> <p>Ron shared that Tony Thurmond, State Superintendent of Public Instruction, released recommendation for reopening of school, which includes a three model hybrid schedule: 2-Day Rotation Blended Learning, A/B Week Blended Learning, Early/Late Staggered Schedule. Participants were encouraged to look up the reopening guidance for more information.</p> <p>Afi asked participants what are some of the things they are doing at home to prepare their child for Kindergarten? Participants responded with: reading, coloring, and activities from the take-home packets that were provided by teachers. Afi encouraged parents to review the activities posted on CSB’s Facebook; these are also being sent through the CLOUDS email system.</p> <p>Ron reviewed the importance of attendance in the early grade levels. Children who don’t regularly attend, miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.</p> <p>Preparing for first day of school:</p> <ul style="list-style-type: none"> <li>▪ Have your child go to bed early and get a good night’s sleep the week before school starts.</li> <li>▪ Talk to your child about how much fun he/she will have by meeting a new teacher, making new friends, and learning new information.</li> <li>▪ You may like to take a picture of your child on the first day at school, in front of his/her class to remember the special day.</li> <li>▪ Remember to say goodbye to your child and remind him/her that you will return soon.</li> <li>▪ After school, celebrate your child’s first day. You may ask your child:             <ul style="list-style-type: none"> <li>• What are the names of some of the children you met?</li> <li>• Who did you eat a snack or lunch with today?</li> <li>• What books did your teacher have you do today?</li> <li>• What was your favorite part of the day?</li> </ul> </li> </ul> <p>Participants were encouraged to check with their school district for additional information on new guidelines.</p>
<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>• 2019-20 Semi-Annual Monitoring Report – Period 1</li> </ul>	<p>Nelly Ige, ASA III, provided an overview of the 2019-20 Semi-Annual Monitoring Report Period 1. Community Services Bureau implements a process of ongoing monitoring of its operations and services that includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program’s progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring.</p>



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	<p>This summary report reflects the compiled results of the monitoring conducted for the period of <u>August 2019 through December 2019</u>.</p> <p><b>Summary of Monitoring Activities:</b>            Monitoring was conducted for directly operated CSB centers, partner agency centers, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring results in the areas of Need and Eligibility, Comprehensive Services, Education, Family Child Care Homes, Curriculum Fidelity, and Classroom Assessment Scoring System (CLASS) for preschool classrooms. Data sources utilized by the team included: child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.</p> <ul style="list-style-type: none"> <li>• <b>297</b> child and family files reviewed</li> <li>• <b>7</b> family child care homes for environment and education monitoring</li> <li>• <b>24</b> directly operated toddler and preschool classrooms were observed for curriculum fidelity</li> <li>• <b>27</b> directly operated infant, toddler, and preschool environments were observed</li> <li>• <b>19</b> classrooms received CLASS Observations completed between September-October</li> </ul> <p><b>NEED AND ELIGIBILITY</b>  <b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ Child meets eligibility criteria established by the funding source(s).</li> <li>➤ (S) Recertification must not be done before 24 month certification period has expired, with the exception of families with the certified need of “Seeking Employment”.</li> <li>➤ Over-income waiver completed and approved by ERSEA manager or designee.</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ All areas of the income worksheet are completed and signed.</li> <li>➤ (S) Notice of Action is complete, current, and matches 9600/9600S and Admission Agreement.</li> <li>➤ Eligible income snapshot in CLOUDS reflects income and family size.</li> </ul> <p><b>Corrective Actions:</b>            Corrective actions were taken and validated.</p> <p><b>COMPREHENSIVE SERVICES</b></p>



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	<p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ Any restrictions on contact with child are in file and in CLOUDS. CLOUDS emergency section “Restricted from Picking-up” matches file.</li> <li>➤ Staff representation evident in IEP/IFSP meetings.</li> <li>➤ Volunteer Health statement is complete &amp; updated annually.</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ Immunizations are up-to-date, complete, match Blue Card, and entered in CLOUDS.</li> <li>➤ Ensure up-to-date child health status. Health Examination - Well Child Check (CSB207) is current, completed, signed, date stamped with the date received/reviewed and entered in CLOUDS.</li> <li>➤ (F) Oral Health Assessment is part of Health Examination – Well Child Check (CSB207), reflects periodicity per the Bright Future EPSDT schedule, and is entered in CLOUDS with “Health Examination” box checked.</li> </ul> <p><b>Corrective Actions:</b>        Corrective actions were taken and validated.</p> <p><b>EDUCATION FILE</b></p> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ (F) Education referrals, family meetings, and re-screenings are documented in file and CLOUDS.</li> <li>➤ (F, I/T) Toddler Transition Plan: Updated at 33 months.</li> <li>➤ (F, I/T) Toddler Transition Plan: IFSP information is included.</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ ASQ-3 Screening is conducted within 45 days of child’s initial enrollment, and form is completed, scored, signed, in file, and on CLOUDS.</li> <li>➤ ASQ-SE2 is conducted within 45 days of child’s initial enrollment during home visit with parent and completed in file and on CLOUDS.</li> <li>➤ Parent Conferences: First (90 days) and included individualized goals for child and parent/child home activities. Parent Conference is entered into CLOUDS on the Visit tab.</li> </ul> <p><b>Corrective Actions:</b>        Corrective actions were taken and validated.</p> <p><b>FAMILY CHILD CARE ENVIRONMENT AND EDUCATION</b></p>



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	<p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ Daily health checks are evident as children arrive.</li> <li>➤ Provider interacts with the children in positive ways and uses appropriate language is used.</li> <li>➤ Materials, activities, and experiences support individualization.</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ Child individualization is evident on lesson plans.</li> <li>➤ Health, safety, nutrition social emotional and mental health activities and discussions are reflected on the weekly lesson plans.</li> <li>➤ Lesson plan demonstrates an integrated curriculum over a month, has a variety of activities and is posted and followed.</li> </ul> <p><b>Corrective Actions:</b>          Corrective actions were taken and validated.</p> <p><b>PRESCHOOL CURRICULUM FIDELITY</b></p> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Families:</b> The teacher establishes a meaningful partnership with families to support each child’s healthy development and learning.</li> <li>➤ <b>Teacher-Child Interactions:</b> Teaching assistant(s) interact(s) with children in positive ways that support development and learning.</li> <li>➤ <b>Teacher-Child Interactions:</b> The teacher establishes a positive classroom climate.</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Use:</b> The teacher follows guidance on Book Discussion Cards related to complex or sophisticated stories.</li> <li>➤ <b>Physical Environment:</b> Interest areas are attractive, available as a choice daily, and supplied with an adequate amount of developmentally appropriate, well-maintained materials.</li> <li>➤ <b>Teacher-Child Interactions:</b> The teacher uses both child-initiated and teacher planned experiences to effectively guide children’s language and literacy learning.</li> </ul> <p><b>Corrective Actions:</b>          Corrective action plan were taken and validated.</p> <p><b>INFANT/TODDLER CURRICULUM FIDELITY</b></p>



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	<p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Families:</b> The teacher establishes a meaningful partnership with families to support each child’s healthy development and learning.</li> <li>➤ <b>Teacher-Child Interactions:</b> The teacher establishes a positive classroom climate.</li> <li>➤ <b>Teacher-Child Interactions:</b> The teacher guides children’s behavior in positive, effective ways.</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Use:</b> The teacher uses <i>Mighty Minutes™</i> effectively to foster relationships and support development and learning during brief moments in routines.</li> <li>➤ <b>Physical Environment:</b> Classroom area for learning experiences support children’s development and learning.</li> <li>➤ <b>Structure:</b> Transitions between routines and experiences are smooth and used as opportunities to connect and engage with children.</li> </ul> <p><b>Corrective Actions:</b>          Corrective action plans were taken and validated.</p> <p><b>PRESCHOOL ENVIRONMENT RATING SCALE</b></p> <p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Space and Furnishings:</b> Space for gross motor</li> <li>➤ <b>Interaction:</b> Interactions among children</li> <li>➤ <b>Program Structure:</b> Group time</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Language Reasoning:</b> Books and pictures</li> <li>➤ <b>Language Reasoning:</b> Using language to develop reasoning skills</li> <li>➤ <b>Activities:</b> Fine motor</li> </ul> <p><b>Corrective Actions:</b>          Corrective action plans will be developed and validated when all classrooms are observed.</p> <p><b>INFANT/TODDLER ENVIRONMENT RATING SCALE</b></p>





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TOPIC	RECOMMENDATION / SUMMARY																				
	<p><b>Top 3 Strengths:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Personal Care Routines:</b> Greeting/departing</li> <li>➤ <b>Listening &amp; Talking:</b> Helping children understand language</li> <li>➤ <b>Interaction:</b> Staff-child interaction</li> </ul> <p><b>Areas Needing Improvement:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Space and Furnishings:</b> Room arrangement</li> <li>➤ <b>Activities:</b> Nature and Science</li> <li>➤ <b>Parents and Staff:</b> Staff continuity</li> </ul> <p><b>Corrective Actions:</b>            Corrective action plans will be developed and validated when all classrooms are observed.</p> <p><b>CLASS</b></p> <table border="1"> <thead> <tr> <th>Domain</th> <th>CSB Average Score</th> <th>CSB Threshold</th> <th>2019 CSB's CLASS Review <small>Based on 40 classrooms</small></th> <th>Federal Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2019</small></th> </tr> </thead> <tbody> <tr> <td>Emotional Support</td> <td align="center">6.53</td> <td align="center">6</td> <td align="center">6.1000</td> <td align="center">5.6875</td> </tr> <tr> <td>Classroom Organization</td> <td align="center">6.16</td> <td align="center">6</td> <td align="center">6.0708</td> <td align="center">5.3241</td> </tr> <tr> <td>Instructional Support</td> <td align="center">2.64</td> <td align="center">3</td> <td align="center">3.5375</td> <td align="center">2.3333</td> </tr> </tbody> </table> <p>CSB average scores exceed current Designation Renewal System threshold. A corrective action plan is not required.</p>	Domain	CSB Average Score	CSB Threshold	2019 CSB's CLASS Review <small>Based on 40 classrooms</small>	Federal Threshold <small>Based on lowest 10% of CLASS Scores of programs reviewed in 2019</small>	Emotional Support	6.53	6	6.1000	5.6875	Classroom Organization	6.16	6	6.0708	5.3241	Instructional Support	2.64	3	3.5375	2.3333
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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Consider Approval of the May 20, 2020, Policy Council Minutes</li> </ul>	<p>The minutes of May 20, 2020, Policy Council minutes were reviewed and no corrections were noted.</p> <p><b>A motion to approve May 20, 2020, Policy Council minutes was made by Andres Torres and seconded by Charles Latham. The motion passed.</b></p> <table border="1"> <thead> <tr> <th align="center" colspan="2">Ayes</th> <th align="center">Nays</th> <th align="center">Abstentions</th> <th align="center" colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td align="center">Nancy Santos</td> <td align="center">Emily Ferne</td> <td></td> <td></td> <td align="center">Jasmine Cisneros</td> <td align="center">Dawn Miguel</td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Nancy Santos	Emily Ferne			Jasmine Cisneros	Dawn Miguel								
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TOPIC	RECOMMENDATION / SUMMARY		
	Maria Barrios Charles Latham Maria Roxana Alvarado Monica Avila Mariam Okesanya Jamillah Monroe Andres Torres Jonathan Bean	Liliana Gonzalez Katie Cisco	Nivette Moore Mason Dominique Washington Damaris Santiago Cristal Rodriguez Earl Smith Tracy Keeling Maria Bautista Emma Swafford
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> <li>Form 700 - Statement of Economic Interests: representatives were asked to complete the form and mail back on the self-addressed envelope if they haven't done so already.</li> <li>Next Policy Council meeting is scheduled for August 19. No meeting in July.</li> <li>Representatives interested in serving another term need to inform their site supervisor and be re-elected during their next site parent meeting in September.</li> <li>Parents interested in returning as Past Parents are encouraged to submit a letter of interest by September's meeting. Sample letters of interest are available for those interested.</li> </ul>		
Meeting Evaluation	<p align="center"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>Good participation</li> <li>Zoom is a good platform</li> <li>Kindergarten presentation</li> </ul>		<p align="center"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul>



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**Date:** 8-19-2020

**Time Convened:** 6:18 PM

**Time Terminated:** 7:30 PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>• Katie Cisco, Chair, called the meeting to order at 6:18 pm.</li> <li>• Andres Torres, Secretary, reviewed the desired outcomes</li> <li>• Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules.</li> </ul>
Public Comment	None
Correspondence	None
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<p>Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked representatives for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>• Director Transition: Camilla Rand has transitioned from her position as CSB Director effective July 13, 2020. Katharine is acting as Interim Director while EHSD/CSB goes through the formal hiring process. Camilla is close-by and remains committed to working through this transition for as long as needed, and we have a strong management team that is keeping the work of the Bureau flowing seamlessly. Policy Council leadership will work in partnership with Kathy and the Regional Office in the permanent hiring process.</li> <li>• CSB directly operated centers re-opened July 1 - 13th in a phased approach. Unfortunately, in the two weeks following full re-opening, we had to close centers and multiple classrooms due to COVID-related instances while we sought further guidance from the local health department. After careful and thoughtful consideration, we decided to close all CSB centers for the next several weeks, with a tentative reopening date of Tuesday, September 8, 2020. First Baptist, our Delegate Agency, has also closed during this same period. We feel it is in the best interest of all to temporarily close while additional information is provided to us by the Health Department's newly created local childcare task force regarding how to best operate during these times. We will discuss in further detail at the meeting. CSB partner centers that re-opened in June and July are continuing to provide services and are closing classrooms as needed based on guidance from the Health Department. Our partner unit is providing support and technical assistance to them as needed.</li> <li>• Comprehensive Services staff have resumed Grab &amp; Go's for families in need of diapers and wipes and are working to start virtual parent meetings this month. Teaching staff are working to prepare for the new school year and re-opening September 8<sup>th</sup> while taking advantage of this closure time to prepare additional Distance Learning materials and for professional development and wellness.</li> <li>• Central Kitchen Construction Phase I Project started as of August 3<sup>rd</sup> 2020. This is the necessary structural work and is scheduled to complete by the end of Dec 16<sup>th</sup> 2020. Then we will begin to move kitchen equipment in and get the office spaces ready.</li> </ul>



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	<ul style="list-style-type: none"> <li>• New Head Start Year ahead: this new program year will not look or feel like anything we’ve experienced before and will most likely continue to have some surprises and shifts due to our local experience with COVID19, ongoing guidance from health officials, and requirements by Head Start and the State. Meanwhile, we will move forward with services to families to the greatest extent allowed and safely, including all essential business of the Bureau. Together we will make it through this time.</li> </ul> <p>Enrollment and Attendance statistics:        July</p> <ul style="list-style-type: none"> <li>• Enrollment: 95.06% for Head Start; 99% for Early Head Start; 97.22% for Early Head Start Child Care Program Partnership #1; and 87.9% for Early Head Start Child Care Program Partnership #2.</li> <li>• Attendance: 38.51% for Head Start; 54.48% for Early Head Start; 87.19% for Early Head Start Child Care Program Partnership #1; and 42.86% for Early Head Start Child Care Program Partnership #2. Low attendance numbers due to “distance learners” because Covid-19 concerns &amp; class size restrictions</li> </ul> <p>Amy Wells, Division Manager (TU), provided an overview of program updates.</p> <ul style="list-style-type: none"> <li>• <b>Overview of reopening process</b> <ul style="list-style-type: none"> <li>○ CSB recently made the difficult decision to re-close all thirteen childcare centers August 10 through September 7, 2020. This action is due to the surge in cases in the county coinciding with the July re-opening.</li> <li>○ CSB task force committee was established. This is comprised of teachers, SS, managers, asst. mangers. The plan is to meet weekly over the course of our closure to provide feedback into reopening plans. As of now, we have had one meeting with another scheduled later this week. We had a great discussion and a share out of what everyone felt “worked” during the July phased reopening, what maybe didn’t work, and what we need to consider moving forward. We are in the process of gathering relevant data and information from the CDC and the local HSD to ensure we are kept abreast of all new information as we move forward with our plans.</li> <li>○ In addition to CSBs task force, the Health Services Department (HSD) has also created a task force that is specific to providing guidance for child care centers (as opposed to k-12). We plan to merge this guidance with CSBs plan to reopen. CSB remains in close contact with the HSD as well.</li> <li>○ During this time, we are also securing additional Personal Protective Equipment (PPE) and necessary supplies.</li> <li>○ Teaching staff and Site Supervisors are continuing to work during the closure and centers will be open for this purpose so that staff can access office space, technology and classrooms.</li> </ul> </li> </ul>



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	<ul style="list-style-type: none"> <li>○ We hope that our September 8<sup>th</sup> reopening date is firm, but we will make a decision no later than August 31<sup>st</sup> and inform families. At the time of reopening, we hope to have at least preliminary guidance for child care from the HSD, we hope to see a reduction in cases in the county from late July, and to have all additional PPEs in place at the sites.</li> <li>● Grab and Go Diaper distribution for our families is ramping back up with East and West pick up spots; Balboa &amp; FG every Tuesday from 9-12pm</li> <li>● Parent meetings go virtual this month – much effort has gone into planning, training, and implementing.</li> <li>● Program Development Updates-Family Development Credential (FDC), 13 staff graduated after completing the January-August trainings.</li> <li>● Many of CSB’s Head Start and Early Head Start sites have completed the Tele-inspections. Tele-inspections are administered by the California Department of Social Services (CDSS) to inspect facilities, and are conducted virtually. The Licensing Program Analysts who conducted the remote inspections were very impressed with how CSB prepared all sites with re-opening plans and ensuring all relative reading materials were posted for families and staff. It made their inspections go fast and pleasant.</li> <li>● All childcare partners are in varying stages of reopening their childcare centers with more than half reopened as of July 1.</li> <li>● The Annual Child Care Partner meeting was held via Zoom on Thursday, July 16, 2020, and was well attended. Training was provided to ensure a successful, yet modified, program year beginning September 8, 2020.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following Fiscal Reports:</p> <ul style="list-style-type: none"> <li>○ <b>2019-2020 Head Start Program: June 2020</b> year to date cash expenditures were \$6,755,891 YTD, which represents 36% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start Program: June 2020</b> year to date cash expenditures were \$1,308,952 YTD, which represents 32% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start – CC Partnership: June 2020</b> year to date cash expenditures were \$1,031,894 YTD, which represents 74% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start – CC Partnership #2: June 2020</b> year to date cash expenditures were \$2,798,821 YTD, which represents 49% of the program budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>April 2020</b> were \$9,099.38, for the month of <b>May 2020</b> were \$10,792.38, and for the month of <b>June 2020</b> were \$7,407.27.</li> <li>○ <b>Child and Adult Care Food Program: April 2020</b> total meal served, including breakfast, lunch, and supplements were 49, for the month of <b>May 2020</b> were 269, and for the month of <b>June 2020</b> were 1182.</li> </ul>



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 Location: Teleconference - 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>2018-2022 Goals &amp; Objectives Semi-Annual updates</li> </ul>	<p>Sarah Reich, ASAIII, provided an overview of the 2018-2022 Goals &amp; Objectives Semi-Annual updates.</p> <p><b>Goal 1:</b> Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> <p><b>Objective 1:</b> <b>By June 30, 2020, CSB will implement the use of interactive self-service kiosks, web portal, and mobile application with user-friendly interface and software that interacts with CSB’s data management system.</b></p> <p><i>January Update:</i> Kiosk installation is in progress with plans to deploy the use of a web application that communicates with the CLOUDS data management system. Additional enhancements have been requested after testing. Families will soon be able to apply for services using the Kiosks. At this time, kiosks are not being fully utilized by the public for these purposes due to center closures and shelter in place mandates.</p> <p><i>June Update:</i> Kiosks have now been installed at George Miller Concord, George Miller III, Marsh Creek and the administrative office in Concord. The web application is accessible on the kiosks for purposes of applying for services.</p> <p><b>Objective 2:</b> <b>By June 30, 2020, CSB will develop communication protocols to maximize the use of Short Message System (SMS) and e-mails through CSB’s data management system to enhance communication with families and staff.</b></p> <p><i>January Update:</i> CSB has been exploring use of the SMS and e-mail features available in CLOUDS. A team of CSB managers are in the process of developing protocol to provide guidance for utilizing these forms of communication.</p> <p><i>June Update:</i> Communication Protocol has been developed in collaboration with content area managers. The Protocol provides guidance for staff to use the various methods of communication via CLOUDS. CSB has already been working within the parameters of the protocol through distance learning and remote services as result of the COVID-19 Shelter in Place.</p> <p><b>Objective 3:</b> <b>By June 30, 2020, CSB will expand the use of the Interactive Voice Response (IVR) system that allows the database to interact with families for purposes of automated alerts to support recordkeeping.</b></p> <p><i>January Update:</i> The business systems unit is working with CLOUDS developers and the request to expand IVR to support absence reporting is in progress.</p> <p><i>June Update:</i> Use of IVR to support absence reporting is still in progress as project priorities shifted in response to the COVID-19 pandemic. CSB has expanded use of IVR to support access to services to meet emerging needs of families due to the COVID-19 pandemic and Shelter in</p>



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	<p><i>Place orders. Due to the flexibility of the IVR design, CSB was able to quickly mobilize to create the Family Resource Hotline and Survey for Essential Workers.</i></p> <p><b>Goal 2:</b> Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <p><b>Objective 1: In February 2020, CSB will pilot two Early Head Start oral health curricula during Oral Health Month to determine which curriculum will be used in our program moving forward.</b></p> <p><b>January Update:</b> Oral Health Curriculum has been purchased and is pending delivery. Teeth for Tots Curricula is designed to support families and caregivers of children birth to three. Teeth for Two Curricula is designed to support staff who work with pregnant women. Presentations will be scheduled during Early Head Start Parent Meetings at Aspiranet, Crossroads, Ambrose and CC College.</p> <p><b>June Update:</b> Due to FA2 and GKASD in February, the pilot was postponed for March. Due to COVID-19 and the closures of centers the curriculum was not presented.</p> <p><b>Objective 2: By June 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.</b></p> <p><b>January Update:</b> On January 7<sup>th</sup>, CSB began providing CLASS coaching services for Early Head Start teachers at partners sites. TeachStone consultant, Angela Beeck is leading two groups, Making the Most of Classroom Interaction (MMCI), a face-to-face coaching group, and My TeachStone Direct coaching online group.</p> <p><b>June Update:</b> Partner Program staff began participating in two coaching groups. Due to Covid-19 Shelter-In-Place requirements from our County, we determined that placing the coaching on hold would best meet the needs of the participants. We will begin coaching again in September with the same participants.</p> <p><b>Objective 3: By June 2020, both CSB and the partners will increase family collaborating and understanding of school readiness through various family engagement activates based on the first assessment date in the child outcomes report.</b></p> <p><b>January Update:</b> Families have participated in the pre-survey to report their comfort level in supporting their child's learning in the selected area of development. Families have started receiving monthly take-home activities and educational materials.</p>



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	<p><b>June Update:</b> Families received take-home activities for the months of January and February. Due to Covid-19 Shelter-in-Place requirements, staff prepared grab-and-go educational materials for families, which included an additional activity relating to our goals. We also provided books to families during a book giveaway, which supports our literacy goal. During our Shelter-in-Place order, CSB Education team and teachers provided virtual learning activities to families via our CLOUDS email system and social media. These learning activities included all areas of development with an emphasis on modifying the activities for each developmental level from infancy to Pre-K.</p> <p><b>Goal 3:</b> CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> <p><b>Objective 1: By December 2020, 15 additional Teacher Assistant Trainees will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.</b></p> <p><b>January Update:</b> Four Teacher Assistant Trainees were enrolled in classes this past Fall 2019 and all passed their classes. One TAT graduated from the program and is in the process of applying to the AT permit while the other three continue in the program this Spring 2020. Two additional TATs have been accepted into the program and begin classes this Spring as well.</p> <p><b>June Update:</b> Of the six Teacher Assistant Trainees (TAT) who took classes this past Spring, three passed their classes, two of whom will continue this Fall. One TAT completed the program and is in the process of acquiring an Associate Teacher (AT) Permit and transitioning as an AT with CSB. We continue to recruit new participants to foster their growth personally and professionally with CSB.</p> <p><b>Objective 2: By December 2020, 10 teachers will acquire classes in pursuit of degrees and a higher-level permit.</b></p> <p><b>January Update:</b> Information on the Brandman University accelerated BA program at presented at the November 2019 All Cluster and invites were issued to teachers to attend the January 2020 informational session.</p> <p><b>June Update:</b> Three teachers within CSB are taking various classes geared towards Associate Degree requirements.</p> <p><b>Objective 3: By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will improve CSB’s holistic wellness in the areas of: 1) Consistent information dissemination 2) Nutrition and physical activity 3) Effective Stress Management.</b></p> <p><b>January Update:</b> The 2019 CDC Scorecard has been conducted at all 3 pilot sites and indicates the following: (1) Organizational Support increased between 10 – 27 points, (2) Physical Activity increased between 7-9 points at two sites and one site remains the same, (3) Stress Management increased at one site, one site remains the same, the other decreased by one point.</p>





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	<p><b>June Update:</b> During Shelter-In-Place order between March and June due to COVID-19, the Mental Health Manager and Wellness Representative sent a wide range of mental health resources, information and materials twice a week to help staff cope with the unprecedented challenges and manage stress and anxiety. We also developed a Trauma-informed staff survey to identify areas of stress to help create or enhance supports as we work to reopen our centers. The survey data showed us that almost 70% felt comfortable in returning to work, and affirmed our efforts to provide further training in the following areas to ensure staff are prepared and feel supported: Health and Safety and Self-Care and Wellness.</p> <p><b>Objective 4:</b> By December 2020, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.</p> <p><b>January Update:</b> CSB is aggressively recruiting utilizing various strategies to attract qualified ATs and TATs. In addition to using traditional methods, the Bureau expended its recruitment to include new sources such as LinkedIn, Lear4Good, Edjoin and some movie theaters. Currently the Bureau is working with the County's Bus System to use the county busses to advertise for its teaching positions, and other innovative recruitment strategies to attract qualified ATs and TATs. As a result of these increased recruitment efforts for the period July 1st, 2019 – December 31st, 2019, CSB hired 2 permanent and 5 temporary ATs and 1 TAT.</p> <p><b>June Update:</b> Due to the COVID19 pandemic and the closure of the centers, all hiring within the County was placed on hold. Further, although the bureau's recruitment activities continued, the Shelter-In-Place situation in the County resulted in less people looking for work and reduced job applications. During the period January 1– May 31, 2020, the Bureau hired 1 permanent Associate Teacher, 6 temporary Teacher Assistant Trainees (TATs) and 2 temporary Associate Teachers (ATs). During this time the Bureau also hired 2 permanent Infant/Toddler Master Teachers (internal promotions), and 6 permanent Master Teachers (internal promotions).</p> <p><b>Goal 4:</b> CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p><b>Objective 1:</b> By June 2020, CSB staff will participate in a learning series targeted at boosting staff confidence and enthusiasm in working with parents to achieve meaningful and appropriate engagement in program activities.</p> <p><b>January Update:</b> Identified staff have registered in Leadership Equity &amp; Opportunity (LEO) trainings to support lasting systems that have the capacity to enhance social, economic and racial equity and improve the well-being of county residents. Trained staff will support CSB with developing the Strong Parents/Strong Families re-design Parent Committee Meetings.</p>



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	<p><b>June Update:</b> Five Content Area Managers registered to participate in the Leadership Equity &amp; Opportunity (LEO) training that consisted of four sub-training series. Staff completed the first training prior to social distancing mandates. Staff will be informed when the training resumes so that they may complete the full series.</p> <p><b>Objective 2:</b> By June 2020, CSB will introduce “<i>Strong Partners/Strong families,</i>” a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.</p> <p><b>January Update:</b> Current positive Parent Committee meeting trends have been identified to support re-designing Parent Committees. Parent Committee meetings data from previous parent meetings has been analyzed by comparing number of participants against agenda topics. Identified topics in need of enhancement to inform changes to support the provisions of robust and engaging parent committee meetings.</p> <p><b>June Update:</b> CSB has prioritized supporting families with crisis interventions through the use of family referrals and resources during the Shelter-in-Place. We have ensured families remained informed of program events and resources though the used of CLOUDS group messaging and social media (Facebook, twitter and YouTube). Meeting platforms are currently being developing support our work with families while maintaining social distancing, including exploring use of virtual meetings and trainings to maintain families connected to their centers. The Parent Family Community Engagement Manager has completed training on the best ways to provide virtual meetings and the use of social media to reach all families with resources and trainings.</p> <p><b>Objective 3:</b> By June 2020, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the <b>Fathering in 15<sup>(TM)</sup>: Online Learning for Dads.</b></p> <p><b>January Update:</b> CSB purchased <i>Fathering in 15<sup>(TM)</sup></i>, an online program from the National Fatherhood Initiative (FNI). Pilot timelines have been designed to guide the implementation of the pilot, with a representative sample of sites was selected; Contra Costa College, Los Aborles, and Aspiranet. The pilot includes dispersal of marketing material to successfully recruit fathers/father figures. On their own time, fathers will have about five months to complete the 15 on-line training topics and complete the pre/post-training surveys.</p> <p><b>June Update:</b> Through social media, CSB has linked fathers to the National Fatherhood Initiative, a web-page designed with fathers in mind. The page provides resources, community links, and discussed topics relevant to their interests. CSB plans to re-initiate the <i>Fathering in 15</i> project as centers re-open and piloting the program at two centers by Fall 2020 to inform roll-out to the entire Bureau by June 2021.</p> <p><b>Objective 4:</b> By June 2020, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.</p>



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	<p><b>January Update:</b> All Comprehensive Services staff completed the ECLKC training by October 2019. A referral process with the Contra Costa County Office of Education was developed and disseminated to School districts in December 2019. By April 2020, a referral process will be developed and implemented with Community Action Partners.</p> <p><b>June Update:</b> Due to the COVID-19 Shelter-in-Place order, creating a referral process with Community Action Partners has been postponed until October 2020.</p>																																																																														
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider Approval of 2021 Head Start Program Continuation Grant</li> </ul>	<p>Sarah Reich, ASA III, provided an overview of the 2021 Head Start Program Continuation Grant Application: Including Budgets, T &amp; TA Plan and Program Goals &amp; Objectives.</p> <p><b>BUDGET SUMMARY-</b></p> <table border="1"> <thead> <tr> <th>Budget Categories:</th> <th>T/TA</th> <th>Basic Grant</th> <th colspan="2">TOTAL</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td></td> <td>4,240,000</td> <td colspan="2">4,240,000</td> </tr> <tr> <td>Fringe Benefits</td> <td></td> <td>2,650,000</td> <td colspan="2">2,650,000</td> </tr> <tr> <td>T &amp; TA</td> <td></td> <td>-</td> <td colspan="2"></td> </tr> <tr> <td>Travel</td> <td></td> <td>-</td> <td colspan="2"></td> </tr> <tr> <td>Supplies</td> <td></td> <td>185,000</td> <td colspan="2">185,000</td> </tr> <tr> <td>Contractual</td> <td>100,900</td> <td>3,983,655</td> <td colspan="2">4,084,555</td> </tr> <tr> <td>Construction</td> <td></td> <td>-</td> <td colspan="2">-</td> </tr> <tr> <td>Other</td> <td>96,444</td> <td>5,546,487</td> <td colspan="2">5,642,931</td> </tr> <tr> <td>Sub-Total of Direct Charges</td> <td></td> <td>16,605,142</td> <td colspan="2">16,802,486</td> </tr> <tr> <td>Indirect Costs</td> <td></td> <td>805,600</td> <td colspan="2">805,600</td> </tr> <tr> <td><b>Total Federal Amount Requested</b></td> <td><b>197,344</b></td> <td><b>17,410,742</b></td> <td colspan="2"><b>17,608,086</b></td> </tr> <tr> <td><b>Non-Federal Share</b></td> <td><b>49,336</b></td> <td><b>4,352,686</b></td> <td colspan="2"><b>4,402,022</b></td> </tr> <tr> <td><b>Total Federal and Non-Federal</b></td> <td><b>246,680</b></td> <td><b>21,763,428</b></td> <td colspan="2"><b>\$22,010,108</b></td> </tr> <tr> <td><b>A22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</b></td> <td><b>\$8,000</b></td> <td><b>\$2,285,865</b></td> <td colspan="2"><b>\$ 2,293,865</b></td> </tr> </tbody> </table>				Budget Categories:	T/TA	Basic Grant	TOTAL		Personnel		4,240,000	4,240,000		Fringe Benefits		2,650,000	2,650,000		T & TA		-			Travel		-			Supplies		185,000	185,000		Contractual	100,900	3,983,655	4,084,555		Construction		-	-		Other	96,444	5,546,487	5,642,931		Sub-Total of Direct Charges		16,605,142	16,802,486		Indirect Costs		805,600	805,600		<b>Total Federal Amount Requested</b>	<b>197,344</b>	<b>17,410,742</b>	<b>17,608,086</b>		<b>Non-Federal Share</b>	<b>49,336</b>	<b>4,352,686</b>	<b>4,402,022</b>		<b>Total Federal and Non-Federal</b>	<b>246,680</b>	<b>21,763,428</b>	<b>\$22,010,108</b>		<b>A22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above</b>	<b>\$8,000</b>	<b>\$2,285,865</b>	<b>\$ 2,293,865</b>	
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<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of the June 17, 2020, Policy Council Minutes</li> </ul>	<p>The minutes of June 17, 2020, Policy Council minutes were tabled for next meeting because quorum was not met due to two representatives leaving the meeting.</p>																																																
<b>Report:</b> <ul style="list-style-type: none"> <li>Mid and End Year Outcomes Report</li> </ul>	<p>Julia Kittle-White, Education Manager and Jesse Black, Assistant Director (TU), provided an overview of the Mid and End Year Outcomes Report.</p> <p>Infant and Toddler School Readiness Goals</p> <table border="1" style="width: 100%; text-align: center; background-color: #92d050;"> <tr> <td>RESPONDING EARLIER</td> <td>RESPONDING LATER</td> <td>EXPLORING EARLIER</td> <td>EXPLORING MIDDLE</td> <td>EXPLORING LATER</td> <td>BUILDING EARLIER</td> <td>BUILDING MIDDLE</td> <td>BUILDING LATER</td> <td>INTEGRATING EARLIER</td> </tr> </table> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Infant/Toddlers Progress &amp; Expected Outcome Domain</th> <th>Baseline</th> <th>Mid-Year</th> <th>SR June 2020</th> </tr> </thead> <tbody> <tr> <td>Approaches to Learning - <i>Attention Maintenance (ATL-REG 1)</i></td> <td>39%</td> <td>52%</td> <td>70%</td> </tr> <tr> <td>Social Emotion Development - <i>Symbolic and Sociodramatic Play (SED 5)</i></td> <td>43%</td> <td>52%</td> <td>70%</td> </tr> <tr> <td>Language and Literacy Development - <i>Responsiveness to Language (LLD 2)</i></td> <td>46%</td> <td>56%</td> <td>75%</td> </tr> <tr> <td>Cognition Including Math and Science: <i>Number Sense of Quantity (COG 3)</i></td> <td>29%</td> <td>39%</td> <td>70%</td> </tr> <tr> <td>Physical Development Health: <i>Personal Care Routine Hygiene (PD-HLTH 6)</i></td> <td>45%</td> <td>56%</td> <td>75%</td> </tr> </tbody> </table> <p>Infant and Toddler Year-End Data</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #92d050;"> <th>Measure</th> <th>Year-End Outcome</th> <th>School Readiness Goal</th> </tr> </thead> <tbody> <tr> <td>ATL-REG 1</td> <td>61%</td> <td>70%</td> </tr> <tr> <td>SED 5</td> <td>64%</td> <td>70%</td> </tr> <tr> <td>LLD 2</td> <td>67%</td> <td>75%</td> </tr> <tr> <td>COG 3</td> <td>55%</td> <td>70%</td> </tr> </tbody> </table>	RESPONDING EARLIER	RESPONDING LATER	EXPLORING EARLIER	EXPLORING MIDDLE	EXPLORING LATER	BUILDING EARLIER	BUILDING MIDDLE	BUILDING LATER	INTEGRATING EARLIER	Infant/Toddlers Progress & Expected Outcome Domain	Baseline	Mid-Year	SR June 2020	Approaches to Learning - <i>Attention Maintenance (ATL-REG 1)</i>	39%	52%	70%	Social Emotion Development - <i>Symbolic and Sociodramatic Play (SED 5)</i>	43%	52%	70%	Language and Literacy Development - <i>Responsiveness to Language (LLD 2)</i>	46%	56%	75%	Cognition Including Math and Science: <i>Number Sense of Quantity (COG 3)</i>	29%	39%	70%	Physical Development Health: <i>Personal Care Routine Hygiene (PD-HLTH 6)</i>	45%	56%	75%	Measure	Year-End Outcome	School Readiness Goal	ATL-REG 1	61%	70%	SED 5	64%	70%	LLD 2	67%	75%	COG 3	55%	70%
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TOPIC	RECOMMENDATION / SUMMARY									
	PD-HLTH 6	64%	75%							
	Preschool School Readiness Goals									
	RESPONDING EARLIER	RESPONDING LATER	EXPLORING EARLIER	EXPLORING MIDDLE	EXPLORING LATER	BUILDING EARLIER	BUILDING MIDDLE	BUILDING LATER	INTEGRATING EARLIER	
	Preschool Progress & Expected Outcome Domain					Baseline	Mid-Year	SR June 2020		
	Approaches to Learning - <i>Attention Maintenance</i> (ATL-REG 5)					41%	66%	80%		
	Social Emotion Development - <i>Symbolic and Sociodramatic Play</i> (SED 5)					49%	70%	85%		
	Language and Literacy Development - <i>Responsiveness to Language</i> (LLD 6)					32%	60%	80%		
	Cognition Including Math and Science: <i>Number Sense of Quantity</i> (COG 4)					39%	64%	80%		
	Physical Development Health: <i>Personal Care Routine Hygiene</i> (PD-HLTH 4)					59%	75%	90%		
	Preschool Year-End Data									
	Measure	Year-End Outcome	School Readiness Goal							
	ATL-REG 5	80%	80%							
	SED 2	83%	85%							
	LLD 6	78%	80%							
	COG 4	77%	80%							
	PD-HLTH 4	83%	90%							
	Pre-Kindergarten School Readiness Goals									
	RESPONDING EARLIER	RESPONDING LATER	EXPLORING EARLIER	EXPLORING MIDDLE	EXPLORING LATER	BUILDING EARLIER	BUILDING MIDDLE	BUILDING LATER	INTEGRATING EARLIER	
	Pre-Kindergarten Progress & Expected Outcome Domain					Baseline	Mid-Year	SR June 2020		



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TOPIC	RECOMMENDATION / SUMMARY			
	Approaches to Learning - <i>Attention Maintenance (ATL-REG 5)</i>	44%	72%	80%
	Social Emotion Development - <i>Symbolic and Sociodramatic Play (SED 5)</i>	44%	77%	85%
	Language and Literacy Development - <i>Responsiveness to Language (LLD 6)</i>	38%	70%	85%
	Cognition Including Math and Science: <i>Number Sense of Quantity (COG 3)</i>	38%	76%	85%
	Physical Development Health: Personal Care Routine Hygiene ( <b>PD-HLTH 6</b> )	55%	83%	90%
	Pre-Kindergarten Year-End Data			
	<b>Measure</b>	<b>Year-End Outcome</b>	<b>School Readiness Goal</b>	
	ATL-REG 5	87%	80%	
	SED 2	88%	85%	
	LLD 6	84%	85%	
COG 4	86%	85%		
PD-HLTH 4	91%	90%		
	In Conclusion			
	<ul style="list-style-type: none"> <li>▶ Due to Shelter-In-Place beginning in March, the final assessments were not completed on all children.</li> <li>▶ Total number of assessments for the final period was lower than the previous assessments, which would result in skewed and inaccurate data.</li> <li>▶ We are currently in the process of examining our assessment system and School Readiness plans due to changes within our program structure as a result of Covid-19.</li> </ul>			
<b>Report:</b> <ul style="list-style-type: none"> <li>• Community Assessment</li> </ul>	<p>Nelly Ige, ASA III, provided an overview of the Community Assessment year 4 updates. CSB conducts a Community Assessment every year to comply with the Head Start Program Performance Standards HSPPS 1302.11(b)(1) and 1302.11(b)(2).</p> <p>The importance of a Community Assessment</p> <ul style="list-style-type: none"> <li>• Make informed decisions about service delivery</li> <li>• Understand the need of our families</li> <li>• Recognize demographic changes and address newly identified needs</li> <li>• Identify skills and competences needed</li> </ul>			



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TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• Advance cultural competence</li> <li>• Mobilize community resources and partnerships</li> </ul> <p>5 Populous Cities</p> <ul style="list-style-type: none"> <li>• Concord – 128,758</li> <li>• Antioch – 110,730</li> <li>• Richmond – 109,340</li> <li>• San Ramon - 75,384</li> <li>• Pittsburg – 70,492</li> </ul> <p>Race/Ethnicity</p> <ul style="list-style-type: none"> <li>• Caucasian – 44.4%</li> <li>• Hispanic or Latino – 25.4%</li> <li>• Asian – 16.1%</li> <li>• African American – 8.3%</li> <li>• Pacific Islander/Native Hawaiian – 0.5%</li> <li>• Other Race – 0.3%</li> <li>• American Indian/Alaska Native – 0.2%</li> </ul> <p>Economic Profile (Pre-COVID-19)</p> <ul style="list-style-type: none"> <li>• Median Family Income - \$107,907 up 4%</li> <li>• Unemployment – 2.7%</li> <li>• Rent – Increase 6% to \$2,239</li> <li>• Federal Poverty Level – 9.1% of all individuals live at income levels below FPL</li> <li>• Public Assistance – down 541 cases since December 2019</li> </ul> <p>Economic Profile (COVID-19)</p> <ul style="list-style-type: none"> <li>• Unemployment – 14.5% by April</li> <li>• CalWorks – 3.6% increase in cases by June 2020</li> <li>• CalFresh – 25% new cases April-June 2020</li> </ul>





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	<p>Homelessness – 2277 people were experiencing homelessness in Contra Costa County</p> <ul style="list-style-type: none"> <li>• 52% of adults had mental health condition</li> <li>• 50% of adults had substance use issue</li> <li>• 45% of adults had a chronic health condition</li> <li>• 6% of adults were veterans</li> </ul> <p>Top three reasons for losing housing:</p> <ul style="list-style-type: none"> <li>• 25% due to cost of living/rent</li> <li>• 17% due to eviction</li> <li>• 14% due to their substance use</li> </ul> <p>Children &amp; Families</p> <ul style="list-style-type: none"> <li>• 10,899 births in 2019</li> <li>• 19% of low income children 0-5 visited a dentist</li> <li>• 2% of County's 0-5 are uninsured</li> <li>• Up 57.7% Opioid-related overdose deaths</li> <li>• Teen birth at 3.6 per 1000 in 2018</li> <li>• Down 16% Foster Care since 2018</li> <li>• Child abuse substantiated rates up 6.9% in 2019</li> <li>• Decline in Child Abuse reporting during pandemic</li> </ul> <p>Special Education – 2,511 children 0-5 requiring special education for Hard to Hearing, Autism, and Speech or Language Impairment.</p>
Announcements	Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:



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	<ul style="list-style-type: none"> <li>Representatives interested in serving another term need to inform their site supervisor and be re-elected during their next site parent meeting in September.</li> <li>Orientation for new and returning representative will be on September 26, 2020. Presentations will be recorded and sent as videos two weeks prior to the Orientation.</li> <li>Next Policy Council meeting will be on September 30, 2020.</li> </ul>	
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> <li>Good participation, meet quorum</li> <li>Recognitions</li> </ul>	<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> <li>None</li> </ul>

DRAFT