

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> October 21, 2020	<b>Time:</b> 6:00-8:00 PM
<b>Zoom:</b> <a href="https://cccounty-us.zoom.us/j/94510161925?pwd=RIBkNkxRTTNEWXV3SVZxTEyT0Rtdz09">https://cccounty-us.zoom.us/j/94510161925?pwd=RIBkNkxRTTNEWXV3SVZxTEyT0Rtdz09</a>	
<b>Meeting Leader:</b> Jasmine Cisneros	
<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 Rita Loza at least 48 hours before the meeting at (925) 852-5835 or at [rloza@ehsd.cccounty.us](mailto:rloza@ehsd.cccounty.us)*

*Or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.*

**Opportunities for Public Comment:** *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to [rloza@ehsd.cccounty.us](mailto:rloza@ehsd.cccounty.us) before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

*All votes taken during a teleconference will be by roll call.*

**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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- Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

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- An icebreaker 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 understanding of the Bureau's Year-end Report so that Policy Council members are aware of CSB's priorities and direction when making decisions and providing program input.

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- An overview of the Single Audit Results Fiscal Year 2019.

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- An understanding of an opportunity to participate in the PC Subcommittee to ensure full work of Policy Council is completed during the year.

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- An approval of the Subcommittee Leads.

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- An approval of the 2020-2021 Planning Calendar.

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- An approval of the September 30, 2020 Policy Council Minutes.

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- An understanding of training on Head Start Eligibility, so that the governing body may have an understanding of federal regulations and CSB policies and procedures as are applicable to Head Start eligibility determination.

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- An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

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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	Matthew Carlson	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Karen Medrano	1 Minute
Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Matthew Carlson	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Jasmine Cisneros	5 Minutes
<b>Ice Breaker</b>	Present Clarify Check for understanding	Jasmine Cisneros	8 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>• CSB Interim Director <ul style="list-style-type: none"> <li>○ Bureau Year-end Report</li> </ul> </li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	Present Clarify Check for understanding	Katharine Mason Amy Wells Haydee Ilan	30 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>• Single Audit Results FY 2019</li> </ul>	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
<ul style="list-style-type: none"> <li>• Subcommittee Membership Recruitment</li> </ul>	Present Clarify Check for understanding Check for Agreement	Jasmine Cisneros	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider approval of Subcommittee Leads</li> </ul>	Present Clarify Check for understanding Check for Agreement	Ana Araujo	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider approval of 2020-2021 Planning Calendar</li> </ul>	Present Clarify Check for understanding Check for Agreement	Theodore Trinh	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider approval of September 30, 2020 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Jasmine Cisneros	3 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>• Head Start Eligibility</li> </ul>	Present Clarify Check for understanding	Tracy Lewis	20 Minutes
<ul style="list-style-type: none"> <li>• Site Reports</li> </ul>	Present Clarify Check for Understanding	Site Representatives	3 Minutes
<ul style="list-style-type: none"> <li>• Announcements</li> </ul>	Present Clarify Check for Understanding	Ana Araujo	5 Minutes
<ul style="list-style-type: none"> <li>• Meeting Evaluation</li> </ul>	Plus/Delta	Volunteer	1 Minute

## 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  
October 21, 2020

1. **Head Start Awareness Month**: Annually each October since 1982 we celebrate Head Start Awareness month. Teachers, parents and alumni take this opportunity to recognize the impact of Head Start on themselves, the children and the families. Please check our Facebook page and National Head Start Association's webpage for Head Start Success Stories and other highlights.
2. **Year-end Updates**: I will share with you a brief presentation about our accomplishments in the 2019-2020 program year, and what is on the horizon for the coming year.

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

### Enrollment:

- **HS – 52.66%**
- **EHS – 86.80%**
- **EHS-CCP2 – 91.20%**

### Attendance:

- **HS – 82.0%**
- **EHS – 87.48%**
- **EHS-CCP2 – 84.4%**

Low enrollment and attendance numbers due to Covid-19 concerns & class size restrictions

EHS-CCP & EHS-CCPS Grants have been combined effective September 1, 2020

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

### *Inscripción:*

- **HS – 52.66%**
- **EHS – 86.80%**
- **EHS-CCP2 – 91.20%**

### *Asistencia:*

- **HS – 82.0%**
- **EHS – 87.48%**
- **EHS-CCP2 – 84.4%**

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF AUGUST 2020**

<b>DESCRIPTION</b>	<b>AUGUST YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>67% %YTD</b>
a. PERSONNEL	\$ 2,664,534	\$ 4,752,171	\$ 2,087,637	56%
b. FRINGE BENEFITS	1,684,469	2,938,208	1,253,739	57%
c. TRAVEL	-	28,742	28,742	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	135,390	254,000	118,610	53%
f. CONTRACTUAL	2,123,129	3,600,996	1,477,867	59%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,887,380	6,230,452	4,343,072	30%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 8,494,903</b>	<b>\$ 17,804,569</b>	<b>\$ 9,309,666</b>	<b>48%</b>
j. INDIRECT COSTS	342,642	990,786	648,144	35%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 8,837,544</b>	<b>\$ 18,795,355</b>	<b>\$ 9,957,811</b>	<b>47%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 2,458,999</i>	<i>\$ 4,228,594</i>	<i>\$ 1,769,595</i>	<i>58%</i>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF AUGUST 2020**

<b>DESCRIPTION</b>	<b>AUGUST YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>67% %YTD</b>
a. PERSONNEL	\$ 314,248	\$ 421,069	\$ 106,821	75%
b. FRINGE BENEFITS	196,555	234,303	37,748	84%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	6,199	27,800	21,601	22%
f. CONTRACTUAL	823,280	1,681,896	858,616	49%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	309,990	1,696,796	1,386,806	18%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 1,650,271</b>	<b>\$ 4,063,864</b>	<b>\$ 2,413,593</b>	<b>41%</b>
j. INDIRECT COSTS	23,982	86,579	62,597	28%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 1,674,253</b>	<b>\$ 4,150,443</b>	<b>\$ 2,476,190</b>	<b>40%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 494,695</i>	<i>\$ 922,786</i>	<i>\$ 428,091</i>	<i>54%</i>

**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU**

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

**BUDGET PERIOD JULY 2019 - AUGUST 2020**

**AS OF AUGUST 2020**

<b>DESCRIPTION</b>	<b>August YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>100% % YTD</b>
<b>a. PERSONNEL</b>	\$ 374,547	\$ 371,084	\$ (3,463)	101%
<b>b. FRINGE BENEFITS</b>	235,668	258,141	22,473	91%
<b>c. TRAVEL</b>	250	500	250	50%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	10,106	28,009	17,903	36%
<b>f. CONTRACTUAL</b>	434,641	536,616	101,975	81%
<b>g. CONSTRUCTION</b>	-	-	-	0%
<b>h. OTHER</b>	83,015	123,609	40,594	67%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 1,138,227</b>	<b>\$ 1,317,959</b>	<b>\$ 179,732</b>	<b>86%</b>
<b>j. INDIRECT COSTS</b>	94,816	73,483	(21,333)	129%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 1,233,043</b>	<b>\$ 1,391,442</b>	<b>\$ 158,399</b>	<b>89%</b>
<b><i>In-Kind (Non-Federal Share)</i></b>	<b><i>\$ 295,058</i></b>	<b><i>\$ 332,042</i></b>	<b><i>\$ 36,983</i></b>	<b><i>89%</i></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.



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

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

**AS OF AUGUST 2020**

<b>DESCRIPTION</b>	<b>AUGUST YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>100% % YTD</b>
<b>a. PERSONNEL</b>	\$ 643,122	\$ 695,218	\$ 52,096	93%
<b>b. FRINGE BENEFITS</b>	415,844	504,605	88,761	82%
<b>c. TRAVEL</b>	8,212	8,212	(0)	100%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	28,520	29,804	1,284	96%
<b>f. CONTRACTUAL</b>	922,588	1,451,708	529,120	64%
<b>g. CONSTRUCTION</b>	-	-	-	0%
<b>h. OTHER</b>	1,476,753	2,819,258	1,342,505	52%
<b>I. TOTAL DIRECT CHARGES</b>	\$ 3,495,039	\$ 5,508,805	\$ 2,013,766	63%
<b>j. INDIRECT COSTS</b>	130,847	149,240	18,393	88%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 3,625,886</b>	<b>\$ 5,658,045</b>	<b>\$ 2,032,159</b>	<b>64%</b>
<b><i>In-Kind (Non-Federal Share)</i></b>	<b>\$ 837,334</b>	<b>\$ 923,256</b>	<b>\$ 85,922</b>	<b>91%</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  
August 2020**

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>
08/24/20	2.00	Indirect Admin Costs	Office Exp
	<b>2.00</b>		
08/24/20	998.33	HS CARES COVID-19	Books, Periodicals
08/24/20	1,497.49	HS CARES COVID-19	Books, Periodicals
	<b>2,495.82</b>		
08/24/20	1,719.05	HS CARES COVID-19	Minor Furniture/Equipment
08/24/20	54.25	Indirect Admin Costs	Minor Furniture/Equipment
08/24/20	333.84	HS Basic Grant	Minor Furniture/Equipment
	<b>2,107.14</b>		
08/24/20	150.08	HS CARES COVID-19	Clothing & Personal Suppl
	<b>150.08</b>		
08/24/20	359.00	HS Basic Grant	Training & Registration
08/24/20	250.00	HS CARES COVID-19	Training & Registration
08/24/20	1,490.00	Head Start T & TA	Training & Registration
	<b>2,099.00</b>		
08/24/20	2,119.43	HS Basic Grant	Misc Services/Supplies
08/24/20	63.34	EHS-Child Care Partnership	Misc Services/Supplies
08/24/20	183.12	HS CARES COVID-19	Misc Services/Supplies
08/24/20	27.18	Los Arboles Site Costs	Misc Services/Supplies
08/24/20	41.51	HS Basic Grant	Misc Services/Supplies
	<b>2,434.58</b>		
<b>Total</b>	<b>9,288.62</b>		

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

September 2020

**13** Approved Sites



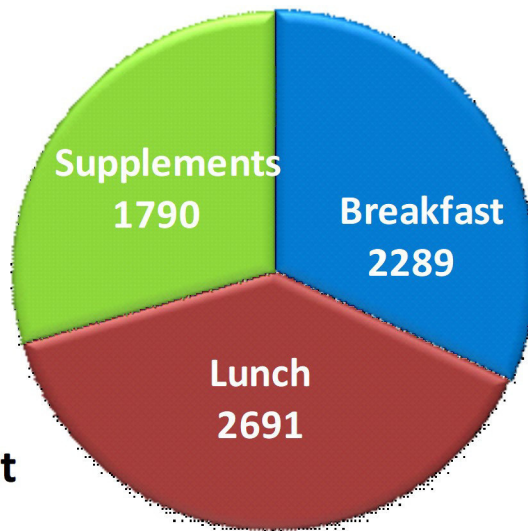
**17** Days Meals Served



**158** Daily Participation



**6,770 Meals Served**



**Claim Reimbursement  
Total: \$16,173**

**COUNTY OF CONTRA COSTA, CALIFORNIA**

Single Audit Reports

For the Year Ended June 30, 2019



Certified  
Public  
Accountants

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Macias Gini E O'Connell LPA". The signature is written in a cursive style with a vertical line under the letter 'i' in "Gini".

Walnut Creek, California  
December 17, 2019



**Independent Auditor’s Report on Compliance For Each Major Federal Program;  
Report on Internal Control Over Compliance; Report on the Schedule of Expenditures of Federal  
Awards Required by the Uniform Guidance; and Report on the Supplemental Schedule of  
Expenditures of Federal and State Awards Provided by the California Department of Aging,  
Schedule of Child Nutritional Program Revenues, and Supplemental Schedules of Revenue and  
Expenditures Provided by the California Department of Community Services and Development**

To the Board of Supervisors  
of the County of Contra Costa  
Martinez, California

**Report on Compliance for Each Major Federal Program**

We have audited the County of Contra Costa’s, California (County), compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the County’s major federal programs for the year ended June 30, 2019. The County’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

The County’s basic financial statements include the operations of the Housing Authority of the County of Contra Costa (Housing Authority), which expended \$131,591,590 in federal awards which is not included in the accompanying schedule of expenditures of federal awards during the year ended June 30, 2019. Our audit, described below, did not include the operations of the Housing Authority because the Housing Authority engaged other auditors to perform an audit in accordance with the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

***Management’s Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to its federal programs.

***Auditor’s Responsibility***

Our responsibility is to express an opinion on compliance for each of the County’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of the Uniform Guidance. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County’s compliance.

**COUNTY OF CONTRA COSTA, CALIFORNIA**  
**Schedule of Expenditures of Federal Awards (Continued)**  
**For the Year Ended June 30, 2019**

Federal Grantor/ Pass-Through Entity/ Federal Title	CFDA Number	Grant Identifying Number	Federal Expenditures	Amount Passed to Subrecipients
<b>U.S. Department of Health and Human Services</b>				
<u>Direct Programs:</u>				
Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care)	93.224	N/A	\$ 3,650,621	\$ -
Grants to Provide Outpatient Early Intervention Services with Respect to HIV Disease	93.918	N/A	316,660	58,370
Head Start	93.600	N/A	27,291,454	4,558,858
<u>Passed through California Health Advocates</u>				
California Senior Medicare Patrol	93.048	HHS-2018-ACL-CIP-MPPG-0260	3,500	-
<u>Passed through State of California Department of Aging</u>				
Aging Cluster:				
Special Programs for the Aging Title VII, Chapter 3 Programs for Prevention of Elder Abuse, Neglect, and Exploitation	93.041	AP-1819-07	14,368	14,368
Special Programs for the Aging Title VII, Chapter 2 Long Term Care Ombudsman Services for Older Individuals	93.042	AP-1819-07	44,732	44,732
Special Programs for the Aging Title III, Part D Disease Prevention and Health Promotion Services	93.043	AP-1819-07	86,842	25,218
Special Programs for the Aging Title III, Part B Grants for Supportive Services and Senior Centers	93.044	AP-1819-07	1,135,443	424,606
Special Programs for the Aging Title III, Part C Nutrition Services	93.045	AP-1819-07	2,017,740	288,803
National Family Caregiver Support, Title III, Part E	93.052	AP-1819-07	502,832	397,467
Nutrition Services Incentive Program	93.053	AP-1819-07	442,883	-
		<b>Cluster Subtotal</b>	<b>4,244,840</b>	<b>1,195,194</b>
Medicare Enrollment Assistance Program	93.071	MI-1819-07	61,507	-
<u>Passed through State of California Department of Social Services</u>				
Guardianship Assistance	93.090	CFL 11/12-18; CFL 18/19-15	1,326,849	-
Adoption Incentive Payments	93.603	CFL 18/19-66	20,971	-
Stephanie Tubbs Jones Child Welfare Services Program	93.645	CFL 18/19-20	608,282	-
Foster Care - Title IV-E	93.658	CFL 18/19-20	5,625,273	-
Foster Care - Title IV-E	93.658	CFL 11/12-18, CFL 18/19-20	2,422,672	30,219
Foster Care - Title IV-E	93.658	CFL 18/19-48	29,136	-
Foster Care - Title IV-E	93.658	N/A	574,085	-
Foster Care - Title IV-E	93.658	CFL 18/19-63, CFL 18/19-38, CFL 19/18-29	75,225	-
Foster Care - Title IV-E	93.658	CFL 18/19-21, CFL 18/19-44	57,509	-
Foster Care - Title IV-E	93.658	CFL 18/19-61, CFL 18/19-46, CFL 18/19-89	9,064	-
Foster Care - Title IV-E	93.658	CFL 18/19-61, CFL 18/19-46, CFL 18/19-32	329,832	-
Foster Care - Title IV-E	93.658	CFL 18/19-46, CFL 18/19-37, CFL 18/19-61	226,863	-
Foster Care - Title IV-E	93.658	CFL 11/12-18	106,642	-
Foster Care - Title IV-E	93.658	N/A	7,218,670	54,631
		<b>Subtotal</b>	<b>16,674,971</b>	<b>84,850</b>
Adoption Assistance	93.659	CFL 11/12-18	9,321,759	-
Social Services Block Grant	93.667	CFL 18/19-20	1,847,674	-
Social Services Block Grant	93.667	N/A	26,617	-
		<b>Subtotal</b>	<b>1,874,291</b>	<b>-</b>
Community-Based Child Abuse Prevention Grants	93.590	ACIN I-10-19	39,748	-
Chafee Foster Care Independence Program	93.674	CFL 11/12-18; CFL 18/19-28	327,327	-
Promoting Safe and Stable Families	93.556	CFL 18/19-34, CFL 18/19-36	679,227	616,479
Temporary Assistance for Needy Families	93.558	CFLs 18/19-17, 50, 76	37,693,077	1,718,738
Temporary Assistance for Needy Families	93.558	CFL 18/19-74	84,388	-
Temporary Assistance for Needy Families	93.558	CFL 18/19-01, 26, 75	1,137,159	-
Temporary Assistance for Needy Families	93.558	CFLs 18/19-08, 71	2,132,644	-
Temporary Assistance for Needy Families	93.558	CFL 18/19-17	1,542,427	-
Temporary Assistance for Needy Families	93.558	ACL 17-115	20,500	-
Temporary Assistance for Needy Families	93.558	N/A	6,339,121	-
Temporary Assistance for Needy Families	93.558	CFL 18/19-20	4,710,311	-
		<b>Subtotal</b>	<b>53,659,627</b>	<b>1,718,738</b>
Refugee and Entrant Assistance State Administered Programs	93.566	N/A	56,404	-
Refugee and Entrant Assistance State Administered Programs	93.566	16-07-90899-00	51,600	-
		<b>Subtotal</b>	<b>108,004</b>	<b>-</b>
<u>Passed through Health Resources and Services Administration</u>				
Area Health Education Centers Point of Service Maintenance and Enhancement Awards	93.107	6U77HP23071-08-05	60,239	-
<u>Passed through California Department of Health Care Services</u>				
Projects for Assistance in Transition from Homelessness (PATH)	93.150	2X06SM016005-18	143,626	143,626
HIV Care Formula Grants	93.917	15-10053; 10846; A01	628,833	3,882
HIV Prevention Activities Health Department Based	93.940	15-10939	457,970	21,415
National Bioterrorism Hospital Preparedness Program	93.889	14-10498	346,682	-
<u>Passed through State of California Department of Child Support Services</u>				
Child Support Enforcement	93.563	1304CA4004	12,252,646	-
<u>Passed through the State of California Department of Community Services and Development</u>				
Low-Income Home Energy Assistance	93.568	19B-5005	1,207,312	-
Low-Income Home Energy Assistance	93.568	18B-4005	1,066,916	-
		<b>Subtotal</b>	<b>2,274,228</b>	<b>-</b>

See accompanying notes to the Schedule of Expenditures of Federal Awards.

**COUNTY OF CONTRA COSTA**  
 Schedule of Findings and Questioned Costs (Continued)  
 For the Year Ended June 30, 2019

**Section I Summary of Auditor's Results (Continued)**

Identification of major programs:

- (1) Workforce Investment Act (WIA) Cluster:
  - CFDA No. 17.258 WIOA Adult Program
  - CFDA No. 17.259 WIOA Youth Activities
  - CFDA No. 17.278 WIOA Dislocated Worker Formula Grants
  
- (2) Aging Cluster:
  - CFDA No. 93.041 Special Programs for the Aging\_ Title VII, Chapter 3\_Programs for Prevention of Elder Abuse, Neglect, and Exploitation
  - CFDA No. 93.042 Special Programs for the Aging\_ Title VII, Chapter 2\_Long Term Care Ombudsman Services for Older Individuals
  - CFDA No. 93.043 Special Programs for the Aging\_ Title III, Part D\_Disease Prevention and Health Promotion Services
  - CFDA No. 93.044 Special Programs for the Aging\_ Title III, Part B\_Grants for Supportive Services and Senior Centers
  - CFDA No. 93.045 Special Programs for the Aging\_ Title III, Part C\_Nutrition Services
  - CFDA No. 93.052 National Family Caregiver Support, Title III, Part E
  - CFDA No. 93.053 Nutrition Services Incentive Program
  
- (3) CFDA No. 93.600 Head Start
- (4) CFDA No. 93.658 Foster Care Title IV-E
- (5) CFDA No. 93.659 Adoption Assistance
- (6) CFDA No. 93.958 Block Grants for Community Mental Health Services
- (7) CFDA No. 93.959 Block Grants for Prevention and Treatment of Substance Abuse
- (8) CFDA No. 97.067 Homeland Security Grant Program

Dollar threshold used to distinguish between Type A and Type B programs: \$3,000,000

Auditee qualified as low-risk auditee? Yes

**Section II Financial Statement Findings**

None reported.



**COUNTY OF CONTRA COSTA, CALIFORNIA**  
**EHSD-Community Services Bureau**  
**Schedule of Child Nutritional Program Revenues**  
**For the Year Ended June 30, 2019**

**Child and Adult Care Food Program (CACFP)**

CFDA 10.558

The Child and Adult Care Food Program income represents the assistance received from the Federal government in relation to the maintenance of a subsidized food program.

The following is a summary of the total assistance received by the County and the various child development programs to which the funds were allocated for the fiscal year ended June 30, 2019.

	<b>Total Federal Assistance</b>
State Funded Programs:	
General Child Care Program	\$ 162,789
CA State Preschool Program	513,892
Other Programs:	
Head Start and Early Head Start	206,665
<b>Total Federal Assistance</b>	<b>\$ 883,346</b>

# Subcommittee Sign-Ups

Below 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.

## **Program Services Subcommittee:**

- Reviews, plans and discusses any issues related to program services.
- Reviews special items that are recommend for approval by the full Policy Council.
- Monthly prior to PC Exec meetings.( 1<sup>st</sup> Wednesday of the month 5 to 6 PM at Civic Office-Concord)

## **Fiscal Subcommittee:**

- Review fiscal reports
- Reviews grant applications & budgets to recommend for approval by the full Policy Council.
- Meets monthly prior to PC meetings. (3<sup>rd</sup> Wednesday of the month, 5 to 6 PM at Ellinwood Office, Pleasant Hill)

## **Monitoring/Self-Assessment Ad hoc Subcommittee:**

- Receives quarterly updates on program compliance issues and provides input to program improvement plans.
- Participates in the annual self-assessment (Process begins with training, review lasts one week, then reporting and follow up to PC). Assessment is held at the beginning of the calendar year.
- Provides oversight of corrective action plans if non-compliances are found.
- Meets as needed.

## **Advocacy Ad hoc Subcommittee:**

- The role of Advocacy Sub-committee members reaches beyond that of serving as advocates for their individual children and the center their children attend; and expands to the greater community and beyond.
- Sub-committee members' focus is far-reaching and may include informing and mobilizing other families to join with community members and policy makers toward a common goal around issues impacting young children, their families and the communities they live in.
- Sub-committee members receive training; and share information, resources and advocacy opportunities with others during our monthly PC Meetings. Examples of Advocacy activities/resources they shared last year includes: Key legislation affecting children 0-5; housing/rent control; accessible and safe parks; low cost sports programs; health care and early childhood mental health.
- Meets on a as need basis or as requested.

## **Bylaws Ad hoc Subcommittee:**

- Reviews Bylaws annually to ensure compliance with HSPPS and public meeting requirements.
- Gives input and presents recommended changes that need to be made to the full Policy Council.
- Meets once a year.

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>BOARD OF SUPERVISORS</b>													
<b>Communication</b>	Katharine				Head Start Awareness Month Acknowledgement					Attend BOS Meeting for PD/PY Layoffs		Community Action Month BOS Proclamation	
									Meet with individual Board members for updates				
					FHS Committee Presentation						Invite Board Members to Centers for Week of the Young Child		
<b>Reports</b>	Katharine	Monthly Report to BOS/CAO											
<b>BUSINESS SYSTEMS</b>													
<b>E-Rate</b>	Sung		E-Rate BEAR (Billed Entity Applicant Reimbursement) /472			E-Rate RFI	E-Rate Form 470	E-Rate Form 471		USAC PIA Review	E-Rate/USAC PIA Review		
			Invoicing Unversal Service Administrative Compant (USAC)/Service Provider for			RFI for Next Year's Technology Needs	RFI for Tele-Communication/Internet/Internal Connection		Action: BOS Approval for Incoming Funds	Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 486		
								USAC Conference					
<b>CLOUDS</b>	Sung			CLOUDS User Group Meeting	CLOUDS Annual Conference (Postponed due to COVID19)				Review Contract by County Counsel	CLOUDS User Group Meeting	CLOUDS Staff Training	CLOUDS User Group Meeting	CLOUDS Renewal
<b>Facilities/Center Health and Safety</b>	Sung	Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires 9/1/21)	Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen			Quarterly Deep Cleaning EHS & Kitchen		
		Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting		
					Emergency Preparedness Training and Great Shake Out Statewide Earthquake Drill								

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>CALWORKS STAGE 2/ALTERNATIVE PAYMENT PROGRAM</b>													
Families	Nelly											Review and Update Stage 2/CAPP Program Handbook (if applicable)	Distribute Stage 2/CAPP Program Handbook (if updates made)
Monitoring/Reports	Nelly	Quarterly File Monitoring Due	Fiscal Audit		Quarterly File Monitoring Due			Quarterly File Monitoring Due			Quarterly File Monitoring Due		
Meetings/Conferences	Nelly	Monthly CSAM & Unit Meetings		CAPPA & EveryChild California Annual Conference									
					CLOUDS Annual Conference (Postponed due to COVID19)								
<b>COMMUNICATION</b>													
Families	Amy			Community Work Days (may be suspended or postponed due to COVID-19)						Community Work Days (may be suspended or postponed due to COVID-19)			
	Monica				Family Newsletter			Family Newsletter				Family Newsletter	Summer Safety Newsletter
		Monthly Early Closure Letters	Back to School Nights (may be suspended or postponed due to COVID-19)								Part-Day Closure Reminder Letters to Families		Year-end celebrations
		Monthly Parent Meetings		PD/PY Calendar Given to Families			PD/PY 1 Week Winter Break			PD/PY 1 Week Spring Break (Aligned with Local School Districts)			
	Monica	Provide Family Handbooks to Families		Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Training		Family Handbook Updates (Every 2 years, 2019-2021)	Child Abuse/DV Prevention Training Required		
Staff	Katharine	Update external calendar meetings		Vacation Request due for 4th Quarter			Vacation Request Due for 1st Quarter			Vacation Request Due for 2nd Quarter			Vacation Request due for 3rd Quarter
	Katharine	Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter		
	Katharine	SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report		
	Amy	Monthly Cluster meetings	Triannual All-Cluster meetings				Triannual All-Cluster meetings				Triannual All-Cluster meetings		

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Regional Office (RO)	Amy	Monthly Calls with the RO		School Readiness (SR) Visit for RO	Child Restraint System annual waiver due Nov 1						School Readiness (SR) visit for RO		
				Child Outcomes Year-End Report to RO via CAO report (No report due to COVID-19; requirement waived)						Child Outcomes Baseline Report to RO via CAO report			Child Outcomes Mid-Year Report to RO via CAO report
<b>COMMUNITY ASSESSMENT</b>													
Community Assessment 2017-2021 Major Update Every 5 years	Nancy	Prepare Community Assessment Updates Narrative for HS/EHS Continuation Grant		Submit Executive Summary with HS/EHS Continuation Grant				Researching Community Assessment Updates- Year 4			Finalize Community Assessment		Action: Present Community Assessment Executive Summary Report for PC, BOS, and Staff
	Nancy										Prepare Community Assessment Updates Narrative for Continuation Grant for EHS-CCP		
<b>COMMUNITY ENGAGEMENT</b>													
Give Kids a Smile Day	Monica						Give Kids a Smile Day (GKSD) - Planning Meetings with Contra Costa Dental Society, Children's Oral Health Program	GKSD Preparation and Implementation of GKSD Plan Every Day in Month of January	Give Kids a Smile Day Event (1st Friday of the Month of February)	Give Kids a Smile Day Post Meeting			
La Clinica and Life Long Dental Vans		Monthly at Selected Sites											
Hearing and Vision Certification/Training			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers					CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers			CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers		
Healthy and Active Lifestyle	Monica				National Food Day - October 24th				"Pride in Food Service Week" -- First week in February	National Nutrition Month	Annual California Dietetic Association Meeting & Exhibition		National Fruit and Veggie Day (June 17th is Eat All Your Veggies Day)
		Monthly Parent Meetings / Trainings											

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
Family Engagement	Monica				Fall Harvest Festivals (may be canceled postponed due to COVID-19)					Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center	Year-End Celebrations	
										Open House (may be suspended or postponed due to COVID-19)				
						EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		EHS PFCE Home Family Activities to support SR PFCE Goals						
						HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals		HS PFCE Home Family Activities to support SR PFCE Goals						
	Cathy				Health & Nutrition Services Advisory Committee Meeting							Health & Nutrition Services Advisory Committee Meeting		
	Ron				Prep/planning Take Home Activities		EHS: Take home family activities monthly Dec-June							
	Isabel				Prep/planning Take Home Activities		HS: Take home family activities monthly Dec-June							
	Monica	Make Parenting A Pleasure Curriculum (Monthly excluding August)												
								Family Financial Fitness Workshops						
			ESL Classes at GMC								ESL Classes at GMC			
		Itsy Bitsy Read and Parent Power Reading Workshops (year round)												
		Male Involvement Events (year round)												
COMMUNITY SERVICES BLOCK GRANT														

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
CSD Meetings and Trainings	Christina		2020 CAP Annual Convention-Virtual Convention Aug. 26-28th										
						Quarterly CAC Meeting			Quarterly CAC Meeting			Quarterly CAC Meeting	
EOC Meetings/Events	Christina	Monthly EOC Business Meetings											
				Election of EOC Executive Committee Officers 2020-2021			Present the 2020 Board of Supervisors Annual Report to EOC				Form 700 due to Clerk of BOS	Community Action Month: EOC Outreach Event	
Subcontractors	Christina		EOC Members Begin 2020-21 Subcontractor Onsite Monitoring	EOC RFI Process for 2021-22 CSBG Funding	Subcommittee to Review CSBG Proposals for 2021-22 Subcontractor Contracts	2021-22 Awarded Subcontractors and CSBG Budget presented to the EOC			Annual CSBG Roundtable				
Reporting/Audits	Christina	20th: Bi-Monthly Expenditure Due to CSD (May & June)		20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD	20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct)		20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec 2020)	20th: Annual Programmatic Reports due to CSD	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2021)			20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)
						15th: Last day to Submit Budget Modification to CSD (if necessary)			1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2020)			31st: 2020-21 CSBG Close Out Report Due to CSD	
<b>CONTRACTS</b>													
ELCD Contracts (formerly known as EESD)	Nelly			Management Bulletin for CDE Refunding Application		Application Due for CDE Refunding Application For Next Fiscal Year					Draft Self-Evaluation Action Plan		Submit Self-Evaluation to CDE on June 1st.
								Prepare, Distribute and Collect Parent Survey for Alternative Payment (AP) Programs	Compile AP Parent Surveys			Review AP Parent Survey Results & Share with Senior Mgmt. BOS, and PC. Submit Report to Analyst.	
	Isabel			Full Day/Part Day-Begin Screenings and DRDP Assessments		Complete ECERS/ITERS by 11/30	Complete DRDP Summary of Findings by 12/30	Prepare, Distribute and Conduct DRDP Parent Survey for Center Based Programs	Compile DRDP Parent Surveys by Contract	Complete Agency Summary of Findings		Review Parent Survey Results & Share with Senior Mgmt., BOS, and PC. Submit Report to Analyst.	

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
LIHEAP/DOE/DAP/CARES ACT	Sung	Begin CARES Act Contract with CSD	Begin LIHEAP Contract with CSD for PY 2021				End of PY 2020 DAP Contract			End of PY 2020 DAP Contract			End of PY 2020 DAP Contract
		Begin on DOE Contract with CSD for PY 2021					End of PY 2020 DOE Contract						End of PY 2020 DOE Contract
CSBG	Christina				Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2021-22	RFI Information session for potential subcontractors	Begin executing 2021-22 CSBG contracts						
Partnerships	Nasim	CACFP Contract	Begin Contract Renewals for Contracts Due in November *with the exception of CSBG contracts		Begin Contract Renewals for Contracts Due in December and January*with the exception of CSBG contracts	Action: BOS Approval of Contracts			Begin Contract Renewals for Contracts Due in July (Pending Slots) *with the exception of CSBG contracts			Action: BOS Approval of Contracts	
<b>ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT, AND ATTENDANCE (ERSEA)</b>													
Eligibility/ Enrollment	Sarah	Monthly Enrollment Report Due to HSES by the 7th & Purge Protocol Completed by the 5th		Weekly 30-day Full Enrollment Checks and Reports				New Federal Income Guidelines Issued		Eligibility Refresher Training			PD/PY Classes End
				PD/PY Classes Begin							Eligibility & Enrollment Clinics		
Recruitment	Sarah							Review/ Revise Recruitment Materials	Begin Major Recruitment Drive	Continue Recruitment Drive			
		Monthly - Purge Waitlist	Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports							Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports			
Selection	Sarah					Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee		Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Rollover			Purge Over-Income Waiver List
Attendance & Planning	Sarah	Monthly Attendance Report for BOS/PC				Slot Planning for Next PY		Finalized Slots Map for Next PY					Distribute Slots Map for Next PY
<b>FISCAL</b>													



## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>Reports</b>	Vickie	CDE 4th Quarterly Report Due	Operating Information in the Comprehensive Annual Financial	Budget Input in HSES Due to ACF for Next PY	CDE 1st Quarterly Report Due	Audit Report Due to State (CDE) by November 15th	County Single Audit begins	CDE 2nd Quarterly Report Due	Baseline Budget (BFM) and Budget Narrative Due	County Performance Report Due	CDE 3rd Quarterly Report Due	Report the Results of Prior Year Single Audit to PC	
		Fiscal Reports to PC & BOS monthly	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient	Child Development Audit Begins	Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due		Site Review of Delegate Agency Due	Final financial Status Report SF-425 Due to ACF		
		Stage 2 & CAPP Reports Due to CDE (20th of each month)	CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)	Mid-year Projections Due to CAO	CSBG Report Due to CSD (bi-monthly due on the 20th)	CSBG IS Form Due 3/1	CSBG Report Due to CSD (bi-monthly due on the 20th)		CSBG Report Due to CSD (bi-monthly due on the 20th)
		County Year-End Close-Out Begins: Cut Off for Encumbrances Adjustment Deposit Permit						Annual Financial Status Report SF-425 Due to ACF				Internal Control Checklist on Cash and Petty Cash due to Auditor's Office	
		Semi-Annual Financial Status Report SF-425 Due to ACF						Head Start & Early Head Start Fiscal Year Begins					
	Tess	CDE 4th Quarterly Report Due			CDE 1st Quarterly Report Due			CDE 2nd Quarterly Report Due			CDE 3rd Quarterly Report Due		
	Tess	4th qtr QRIS report to Contra Costa County Office of Education (CCCOE)			1st qtr QRIS report CCCOE			2nd qtr QRIS report CCCOE			3rd qtr QRIS report CCCOE		
	Tess	Child Development Audit documentation begins	Child Development Audit-Interim phase		Child Development Audit Year-end	Child Development Audit submission to CDE (which can be extended till February 2021)							
<b>Budgets</b>	Vickie	State/County Fiscal Year Begins July 1st		Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office			Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services	Current Year's Budget Adjustments Due to Auditor Controller's Office			Subrecipient & Contractor Determination Checklist		State/County Fiscal Year Ends June 30th
		CACFP CMIPS Submitted		Finalize 2021 Operational and T & TA Budget for HS/EHS; 2021 Budget for PC Discussion and Approval					Mandatory & Discretionary List to CAO				Year-end Appropriation Adjustments
<b>GRANTS</b>													

**2020-21 CSB Planning Calendar**

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>HS/EHS Grants (09CH010862-2) (formerly 09CH9115)</b>	Sarah	Conduct Grant Writing Process with Assigned Team Members (Including: Goals & Objectives)		Action for 09CH010862: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Present Grant Cycle Process Overview to PC at Orientation						Develop Grant Timeline in Conjunction with PC/BOS Meeting Dates for Approval Requests	Present to PC: Review of Continuation Grant Cycle Action for 09HP000111: Request PC Approval for Submission of Grant, Budgets and Goals & Objectives. Action: Upload Grants Through HSES	Share Grantee Timeline Tasks with Delegate
<b>HS/EHS Grants (09CH010862-2) (cont'd) (formerly 09CH9115)</b>		Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS and Issue Task and Timelines for 09CH010862						Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS		Issue Task and Timelines for 09HP000111-04			Announce Continuation Grant Cycle to PC, Including Year-End Monitoring Results (CSB Director's Report)
<b>HS/EHS Grants (09CH010862-2) (cont'd) (formerly 09CH9115)</b>	Haydee	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification thru HSES				SF-425 Annual Report due to ACF			SF-425 Final Report due to ACF		
<b>EHS-CCP Grant #1 (09HP000193-01) (formerly 09HP0012)</b>	Angela				SF-425 Annual report due to ACF SF-429 Real Property Status report due to ACF			SF-425 Semi-Annual Report due to ACF SF-425 Final Report due to ACF					
<b>EHS-CCP Grant #2 (09HP000111-04)</b>	Angela				SF-425 Annual report due to ACF			SF-425 Final Report due to ACF		Receive funding guidance letter	Get PC/BOS approval SF-425 Annual report due to ACF		Due June. 1 Action: Upload Budget by object total and justification thru HSES
<b>HUMAN RESOURCES</b>													

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Tracking	Eva Gaipa	Monthly Personnel Tracking reports: WC/FMLA/LOA, Staff & Center Roster, Vacant/Filled Report											
	Eva Gaipa	Ongoing Permit expiration notices to staff											
Monitoring	Eva Gaipa	Ongoing Personnel File Monitoring including partners											
		Performance Review notices		Performance Review notices		Performance Review notices	Positions Control Review	Performance Review notices		Performance Review notices		Performance Review notices	Personnel Budget review
	Monica	Monitor transcripts TAT				Monitor transcripts TAT						Monitor transcripts TAT	
PD/PY	Eva Gaipa	Return-To-Work Letter to Laid off PD/PY staff (August 1st)	PD/PY Employees return							Action: Board Order to Layoff PD/PY Staff	Action: PD/PY layoff approval by PC	Order of Layoff PD/PY Staff	
											Notice of Proposed Action for Layoff		Summer closure & PD/PY Staff Layoff
											Notice of Action for Layoff		
Reporting	Eva Gaipa	Program Information Report		LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report - Share w/Senior Mgmt.		LIC 500 to Licensing			LIC 500 to Licensing
Required Training	Eva Gaipa	Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)	CSB Policies and Procedures Review by all staff	Chronological Supervision & Progressive Discipline Training (at time of hire and as needed)		Civil Rights Training (Every 2 years Jan./Feb.)		CSB Protocol for Hourly Head Count and Transition training for staff	Preventive Health & Safety (EMSA) (At time of hire once or twice per year)	Child Abuse & Domestic Violence Awareness Training-At time of hire and after every 2 years	Confidentiality Training (Annually Apr./May)	Illness and Injury Prevention plan Review
		Ongoing new employee orientation monthly	Licensing Orientation (At time of hire for SS)	First Aid CPR (Every 2 years ongoing)	Integrated Pest Management Training (Annually Sept./Oct.)	Mandated Reporter (At time of hire)-EHSD			CSB Standards of Conduct				15 Hours of Professional Development (Ongoing)

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
		General HIPAA Awareness Training (upon hire and bi-annual for applicable staff)											
Labor	Eva Gaipa	Labor -Management Meeting	Local 1 presentation at NEO (monthly)		Labor -Management Meeting			Labor -Management Meeting		Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff	Labor -Management Meeting	Annual Bid	
Recruitment	Eva Gaipa	Ongoing recruitment at One-Stops and Community Fairs			Career Intro Career Fair				Outreach fair at Loma Vista Adult Center	Recruitment CCC, DVC & Los Medanos College job fair	Recruitment DVC	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
									Mills College Tabling Career Event		Pittsburg CofC & Pittsburg USD CareerLink Fair	Career Intro Career Fair	
											Mount Diablo USD Career Fair	West Bay USD Career Fair (being researched)	
<b>LEGISLATION</b>													
Legislation	Monica	Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting			Quarterly Report at Senior Management Meeting		Report on Federal Budget	Quarterly Report at Senior Management Meeting	Report to Sr. Management on May's Legislative Revision	
<b>LOW INCOME HOME ENERGY ASSISTANCE PROGRAM/DEPARTMENT OF ENERGY</b>													
Monitoring/Review	Nelly	Monthly Quality Control Review of Utility Assistance		CSD Console Bi-Annual On-Site Monitoring Visit						CSD Console Bi-Annual On-Site Monitoring Visit			CSD Annual On-Site Monitoring Visit
		Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)			Quarterly Quality Control Review with DCD (3rd Thursday)		
Meetings/Conferences	Nelly	Monthly Utility Assistance Meeting		Quarterly Local Service Provider Meeting				Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting		Quarterly Local Service Provider Meeting
			Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD			Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD		Bi-Monthly LIHEAP/DOE Meeting with DCD	Bi-Monthly LIHEAP/DOE Meeting with DCD
									LIHEAP Action Day Training				Energy Annual Convention
Reports	Sam/Sung	20th: EARS Monthly Report											

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
<b>ON-GOING MONITORING</b>														
<b>Monitoring</b>	Nelly			1st Period Monitoring Begins: Center, Curriculum Fidelity, Education, N&E, and CS	CLASS Monitoring				2nd Period Monitoring Begins: Center, Curriculum Fidelity, Education, N&E, and CS		CLASS Monitoring			End Monitoring
				Semi-Annual Child Safety Checklist							Semi-Annual Child Safety Checklist			
<b>Reports</b>	Nelly		Present 2nd Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff						Present 1st Period Semi-Annual Report to PC Monitoring/ Self-Assessment Subcommittee, PC, CAO, ACF, Senior Managers, Site Supervisors, CS Managers, Partners, and Staff		Review/Update Content of Monitoring Tools and Handbooks			
		Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms		Root Cause Analysis & Implementation of Corrective Action Plan						Root Cause Analysis & Implementation of Corrective Action Plan				
<b>PARTNERSHIPS - CHILD CARE</b>														
<b>Communication</b>	Magda	Quarterly Grantee and YMCA meeting		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA meeting	Community Based Partnerships MOU Status Check	Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA meeting		Quarterly Grantee and Delegate Meeting	Quarterly Grantee and YMCA meeting		Quarterly Grantee and Delegate Meeting	
		Bi-Monthly CoCo Kids Meetings	Annual State Partner Meeting	Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings		Bi-Monthly CoCo Kids Meetings	Program self-evaluation documentation for state program due	Bi-Monthly CoCo Kids Meetings		
		Annual Federal Partner Meeting	Annual FCC Providers meeting	Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings						
		Bi-monthly CSB and Partner Education Cluster Meeting		Bi-monthly CSB and Partner Education Cluster Meeting Partner Learning Community		Bi-monthly CSB and Partner Education Cluster Meeting	Partner Learning Community	Bi-monthly CSB and Partner Education Cluster Meeting	CLASS Training for Partners	Bi-monthly CSB and Partner Education Cluster Meeting	Child Abuse/DV Prevention Training Required	Bi-monthly CSB and Partner Education Cluster Meeting	Fees/9400 Trainings for State Partners	

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>PLANNING</b>													
<b>Strategic Planning</b>	Katharine			Revisit 2020 Proposed Strategic Initiatives	Strategic Plan Updates to Staff and PC	Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements					Report Progress on CSB Strategic Plan		
<b>Planning Calendar</b>	Nasim						Request Planning Calendar Updates from Senior Management leads (As Assigned/Update assignments)	Leads Review and Update Sections		Send to SAM for Review by the 15th	Present Planning Calendar to PC Program Services Subcommittee	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff
<b>Policies &amp; Procedures</b> Bi-annually (2019-21)	Sarah	Distribute Hard Copies to Centers/ Administrative Offices. Post on the Intranet. Conduct Annual Staff Training on Service Plans and P&P's							Distribute Assignments to Senior Managers/CS Managers Review Team	Senior Managers/ Managers Send Updates to the Analyst	Analyst Gets SAM Approval	Enlist PC Subcommittee for Review/Input to Service Plans and P&P's and Analyst to Finalize and Gets Final SAM Approval	Action: Submit to PC and BOS for Approval / Order Copies of Approved P&P's for Centers/Administration and Post on CSB Intranet
<b>CS Desk review</b>	Magda	CS Desk Guide and Forms review (Every 2 years - 2021)											
<b>POLICY COUNCIL</b>													
<b>PC Meetings and Trainings</b>	Monica		Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee	Begin Recruitment for Subcommittee	Finalize Subcommittees				PC/BOS Joint Meeting		PC Orientation Planning Begins	PC/BOS Joint Meeting Planning Begins
					Make-Up PC Orientation	Facilitative Leadership Training	Ethics/Brown Act Video Training Due						
			Monthly PC Meeting (except July and December)										
			Monthly Subcommittee Meetings (except July and December)										

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>RECORD KEEPING &amp; REPORTING</b>													
Annual Report	Christina	Disseminate/ Distribute Annual Report to Public and Staff								Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs	Finalize Annual Report	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO
Program Information Report	Sarah	Quarterly Meeting CSB and FBHS	Upload PIR by August 31st	Submit to BOS in CAO Report; Present at SAM, Sr. Mgmt. and Cluster Mgmts..	Quarterly Meeting CSB and FBHS	Present to PC		Quarterly Meeting CSB and FBHS			Quarterly Meeting CSB and FBHS		
Equipment and Files	Carlos	Annual County Equipment Inventory Report Confirmation		Program Year prior to Last Program Year Drop Files to Warehouse for Storage								Release Files Past Destruction Date to County for Shredding	
		Prior Program Year Archived Files Stored at Sites for One Year											
<b>SCHOOL READINESS (SR)</b>													
Reports	Isabel		Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					Present Baseline SR goals to PC Prog Svs Subcommittee and Sr. Mgmt.	Present Baseline SR goals to PC, BOS and staff	Present Mid-Year SR Updates to PC Prog Svs Subcomm. and Sr. Mgmt.	Present Mid-Year SR Updates to PC, BOS, and staff		
			Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					First DRDP Outcomes Report for Current Program Year to PC Prog Svs subcomm. and Sr. Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS and staff	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt.	2nd DRDP Outcomes Report to PC, BOS and staff		
Transitions: Into, Throughout & Out of Program	Isabel		In-Service for Full-day teachers & Pre-Service for PD/PY Teachers					Kinder-Readiness Activities; Parent Meetings, RMTK	Kinder-Readiness Registration Information to Parents and Visits to Kinder Classes		Prepare Kindergarten Transition Packets	Distribution of SR Packets/ backpacks (Transition to Kindergarten)	
	Isabel & Ron				PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff		PITC Training for EHS staff

## 2020-21 CSB Planning Calendar

ACTIVITY	SPONSOR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>SELF ASSESSMENT</b>													
Self Assessment Activities	Monica				Recruit PC Self-Assessment Sub-Committee	Begin Self-Assessment Process Planning		Identify Sites and Classrooms for Self-Assessment and Instruments	Conduct Self-Assessment (CSB/FBHS)	Action: Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (ACF/PC/BOS/CSB Director)			Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan
Self Assessment Activities (cont'd)						Present Process to PC and Broaden Subcommittee Membership		Develop Self-Assessment Schedule and Send Out Notification					
								Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites					
								Train Community Volunteers/PC Subcommittee Members					





**Policy Council Meeting Minutes**  
 Location: Hilton Concord, 1970 Diamond Blvd, Concord, CA



**Date:** 9/30/2020

**Time Convened:** 6:05 PM

**Time Terminated:** 7:50 PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Katie Cisco, Chair, called the meeting to order at 6:05 PM Nivette Moore-Abalo, Past Parent Representative, reviewed the desired outcomes. Jasmine Cisneros, Parliamentarian, reviewed the meeting ground rules.
Public Comment	None
Correspondence	None
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Interim Director</li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked representatives for attending. Administrative updates: <ul style="list-style-type: none"> <li>• CSB directly operated centers re-opened September 8, 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 re-opened in June and July are continuing to provide services and are closing classrooms as needed based on Health Department guidance. Our partner unit is providing support and technical assistance to them as needed.</li> <li>• CSB has received over \$4,400,000 in funds to support the needs of our Bureau's clients and programs during the pandemic; \$1,690,825 from Head Start and Early Head Start alone. These funds support facility modifications and the purchase of PPEs (Personal Protective Equipment) and cleaning supplies, specialized cleaning services, and materials, supplies, and equipment used for distance learning.</li> <li>• CSB 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:               <ol style="list-style-type: none"> <li>a. A single deficiency no longer requires re-competition; it is now two;</li> <li>b. Removal of CLASS condition to re-compete based on being in the lowest 10% nation-wide in that year;</li> <li>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;</li> <li>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;</li> </ol> </li> </ul>

e. The established fiscal threshold for re-competition if there are two or more audit findings.

Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of August as follows:

- Enrollment for the month was 87.2% for Head Start, 97.11% for Early Head Start, 95.83% for Early Head Start Child Care Partnership #1, and 87.89% for Early Head Start Child Care Partnership #2.
- Attendance for the month was 79.95% for Head Start, 73.69% for Early Head Start, 93.49% for Early Head Start Child Care Partnership #1, and 68.01% for Early Head Start Child Care Partnership #2.

Program updates:

- CSB directly operated centers reopened for children and families on September 8.
- We have reopened at a much smaller capacity than we previously operated due to an updated MB/PIN (early September) for Community Care Licensing and guidance from the from the California Dept of Public Health; for in-class learning, group sizes are 8 children for Pre-School, 4 toddlers, 3 infants.
- We will continue with the smaller cohort sizes for now; smaller cohorts allow for less transmission of illness or exposure to illness.
- Unfortunately, we did have a positive case at one of our sites in West County that recently resulted in two cohort closures but was limited to just these two cohorts (6 families affected-not the whole site). These two cohorts will be reopening for children and families on Monday, October 5.
- As I mentioned, we will continue with the smaller cohorts for now, but will look to gradually increase our in-class services to potentially align with the county tier system of reopening. CCC remains in the Purple tier and would next move into the Red tier. The increase would still be in alignment with the MB/PIN released in early September (still within the number of allowed individuals per classroom). More info to come shortly regarding this.
- As noted in the attendance report, we are not yet 100% enrolled for in-class services. The CEU (Centralized Eligibility Unit) and site supervisors are working thoughtfully and collaboratively to continue enrolling children for in-class services, in addition to the families requesting support via distance learning.
- Our education team has created a Distance Learning plan to support families and children at home and continue to make modifications to the plan according to regulations and the families' individual needs.
- All childcare partners have reopened to some capacity, and our Partner unit continues to provide the appropriate support as needed; FBHS followed CSB's closure and reopening plans as well.
- Comprehensive Services staff continues to contact parents/caregivers to provide resources and to update the Family Partnership Agreement (FPA), health history, and the Program Information Report (PIR).
- CS staff provided Census bags to families that included: WIC, SNAP(CalFresh), and Farmers markets information, cookbooks, Parent Power (READ for preschool) materials, Itsy Bitsy (ReadMe a Story for ages 0-3) materials, Watchful Willi (Pedestrian

Safety), developmental milestones information, Low Income Home Energy Assitance Program information (LIHEAP), oral health education, coloring books from LIHEAP, toothpaste, age-appropriate books, and age-appropriate toothbrushes.

- All teaching staff participated in a Comprehensive Services Refresher training in late August, which focused on the areas of health, nutrition, mental health/disabilities, and Parent Family Community Engagement. Teachers also participated in the annual education in-service training, which included training supports on social/emotional support, individualization, curriculum, and how to support families with distance learning. Wonderful that we are able to continue with professional development for our staff.

Haydee Ilan, Accountant III, presented the following fiscal reports:

- **2019-2020 Head Start Program: July 2020** year to date cash expenditures were \$7,604,039 YTD, representing 40% of the program budget.
- **2019-2020 Early Head Start Program: July 2020** year to date cash expenditures were \$1,535,528 YTD, representing 37% of the program budget.
- **2019-2020 Early Head Start – CC Partnership #1: July 2020** year to date cash expenditures were \$1,205,821 YTD, representing 87% of the program budget.
- **2019-2020 Early Head Start – CC Partnership #2: July 2020** year to date cash expenditures were \$3,242,893 YTD, representing 57% of the program budget.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for the month of **July 2020**, were \$11,479.51.
- **Child and Adult Care Food Program: August 2020**, total meal served, including breakfast, lunch, and supplements were 4,633.

**Action:**  
Review and consider approval of Community and Past Parent Representatives

Katie Cisco, Chair, provided Community Representatives & Past Parents wishing to serve on the 2020-21 Policy Council the opportunity to read their letters of interest.

- Community Representatives letters of interest were received from: Devlyn Sewell from Economic Opportunity Council, and Deanna Carmona from First 5 Contra Costa to join the Policy Council.
- Past Parent letters of interest were received from: Nivette Moore-Abalo

**A motion to approve the Community and Past Parent Representatives noted above was made by Andres Torres and seconded by Joel Nickelson-Shanks. The motion was approved.**

Ayes		Nays	Abstentions	Not Present
Jasmine Cisneros	Taylor Hardy			Deniedre Henry
Joel Nickelson-Shanks	Evelyn Garcia			Maria Roxana Alvarado
Charles Latham	Folakemi Omole			Jamillah Monroe
Delia Zarges	Maria Palestino			Daisy Martinez
Matthew Carlson	Andres Torres			Priscilla Proteau

	Kara Simmons	Luis Acuna		
	Maria Barrios	Katie Cisco		
	Karen Medrano			

**Action:**  
Conduct 2020-2021 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers

Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2020-2021 PC Executive officers are as follows:

1. Chair: Jasmine Cisneros
2. Vice-Chair: Matthew Carlson
3. Secretary: Andres Torres
4. Parliamentarian: Karen Medrano

**A motion to approve the 2020-2021 Executive Committee Officers was made by Joel Nickelson-Shanks and seconded by Jasmine Cisneros. The motion was approved.**

Ayes		Nays	Abstentions	Not Present
Jasmine Cisneros	Evelyn Garcia			Deniedre Henry
Joel Nickelson-Shanks	Folakemi Omole			Maria Roxana Alvarado
Charles Latham	Maria Palestino			Jamillah Monroe
Delia Zarges	Andres Torres			Daisy Martinez
Matthew Carlson	Luis Acuna			Priscilla Proteau
Kara Simmons	Katie Cisco			
Maria Barrios	Devlyn Sewell			
Karen Medrano	Deanna Carmona			
Taylor Hardy	Nivette Moore-Abalo			

**Action:**  
Consider Approval of the June 17, 2020, Policy Council Minutes

The minutes of the June 17, 2020, Policy Council meeting were reviewed and no corrections were noted.

**A motion to approve the minutes from the June 17, 2020, Policy Council meetings was made by Andres Torres and seconded by Nivette Moore-Abalo. The motion was approved.**

Ayes		Nays	Abstentions	Not Present
Jasmine Cisneros	Evelyn Garcia			Deniedre Henry
Joel Nickelson-Shanks	Folakemi Omole			Maria Roxana Alvarado
Charles Latham	Maria Palestino			Jamillah Monroe
Delia Zarges	Andres Torres			Daisy Martinez
Matthew Carlson	Luis Acuna			Priscilla Proteau
Kara Simmons	Katie Cisco			
Maria Barrios	Devlyn Sewell			
Karen Medrano	Deanna Carmona			

	Taylor Hardy	Nivette Moore-Abalo			
<b>Action:</b> Consider Approval of the August 19, 2020, Policy Council Minutes	The minutes of the August 19, 2020, Policy Council meeting were reviewed and no corrections were noted. <b>A motion to approve the minutes from the August 19, 2020, Policy Council meetings was made by Charles Latham and seconded by Andres Torres. The motion was approved.</b>				
	Ayes		Nays	Abstentions	Not Present
	Jasmine Cisneros	Evelyn Garcia			Deniedre Henry
Joel Nickelson-Shanks	Folakemi Omole			Maria Roxana Alvarado	
Charles Latham	Maria Palestino			Jamillah Monroe	
Delia Zarges	Andres Torres			Daisy Martinez	
Matthew Carlson	Luis Acuna			Priscilla Proteau	
Kara Simmons	Katie Cisco				
Maria Barrios	Devlyn Sewell				
Karen Medrano	Deanna Carmona				
Taylor Hardy	Nivette Moore-Abalo				
Announcements	Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements: <ul style="list-style-type: none"> <li>• Orientation forms (Standard of Conducts, Code of Ethics, and Training Verification) will be sent via Adobe Sign for completion in the next few days.</li> <li>• Form 700 - Statement of Economic Interests was mailed along with the meeting material; representatives were asked to complete the form and mail back in the self-address envelope.</li> <li>• Representatives are encouraged to nominate and recognize center staff for their quality work by completing the CSB342 Parent Recognition - Staff Nomination form. Representatives are asked to share the nomination form with parents at their sites and encourage them to recognize staff. The form is now available via Adobe Sign.</li> <li>• Representatives are encouraged to work with their Site Supervisors to complete and submit Site Reports form CSD336. Reports are shared out during monthly PC meetings on a rotating basis. The form is now available via Adobe Sign.</li> <li>• Subcommittee recruitment and sign up will be held next month. Handouts with the various subcommittee's responsibilities will be mailed to representatives to review, so representatives come prepared to sign up for the committee of their interest</li> </ul>				
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> <li>• New Representatives</li> <li>• Positive Environment</li> <li>• Fiscal Report Presentation</li> <li>• Good Participation</li> </ul>			<u>Deltas / Δ</u> <ul style="list-style-type: none"> <li>• None</li> </ul>	