

**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: Zoom Virtual Meeting

Date: 2/3/2021

Time Convened 6:04 p.m.

Time Terminated 6:30 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Jasmine Cisneros, Matthew Carlson, Karen Medrano, Rita Loza, and Michelle Mankewich

Absentees: Jamillah Monroe

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Jasmine Cisneros, Chair, called the meeting to order at 6:04 p.m.</li> <li>Matthew Carlson, Vice Chair, reviewed the desired outcomes and the meeting ground rules.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve January 6, 2021, Executive Meeting Minutes</li> </ul>	<p>The minutes were reviewed; no corrections were noted.</p> <p><b>A motion to approve January 6, 2021, Executive Meeting Minutes was made by Matthew Carlson and seconded by Karen Medrano. The motion passed.</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve January 12, 2020, Executive Meeting Minutes</li> </ul>	<p>The minutes were reviewed; no corrections were noted.</p> <p><b>A motion to approve January 12, 2020, Executive Meeting Minutes was made by Matthew Carlson and seconded by Karen Medrano. The motion passed.</b></p>
<ul style="list-style-type: none"> <li>Review and Make a Decision on Parent Recognition of Staff</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed all nomination forms and selected Ms. Aghogho Chinwike, Associate Teacher at Lavonia Allen, and Ms. Divina Tiamzon, Teacher at Bayo Vista, to receive recognition on February 17, 2021, Policy Council Meeting for her outstanding work with the children and families.</li> </ul> <p>Imelda Prieto Martinez, Senior Clerk, will invite them to attend the February 17, 2021, Policy Council meeting to receive their recognition.</p>
<p>Staff Report</p>	<p>Michelle Mankewich, ASA III, provided updates on the following items:</p> <ul style="list-style-type: none"> <li>Six sites participated in the ECE Dairy Council Pilot program to introduce children to new foods and encourage positive food relations. Sites received materials last week and will be implementing these new materials very soon.</li> <li>Distance Learning teachers have an upcoming training to look at ways to enhance children's engagement and provide quality educational activities for families.</li> <li>Employment Human and Services Department (EHSD) will host its first virtual Years of Service Awards this week, and we are pleased to celebrate our leadership team. Katharine Mason, Interim director, will be celebrated for her Fifteen (15) years of service, Amy Wells, Division Manager, celebrates ten (10) years of service; and Christina Reich, Division Manager, celebrates Twenty-five (25) years of service, and Ruth Hunter, our new Sites Supervisor III from GM III, celebrates Thirty (30) years with the county.</li> </ul>
<ul style="list-style-type: none"> <li>Review January 20, 2021, Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed January 20, 2021, Policy Council Minutes.</li> </ul>

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<ul style="list-style-type: none"> <li>Review and set Agenda for February 17, 2021, Policy Council Meeting</li> </ul>	The group reviewed and set the agenda for February 17, 2021, Policy Council Meeting. Ice Breaker: "What creative activity do you do with your children now that they are home all the time?"	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> <li>Program updates</li> <li>Great participation</li> <li>Meeting ended on time</li> </ul>	<u>Deltas / Δ</u> <ul style="list-style-type: none"> <li>Missing an Exec member</li> </ul>