



Policy Council Meeting Minutes
Virtual Meeting



Date: 4/21/2021

Time Convened: 6:01 PM

Time Terminated: 8:08 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:01 pm. Matthew Carlson, Vice-Chair, reviewed the desired outcomes and meeting ground rules.
Public Comment	Lauren Babb, Economic Opportunity Council, Private/Non-Profit Seat No. 3, addressed the participants in attendance in a Public Hearing to gather input to identify high priority needs of low-income and under-served populations in Contra Costa County.
Correspondence	None
Staff Recognition	The following staff was recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> • Bangone Soomboosab, I/T Teacher at George Miller Concord, and Manjeet Kaur, I/T Teacher at Los Arboles, were presented with a certificate and a book to acknowledge their dedication to the children and families.
Ice Breaker	Policy Council Representatives participated in an icebreaker activity to open communication and build connections among members. They were prompted to share, "What healthy lunch/dinner recipes have you tried out with your family?"
Administrative Reports <ul style="list-style-type: none"> • CSB Interim Director • Interim Division Manager • Fiscal 	Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked them for attending. Administrative updates: <ul style="list-style-type: none"> • Interviews for CSB Director are completed, and the final selection is still in process. Interviews for Fiscal Officer are tentatively scheduled for early May. • CSB completed the State Contract Monitoring Review (CMR) and Error Rate Review (ERR) of Stage 2, Alternative Payment, CCTR (ages 0-3), and CSPP (preschool) programs. There was a 0% error rate and No Findings of Noncompliance! This is a rare and significant accomplishment! <ul style="list-style-type: none"> ○ The reviewers were especially impressed with: our well-organized family files, having one "comprehensive and reliable" system for accounting, record-keeping, and reporting (CLOUDS), as well as staff's strong knowledge of the system, our attendance and eligibility determination systems, and our adaptations to services for and communication methods with families and children during the pandemic. They made a point to thank us for the "warm welcome" from our staff and an "easy" review process. • Our Board of Supervisors signed on to a Letter of Concern spearheaded by the California Head Start Association around Assembly Bill 22 (McCarty), a bill to expand Transitional Kindergarten (TK). The main concerns are that this bill does not address what at-risk children need or what working parents need. Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of March as follows:

	<ul style="list-style-type: none"> • The month's enrollment was 60.85% for Head Start, 89.07% for Early Head Start, and 75.0% for Early Head Start Child Care Partnership #2. • The month's attendance was 79.61% for Head Start, 84.12% for Early Head Start, and 84.63% for Early Head Start Child Care Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> • Classroom Operations <ul style="list-style-type: none"> ○ County tier system update-Orange tier effective April 7th; Gradual increases to in-class capacity beginning this week (4I, 6T, 10PS, 12HS only) ○ Modified some practices to be less restrictive, such as criteria to close, etc.; no changes will impact the health and safety of staff and/or families ○ Masks-two and up; please continue to talk with your child about this requirement. • CSB Connect! Creators have released this interactive website to CSB's Business Systems staff on Monday! This week test runs were completed to ensure everything works as it should. It should be available soon! • Grow Our Own - In collaboration with Diablo Valley College, CSB hosted an informational session for all teaching staff who may be interested in advancing their career with an Associate Teacher permit. The session supported potential participants with how to enroll in fall classes, how the program will look, and tuition and academic support available. Los Medanos College (LMC) is offering staff who meet qualifications the opportunity to participate in a BA program through Brandman University starting in 2022. Lots of upcoming opportunities for staff to advance their education. • This week is the 50th anniversary of the Week of the Young Child. Many activities for the children are planned, including parades, picnics, dress-up activities, singing and dancing, outdoor chalk and painting, and more. This year is a little different due to the pandemic, and we hope the next celebration can include families as we have done in the past. Please check out our social media page for lots of great pictures that showcase the fun the classrooms and children had. <p>Sarah Reich, ASAIII, and Nivette Moore-Abalo, Fiscal Subcommittee member, presented the following financial reports on behalf of Haydee Ilan:</p> <ul style="list-style-type: none"> • 2020-2021 Head Start Program: February 2021 year-to-date cash expenditures were \$1,207,751 YTD, representing 7% of the program budget. • 2020-2021 Early Head Start Program: February 2021 year-to-date cash expenditures were \$233,963 YTD, representing 6% of the program budget. • 2020-2021 Early Head Start – CC Partnership: February 2021 year-to-date cash expenditures were \$2,054,587 YTD, representing 41% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of February 2021 were \$5,491.23. • Child and Adult Care Food Program: February 2021, total meals served, including breakfast, lunch, and supplements, were 8,950.
<p>Subcommittee Updates</p>	<p>Fiscal: Nivette Moore-Abalo presented the Fiscal reports to the Policy Council during the Administrative reports.</p> <p>Program Services: No updates were reported.</p>

Action:
Consider approval of 1.22% Cost of Living Adjustment for Head Start

Sarah Reich, ASAIII, provided an overview of the 1.22% Cost of Living Adjustment for Head Start.

	CSB Head Start	Delegate Agency First Baptist Head Start	Total
1.22% COLA	\$184,523	\$27,888	\$212,411
Non-Federal Match	\$ -0-	\$ -0-	\$ -0-
TOTAL	\$184,523	\$27,888	\$212,411

A motion to approve the 1.22% Cost of Living Adjustment for Head Start was made by Matthew Carlson and seconded by Delia Zarges. The motion passed.

Ayes		Nays	Abstentions	Not Present
Joel Nickelson-Shanks	Jason Streffery			Deniedre Henry
Delia Zarges	Denae Johnson			Folakemo Omole
Dana Von Austin	Carmina Hernandez			Melrelease Epperson
Kara Simmons	Melanie Graves			Jamyisha Portis (disconnected from the roll call)
Karen Medrano	Devlyn Sewell			Matthew Carlson (disconnected from the roll call)
Myriah Herrington	Deanna Carmona			
Desirae Jordan	Nivette Moore-Abalo			
Maria Palestino				
Maria Chavez				

Action:
Consider approval of 1.22% Cost of Living Adjustment for Early Head Start

Sarah Reich, ASAIII, provided an overview of the 1.22% Cost of Living Adjustment for Early Head Start.

	Early Head Start
1.22% COLA	\$46,289
Non-Federal Match	\$ -0-
TOTAL	\$46,289

A motion to approve the 1.22% Cost of Living Adjustment for Early Head Start was made by Matthew Carlson and seconded by Melanie Graves. The motion passed.

Ayes		Nays	Abstentions	Not Present
Jamyisha Portis	Maria Palestino			Deniedre Henry
Joel Nickelson-Shanks	Maria Chavez			Folakemo Omole
Delia Zarges	Jason Streffery			Melrelease Epperson
Dana Von Austin	Denae Johnson			
Matthew Carlson	Carmina Hernandez			
Kara Simmons	Melanie Graves			
Karen Medrano	Devlyn Sewell			
Myriah Herrington	Deanna Carmona			
Desirae Jordan	Nivette Moore-Abalo			

Action:
Consider approval of 1.22% Cost of Living Adjustment for Early Head Start Child Care Partnership

Sarah Reich, ASAIII, provided an overview of the 1.22% Cost of Living Adjustment for Early Head Start Child Care Partnership.

	Early Head Start
1.22% COLA	\$20,000
Non-Federal Match	\$ -0-
TOTAL	\$20,000

A motion to approve the 1.22% Cost of Living Adjustment for Early Head Start Child Care Partnership was made by Matthew Carlson and seconded by Melanie Graves. The motion passed.

Ayes		Nays	Abstentions	Not Present
Jamyisha Portis	Maria Palestino			Deniedre Henry
Joel Nickelson-Shanks	Maria Chavez			Folakemo Omole
Delia Zarges	Jason Streffery			Melrelease Epperson
Dana Von Austin	Denae Johnson			
Matthew Carlson	Carmina Hernandez			
Kara Simmons	Melanie Graves			
Karen Medrano	Devlyn Sewell			
Myriah Herrington	Deanna Carmona			
Desirae Jordan	Nivette Moore-Abalo			

Action:
Consider approval of 2021 Early Head Start Child Care Partnership Grant Extension

Sarah Reich, ASAIII, provided an overview of the 2021 Early Head Start Child Care Partnership Grant Extension.

Description	Amount
a. Personnel	\$321,701
b. Fringe Benefits	\$208,678
c. Travel	-
d. Equipment	-
e. Supplies	\$4,000
f. Contractual	\$346,200
g. Construction	-
h. Other	\$215,776
i. Indirect Costs	\$61,123
j. Total Direct Charges	\$1,157,478

A motion to approve the Early Head Start Child Care Partnership Grant Extension was made by Matthew Carlson and seconded by Joel Nickelson-Shanks. The motion passed.

Ayes		Nays	Abstentions	Not Present
Jamyisha Portis	Maria Palestino			Deniedre Henry
Joel Nickelson-Shanks	Maria Chavez			Folakemo Omole
Delia Zarges	Jason Streffery			Melrelease Epperson
Dana Von Austin	Denae Johnson			Nivette Moore-Abalo (disconnected from the roll call)

	Matthew Carlson	Carmina Hernandez			
	Kara Simmons	Melanie Graves			
	Karen Medrano	Devlyn Sewell			
	Myriah Herrington	Deanna Carmona			
	Desirae Jordan				

Action: Consider Approval of March 17th, 2021, Policy Council Minutes	The minutes of the March 17th, 2021, Policy Council meeting were reviewed and no corrections were noted.				
	A motion to approve the minutes from the March 17th, 2021, Policy Council meetings was made by Matthew Carlson and seconded by Jamyisha Portis. The motion passed.				
	Ayes		Nays	Abstentions	Not Present
	Jamyisha Portis	Maria Palestino		Deniedre Henry	
	Joel Nickelson-Shanks	Maria Chavez		Folakemo Omole	
	Delia Zarges	Jason Streffery		Melrelease Epperson	
	Dana Von Austin	Denae Johnson		Devlyn Sewell (disconnected from the roll call)	
	Matthew Carlson	Carmina Hernandez		Nivette Moore-Abalo (disconnected from the roll call)	
	Kara Simmons	Melanie Graves			
	Karen Medrano	Deanna Carmona			
	Myriah Herrington				
	Desirae Jordan				

Training: Child Abuse Prevention and Parental Resiliency	<p>Stephanie Kraus and Sally Lowder, Mental Health Program Managers, provided an overview of Parental Resiliency and its relation to Child Abuse Prevention. Parenting is the most important and challenging job, and no one is perfect. Understanding how our little ones cope with stress is a lifelong process, and getting help with early intervention through Head Start significantly helps parents with being resilient.</p> <p>What do we mean by the word Resiliency? Resiliency is the ability to adapt to new challenges, manage stress, and recover when faced with adversity. How can we help families learn the necessary skills to better cope with stress for themselves and their children? Resiliency is not an inborn trait, and it's a skill that is cultivated with time. We learn to recognize the signs of stress and implement self-care to cultivate resiliency for ourselves as caregivers and recognize when our children are showing signs of stress.</p> <p>Recognizing Stress & Stress Relationship to Self-Care – What does Stress look like for you?</p> <ul style="list-style-type: none"> • Feeling angry, Irritable, & Sad often • Feeling Hopeless • Difficulty making decisions • Cry Easily & Worry often • Arguing with Friends & Partner • Overeating on Not Eating Enough • Unable to Sleep or Increased Sleeping
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- Hurting yourself, others, animals, or damaging objects
- Decreased Interest & Interaction with others

When thinking about this for ourselves, a helpful tool can be to take a moment to reflect where in your body you tend to feel stress. Ongoing stress can contribute to health problems such as allergies, irritable bowel syndrome (IBS), increased blood pressure, neck pain, tension headaches, etc. These are clear signs that your body is telling you that your cortisol hormone is high and that you need to engage in self-care.

Approaches to Stress Reduction – Increase Regulation & Decreased Reactivity

- Eating healthy and be physically active
- Spend time with a supportive friend or loved one
- Reach out to a mental health professional
- Reduce the amount of news that you're watching
- Taking walks
- Find ways to relax that don't compromise your health

Increased self and other awareness help reduce stress and feel better about managing overwhelming feelings throughout the day.

The benefits of a healthy lifestyle are as follows

- Increase the likelihood one will reach out to someone for help with overwhelming thoughts and unhelpful habits
- Increase one's patience with their child and decreased fears related to parenting, and improves their creativity and empathy
- Social engagement and the ability to collaborate begin to reduce stress, depression, anxiety, and it can improve our emotional intelligence

Concerning Behaviors in Young Children - What is Concerning Behavior?

- Aggressive toward self or others
- Verbally &/or Physically harming others
- Withdrawing physically &/or verbally from others
- Distressing (for both child & caregiver)
- Negatively impacts their ability to function effectively in the environment (Home, school, or community)

What are children expressing through their behaviors?

- Learning by trying & testing
- Learning to communicate verbally like adults & use emotion regulation
- Exploring the environment & the limits of their relationships
- Using behavior to express needs, wants, & feelings
- Showing us that they are struggling internally

How can we improve a child's well-being & reduce the feeling that underly unwanted behaviors?

	<ul style="list-style-type: none"> • Building a routine and daily schedules so children know what to expect and are less anxious and resistant to engaging in activities anticipatory • Develop family rules <p>What do positive teaching tools look like in practice?</p> <ul style="list-style-type: none"> • Praise wanted behavior + modeling yourself • Identify feelings • Offer choices • Provide natural consequences • Focus on the specific behavior you want to change • Can you make the following rules into a game? <p>Reach out for help, connect with teachers, extended family members, mental health professionals, or pediatricians.</p> <p>Increasing Well-Being & Fostering Resiliency is attainable when we feel connected to others.</p>
Site Reports	<p>Ambrose</p> <ul style="list-style-type: none"> • We celebrated "Week of the Young Child" with wonderful activities all week long! • Ms. Valeire Nunley is retiring on April 23rd, 2021; she will be missed! We wish her a happy and restful retirement! • New cubbies were installed in classroom B-2. • We have been planting vegetable seeds at the Ambrose Community garden. • On March 22nd, 2021, Isabel Renggenathen visited our Center. • Grab-N-Go bags with family activities and new books were distributed, and diapers were donated to 3 of our families. <p>Balboa</p> <ul style="list-style-type: none"> • Children, families, and staff celebrate Week of the Young Child with many activities such as bubble dancing, crazy hat day, T-shirt making, Sports Day, Pajama Day, and A Chalk It Up event on Family Friday. • All students and staff practiced new fire drill exercises. • Outdoor bulletin boards (so parents can see children's work on display) will feature different classroom work each week. • A new washer was installed for Modular B. • Room #2 is working on a building project. • In-person, students and Distance Learning students received art-collage bags to create art at home. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista is celebrating the welcoming of Spring and Week Of The Young Child. Many fun activities have been planned for the children to enjoy during this time. • New banners promoting enrollment in our programs were installed at the front of the building. • Room #3 preschool classroom is working on the ball project. • Week of the Young Child activities will occur; each class will hold a small parade on the playground with instruments and banners celebrating this festive week. • Parents were provided with resources for dental care, Make Parenting A Pleasure tips, and Language Development guidelines for Young Children. <p>George Miller Concord</p>

	<ul style="list-style-type: none"> • "Week of the Young Child" at GMC. Teachers prepared engaging activities to celebrate the children. Some of the fun and engaging activities were outdoor Zumba, music parade, crazy hair and hat day, and multi-cultural day. • We have a new Student Intern to support our work at GMC. • During our Parent Meeting, we shared information about the "Itsy-Bitsy Reading Program," provided tips and facts about reading to their young children at home; and the "Using the Home as a Learning Environment," including tips on how to play together, share, wait and take turns. • Home activities were sent to families to support learnings from classroom to home. • Spring break for the part-day program was the week of April 5th. <p>GMIII</p> <ul style="list-style-type: none"> • April 12-16th was "Week of the Young Child," all GMIII classrooms enthusiastically participated by creating fun, thoughtful hands-on learning activities, including tie-dye T-shirt making, musical instrument making, sidewalk chalk drawing, healthy snack making, and making family dioramas! • On April 16th GMIII hosted a dental health event called Give a Kid a Smile Day. All students participated, including those enrolled in distance learning. The event was a success, all CoVID19 health and safety protocols and precautions were implemented, and there was an attendance turnout of 30+ students. • GMIII hosted a virtual Movie Night for all students and their families, including "Healthy Snack Options" - a nutrition presentation by our registered dietician, Sophia Talbot. • Teachers in two of the classrooms have been doing special projects with their students about trees and the study of different buildings. • Isabel Renggenathen, Assistant Director, came for a delightful site visit to collectively check-in with the teaching staff and the site supervisors. • "Friendship Card" information was distributed to all GMIII families so that children and their parents can make a card together and send/share it with a loved one. <p>Los Arboles</p> <ul style="list-style-type: none"> • We celebrated the Week of the Young Child from April 12th – April 16th with many fun activities such as Multicultural Day, Art, Music, Pajama Day, and Carnival Day on Friday. • Our site received new chairs for the preschoolers. • Children decorated T-shirts to take home. • Cecilia from Tandem shared Story Cycle resources. • Ms. Manjeet Kaur will be recognized at the Policy Council this month.
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copy of resources were emailed to participants):</p> <ul style="list-style-type: none"> • Father Talk (Supporting Fathers & Father Figures)/English Series-PUSD fathers: Wednesdays from April 14th-June 2nd 6:00-8:00 pm Register: COPE Family Support: (925) 689-5811/First 5 Centers • Children and Play: How to Incorporate Positive Parenting: Tuesday, April 27th, 6:00-7:00 pm Register: COPE Family Support: (925) 689-5811/First 5 Centers • Strategies for Parenting Multiple Children: Thursday, May 13th, 6:00-7:30p Register: COPE Family Support: (925) 689-5811/First 5 Centers • California COVID-19 Rent Relief Program: Call (833) 430-2122

	The next meeting is scheduled for May 19th, 2021.	
Meeting Evaluation	<p style="text-align: right;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good information • Public Hearing was helpful 	<p style="text-align: right;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None