

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:</b> CSB Policy Council Meeting	
<b>Date:</b> October 20, 2021	<b>Time:</b> 6:00 PM – 8:00 PM
<b>Zoom Meeting ID:</b> 846 2326 0882 Password: 092863	
<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 Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [arajujo@ehsd.cccounty.us](mailto:arajujo@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 [arajujo@ehsd.cccounty.us](mailto:arajujo@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.

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

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

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

An understanding of the Bureau’s Strategic Goals so that Policy Council members can share this information at parent meetings and be aware of CSB’s priorities and direction as they make decisions and provide program input.

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

An approval of Subcommittee Leads.

An approval of September 29, 2021 Policy Council Minutes.

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.

An understanding of “Faith Campbell Learning Center” and its services in supporting low income parents to pursue their education.

An understanding of Site Reports so that we may celebrate our children, families, and staff’s co-parenting efforts to build partnership.

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

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	Juan Batiz	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Myriah Herrington	1 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano	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	5 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>Interim Division Manager</li> <li>Fiscal</li> </ul>	Present Clarify Check for understanding	Aaron Alarcon-Bowen Amy Wells Haydee Ilan	20 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>Bureau's Strategic Goals</li> </ul>	Present Clarify Check for understanding	Aaron Alarcon-Bowen	15 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Subcommittee Membership Recruitment</li> </ul>	Present Clarify Check for understanding Check for Agreement	Ana Araujo Haydee Ilan Magda Bedros Nelly Ige Michelle Mankewich	15 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 Jasmine Cisneros	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of September 29, 2021, Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>Head Start Eligibility</li> </ul>	Present Clarify Check for understanding	Tracy Lewis	15 Minutes
<b>Presentation</b> <ul style="list-style-type: none"> <li>Faith Campbell Learning Center</li> </ul>	Present Clarify Check for understanding	Lesley Wagner Isabel Renggenathen	15 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	8 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minutes

## 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.

## **Enrollment and Attendance Report to Policy Council September 2021**

### Enrollment:

- HS – 54.11%
- EHS –84.57%
- EHS-CCP2 –66.79%

### Attendance:

- HS –80.20%
- EHS –74.78%
- EHS-CCP2 –81.09%

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

Enrollment reflects both in-class and distance learners. Attendance reflects ONLY in-class children.

## ***Informe de Inscripción y Asistencia al Consejo de Políticas Septiembre 2021***

### *Inscripción:*

- HS – 54.11%
- EHS –84.57%
- EHS-CCP2 –66.79%

### *Asistencia:*

- HS –80.20%
- EHS –74.78%
- EHS-CCP2 –81.09%

**Bajos números de inscripción y asistencia debido a preocupaciones de Covid-19 y restricciones de tamaño de clase.**

**La inscripción refleja tanto a los alumnos que están en clase como a distancia. La asistencia refleja SOLAMENTE a los niños que están en clase.**

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF AUGUST 2021**

<b>DESCRIPTION</b>	<b>AUGUST YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>67% %YTD</b>
a. PERSONNEL	\$ 2,608,713	\$ 4,236,938	\$ 1,628,225	62%
b. FRINGE BENEFITS	1,703,392	2,898,950	1,195,558	59%
c. TRAVEL	-	22,060	22,060	0%
d. EQUIPMENT	12,552	30,000	17,448	0%
e. SUPPLIES	150,919	213,000	62,081	71%
f. CONTRACTUAL	2,360,215	4,069,324	1,709,109	58%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	786,259	5,545,028	4,758,769	14%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 7,622,050</b>	<b>\$ 17,015,300</b>	<b>\$ 9,393,250</b>	<b>45%</b>
j. INDIRECT COSTS	233,852	805,197	571,345	29%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 7,855,902</b>	<b>\$ 17,820,497</b>	<b>\$ 9,964,595</b>	<b>44%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>\$ 1,963,976</b>	<b>\$ 4,455,124</b>	<b>\$ 2,491,149</b>	<b>44%</b>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF AUGUST 2021**

<b>DESCRIPTION</b>	<b>AUGUST YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>67% %YTD</b>
a. PERSONNEL	\$ 388,753	\$ 496,100	\$ 107,347	78%
b. FRINGE BENEFITS	249,280	307,515	58,235	81%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	27,013	17,389	(9,624)	155%
f. CONTRACTUAL	1,011,672	1,891,976	880,304	53%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	364,878	1,114,151	749,273	33%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 2,041,597</b>	<b>\$ 3,829,131</b>	<b>\$ 1,787,534</b>	<b>53%</b>
j. INDIRECT COSTS	28,418	94,292	65,874	30%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 2,070,015</b>	<b>\$ 3,923,423</b>	<b>\$ 1,853,408</b>	<b>53%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>\$ 517,504</b>	<b>\$ 980,856</b>	<b>\$ 463,352</b>	<b>53%</b>

**CONTRA COSTA COUNTY - EHSD COMMUNITY SERVICES BUREAU**  
**EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM**  
**BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH DECEMBER 31, 2021**  
**AS OF AUGUST 2021**

DESCRIPTION	AUGUST YTD Actual	Original Budget Sep 20-Dec 21	Remaining Budget Sep-Dec 21	75% Budget % YTD
a. PERSONNEL	1,036,032	1,373,662	337,630	75%
b. FRINGE BENEFITS	649,058	890,603	241,545	73%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	167,645	33,685	(133,960)	498%
f. CONTRACTUAL	1,270,132	1,545,763	275,631	82%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,783,449	2,119,179	335,730	84%
<b>I. TOTAL DIRECT CHARGES</b>	<b>4,906,315</b>	<b>5,969,892</b>	<b>1,063,577</b>	<b>82%</b>
<b>j. INDIRECT COSTS</b>	<b>206,676</b>	<b>237,960</b>	<b>31,284</b>	<b>87%</b>
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>5,112,991</b>	<b>6,207,852</b>	<b>1,094,861</b>	<b>82%</b>

Note: Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
August 2021**

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>
08/23/21	99.94	Indirect Admin Costs	Office Exp
08/23/21	2.66	Indirect Admin Costs	Office Exp
08/23/21	145.92	EHS-Child Care Partnership #2	Office Exp
08/23/21	43.85	Facilities	Office Exp
	<b>292.37</b>		
08/23/21	2,238.30	HS Basic Grant	Books, Periodicals
08/23/21	503.76	HS Basic Grant	Books, Periodicals
08/23/21	569.40	HS Basic Grant	Books, Periodicals
08/23/21	119.88	Head Start T & TA	Books, Periodicals
08/23/21	1,514.99	EHS-Child Care Partnership #2	Books, Periodicals
	<b>4,946.33</b>		
08/23/21	148.15	Indirect Admin Costs	Minor Furniture/Equipment
08/23/21	174.12	Child Care Svs Program	Minor Furniture/Equipment
08/23/21	532.93	EHS-Child Care Partnership #2	Minor Furniture/Equipment
08/23/21	38.40	CC College Site Costs	Minor Furniture/Equipment
	<b>893.60</b>		
08/23/21	503.16	Child Nutrition Food Services	Food
	<b>503.16</b>		
08/23/21	96.80	EHS Basis Grant	Household Expense
	<b>96.80</b>		
08/23/21	20.00	HS Basic Grant	Publications & Legal Notices
	<b>20.00</b>		
08/23/21	59.00	HS Basic Grant	Training & Registration
08/23/21	638.00	Head Start T & TA	Training & Registration
08/23/21	199.00	Head Start T & TA	Training & Registration
08/23/21	125.00	Los Arboles CS	Training & Registration
08/23/21	1,455.00	Operations - Stage 2	Training & Registration
08/23/21	49.00	Operations - Stage 2	Training & Registration
	<b>2,525.00</b>		
08/23/21	790.35	EHS-Child Care Partnership #2	Educational Supplies
	<b>790.35</b>		
<b>Total</b>	<b>10,067.61</b>		



# Subcommittee Sign-Ups 10/20/21

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 via Zoom.

## **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 via Zoom.

## **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, or as need basis.



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 9/29/2021

**Time Convened:** 6:10 PM

**Time Terminated:** 8:07 PM

**Recorder:** Angie Guzman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Matthew Carlson, Past PC Vice-Chair, called the meeting to order at 6:10 pm. Karen Medrano, Secretary, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Executive Director</li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	<p><b>Aaron Alarcon-Bowen, CSB Executive Director</b>, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>• <b>INSPIRATIONAL STORY:</b> Ted Talk about the importance of the first 5 years of a child’s life (7:26 minutes)</li> <li>• <b>COVID-19 PANDEMIC UPDATE:</b> <ul style="list-style-type: none"> <li>- New measures to keep our children, families and staff safe.</li> </ul> </li> <li>• <b>SHARING OUR MESSAGE</b> <ul style="list-style-type: none"> <li>- Congressman Mike Thompson visited our Bayo Vista site on Tuesday, August 31<sup>st</sup>.</li> </ul> </li> <li>• <b>LEGISLATIVE ADVOCACY:</b> <ul style="list-style-type: none"> <li>- CSB Director met with District Manager for Senator Glazer.</li> <li>- CSB to work with Congressman DeSaulnier office on the “Build Back Better” bill.</li> <li>- CSB Director working with CONTRA COSTA EARLY LEARNING LEADERSHIP GROUP to develop a state and local legislative plan to improve wages for Head Start teachers.</li> </ul> </li> <li>• <b>TEACHING STAFF RECRUITMENT</b> <ul style="list-style-type: none"> <li>-CSB to utilize McClatchy Digital Marketing Firm to launch a very comprehensive and robust teaching staff recruitment campaign.</li> </ul> </li> <li>• <b>OTHER NEWS/ISSUES:</b> <ul style="list-style-type: none"> <li>-CSB Director and Division Manager Christina Reich attended the Community Action Annual Convention in Boston, MA</li> </ul> </li> </ul> <p><b>Michelle Mankewich, Administrative Services Assistant III (For Amy Wells DM)</b>, reported:</p> <ul style="list-style-type: none"> <li>• The month's enrollment was 47.23% for Head Start, 81.03% for Early Head Start, and 66.79% for Early Head Start Child Care Partnership #2.</li> <li>• The month's attendance was 76.00% for Head Start, 66.00% for Early Head Start, and 73.06% for Early Head Start Child Care Partnership #2.</li> </ul>

Program updates:

- **Classroom Operations-**

- Increases to in-class capacity to serve more children where staffing allows on the following dates:

- October 1<sup>st</sup>**-Increase to 18 preschools and continue to enroll to full capacity for IT, as needed

- November 1<sup>st</sup>**-Increase to 20 preschools and continue to enroll to full capacity for IT, as needed

- December 1<sup>st</sup>**-Increase all waiver rooms to full capacity (22 or 24 children)

- Please be mindful in answering the daily health question thoughtfully & truthfully; Not doing so could result in removal from the program. We must all work together to keep all staff, families, and children safe.
- We would love your input on our lesson plans! If interested in reviewing and making additions to the weekly plans, please talk with your Site Supervisor.
- Bayo Vista hosted Congressman Mike Thompson on August 31<sup>st</sup>. LaTonya, Site Supervisor gave a wonderful tour of the site while discussing family involvement and the new COVID protocols. We were also given the opportunity to highlight many CSB initiatives and advocate for higher teacher salaries!
- CSB recently celebrated the graduation of 14 CSB and partner agency staff from the Family Development Credential (FDC) program. The FDC program continues to provide frontline workers with the knowledge and skills they need to coach families to set and reach their own goals for healthy self-reliance in their communities. The skills and concepts learned in FDC, specifically regarding supporting families from a strength-based approach, embodies what CSB and Head Start are all about!

#### **Professional Development**

- CSB teaching staff and Site Supervisors attended a training on Child's Rights and Positive Guidance/Behavior Management on Wednesday, August 25th. The training reviewed positive strategies to support children in the classroom and was presented collaboratively by a team of Assistant Directors, Education Managers, Content Area Experts and Site Supervisors. Thank you to Isabel and the Ed Managers for such a great training.
- CSB Comprehensive Services content area managers provided Part Day/ Part Year staff with an Annual Refresher Training on August 31, 2021. The Annual Child and Adult Care Food Program, (CACFP) training was incorporated into the Nutrition training session.

**Haydee Ilan, Accountant III**, presented the following financial reports:

- **2020-2021 Head Start Program: July 2021**, year-to-date cash expenditures were \$7,048,827 YTD, representing 40% of the program budget.
- **2020-2021 Early Head Start Program: July 2021**, year-to-date cash expenditures were \$1,871,953 YTD, representing 48% of the program budget.
- **2020-2021 Early Head Start – CC Partnership: July 2021** year-to-date cash expenditures were \$4,841,090 YTD, representing 78% of the program budget.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **July 2021** were \$24,110.65.
- **Child and Adult Care Food Program: July 2021**, total meals served, including breakfast, lunch, and supplements, were 10,335.

<p><b>Action:</b> Review and Consider Approval of Community and Past Parent Representatives</p>	<ul style="list-style-type: none"> <li>• <b>Child and Adult Care Food Program: August 2021</b>, total meals served, including breakfast, lunch, and supplements, were 11,943.</li> </ul> <p><b>Matthew Carlson, Vice Chair</b>, provided Community Representatives &amp; Past Parents wishing to serve on the 2021-2022 Policy Council the opportunity to read their Letters of Interest.</p> <ul style="list-style-type: none"> <li>• Community Representatives Letters of Interest were received from: Devlyn Sewell from Contra Costa Economic Opportunity Council, Deanna Carmona from First 5 Contra Costa, and Amy Mockoski from Contra Costa County Library.</li> <li>• No Past Parent Letters of Interest were received.</li> </ul> <p><b>A motion to approve the Community Representatives noted above was made by Jasmine Cisneros and second by Ebony Hughes. The motion passed.</b></p> <table border="1" data-bbox="317 448 1885 927"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Joel Nickelson-Shanks</td> <td></td> <td></td> <td>Deniedre Henry</td> </tr> <tr> <td>Andrea Bajandas</td> <td>Juan Batiz</td> <td></td> <td></td> <td>Melanie Graves</td> </tr> <tr> <td>Brianna Flores</td> <td>Karen Medrano</td> <td></td> <td></td> <td>Jessica Clendenning</td> </tr> <tr> <td>Deanna Carmona</td> <td>Kimberly Nieve</td> <td></td> <td></td> <td>Alma De La Mora</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Laura Brum</td> <td></td> <td></td> <td>Maira Garcia</td> </tr> <tr> <td>Dulce Cisneros</td> <td>Lorena Mercham</td> <td></td> <td></td> <td>Jamillah Monroe</td> </tr> <tr> <td>Ebony Hughes</td> <td>Maria Palestino</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rafael Franco</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vilma Gaytan</td> <td>Sinay Castanon</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Erika Farjat</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Amy Mockoski	Joel Nickelson-Shanks			Deniedre Henry	Andrea Bajandas	Juan Batiz			Melanie Graves	Brianna Flores	Karen Medrano			Jessica Clendenning	Deanna Carmona	Kimberly Nieve			Alma De La Mora	Devlyn Sewell	Laura Brum			Maira Garcia	Dulce Cisneros	Lorena Mercham			Jamillah Monroe	Ebony Hughes	Maria Palestino				Jasmine Cisneros	Myriah Herrington				Rafael Franco	Patricia De Queiroz				Vilma Gaytan	Sinay Castanon				Erika Farjat				
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<p><b>Action:</b> Conduct 2021-2022 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers</p>	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement</b>, 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 2021-2022 PC Executive Officers are as follows:</p> <ol style="list-style-type: none"> <li>1. Chair: Jasmine Cisneros</li> <li>2. Vice-Chair: Juan de Dios Batiz</li> <li>3. Secretary: Karen Medrano</li> <li>4. Parliamentarian: Myriah Herrington</li> </ol> <p><b>A motion to approve the 2021-2022 Executive Committee Officers was made by Laura Brum and seconded by Deanna Carmona. The motion passed.</b></p> <table border="1" data-bbox="317 1268 1885 1469"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Joel Nickelson-Shanks</td> <td></td> <td></td> <td>Melanie Graves</td> </tr> <tr> <td>Andrea Bajandas</td> <td>Juan Batiz</td> <td></td> <td></td> <td>Jessica Clendenning</td> </tr> <tr> <td>Brianna Flores</td> <td>Karen Medrano</td> <td></td> <td></td> <td>Deniedre Henry</td> </tr> <tr> <td>Deanna Carmona</td> <td>Kimberly Nieve</td> <td></td> <td></td> <td>Alma De La Mora</td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Amy Mockoski	Joel Nickelson-Shanks			Melanie Graves	Andrea Bajandas	Juan Batiz			Jessica Clendenning	Brianna Flores	Karen Medrano			Deniedre Henry	Deanna Carmona	Kimberly Nieve			Alma De La Mora																																			
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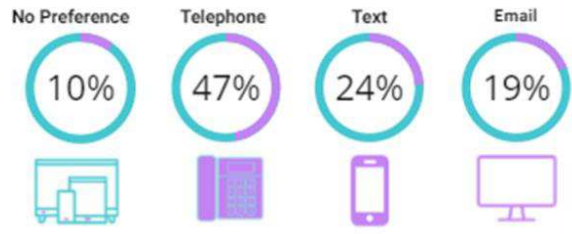
	Devlyn Sewell Dulce Cisneros Ebony Hughes Jasmine Cisneros Jamillah Monroe Rafael Franco Vilma Gaytan	Laura Brum Lorena Mercham Maria Palestino Myriah Herrington Patricia De Queiroz Sinay Castanon			Maira Garcia Erika Farjat
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<b>Action:</b> Consider Approval of August 18, 2021 Policy Council Minutes	The minutes of the August 18, 2021 Policy Council meeting were reviewed and a correction was made on a misspelled word on the first page. <b>A motion to approve the minutes from August 18, 2021 Policy Council meetings was made by Jasmine Cisneros and seconded by Rafael Franco. The motion passed.</b>				
	Ayes	Nays	Abstentions	Not Present	
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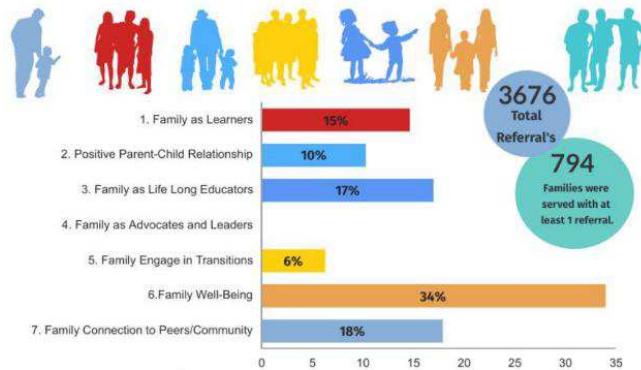
<b>Report:</b> 2020-2021 Annual Report	<p><b>Amanda Cleveland, Administrative Services Assistant III</b>, provided an overview of the 2020-2021 Annual Report. The Annual Report showcases the work we do in our community. It summarizes all of CSB’s services and innovation, and work that has been done in 2020-2021. The following is a brief summary of report; a hard copy of the report will be provided at the next meeting and will be available online.</p> <p><b>Overview</b></p> <ul style="list-style-type: none"> <li>• Highlights of CSB’s work in the community</li> <li>• Summary of services and innovative work completed in 2020-2021</li> <li>• Let’s get to the highlights!</li> </ul> <p><b>CSB Goals and Objectives</b></p> <ul style="list-style-type: none"> <li>• Implementing use of QR codes for e-signatures</li> <li>• Staff received Classroom Assessment Scoring System (CLASS) coaching</li> <li>• 7 Teacher Assistant Trainees (TATs) have completed the ECE work study program</li> <li>• Questionnaire developed to gain increased understanding for families’ living situations at enrollment</li> </ul>
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## Keeping Families Involved

- Family Communication Survey



- Family Engagement Outcomes



## Comprehensive Services

- For health, we highlighted how we were able to adapt to the changing requirements and having proper PPE, Q&A sessions, and completing CPR/First aid as needed.
- Under immunizations, we highlighted how 100% of the children in directly operated sites were up to date with their immunizations.
- For oral health, we noted the waiver for brushing teeth, how all children received information & supplies for oral health, and the Give Kids a Smile Day where 272 EHS & HS children received oral health assessments.
- For nutrition, we noted that there were 90,387 meals served during the program year; we also highlighted the food insecurity survey and results. We were able to ensure families who were identified as food insecure were assisted.

## Disabilities

- 11.4% of children in HS & EHS served had a certified disability. In the EHS Childcare Partnership Program there were 4.23% children served with a disability. All of these children received services in collaboration with local school districts and Regional Center of the East bay.

## Developmental Outcomes

- The overview in the Annual Report highlights the development of infants & toddlers, Preschoolers and pre-kindergarten children in the program over the entire program year. Our education team will provide a report on this at each of the 3 intervals during this program year.

## Community Services Block Grant

80 families received emergency shelter



90 at-risk youth received services for food, clothing, and assessments to assist with self-sufficiency



Over 100 residents received job training & obtained employment



130,000 food boxes were provided to residents

- CSB and Economic Opportunity Council (EOC) were awarded 14 subcontractors with Community Services Block Grant (CSBG) funding, to provide support to our most vulnerable residents in the community. Some notable outcomes achieved include those listed on the slide.
- In addition to the annual funding, there was additional CARES (Coronavirus Aid, Relief, and Economic Security) Act funding allocated to subcontractors to help with water payments for low income residents adversely affected by COVID.

## LIHEAP & Alternative Payment Programs

### LIHEAP

- 142 Households received Weatherization Services
- 1,820 Households received Utility Assistance under CARES Act
- 1,256 Households received Non-Emergency Utility Assistance Services
- 2,192 Households had service disconnection prevented

### Alternative Payment Programs (Stage 2 & CAPP)

- Served approximately 1,172 children
- Funding of over \$13m between Stage 2 and CAPP

### Audits

- During the 2020-2021 program year, CSB had audits conducted by State and CPA firms. All audits had outcomes with no findings. The following audits were completed:
  - FY 2019-2020 Single Audit
  - FY 2019-2020 State Child Development Audit
  - State Contract Monitoring Review (CMR)

Site Reports

**Ambrose**

- Ms. Manjeet came to join our team as our new Infant Lead Teacher on 08/26/21. Welcome Ms. Manjeet!
- Classroom "A" and "B-2" are fully enrolled.
- The staff lounge got a blue tooth speaker, adult coloring books, and markers.
- We continue harvesting tomatoes at the Ambrose garden.
- Assistant Director, Jessie Black, visited our Center on July 22. She played and read to the children.
- Parents received resources through Friday Flyers, one of our families received clothing and shoes through White Pony. Diapers were donated to families by Sweet Beginnings.

**Bayo Vista**

- Bayo Vista is celebrating the visit from Congressmen Mike Thompson and Division Manager Amy Wells. During the visit, Congressman Thompson was delighted to see all the hard work from our teachers. He was also pleased to be greeted by the smiling faces of the children at Bayo Vista. The Congressman was presented with a banner collage from Rm#3 and drawings from Rm #2.
- Bayo Vista would like to welcome our new Toddler Teacher, Mrs. Alexandra Castaner. Mrs. Ale, as she wants to be called, comes from the Balboa Children Center and has worked for four and a half years at CSB. We would also like to welcome our new Teacher in Training, Mrs. Rogeliza Aterrado.
- Room #1 classroom door was repaired and painted.
- Room #3 is working on Pedestrian Safety and creating a classroom tree. We will be using the tree all year long to support the children in learning more about the weather and seasons we experience.
- Parents received Friday Flyers inviting them to community events, resources for COVID vaccinations, and information for the Food Bank that visits Bayo Vista every 2nd Tuesday of the month.

**GMC**

- GMC celebrated the Election of Policy Council Representative and Parent Committee this month.
- Part Day Program started on September 7, 2021.
- Pedestrian Safety was a shared resource this month.

**GMC III**

- The dental van visited us on 9/27/21, which served the children's individual dental health needs by providing free dental health checks.
- Pedestrian safety information is being shared with children in their classrooms. Our Pedestrian Child Safety panel information is conveniently located in the front lobby for families to view.
- Classroom 5, the children reviewed "The Beginning of the Year Study," including classroom familiarization, the importance of classroom rules, and an introduction to a "Toy Lending Library."
- Classroom 7, the children are engaged in "the Study of Families." The study includes discussions of who is in your family and the types of families. Children are also creating family artwork portraits.
- CSB's Parent Guidance for Keeping Children Safe - Pedestrian Safety handouts are distributed to all GMIII families this week.

**Balboa**

- Twenty Infant/Toddlers and Preschool teachers are taking part in the Teaching Pyramid curriculum beginning 9/11/21. The Teaching Pyramid promotes positive guidance to address children's behaviors in the classrooms.



	<ul style="list-style-type: none"> <li>West Contra Costa Unified School District WCCUSD Special Day classes have begun, and our Part Day/Part-Year students have returned.</li> <li>Balboa has a new Site Supervisor I; welcome to the team, Tana Reed!</li> <li>Classroom B-2 is continuing planting and they just harvested corncobs.</li> </ul> <p><b>Los Arboles</b></p> <ul style="list-style-type: none"> <li>Preschool classroom just finished “the beginning of school study” where children learned about classroom routine, schedule, rules, and working on apple project. Toddler rooms working on hygiene, they are practicing proper hand washing and wearing their masks.</li> <li>Center Committee was elected this month, our new Policy Council Reps attended orientation on 9/25/21.</li> <li>We have a new bulletin board installed in the front of the center for families.</li> <li>Children are working on apple study; they taste different kinds of apples, make 3-D apples, drawing apples and cutting apples to study the inside of apples</li> <li>Shared Covid-19 vaccine resources with parents.</li> <li>Teachers are completing parent-teacher conferences with parents.</li> </ul>				
Announcements	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement</b>, provided the following reminders and announcements:</p> <p><b>Review</b></p> <ul style="list-style-type: none"> <li>California Form 700 Statement of Economic Interest. Imelda Prieto-Martinez reviewed the form.</li> </ul> <p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>We'll recruit Subcommittees members at the next meeting</li> <li>Reviewed forms that need to be completed and returned to the Site Supervisor with Attention to Ana Araujo: <ol style="list-style-type: none"> <li>Video Training Certification (Required)</li> <li>Code of Ethical Conduct (Required)</li> <li>CSB Standard of Conduct (Required)</li> <li><i>Demand for Child Care-Reimbursement (optional)</i></li> <li><i>Parent Recognition of Staff(optional)</i></li> </ol> </li> </ul> <p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>Next Policy Council business meeting is October 20, 2021.</li> <li>First Policy Council Executive Meeting is October 11, 2021.</li> </ul>				
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><b>Pluses / +</b></td> <td style="width: 50%; text-align: center;"><b>Deltas / Δ</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>Devlyn was excited to see what new representatives were going to be nominated as Executive Officers.</li> <li>Great job leading the meeting Matthew</li> <li>Thanks for sharing the nice Ted Talk video</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>None</li> </ul> </td> </tr> </table>	<b>Pluses / +</b>	<b>Deltas / Δ</b>	<ul style="list-style-type: none"> <li>Devlyn was excited to see what new representatives were going to be nominated as Executive Officers.</li> <li>Great job leading the meeting Matthew</li> <li>Thanks for sharing the nice Ted Talk video</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
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