

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)). *To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).*

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: September 28, 2022	Time: 6:00 PM – 8:00 PM
Zoom Meeting ID: 846 2326 0882 Password: 092863	
Meeting Leader: Jasmine Cisneros-Volunteer	
Purpose: 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 aaaraujo@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 aaaraujo@ehsd.cccounty.us before or during the meeting. Please raise your hand in the Zoom app when your item is called and you 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.

An awareness of CSB correspondence so that we are all informed of current notifications.

An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.

A wellness activity to open communication and enhance overall wellbeing.

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

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

An approval on 2022 - 2023 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.

An approval of August 11 and August 17, 2022 Policy Council Minutes.

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

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An understanding of the 2021-22 Annual Report so that the information is shared with the program parents.

An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.

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.

What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz Volunteer	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Myriah Herrington Volunteer	3 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano Volunteer	1 Minute
Wellness Activity	Present Clarify	Jasmine Cisneros Volunteer	5 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros Volunteer	6 Minutes
Action: <ul style="list-style-type: none"> Review and Consider Approval of Community and Past Parent Representatives 	Present Clarify Check for understanding Check for Agreement	Ana Araujo	10 Minutes
Action: <ul style="list-style-type: none"> Conduct 2022-2023 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers 	Present Clarify Check for understanding Check for Agreement	Ana Araujo	20 Minutes
Action: <ul style="list-style-type: none"> Consider approval of August 11, 2021 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes
Action: <ul style="list-style-type: none"> Consider approval of August 17, 2021 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Deputy Director 	Present Clarify Check for understanding	Dr. Easter Calvit	10 Minutes
Administrative Reports: <ul style="list-style-type: none"> Interim Division Manager 	Present Clarify Check for understanding	Amy Wells	8 Minutes
Administrative Reports: <ul style="list-style-type: none"> Fiscal 	Present Clarify Check for understanding	Haydee Ilan	8 Minutes
Administrative Reports: <ul style="list-style-type: none"> Ongoing Monitoring 	Present Clarify Check for understanding	Nelly Ige	5 Minutes

Report: <ul style="list-style-type: none"> • Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	2 Minutes
Report: <ul style="list-style-type: none"> • 2020 Annual Report 	Present Clarify Check for understanding	Amanda Cleveland	10 Minutes
Report: <ul style="list-style-type: none"> • Site Reports 	Present Clarify Check for understanding	Site Representatives	3 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	3 Minutes

Enrollment and Attendance Report to Policy Council August 2022

Enrollment:

- **HS – 45.61%**
- **HS Delegate – 20.62%**
- **EHS & EHS-CCP2 –63.87%**

Attendance:

- **HS & HS Delegate – 78.10%**
- **EHS & EHS-CCP2 –79.73%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness – non-COVID 19 related.

Informe de Inscripción y Asistencia al Consejo de Políticas Augusto 2022

Inscripción:

Enrollment:

- **HS – 45.61%**
- **HS Delegate – 20.62%**
- **EHS & EHS-CCP2 –63.87%**

Attendance:

- **HS & HS Delegate– 78.10%**
- **EHS & EHS-CCP2 –79.73%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia debido a enfermedad - no relacionado con COVID 19.

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2022-23

July 2022

12 Approved Sites



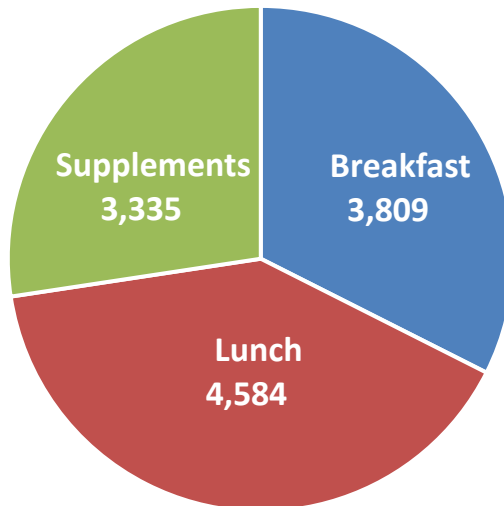
20 Days Meals Served



230 Daily Participation



11,728 Meals Served



Claim Reimbursement

Total: \$ 33,860

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2022 HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2022
AS OF JULY 2022

DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	58% %YTD
a. PERSONNEL	\$ 4,553,936	\$ 2,024,034	\$ 2,529,902	56%
b. FRINGE BENEFITS	3,077,030	1,516,105	1,560,925	51%
c. TRAVEL	16,765	16,765	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	258,500	133,836	124,664	48%
f. CONTRACTUAL	4,296,092	2,506,116	1,789,976	42%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,752,926	2,776,605	1,976,321	42%
I. TOTAL DIRECT CHARGES	\$ 16,955,249	\$ 8,973,461	\$ 7,981,788	47%
j. INDIRECT COSTS	865,248	423,635	441,613	51%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 17,820,497	\$ 9,397,096	\$ 8,423,401	47%
<i>In-Kind (Non-Federal Share)</i>	\$ 4,450,933	\$ 2,345,082	\$ 2,105,850	47%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF JULY 2022

	1	2	3	4	5
	Total Budget	Remaining Budget	Total YTD Actual	58% % YTD	Actual Jul-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	4,330,502	1,914,014	2,416,488	56%	307,299
Temporary 1013	223,434	110,020	113,414	51%	12,184
a. PERSONNEL (Object class 6a)	4,553,936	2,024,034	2,529,902	56%	319,483
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	3,077,030	1,516,105	1,560,925	51%	181,483
b. FRINGE (Object Class 6b)	3,077,030	1,516,105	1,560,925	51%	181,483
c. TRAVEL (Object Class 6c)					
1. Out-of-Town Travel	-	-	-	-	-
HS Staff	16,765	16,765	-	0%	-
c. TRAVEL (Object Class 6c)	16,765	16,765	-	0%	-
d. EQUIPMENT (Object Class 6d)					
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	60,000	33,809	26,191	44%	4,139
2. Child and Family Services Supplies (Includesclassroom Supplies)	90,000	71,221	18,779	21%	-
4. Other Supplies	-	-	-	-	-
Health and Safety Supplies	1,000	1,000	-	0%	-
Computer Supplies, Software Upgrades, Computer Replacement	100,000	23,158	76,842	77%	-
Health/Safety Supplies	3,000	2,537	463	15%	272
Mental helath/Disabilities Supplies	1,500	16	1,484	99%	203
Employee Morale	2,000	1,094	906	45%	-
Household Supplies	1,000	1,000	-	0%	-
TOTAL SUPPLIES (6e)	258,500	133,836	124,664	48%	4,614
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	20,000	20,000	-	0%	-
2. Health/Disabilities Services	-	-	-	-	-
Health Consultant	55,000	18,697	36,303	66%	3,425
5. Training & Technical Assistance - PA11	-	32,000	(32,000)	-	-
Leadership Trainings/Seminars/Worshops	27,185	27,185	-	0%	-
Demogtaphic/Data Research	12,000	12,000	-	0%	-
Practice Based Coaching/Classroom Observation	5,000	5,000	-	0%	-
Family Development Credential/Reflective Practice	15,000	15,000	-	0%	-
Reflective Supervision	25,000	25,000	-	0%	-
7. Delegate Agency Costs	-	-	-	-	-
First Baptist Church Head Start PA22	1,156,877	550,189	606,687	52%	(202,264)
First Baptist Church Head Start PA20	4,000	4,000	-	0%	-
YMCA Delegate Agency PA22	1,156,877	1,156,877	-	0%	-
YMCA Delegate Agency PA20	4,000	4,000	-	0%	-
8. Other Contracts	-	-	-	-	-
First Baptist/Fairgrounds and Lone Tree	458,464	66	458,398	100%	-
First Baptist/East Leland and Kids Castle	131,986	138	131,848	100%	-
Martinez ECC	160,400	80,200	80,200	50%	-
Tiny Toes	87,392	21,440	65,952	75%	-
YMCA of the East Bay	708,912	335,376	373,536	53%	-
f. CONTRACTUAL (Object Class 6f)	4,296,092	2,506,116	1,789,976	42%	(198,839)
g. CONSTRUCTION (6g)					
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases (Rents & Leases/Other Income)	360,000	187,277	172,723	48%	21,392
4. Utilities, Telephone	250,000	180,110	69,890	28%	1,839
5. Building and Child Liability Insurance	2,900	170	2,730	94%	-
6. Bldg. Maintenance/Repair and Other Occupancy	351,911	318,603	33,309	9%	3,390
8. Local Travel (55.5 cents per mile effective 1/1/2012)	24,375	7,554	16,821	69%	3,653
9. Nutrition Services					
Child Nutrition Costs (CCFP & USDA Reimbursements)	580,000	362,071	217,929	38%	-
(CCFP & USDA Reimbursements)	(100,000)	(8,802)	(91,198)	91%	-
13. Parent Services					
Parent Conference Registration - PA11	1,060	1,060	-	0%	-
Parent Resources (Parenting Books, Videos, etc.) - PA11	1,000	1,000	-	0%	-
PC Orientation, Trainings, Materials & Translation - PA11	1,000	1,000	-	0%	-
Policy Council Activities	2,000	2,000	-	0%	-
Male Involvement Activities	500	500	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	7,925	7,925	-	0%	-
Child Care/Mileage Reimbursement	5,500	5,500	-	0%	-
14. Accounting & Legal Services					
Auditor Controllers	4,500	3,465	1,035	23%	-
Data Processing/Other Services & Supplies	20,000	8,040	11,960	60%	-
15. Publications/Advertising/Printing					
Outreach/Printing	1,500	1,425	75	5%	-
Recruitment Advertising (Newspaper, Brochures)	30,000	4,171	25,829	86%	-
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	5,000	42	4,958	99%	-
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	75,000	29,105	45,895	61%	8,554
Family, Community and Parent Involvement	5,334	5,334	-	0%	-
17. Other					
Site Security Guards	12,832	1,681	11,151	87%	-
Dental/Medical Services	1,000	1,000	-	0%	-
Vehicle Operating/Maintenance & Repair	107,000	45,287	61,713	58%	8,626
Equipment Maintenance Repair & Rental	55,000	37,575	17,425	32%	-
Dept. of Health and Human Services-data Base (CORD)	10,000	5,000	5,000	50%	-
Other Operating Expenses (Facs Admin/Other admin)	465,000	337,046	127,954	28%	-
Other Departmental Expenses	2,472,589	1,228,968	1,243,621	50%	-
h. OTHER (6h)	4,752,926	2,776,605	1,976,321	42%	47,454
i. TOTAL DIRECT CHARGES (6a-6h)	16,955,249	8,973,461	7,981,788	47%	354,194
j. INDIRECT COSTS	865,248	423,635	441,613	51%	-

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2022 HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2022
AS OF JULY 2022

1	1	2	3	4	5
	Total Budget	Remaining Budget	Total YTD Actual	58% % YTD	Actual Jul-22
k. TOTALS (ALL BUDGET CATEGORIES)	17,820,497	9,397,096	8,423,401	47%	354,194
<i>Non-Federal Share (In-kind)</i>	4,450,933	2,345,082	2,105,850	47%	88,549

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF JULY 2022

DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	58% % YTD
a. PERSONNEL	1,685,285	1,017,579	667,706	40%
b. FRINGE BENEFITS	1,103,060	695,342	407,718	37%
c. TRAVEL	7,185	2,396	4,789	67%
d. EQUIPMENT	-	-	-	
e. SUPPLIES	140,500	109,040	31,460	22%
f. CONTRACTUAL	3,095,030	1,762,638	1,332,392	43%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	2,662,534	1,980,368	682,166	26%
I. TOTAL DIRECT CHARGES	8,693,594	5,567,363	3,126,231	1%
j. INDIRECT COSTS	320,204	136,229	183,975	57%
k. TOTAL-ALL BUDGET CATEGORIES	9,013,798	5,703,592	3,310,206	59%
<i>In-Kind (Non-Federal Share)</i>	<i>2,253,450</i>	<i>1,425,898</i>	<i>827,552</i>	<i>37%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF JULY 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	58% % YTD	Actual Jul-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	1,541,229	886,200	655,029	43%	101,739
Temporary 1013	144,056	131,379	12,677	9%	4,239
a. PERSONNEL (Object class 6a)	1,685,285	1,017,579	667,706	40%	105,978
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	1,103,060	695,342	407,718	37%	62,887
b. FRINGE (Object Class 6b)	1,103,060	695,342	407,718	37%	62,887
c. Travel (Object Class 6c)					
HS Staff	7,185	2,396	4,789	67%	-
c. TRAVEL (Object Class 6c)	7,185	2,396	4,789	67%	-
d. EQUIPMENT (Object Class 6d)	-	-	-		-
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	27,000	19,695	7,305	27%	1,431
2. Child and Family Services Supplies (Includes classroom Supplies)	95,000	80,838	14,162	15%	-
4. Other Supplies					
Computer Supplies, Software Upgrades, Computer Replacement	12,500	2,920	9,580	77%	-
Health/Safety Supplies	1,000	687	313	31%	-
Miscellaneous Supplies	1,000	911	89	9%	-
Household Supplies	3,000	2,988	12	0%	-
Employee Health and Welfare costs (formerly Employee morale)	1,000	1,000	-	0%	-
TOTAL SUPPLIES (6e)	140,500	109,040	31,460	22%	1,431
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	3,000	3,000	-	0%	-
2. Health/Disabilities Services	-	-	-		-
Health Consultant	23,050	15,210	7,840	34%	640
5. Training & Technical Assistance - PA11					
Leadership Trainings/Seminars/Worshops	30,000	19,976	10,024	33%	-
Demographic/Data Research	25,000	13,844	11,156	45%	-
Practice Based Coaching/Classroom Observation	15,000	11,261	3,739	25%	-
Family Development Credential/Reflective Practice	40,000	35,604	4,397	11%	-
Reflective Supervision	15,000	-	-	0%	-
8. Other Contracts					
First Baptist/Fairgrounds and Lone Tree	78,052	-	78,052	100%	-
First Baptist/East Leland and Kids Castle	131,040	-	131,040	100%	-
Aspiranet	949,760	484,760	465,000	49%	-
Cocokids	365,740	216,447	149,293	41%	(35,858)
Crossroads	194,720	121,920	72,800	37%	(14,560)
KinderCare	319,520	169,760	149,760	47%	-
Martinez ECC	99,840	45,909	53,931	54%	-
Tiny Toes	49,920	24,960	24,960	50%	-
YMCA of the East Bay	655,388	484,988	170,400	26%	-
f. CONTRACTUAL (Object Class 6f)	3,095,030	1,762,638	1,332,392	43%	(49,778)
g. CONSTRUCTION (6g)	-	-	-		-
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	25,000	18,229	6,771	27%	-
4. Utilities, Telephone	10,000	7,204	2,796	28%	46
6. Bldg. Maintenance/Repair and Other Occupancy	265,000	261,252	3,748	1%	2,482
8. Local Travel (55.5 cents per mile effective 1/1/2012)	2,875	1,300	1,575	55%	-
13. Parent Services					
Parent Conference Registration - PA11	3,000	3,000	-	0%	-
PC Orientation, Trainings, Materials & Translation - PA11	4,000	4,000	-	0%	-
Policy Council Activities	1,000	1,000	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	1,000	1,000	-	0%	-
Child Care/Mileage Reimbursement	2,000	1,842	158	8%	-
14. Accounting & Legal Services					
Auditor Controllers	500	500	-	0%	-
Data Processing/Other Services & Supplies	9,000	3,864	5,136	57%	-
15. Publications/Advertising/Printing					
Recruitment Advertising (Newspaper, Brochures)	2,000	1,975	25	1%	25
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc)	52,020	47,116	4,904	9%	-
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	4,000	(1,926)	5,926	148%	408
17. Other					
Site Security Guards	3,139	2,936	203	6%	-
Vehicle Operating/Maintenance & Repair	54,000	49,513	4,487	8%	753
Equipment Maintenance Repair & Rental	38,000	31,779	6,221	16%	-
Dept. of Health and Human Services-data Base (CORD)	1,000	1,000	-	0%	-
Other Operating Expenses (Facs Admin/Other admin)	35,000	1,500	33,500	96%	-
Comprehensive Services with State Child Development Program	2,150,000	1,543,284	606,716	28%	-
h. OTHER (6h)	2,662,534	1,980,368	682,166	26%	3,715
i. TOTAL DIRECT CHARGES (6a-6h)	8,693,594	5,567,363	3,126,231	36%	124,234
j. INDIRECT COSTS	320,204	136,229	183,975	57%	-
k. TOTALS (ALL BUDGET CATEGORIES)	9,013,798	5,703,592	3,310,206	37%	124,234
Non-Federal Share (In-kind)	2,253,450	1,425,898	827,552	37%	31,058

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
July 2022**

Stat. Date	Amount	Program	Purpose/Description
07/22/22	\$2.45	Indirect Admin Costs	Office Exp
07/22/22	\$45.40	Child Nutrition Food Services	Office Exp
07/22/22	\$61.35	Child Care Svs Program	Office Exp
	\$109.20		
07/22/22	\$43.75	HS Basic Grant	Books, Periodicals
07/22/22	\$845.39	Literacy Support Contract (CPKS)	Books, Periodicals
	\$889.14		
07/22/22	\$297.89	Child Care Svs Program	Minor Furniture/Equipment
	\$297.89		
07/22/22	\$11.98	Child Nutrition Food Services	Food
	\$11.98		
07/22/22	\$646.27	Child Care Svs Program	Rents & Leases - Property
07/22/22	\$646.28	Facilities	Rents & Leases - Property
	\$1,292.55		
07/22/22	\$160.54	EHS T & TA	Other Travel Employees
07/22/22	\$231.76	EHS T & TA	Other Travel Employees
07/22/22	\$374.58	Head Start T & TA	Other Travel Employees
07/22/22	\$540.76	Head Start T & TA	Other Travel Employees
07/22/22	\$577.15	EHS T & TA	Other Travel Employees
07/22/22	\$1,346.69	Head Start T & TA	Other Travel Employees
07/22/22	\$2,184.77	HS Basic Grant	Other Travel Employees
	\$5,416.25		
07/22/22	\$4,450.00	HS Basic Grant	Training & Registration
	\$4,450.00		
07/22/22	\$486.32	Child Dev Misc Grants: QRIS	Educational Supplies
	\$486.32		
07/22/22	\$75.00	HS Basic Grant	Other Special Dpmtal Exp
	\$75.00		
Total	\$13,028.33		



Policy Council Meeting Minutes
Virtual Meeting




Date: 8/11/22

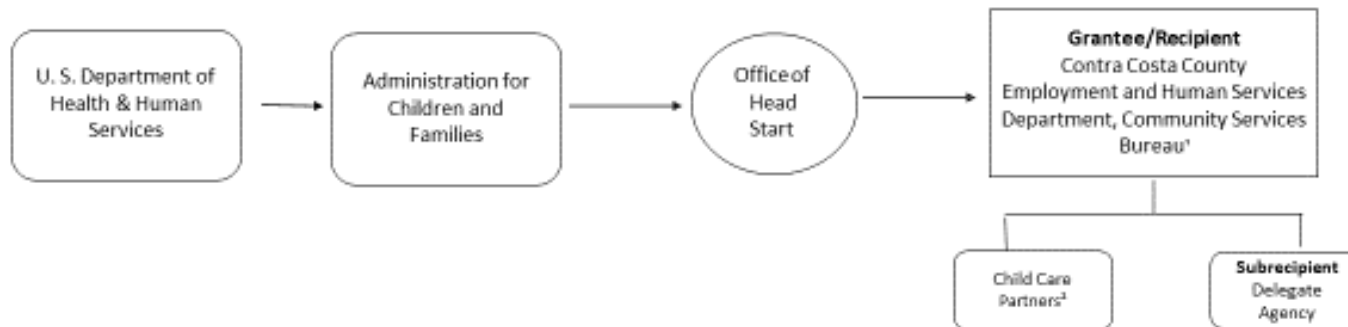
Time Convened: 6:06 PM

Time Terminated: 6:41 PM

Recorder: Romina Gonzalez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:06 PM. Myriah Herrington, Parliamentarian, reviewed desired outcomes and meeting ground rules.
Correspondence	Karen Medrano, Secretary, announced we received correspondence from the Office of Head Start, OHS, Dr. Marla Stuart, Employment and Human Services Director, is here today to present about this subject.
Public Comment	<ul style="list-style-type: none"> There was no public requesting to speak.
Administrative Reports <ul style="list-style-type: none"> EHS Director 	<p>Dr. Marla Stuart, Employment and Human Services Director, provided an overview of the Head Start and Early Head Start Programs Performance Summary Report and Quality Improvement Plan Framework.</p> <div style="text-align: center;">  <h2 style="margin: 10px 0;">Head Start and Early Head Start Programs Performance Summary</h2> <p style="margin: 5px 0;">Monitoring Review of the Contra Costa County Community Services Head Start and Early Head Start programs. From February 21-25, 2022</p> <p style="margin: 10px 0;">Marla Stuart Director of Employment and Human Service Department Contra Costa County</p> </div>

Federal Structure Administering Head Start Funds



¹Grantee is also directly operating Child Care Centers

²Contractors who are receiving Head Start/Early Head Start funding to provide child care services

Program Management and Quality Improvement

Service Area #1: Ongoing Monitoring and Continuous Improvement.

Compliance Level: Deficiency with Standard 1302.102(b)(1)(i-iv).

Deficiency: The recipient does not use data to identify program strengths, needs, and areas needing improvement; evaluate progress toward achieving program goals and compliance with program performance standards; and assess the effectiveness of professional development.

Timeframe for Correction: 120 days.

Program Management and Quality Improvement

Service Area #2: Program Governance.

Compliance Level: Area of Noncompliance with Standard 642(c)(1)(E)(ii).

Area of Noncompliance: The recipient does not maintain a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

Timeframe for Correction: 120 days.

Monitoring and Implementing Quality Health Services

Service Area #3: Safety Practices.

Compliance Level: Deficiency with Standard 1302.102(d)(1)(ii).

Deficiency: The recipient does not implement a process for monitoring and maintaining healthy and safe environments.

Timeframe for Correction: 120 days.

Monitoring and Implementing Quality Health Services

Service Area #4: Safety Practices.

Compliance Level: Deficiency with Standard 1302.47(b)(5)(iii).

Deficiency: The recipient did not ensure with subrecipient that no child was left alone or unsupervised while under the care of staff.

Timeframe for Correction: 90 days.

Monitoring and Implementing Quality Health Services

Service Area #5: Safety Practices.

Compliance Level: Deficiency with Standard 1302.90(c).

Deficiency: The recipient did not ensure that staff/subrecipient did not maltreat or endanger the health and safety of children.

Timeframe for Correction: 90 days.

Monitoring and Implementing Fiscal Infrastructure

Service Area #6: Ongoing Fiscal Capacity.

Compliance Level: Deficiency with Standard 75.303(a).

Deficiency: The recipient does not plan and implement a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

Timeframe for Correction: 120 days.

Framework for Quality Improvement Plan (QIP) Detailing A Plan for Corrective Action

- Revise policies for Service Areas with Deficiencies and Area of Noncompliance to reflect improved procedures.
- Obtain Board approval for revised policies.
- Train County staff and contracted partners staff on revised policies.
- Implement revised procedures.
- Monitor for accurate and consistent execution of revised policies.

Timeline and Key Dates

- Monitoring Review of the Contra Costa County Community Services Head Start and Early Head Start programs was conducted from February 21-25, 2022.
- Program Performance Summary Report received on July 15, 2022.
- Implement Quality Improvement Plan (QIP) framework immediately.
- QIP due to Administration for Children and Families (ACF) on August 14, 2022.
- Correct, implement and monitor policies/procedures:
 - Child supervision and health & safety procedures findings: October 17, 2022.
 - All remaining findings: November 16, 2022.

Discussion

Action:
Consider approval of the Quality Improvement Plan Framework

Dr. Aaron Alarcon-Bowen, acknowledge receipt of the Office of Head Start correspondence and the Community Services Bureau proposed Quality Improvement Plan presented by Dr. Stuart. He posed the request to approve the Quality Improvement Plan Framework.

A motion to approve the Quality Improvement Plan Framework was made by Myriah Herrington, and seconded by Juan Batiz. The motion passed with 19 votes.

Ayes			Nays	Abstentions	Not Present	
Amy Mockoski	Ashley Hendricks	Deanna Carmona			Deniedre Henry	Hilda Valencia
Devlyn Sewell	Dulce Cisneros	Jasmine Cisneros			Sinay Castanon	
Joel Nickelson-Shanks	Juan Batiz y Karla	Karen Medrano				
Karla Hernandez	Laura Brum	Lorena Mercham				
Maira Garcia	Melanie Graves	Myriah Herrington				
Patricia De Queiroz	Vilma Gaytan	Ebony Hughes				
Brianna Flores						

Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Lots of information • Parents positive response to attend the meeting • Thanks to Dr. Marla for the presentation 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • None

DRAFT



Policy Council Meeting Minutes
Virtual Meeting



Date: 8/17/2022

Time Convened: 6:08 PM

Time Terminated: 8:15 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY																																																												
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:08 pm. Juan Batiz, Vice-Chair, reviewed the desired outcomes. Myriah Herrington, Parliamentarian, reviewed the meeting ground rules.																																																												
Public Comment	None																																																												
Correspondence	None																																																												
Action: Approval of the 2023 Head Start & Early Head Start Continuation Grant	<p>Sarah Reich, ASA III, provided an overview of the 2023 Head Start and Early Head Start Program Continuation Grant.</p> <p>Budget Summary – HS</p> <table border="1"> <thead> <tr> <th>Budget Categories:</th> <th>Basic Grant</th> <th>T/TA</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td>4,683,851</td> <td></td> <td>4,683,851</td> </tr> <tr> <td>Fringe Benefits</td> <td>3,169,341</td> <td></td> <td>3,169,341</td> </tr> <tr> <td>T & TA</td> <td>-</td> <td>18,000</td> <td>0</td> </tr> <tr> <td>Travel</td> <td>-</td> <td></td> <td>18,000</td> </tr> <tr> <td>Supplies</td> <td>281,500</td> <td></td> <td>281,500</td> </tr> <tr> <td>Contractual</td> <td>4,327,786</td> <td>98,000</td> <td>4,425,786</td> </tr> <tr> <td>Construction</td> <td>-</td> <td></td> <td>0</td> </tr> <tr> <td>Other</td> <td>4,733,495</td> <td>81,344</td> <td>4,814,839</td> </tr> <tr> <td>Sub-Total of Direct Charges</td> <td>17,195,973</td> <td>197,344</td> <td>17,393,317</td> </tr> <tr> <td>Indirect Costs</td> <td>899,299</td> <td></td> <td>899,299</td> </tr> <tr> <td>Total Federal Amount Requested</td> <td>18,095,272</td> <td>197,344</td> <td>18,292,616</td> </tr> <tr> <td>Non-Federal Share</td> <td>4,523,818</td> <td>49,336</td> <td>4,573,154</td> </tr> <tr> <td>Total Federal and Non-Federal</td> <td>\$22,619,090</td> <td>\$246,680</td> <td>\$22,865,770</td> </tr> <tr> <td>PA22/PA20 Amount for Delegate Agency included in Total above</td> <td>\$2,413,936</td> <td>\$8,000</td> <td>\$2,413,936</td> </tr> </tbody> </table>	Budget Categories:	Basic Grant	T/TA	TOTAL	Personnel	4,683,851		4,683,851	Fringe Benefits	3,169,341		3,169,341	T & TA	-	18,000	0	Travel	-		18,000	Supplies	281,500		281,500	Contractual	4,327,786	98,000	4,425,786	Construction	-		0	Other	4,733,495	81,344	4,814,839	Sub-Total of Direct Charges	17,195,973	197,344	17,393,317	Indirect Costs	899,299		899,299	Total Federal Amount Requested	18,095,272	197,344	18,292,616	Non-Federal Share	4,523,818	49,336	4,573,154	Total Federal and Non-Federal	\$22,619,090	\$246,680	\$22,865,770	PA22/PA20 Amount for Delegate Agency included in Total above	\$2,413,936	\$8,000	\$2,413,936
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Budget Summary- EHS

Budget Categories:	Basic Grant	T/TA	TOTAL
Personnel	1,835,285		1,835,285
Fringe Benefits	1,153,060		1,153,060
Travel	-	7,205	7,205
Supplies	141,500		141,500
Contractual	2,663,050	125,000	2,788,050
Construction			
Other	2,919,948	63,000	2,982,948
Sub-Total of Direct Charges	8,712,843	195,205	8,908,048
Indirect Costs	352,375		352,375
Total Federal Amount Requested	9,065,218	195,205	9,260,423
Non-Federal Share	2,266,305	48,801	2,315,106
Total Federal and Non-Federal	\$11,331,522	\$244,006	\$11,575,529

A motion to approve the 2023 Head Start and Early Head Start Continuation Grant was made by Juan Batiz and seconded by Myriah Herrington. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Bella Merrill	Juan Batiz	Patricia De Queiroz			Ashley Hendricks	
Brianna Flores	Karla Hernandez	Vilma Gaytan			Deniedre Henry	
Deanna Carmona	Karen Medrano				Ebony Hughes	
Devlyn Sewell	Laura Brum				Joel Nickelson-Shanks	
Dulce Cisneros	Lorena Mercham				Melanie Graves	
Hilda Valencia	Maira Garcia				Marcela Esparza	
Jasmine Cisneros	Myriah Herrington					

Action:
Consider approval of the 2021 Head Start and Early Head Start Carryover Funds

Haydee Ilan, Accountant III, provided an overview of the 2021 Head Start and Early Head Start Unobligated Funds for Carryover. CSB is requesting carryover of unspent/unobligated funds of \$3,138,511 from the year 2021 grant to the year 2022 Head Start and Early Head Start Programs.

EHSD - COMMUNITY SERVICES BUREAU

2021 HEAD START/EARLY HEAD START UNOBLIGATED FUNDS FOR CARRYOVER

Object Class Categories	HEAD START	EARLY HEAD START	TOTAL
Unobligated balance for carryover	2,130,998	1,007,513	3,138,511
EXPENDITURES			-
a. PERSONNEL (Object Class 6a)			-
b. FRINGE BENEFITS (Object Class 6b)			-
TOTAL PERSONNEL AND FRINGE BENEFITS (6a & 6b)	-	-	-
c. TRAVEL (Object Class 6c)	12,000	6,000	18,000
TOTAL TRAVEL (6c)	12,000	6,000	18,000
d. EQUIPMENT (Object Class 6d)			
Hearing and Vision	25,000	25,000	50,000
Heavy Duty Picnic Tables	30,000	15,000	45,000
TOTAL EQUIPMENT (6d)	55,000	40,000	95,000
e. SUPPLIES (Object Class 6e)			
1. Office Supplies	15,000	15,000	30,000
2. Child and Family Services Supplies	50,000	25,000	75,000
Dishwasher			-
Oral Health			-
Nap Mats/Mat sheets			-
3. Computer Supplies, Software Upgrades, Computer Replacement	60,000	30,000	90,000
4. Other Supplies			-
Miscellaneous Supplies			-
Household Supplies	11,998	10,513	22,511
Employee Health and Welfare Costs			-
TOTAL SUPPLIES (6e)	121,998	65,513	187,511
f. CONTRACTUAL (Object Class 6f)			
1. Adm Svcs (e.g., Legal, Accounting Temp Help)	10,000	10,000	20,000
2. Health/Disabilities Services			-
Health Consultant			-
Estimated Medical Revenues from Medi-Cal			-
3. Food Services			-
4. Training & Technical Assistance	60,000	30,000	90,000
Lorenzo Jones			-
Trauma Informed Practice			-
5. Delegate Agency Costs - First Baptist			-
Delegate Agency Costs - T/TA			-
6. Other Contracts	150,000	75,000	225,000
Aspiranet			-
Cocokids			-
First baptist			-
KinderCare			-
Tiny Toes			-
YMCA			-
TOTAL CONTRACTUAL (6f)	220,000	115,000	335,000
g. CONSTRUCTION (Object Class 6g)			

1. Major Renovations	1,500,000	650,000	2,150,000
2. Others			-
TOTAL CONSTRUCTION (6g)	1,500,000	650,000	2,150,000
h. OTHER (Object Class 6h)			
1. Building occupancy Costs/Rents & Leases	60,000	40,000	100,000
2. Utilities, Telephone	5,000	2,500	7,500
3. Building & Child Liability Insurance			-
4. Building Maintenance/Repair and Other Occupancy Costs	50,000	25,000	75,000
5. Incidental Alterations/Renovations			-
5. Local Travel			-
6. Nutrition Services			-
Child Nutrition Costs			-
CCFP and USDA Reimbursements			-
7. Parent Services			-
Parent Power Program			-
8. Accounting & Legal Services & Data Services	5,000	5,000	10,000
9. Publications/Advertising/Printing			-
10. Training or Staff Development	35,000	25,000	60,000
Make Parenting A Pleasue Staff trainings			-
State and Federal Trainings due to Covid regulations			-
11. Other			-
Site Security Guards	12,000	6,000	18,000
Vehicle Operating/Maintenance & Repair	25,000	12,500	37,500
Equipment Maintenance Repair & Rental	30,000	15,000	45,000
Dept. of Health and Human Services Data base (CORD)			-
Comprehensive Services with Stat CDE			-
Other Operating Expenses (CSD Admin/Facs Mgt. Allocation)			-
TOTAL OTHER (6h)	222,000	131,000	353,000
i. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)	2,130,998	1,007,513	3,138,511
j. INDIRECT COSTS	-	-	-
k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)	2,130,998	1,007,513	3,138,511

A motion to approve the 2021 Head Start and Early Head Start Carryover Funds was made by Juan Batiz and seconded by Myriah Herrington. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Bella Merrill	Juan Batiz	Patricia De Queiroz			Ashley Hendricks	
Brianna Flores	Karla Hernandez	Vilma Gaytan			Deniedre Henry	
Deanna Carmona	Karen Medrano				Ebony Hughes	
Devlyn Sewell	Laura Brum				Joel Nickelson-Shanks	
Dulce Cisneros	Lorena Mercham				Melanie Graves	
Hilda Valencia	Maira Garcia				Marcela Esparza	
Jasmine Cisneros	Myriah Herrington					

Action:

Sarah Reich, ASA III, provided an overview for a Change in Scope to add family child care option to Head Start. Program Option Change:

Consider approval for a Change in Scope to add family child care option to Head Start

- Add family child care (FCC) as an option for Head Start (preschool) children.
- Benefits of FCCs include:
 - Expand our reach- available in neighborhood of need where facilities are not available
 - FCCs often have expanded hours of care
 - Mixed age groups- children learn from each other as they grow
 - Support families with early transitions as their children grow

A motion to approve a Change in Scope to add family child care option to Head Start was made by Deanna Carmona and seconded by Juan Batiz. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Bella Merrill	Juan Batiz	Patricia De Queiroz			Ashley Hendricks	
Brianna Flores	Karla Hernandez	Vilma Gaytan			Deniedre Henry	
Deanna Carmona	Karen Medrano	Marcela Esparza			Ebony Hughes	
Devlyn Sewell	Laura Brum				Joel Nickelson-Shanks	
Dulce Cisneros	Lorena Mercham				Melanie Graves	
Hilda Valencia	Maira Garcia					
Jasmine Cisneros	Myriah Herrington					

Action:
Consider Approval of June 15, 2022 Policy Council Minutes

The minutes of the June 15, 2022 Policy Council meeting were reviewed and no corrections were noted.

A motion to approve the minutes from June 15, 2022 Policy Council meeting was made by Juan Batiz and seconded by Myriah Herrington. The motion passed.

Ayes			Nays	Abstentions	Not Present	
Bella Merrill	Juan Batiz	Patricia De Queiroz			Ashley Hendricks	
Brianna Flores	Karla Hernandez	Vilma Gaytan			Deniedre Henry	
Deanna Carmona	Karen Medrano	Marcela Esparza			Ebony Hughes	
Devlyn Sewell	Laura Brum				Joel Nickelson-Shanks	
Dulce Cisneros	Lorena Mercham				Melanie Graves	
Hilda Valencia	Maira Garcia					
Jasmine Cisneros	Myriah Herrington					

Administrative Reports

- CSB Executive Director

Aaron Alarcon-Bowen, CSB Executive Director, welcomed Policy Council representatives and thanked them for attending.

Administrative updates:

- Dr. Aaron Alarcon-Bowen announced to the Policy Council representatives his resignation from the Community Services Bureau and that his last day with the Bureau will be Friday, August 19, 2022.

- Interim Division Manager
- Fiscal

Amy Wells, Division Manager (TU), reported:

- The July enrollment was 42.19% for Head Start, 63% for Early Head Start and Early Head Start Child Care Partnership #2.
- The July attendance was 69.29% for Head Start, 79.73% for Early Head Start and Early Head Start Child Care Partnership #2.

Program updates:

- **Classroom Operations**

- Please keep in mind that we must meet the appropriate teacher-child ratio in order to operate safely.
- Covid Safety-Please notify your SS immediately should your child test positive.
- Pre-pandemic services are back! CSB is excited to have two to three families back in the classroom at a time; tooth brushing in small groups, classroom volunteers, and Family Style Dining.

- **Safety**-CSB and our partner sites will have a continuous focus on health and safety. We have created a Culture of Safety Plan that entails supporting staff and families through resources and training. We would love to hear from you! Should you have anything related to health and safety that you would like to share, please talk to your child's teacher or Site Supervisor so we can add it to the lesson plan. Please also be in attendance at your sites August parent meeting where safety will be addressed via the Family Handbook (For Directly Operated Sites).

- **Economic Opportunity Council**-Has a new strategic plan broken into several goals; an agency level goal, community level goal, and individual family level goal. Each goal plans to support families with increased community collaborations.

- **Recruitment/Outreach**-Staff in Cluster A (West county) participated in the RichMinds Coalition, and shared a table with them to conduct outreach during the Juneteenth celebration. Staff also presented to families at the Greater Richmond Interfaith Program Homeless Services (GRIP) meeting to inform families of the variety of CSB's services. Special thanks to all staff who supported with this!

- **Professional Development:**

- Teaching Pyramid Infant Toddler and Pre-K cohort 5 completed their module training at the end of May 2022.
- In the month of August and September teaching staff in collaboration with Site Supervisors and coaches are working together to identify coaching needs. A coach will be meeting with each teaching team to reflect together in identifying the coaching needs for their teams and at the same time assessing for intensive individual coaching needs.

- **CLASS Data:**

- 6 CLASS assessments in the past few months: Emotional Support-6.54, Classroom Organization-6.49, and Instructional Support-5.39!

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

- **2021-2022 Head Start Program: May 2022**, year-to-date cash expenditures were \$6,377,435 YTD, representing 26% of the program budget.
- **2021-2022 Early Head Start Program: May 2022**, year-to-date cash expenditures were \$1,726,709 YTD, representing 19% of the program budget.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **June 2022**, were \$6,138.45.

	<ul style="list-style-type: none"> • Child and Adult Care Food Program: June 2022, total meals served, including breakfast, lunch, and supplements, were 16,750.
Subcommittee Updates	<p>Fiscal: Jasmine Cisneros, PC representative, reported that during their subcommittee meeting, they reviewed an overview of HS and EHS Budgets vs. Actual Reports and Credit Card Report for June 2022. They also reviewed the FY2021 EHS-CCP carryover of unobligated funds and HS and EHS Budgets for 2023.</p> <p>Program Services: Dr. Easter, Deputy Director, reported that Sarah Reich presented the 2023 Head Start and Early Head Start Program Continuation Grant and the Change in Scope to add family child care option to Head Start.</p> <p>Self-Assessment: Nelly Ige, Administrative Services Assistant III, reported they discussed self-assessment that will occur the week of the August 29,2022, as well as period two semiannual reports.</p>
Wellness Activity	Policy Council Representatives participated in a wellness activity by sharing “Favorite music during road-trips”.
Report: Goals & Objectives Semi-Annual Report	<p>Sarah Reich, ASA III, provided an overview of the 2018-2022 Semi-Annual Report updates.</p> <p>Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> <p>Achievements:</p> <ul style="list-style-type: none"> • Online applications • Spanish translation available • Accessible electronic forms <p>2022-23 Objectives:</p> <ul style="list-style-type: none"> • Further developing CSB’s new website, CSBConnect.org, allowing families and community members to equitably access program services • Platform that best meets needs for collecting and providing documentation to families electronically • Advertise for child enrollment <p>Goal 2: As the program plans to safely increase enrollment levels and respond to the impacts of the pandemic, CSB will enhance its Head Start and Early Head Start programming through a multi-faceted approach.</p> <p>Achievements:</p> <ul style="list-style-type: none"> • Oral health supplies promote toothbrush modeling at home; 154 children served on Give Kids a Smile Day • 55% of Infant Toddler Teaching staff and 57% of I/T Site Supervisors attended Teaching Pyramid <p>2022-23 Objectives:</p> <ul style="list-style-type: none"> • Training and resources on mindfulness to incorporate in daily self-care and classroom activities • Comprehensive plan to promote a sustainable Culture of Safety

	<p>Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services</p> <p>Achievements:</p> <ul style="list-style-type: none"> • 2 Teacher Assistant Trainees applying for Associate Teacher Permit. 4 continuing and 2 new ECE Work Study participants for the fall. • Psychological First Aid (PSA) draft has been completed and training to begin in the fall <p>2022-23 Objectives:</p> <ul style="list-style-type: none"> • 50% of ECE Work Study participants to complete the program and transition into Associate Teacher-sub classification • 75% of managers and supervisors to receive Psychological First Aid training • Grassroots staff recruitment efforts <p>Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p>Achievements:</p> <ul style="list-style-type: none"> • Family Engagement Focus Group created to meet monthly to enhance parent participation. • Staff recruited 57 father figures for the Fathering in 15™ online training <p>2022-23 Objectives:</p> <ul style="list-style-type: none"> • Continue efforts to re-design parent committee meetings and enhance meaningful participation by parents through a layered approach to family engagement including supports from Comprehensive Services and Site Supervisors <p>Questions? PC Representative asked If CSB has explore becoming more competitive with wages to retain teachers?</p> <p>The agreement that the Board of Supervisors just signed is a 20% COLA increase over the next 4 years, all county employees including our teachers will be getting a 5% raise starting right now and another 5% every year for the next 3 years for a total of 20% over 4 years.</p>
<p>Report: Semi-Annual Monitoring</p>	<p>Nelly Ige, ASAIII, provided an overview of the 2021-2022 Semi-Annual Monitoring Report.</p> <p>Quality improvement Plan: HSPPS 1302.100 – Program Management and Quality “A program must provide management and process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective, high-quality program services”.</p> <p>Continuous Improvement:</p> <ul style="list-style-type: none"> • Act • Plan • Check • Do <p>Reminder of Changes Made in PY 2021-2022</p>

- Individualized File Monitoring Tools – Partners
- On-Site Monitoring
- Methodology of Selecting Files
- Incorporated LIHEAP into our monitoring
- New Staff in QMU
- Detailed Analysis of Roll-up provided to Content Area Managers

Example of detailed Analysis of Roll-up:

Example of Detailed Analysis of Roll-up


2021-2022 Semi-Annual Ongoing Monitoring Report (July-December)
Center Monitoring

i

Center Monitoring Description: A total of 0 CSB Directly Operated, Partner and Delegate Agency Centers received center monitoring. Values reflect number of non-compliances per period and percentage rate. Center Monitoring is scheduled for Period 2.

Center Monitoring Item	December 2021 (0 Centers)
N/A	N/A

Values in purple- Monitoring items with 25% or higher non-compliance triggers root cause analysis and action plan completed by content manager.
Values in green- Monitoring items with 10-24% non-compliance triggers an alert and require discussion and risk assessment. Discussions of items must be documented in meeting agendas and minutes.



**Quality Management Unit
2021-2022 Period 2 Center Monitoring Compliance Report**

Purpose: Review and discuss Center Monitoring Compliance Report for all to understand strengths and areas needing to improve and determine what next steps staff can take to ensure continuous improvement for next program year.

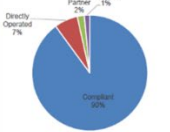
Methodology: Quality Management Unit conducts center monitoring to all centers, in the program year using the Center Monitoring Tool. The tool contains thirty-six (36) items to review.

Background: During 2021-2022 Period 2, 31 centers (13 directly operated, 12 partner, and 6 delegate sites) were monitored for Center Monitoring compliance using the Center Monitoring Tool. This tool consists of Action Needed for Period 2, Content Area Managers, Business Systems, and Assistant Directors will review semi-annual monitoring report for trends across their service areas and complete a root cause analysis. Designated staff will complete the Semi-Annual Root Cause Analysis and Corrective Action Plan in response to areas identified as above 25% of non-compliances. For Period 2, Community Services Bureau (CSB) has 5 items above 25% non-compliant. Therefore, a Corrective Action Plan is required for each of the items. Semi-Annual Root Cause Analysis and Corrective Action Plan is due by **September 2nd, 2022** to noncompliance@csb.ccsouth.us and csbmonitors@csb.ccsouth.us.

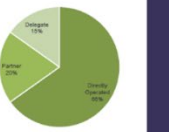
In addition, there are 5 items falling between 10%-24% of the non-compliances. These items will be discussed during a meeting to address concerns and raise awareness of possible risk factors. Discussions of items falling between 10-24% will be documented in meeting agendas and minutes and due back to noncompliance@csb.ccsouth.us by **November 30th, 2022**.

Analysis:

Non-Compliance % By Directly Operated, Partner & Delegate Centers



Breakdown of Non-Compliance Accounted for by Site



2021-2022 QMU Period 2 Center Monitoring Compliance Report 4

The Monitoring Report Includes:

- File Review:
 - Comprehensive Services (144)
 - Education (292)
 - Need & Eligibility (170)
 - LIHEAP (600)
 - Stage 2 (3)
- Center Monitoring (31)
- Personnel Binder Review (43)
- Curriculum Fidelity (16)
- Family Child Care Education & Environment (40)
- CLASS (60)

Key Findings – CSB’s Strengths Noted

- Need and Eligibility – 12 items improved compared to Period 1
- Comprehensive Services - (F) Family goals are complete, conducted within 60 days of enrollment and entered into CLOUDS increased compliance by 13.24%
- LIHEAP – No Corrective Action Plan required
- Family Childcare Homes
 - Provider-Child Interactions
 - Masks
- The Creative Curriculum
 - Overall Fidelity for Infant/Toddler – Medium at 87.89%
 - Overall Fidelity for Preschool – High at 95%
 - Structure and Families
- Personnel Binders
 - 13 items (out of 17) were 90% or above compliant
 - Notice of Employee Rights (LIC 9052) and Personnel Record or application/resume (LIC 501) were all accounted for
- Center Monitoring
 - Three centers were 100% compliant
 - All staff and children in attendance are signed into CLOUDS (100%)

Key Findings – CSB’s Areas to Strengthen

- Number of Corrective Actions Plans
 - Increase Data Entry Accuracy
- Family child care
 - Continue to Improve on Lesson Plans
 - CSB to provided additional training on Early Head Start
- The Creative Curriculum
 - Continue to increase Use
 - Infants/Toddles Teacher-Child Interactions (66.67%) Teaching assistants interacts with children in positive ways that support development and learning
- Personnel
 - Ensuring Mandated Trainings are in Personnel Binders on-site
- Center Monitoring
 - Health and Safety Checklist
 - Parent Engagement

Reviews

- Special Review – ACF
 - 5 Deficiencies
 - 1 Non-Compliant
- CACFP - CDSS

- No Findings
 - CSBG – CSD
 - 2 Findings
 - 1 Observation
 - 1 Recommendation
 - DOE – CSD
 - No Findings
- What's Next?**
- Continue looking at monitoring systems and monitoring tools
 - Making sure that we're enhancing all of our systems so that the quality care is at the highest

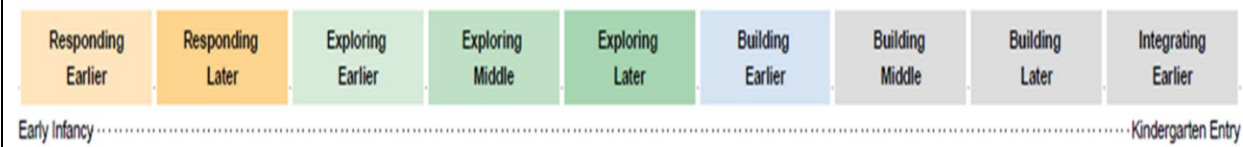
Report:
Final DRDP and SR Goals

Ron Pipa and Afi Fiaxe, Education Managers, provided an overview of the Final DRDP & School Readiness Goals for 2021-2022.

Assessment Method:

- The Community Services Bureau implements the State of California Desired Results Developmental Assessment, DRDP 2015, to determine the developmental outcomes of all enrolled children.
- The tool assesses each child based on DRDP developmental domains, measures within each domain, and levels for each measure.
- Three assessments are conducted annually using the assessment; the first within 60 days of a child's enrollment, the second within 180 days, and the third by the end of May .
- Teachers create written anecdotal notes for each measure monthly based on observations of each child and link their notes to a developmental level for each DRDP measure.
- Today we will share the results of the third assessment, also called the Year-End.

DRDP2015 Assessment Developmental Level Continuum



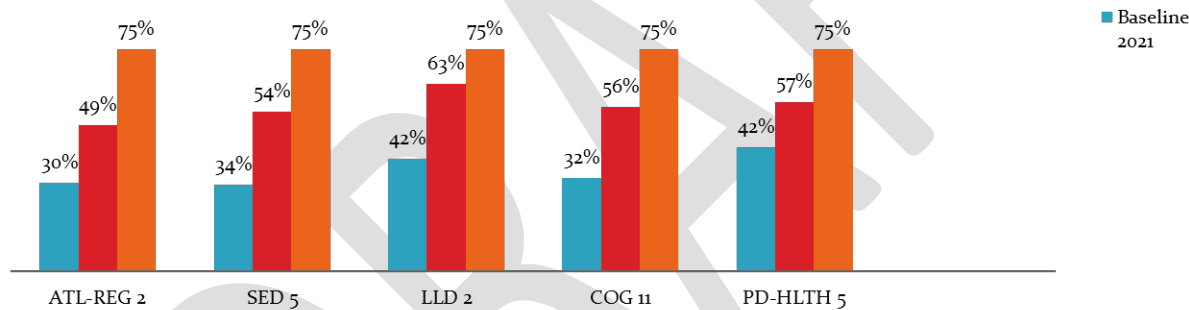
- Early Infancy levels are Responding Earlier, Responding Later and Exploring Earlier
- Toddlers levels are Exporting Earlier, Exploring Middle and Exploring Later
- Preschooler levels are Exporting Later, Building Earlier, Later, Building Middle and Building Later and into PreK level Integrating Earlier

Infant and Toddler School Readiness Goals:

- Approaches to Learning Regulation: Self-comforting
 - Child develops the capacity to comfort or soothe self in response to distress from internal or external stimulation.

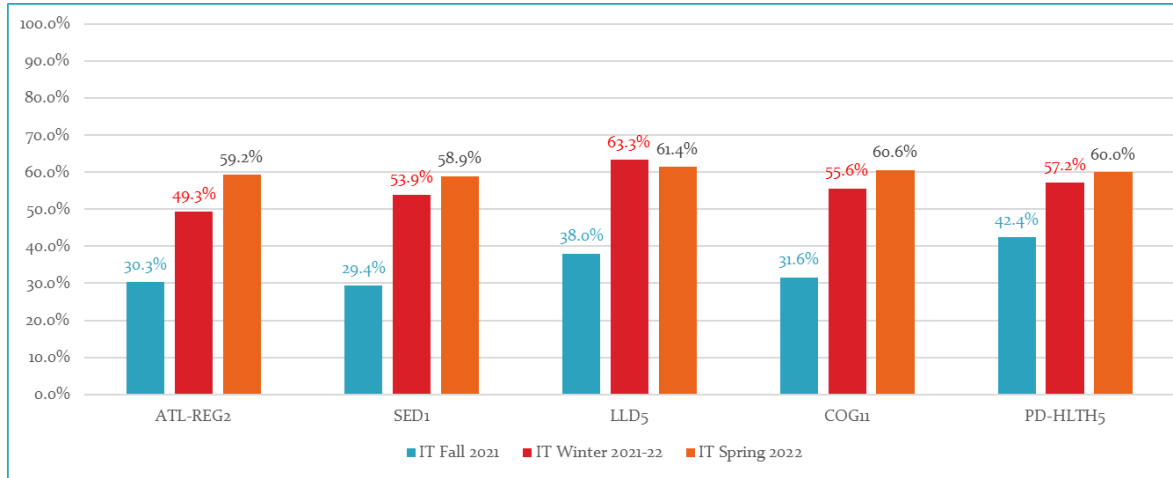
- Social and Emotional Development: Symbolic and Sociodramatic Play
 - Child develops the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others.
- Language and Literacy Development: Responsiveness to Language
 - Child communicates or acts in response to language and responds to increasingly complex language.
- Cognition including Math and Science: Knowledge of the Natural World
 - Child develops the capacity to understand objects (living and nonliving things) and events in the natural world, including how they change and their characteristics
- Physical Development and Health: Safety
 - Child shows awareness of safety and increasingly demonstrates knowledge of safety when participating in daily activities.

Infant and Toddler Baseline, Mid-Year and Anticipated Year-End Outcomes



The table above represent the infant and toddler assessment scores for each school readiness goal for children who achieved at the exploring later level and above. The table shows baseline results in teal, mid-year assessment results red, and anticipated year-end outcomes in orange.

Final 2021-2022 Infant and Toddler Baseline, Mid-Year, and Year-End Outcomes



Preschool and Prekindergarten School Readiness Goals:

- Approaches To Learning - Regulation: Self-control of Feelings and Behaviors
Child increasingly develops strategies for regulating feelings and behavior, becoming less reliant on adult guidance over time.
- Social And Emotional Development: Identity Of Self In Relation To Others
Child shows an increasing awareness of self as distinct from and also related to others.
- Language and Literacy Development: Comprehension Of Age-Appropriate Text
Child develops capacity to understand details and ideas from age-appropriate text presented by adults.

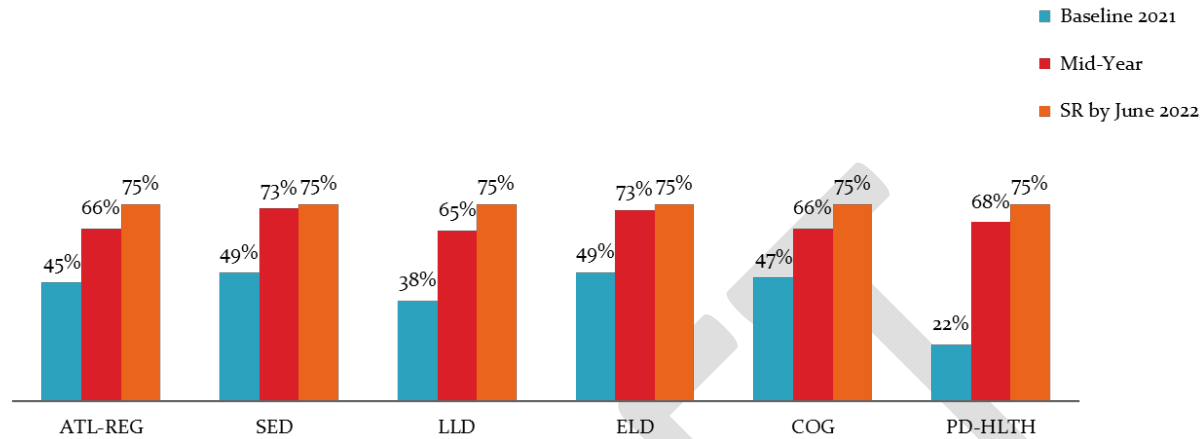
Preschool and Prekindergarten School Readiness Goals:

- English Language Development: Understanding and Response to English Literacy Activities
Children show an increasing understanding of and response to books, stories, songs, and poems presented in English.
- Cognition Including Math and Science: Measurement
Children show an increasing understanding of measurable properties such as size, length, weight, and capacity (volume), and how to quantify those properties.
- Physical Development – Health and Safety
Children show awareness of safety and increasingly demonstrates knowledge of safety when participating in daily activities.

2021-2022 Anticipated Year-End Assessment Goal Revision for Preschool and Pre-K Age Children:

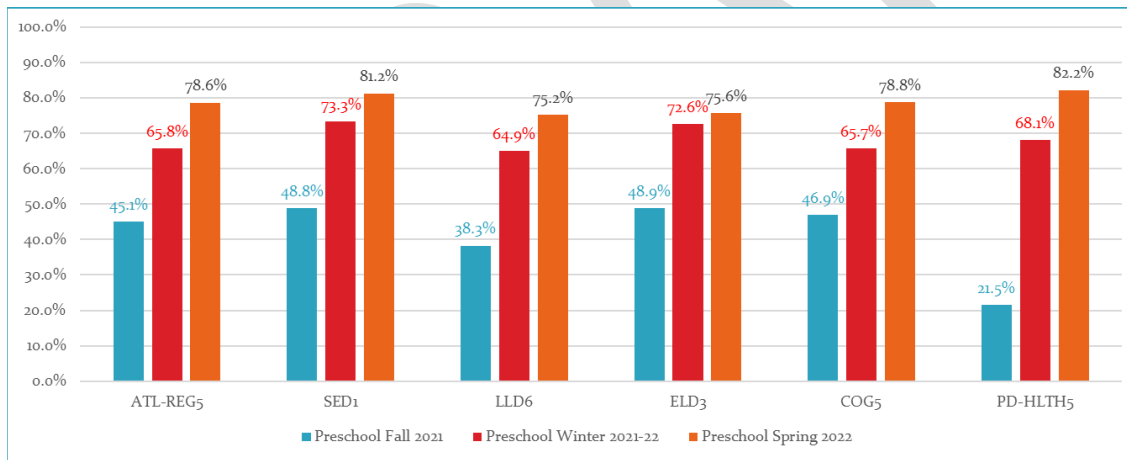
- Following the second assessment of children in a Head Start program, agencies are encouraged to review the results and make changes to the overall school readiness assessment plan if justified.
- Therefore, based on the high rate of success of children across all measures at the mid-year assessment, it was determined to increase the anticipated year-end goal for preschool age children from 70% to 80% and for Pre-K from 80% to 85%.

Preschool Baseline, Mid-Year and Anticipated Year-End Outcomes



The tables above represent the preschool assessment scores for each school readiness goal for children who achieved at the building earlier level or above. Baseline in teal, mid-year in red, and anticipated year-end outcomes are in orange.

2021 – 2022 Final Preschool Baseline, Mid-Year and Year-End Outcomes



21-22 Baseline and Mid-Year Assessment KEY FINDINGS PRE-KINDERGARTEN

- The highest baseline assessment scores for children were at or above the building middle level in the social and emotional development domain (43.9%).
- The highest mid-year assessment scores for children shows the highest percentage of children at or above “building middle” is in the Physical Development-Health (PD-HLTH) domain (88.9%).

- The lowest scores were in the Cognition including Math and Science (COG) domain during the baseline assessment. Data for the mid-year assessment shows English Language Development (ELD) with the lowest percentage (59.8%) of children at or above “building middle”.

Pre-Kindergarten Baseline and Mid-Year results with Anticipated Year-End Outcomes

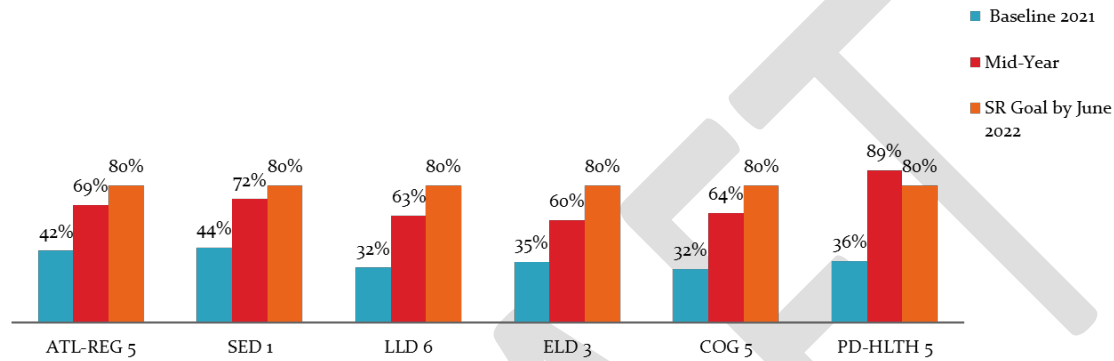
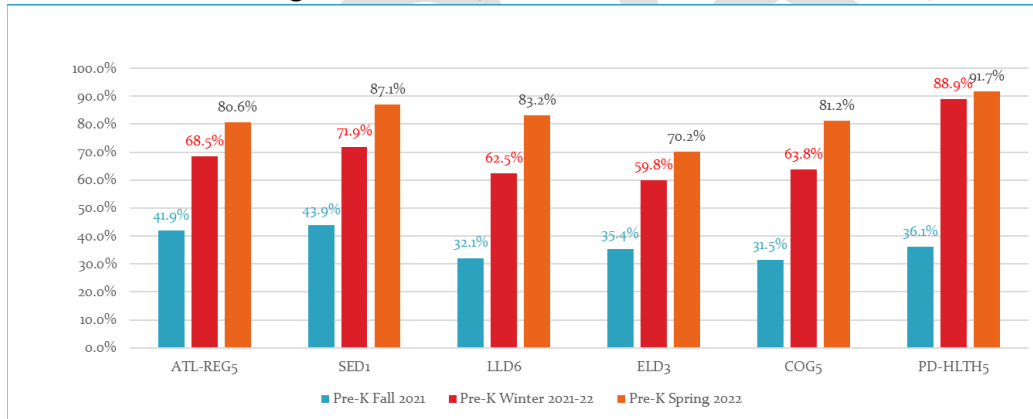


Figure above represents the pre-kindergarten assessment scores for each School Readiness Goals measure at or above Building Middle level. Baseline in teal, Mid-Year in red, and anticipated Year-End outcomes in orange.

2021 – 2022 Pre-Kindergarten Baseline, Mid-Year and Final Year-End Outcomes



FAMILY ENGAGEMENT SCHOOL READINESS GOAL

- PFCE Outcome and DRDP Measure - Families will increase their ability to support their child’s awareness of safety and help them to demonstrate safety skills when participating in daily activities at home.
 - Physical Development and Health: Safety (PD-HLTH 5)

- Goal - By June 2022, 65% of Infant, Toddler, Preschool and Prekindergarten Families will indicate an increased comfort level to support their child’s awareness of safety and demonstration of safety skills when participating in daily activities.
- Method – Families completed a pre and post implementation survey to gather learn about their understanding of this concept and the use of materials to support their children’s development in this area.

FAMILY ENGAGEMENT PRE-SURVEY RESULTS: INFANTS & TODDLERS

FAMILY PRE-SURVEY QUESTIONS	POST-SURVEY RESPONSES	YEAR END GOAL
<p>WHAT IS YOUR COMFORT LEVEL IN SUPPORTING YOUR CHILD’S DEVELOPMENT IN SUPPORTING YOUR CHILD’S LEARNING ABOUT SAFETY AND USING SAFETY SKILLS WHEN PARTICIPATING IN HOME AND SCHOOL ACTIVITIES?</p>	<p>71% of families felt very comfortable, 17% felt comfortable, and 12% felt somewhat comfortable in supporting their child’s learning about safety and using safety skills.</p>	<p>BY JUNE 2022, 65% OF INFANT, TODDLER, PRESCHOOL AND PREKINDERGARTEN FAMILIES WILL INDICATE AN INCREASED COMFORT LEVEL TO SUPPORT THEIR CHILD’S AWARENESS OF SAFETY AND DEMONSTRATION OF SAFETY SKILLS WHEN PARTICIPATING IN DAILY ACTIVITIES.</p>
<p>HOW OFTEN DO YOU TALK WITH YOUR CHILD ABOUT SAFETY AND USING SAFETY SKILLS IN HOME AND SCHOOL ACTIVITIES?</p>	<p>88% of families responded that they talk with their child about safety very often and 12% of families responded that they talk with their child about safety often.</p>	

FAMILY ENGAGEMENT PRE-SURVEY RESULTS: PRESCHOOL & PREKINDERGARTEN

FAMILY PRE-SURVEY QUESTIONS	FAMILY POST-SURVEY RESPONSES	YEAR END GOAL
<p>WHAT IS YOUR COMFORT LEVEL IN SUPPORTING YOUR CHILD’S DEVELOPMENT IN SUPPORTING YOUR CHILD’S LEARNING ABOUT SAFETY AND USING SAFETY SKILLS WHEN PARTICIPATING IN HOME AND SCHOOL ACTIVITIES?</p>	<p>75% of families felt very comfortable, 21% felt comfortable, and 4% felt somewhat comfortable in supporting their child’s learning about safety and using safety skills.</p>	<p>BY JUNE 2022, 65% OF INFANT, TODDLER, PRESCHOOL AND PREKINDERGARTEN FAMILIES WILL INDICATE AN INCREASED COMFORT LEVEL TO SUPPORT THEIR CHILD’S AWARENESS OF SAFETY AND DEMONSTRATION OF SAFETY SKILLS WHEN PARTICIPATING IN DAILY ACTIVITIES.</p>
<p>HOW OFTEN DO YOU TALK WITH YOUR CHILD ABOUT SAFETY AND USING SAFETY SKILLS IN HOME AND SCHOOL ACTIVITIES?</p>	<p>73.5% of families responded that they talk with their child about safety very often and 26.5% of families responded that they talk with their child about safety often.</p>	

<p>2021-2022 Policy Council Recognition</p>	<p>Dr. Aaron Alarcon-Bowen, CSB Director, and Dr. Easter Calvit, Deputy Director, thanked all of the Policy Council Representatives for their active participation during the 2021-2022 Policy Council year.</p>
<p>Site Reports</p>	<p>Ambrose</p> <ul style="list-style-type: none"> • Ambrose is celebrating a successful start of another school year. • Room A children are getting older and have successfully transitioned into the B1 classroom space. The teachers working with these children transitioned with them and they are enjoying their new classroom space. • Center is piloting a new lock on the gate exiting into the parking lot to increase safety measures. B side of the building now has a wall pad that is up and running. • Children are enjoying going to the community garden and helping with watering and harvesting vegetables. • Parents received Friday Flyers inviting them to community events. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista is celebrating a successful start of another school year. We also welcomed Mr. Jose Chavez to our site as the Master Teacher for Preschool Room 3. This year our focus will be to continue to provide quality care to our students and build positive relationships with their families. • New outdoor materials for preschool classroom playground. • Toddler classroom planted tomatoes and have been busy watering the garden. • Parents received Friday Flyers inviting them to community events. <p>GM III</p> <ul style="list-style-type: none"> • Student enrollment is up and we are fully staffed at GMIII at this time. • There is nothing new at the site. • There are no facility improvements at this time. • All classrooms that are currently open are doing "Beginning of the School Year" welcome projects. • There were no special guests at this time due to COVID. • Community Services Bureau Developmental Stages for Preschoolers brochure distributed to families. • No other reports at this time. <p>GMC</p> <ul style="list-style-type: none"> • Returning children and newly enrolled children are excited this school year 2022-2023. • Reestablished rapport with the new families and their children. • Ms. Manjeet Suman is the new Teacher in the toddler room. • Ms. Adriana Diaz is the new Master Teacher in classroom 6. • Home visits conducted during the first day of school year program 2022-2023 and teachers of Early Head Start shared information about Oral Health, proper hand washing and stages of development. <p>Lavonia Allen</p> <ul style="list-style-type: none"> • In June and July we said Happy Trails to all of our Kindergarten bound students we will miss them dearly and we know they are ready for the next steps! • We have a new TAT named Celeste who is an awesome addition to our school. The remaining children in room 2 have merged with room 1 which has been a lot of fun.

	<ul style="list-style-type: none"> • Room 2 had tile repaired, we decluttered some of our sheds and our rooms. Both rooms have updated the art and photos on the wall to reflect the new school year. Public works came and helped to make our yard a little safer with covers for our drains. We also got door sweeps on our exterior doors which helps keep nature outside. • The children are working on self portraits and learning about each other and their classroom expectations. • Thank you to Maria and Elenor from Marsh Creek for supporting our center this summer. • On 8/27/22 there is a Community Baby Shower at John Buckley Square in Pittsburg from 12:30p-2:30p. <p>Los Arboles</p> <ul style="list-style-type: none"> • We said goodbye to eight children and their families and we wish them all the luck in their new Kindergarten class. • We welcome six new children and their families in the preschool classroom and four new children and their families in the toddler room. • The center received new sand to replace out old sand and the children are enjoying their time digging and pouring sand. • Children are working on beginning of the year project, they are getting to know their new environment, new friends, classroom rules and expectations. • Friday resources where emailed to parents. <p>Riverview</p> <ul style="list-style-type: none"> • We have started of a new school year. • We welcomed two new students for room 2. • The center is making school videos to watch on the big screen. 				
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> <p>Reminders</p> <ul style="list-style-type: none"> • Self-Assessment Volunteers needed the week of 8-29-22 • Childcare Reimbursement • Teacher Recognition • September is the beginning of the new Program year 2022-2023 <ul style="list-style-type: none"> ○ PC Representatives Elections are taking place at your centers. Communicate with the Site Supervisor. ○ September PC Orientation. Two-part orientation, Self-Study and Virtual Meeting 9-24-22. ○ Past parents and Community Reps, Seats available, please send a letter of interest to Ana Araujo. ○ PC Business meeting on 9-28-22; Executive team elections, seating Past Parents and Accepting community members. 				
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><u>Pluses / +</u></td> <td style="width: 50%; text-align: center;"><u>Deltas / Δ,</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Great meeting </td> <td> <ul style="list-style-type: none"> • None </td> </tr> </table>	<u>Pluses / +</u>	<u>Deltas / Δ,</u>	<ul style="list-style-type: none"> • Great meeting 	<ul style="list-style-type: none"> • None
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