

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 or by contacting Ana.araujo@ehsd.cccounty.us 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 Executive Meeting	
Date: October 10, 2022	Time: 6:00 – 7:00 PM
Zoom Meeting ID: 892 9105 5719 Password: 920722	
Meeting Leader: Jasmine Cisneros-Volunteer	
Purpose: To Review PC Items for next 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 araujo@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 araujo@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.*

Desired Outcomes: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the community's needs.

Welcome 2022-2023 Executive Team to the roles and responsibilities of CSB Policy Council Leaders.

Understanding staff reports so that the group is informed of bureau highlights and other important events.

Approval of September 7, 2022 Executive Meeting minutes so that we have an accurate record of the meeting.

A decision regarding Parent Recognition of Staff nomination recipients.

Review of September 28, 2022 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda October 19, 2022 Policy Council meeting.

Evaluation of the meeting so we may review our strengths and make any necessary improvements.

What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Juan De Dios Batiz	3
Review Meeting Ground Rules	Present	Hilda Valencia	3
Public Comments	Present	Public	2

What (Content)	How (Process)	Who	Time (Minutes)
Executive Team Roles and Responsibilities	Present Clarify Check for understanding Check for Agreement	Michelle Mankewich Ana Araujo	15
Report: Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	10
Report: Staff Reports-Fiscal	Present Clarify Check for understanding	Haydee Ilan	5
Action: Review and Approve September 7, 2022 Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Team	5
Review September 28, 2022 Policy Council Minutes	Present Clarify Check for understanding	Karen Medrano	5
Set Agenda for October 19, 2022 Policy Council Meeting	Present Clarify Check for Understanding	All	5
Meeting Evaluation	Plus/Delta	Volunteer	2

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

Date: 9/7/2022

Time Convened 6:05 p.m.

Time Terminated 6:35 p.m.

Recorder: Michelle Mankewich

Attendees: Jasmine Cisneros, Juan Batiz, Karen Medrano, Ana Araujo, Marla Stuart, and Michelle Mankewich

Absentees: Myriah Herrington

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Jasmine Cisneros, Chair, called the meeting to order at 6:05 pm. Juan Batiz, Vice Chair, reviewed the desired outcomes and the meeting ground rules.
<ul style="list-style-type: none"> Staff Reports 	Michelle Mankewich, ASA III, provided updates on the following items: <ul style="list-style-type: none"> CSB Part Day, Part Year classes began their 2022-2023 program year on September 6, 2022. 5 classrooms welcomed students and will continue to enroll until they meet capacity. The County has approved a COVID appreciate bonus for all staff that worked in 2020 and a 5% cost of living adjustment (COLA) for staff checks this month. Staff will also receive another 5% COLA in 2023, 2024, and 2025 for a total of 20% salary increase. CSB completed our annual self assessment last week, results will be reported out in October.
<ul style="list-style-type: none"> Fiscal Report 	Ana Araujo, Parent, Family and Community Engagment Manager, reported fiscal reports for July 2022 for Head Start and Early Head Start. Question- How can parents give voice to where funds are spent? Response- Parents are attend the Fiscal subcommittee and the Program Services subcommittee meetings to share suggestions on how funds can be allocated.
Action: <ul style="list-style-type: none"> Review and approve August 3, 2022 Executive Meeting Minutes 	The minutes were reviewed; no corrections were noted. A motion to approve August 3, 2022, Executive Meeting Minutes was made by Juan Batiz and seconded by Karen Medrano. The motion passed.
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Esmeralda Calvario, teacher at Ambrose, and Zully Acosta, Senior Clerk, to receive recognition at September 28, 2022, Policy Council Meeting for their outstanding work with the children and families. Ana Araujo, Parent, Family and Community Engagment Manager, will invite them to attend the September 28, 2022, Policy Council meeting to receive their recognition.
<ul style="list-style-type: none"> Review August 17, 2022 Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed August 17, 2022, Policy Council Minutes and no changes are needed.

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

TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> Review and set Agenda for September 28, 2022 Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for September 28, 2022 Policy Council Meeting. Wellness Activity: “What activities do you do to stay healthy when the weather is HOT?” 	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> Good facilitation from Jasmine Cisneros Dr. Marla’s presence at the meeting 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> None



Policy Council Meeting Minutes
Virtual Meeting



Date: 9/28/2022

Time Convened: 6:07 PM

Time Terminated: 8:04 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY																																																					
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Volunteer, called the meeting to order at 6:07 pm. Juan Batiz, Volunteer, reviewed the desired outcomes and meeting ground rules.																																																					
Public Comment	None																																																					
Correspondence	None																																																					
Wellness Activity	Policy Council Representatives participated in a wellness activity by sharing Introductions of themselves.																																																					
Parent Recognition of Staff	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> Ms. Esmeralda Calvario, Teacher Assistant in training, at George Miller Concord and Ms. Zully Acosta, Senior Clerk - Civic, were presented with a certificate and a book to acknowledge their dedication to the children and families. 																																																					
Action: Review and Consider Approval of Community and Past Parent Representatives	<p>Jasmine Cisneros, Volunteer, provided Community Representatives & Past Parents wishing to serve on the 2022-2023 Policy Council the opportunity to read their Letters of Interest.</p> <ul style="list-style-type: none"> Community Representatives Letters of Interest were received from: Ana Maria Dempsey from Child Abuse Prevention Council, Amy Mockoski from Contra Costa County Librarian Specialist, Deanna Carmona from First 5 Contra Costa, and Devlyn Sewell from Contra Costa County Economic Opportunity Council. Past Parent Letters of Interest were received from: Karen Medrano, Jasmine Cisneros and Juan Batiz. <p>A motion to approve the 2023 Head Start and Early Head Start Continuation Grant was made by Tuliisa Miller and seconded by Marcela Esparza. The motion passed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #cccccc;">Ayes</th> <th style="background-color: #cccccc;">Nays</th> <th style="background-color: #cccccc;">Abstentions</th> <th colspan="2" style="background-color: #cccccc;">Not Present</th> </tr> </thead> <tbody> <tr> <td>Charmaine Steptoe</td> <td>Michelly Mendantta</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Yvonne Ramirez</td> </tr> <tr> <td>Debora Jimenez</td> <td>Patricia De Queiroz</td> <td></td> <td></td> <td>Ely Coranodo</td> <td>Zaraby Duran</td> </tr> <tr> <td>Hilda Valencia</td> <td>Raschate Fletcher</td> <td></td> <td></td> <td>Jaylynn Leslie</td> <td></td> </tr> <tr> <td>Lorena Mercham</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Karen Franco</td> <td></td> </tr> <tr> <td>Dulce Cisneros</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Lizeth Vazquez</td> <td></td> </tr> <tr> <td>Maira Garcia</td> <td></td> <td></td> <td></td> <td>Natalia Moyotl</td> <td></td> </tr> <tr> <td>Marcela Esparza</td> <td></td> <td></td> <td></td> <td>Teresa Munoz</td> <td></td> </tr> </tbody> </table>						Ayes		Nays	Abstentions	Not Present		Charmaine Steptoe	Michelly Mendantta			Deniedre Henry	Yvonne Ramirez	Debora Jimenez	Patricia De Queiroz			Ely Coranodo	Zaraby Duran	Hilda Valencia	Raschate Fletcher			Jaylynn Leslie		Lorena Mercham	Tuliisa Miller			Karen Franco		Dulce Cisneros	Vilma Gaytan			Lizeth Vazquez		Maira Garcia				Natalia Moyotl		Marcela Esparza				Teresa Munoz	
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<p>Action: Conduct 2022-2023 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers</p>	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2022-2023 PC Executive Officers are as follows:</p> <ol style="list-style-type: none"> 1. Chair: Jasmine Cisneros 2. Vice-Chair: Juan de Dios Batiz 3. Secretary: Karen Medrano 4. Parliamentarian: Hilda Valencia <p>{No motion was made, this item will be included in the October 19, 2022, Policy Council agenda}</p>																																																														
<p>Action: Consider Approval of August 11, 2022, Policy Council Minutes</p>	<p>The minutes of the August 11, 2022, Policy Council meeting were reviewed, and no corrections were noted.</p> <p>A motion to approve the minutes from August 11, 2022, Policy Council meeting was made by Karen Medrano and seconded by Amy Mockoski. The motion passed.</p> <table border="1" data-bbox="373 691 1808 1013"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Jasmine Cisneros</td> <td>Patricia De Queiroz</td> <td></td> <td>Raschate Fletcher</td> <td>Deniedre Henry</td> <td>Yvonne Ramirez</td> </tr> <tr> <td>Ana Maria Dempsey</td> <td>Juan Batiz</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Ely Coranodo</td> <td>Zaraby Duran</td> </tr> <tr> <td>Charmaine Steptoe</td> <td>Karen Medrano</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Jaylynn Leslie</td> <td>Mercedes Oretaga</td> </tr> <tr> <td>Deanna Carmona</td> <td>Lorena Mercham</td> <td></td> <td></td> <td></td> <td>Karen Franco</td> <td></td> </tr> <tr> <td>Debora Jimenez</td> <td>Maira Garcia</td> <td></td> <td></td> <td></td> <td>Lizeth Vazquez</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td>Marcela Esparza</td> <td></td> <td></td> <td></td> <td>Natalia Moyotl</td> <td></td> </tr> <tr> <td>Hilda Valencia</td> <td>Michelly Mendantta</td> <td></td> <td></td> <td></td> <td>Teresa Munoz</td> <td></td> </tr> </tbody> </table>							Ayes			Nays	Abstentions	Not Present		Amy Mockoski	Jasmine Cisneros	Patricia De Queiroz		Raschate Fletcher	Deniedre Henry	Yvonne Ramirez	Ana Maria Dempsey	Juan Batiz	Tuliisa Miller			Ely Coranodo	Zaraby Duran	Charmaine Steptoe	Karen Medrano	Vilma Gaytan			Jaylynn Leslie	Mercedes Oretaga	Deanna Carmona	Lorena Mercham				Karen Franco		Debora Jimenez	Maira Garcia				Lizeth Vazquez		Devlyn Sewell	Marcela Esparza				Natalia Moyotl		Hilda Valencia	Michelly Mendantta				Teresa Munoz	
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<p>Action: Consider Approval of August 17, 2022, Policy Council Minutes</p>	<p>The minutes of the August 17, 2022 Policy Council meeting were reviewed and no corrections were noted.</p> <p>A motion to approve the minutes from August 17, 2022, Policy Council meeting was made by Karen Medrano and seconded by Amy Mockoski. The motion passed.</p> <table border="1" data-bbox="373 1192 1808 1471"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Jasmine Cisneros</td> <td>Patricia De Queiroz</td> <td></td> <td>Raschate Fletcher</td> <td>Deniedre Henry</td> <td>Yvonne Ramirez</td> </tr> <tr> <td>Ana Maria Dempsey</td> <td>Juan Batiz</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Ely Coranodo</td> <td>Zaraby Duran</td> </tr> <tr> <td>Charmaine Steptoe</td> <td>Karen Medrano</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Jaylynn Leslie</td> <td>Mercedes Oretaga</td> </tr> <tr> <td>Deanna Carmona</td> <td>Lorena Mercham</td> <td></td> <td></td> <td></td> <td>Karen Franco</td> <td></td> </tr> <tr> <td>Debora Jimenez</td> <td>Maira Garcia</td> <td></td> <td></td> <td></td> <td>Lizeth Vazquez</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td>Marcela Esparza</td> <td></td> <td></td> <td></td> <td>Natalia Moyotl</td> <td></td> </tr> </tbody> </table>							Ayes			Nays	Abstentions	Not Present		Amy Mockoski	Jasmine Cisneros	Patricia De Queiroz		Raschate Fletcher	Deniedre Henry	Yvonne Ramirez	Ana Maria Dempsey	Juan Batiz	Tuliisa Miller			Ely Coranodo	Zaraby Duran	Charmaine Steptoe	Karen Medrano	Vilma Gaytan			Jaylynn Leslie	Mercedes Oretaga	Deanna Carmona	Lorena Mercham				Karen Franco		Debora Jimenez	Maira Garcia				Lizeth Vazquez		Devlyn Sewell	Marcela Esparza				Natalia Moyotl								
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TOPIC	RECOMMENDATION / SUMMARY						
	Hilda Valencia	Michelly Mendantta				Teresa Munoz	
Administrative Reports <ul style="list-style-type: none"> • CSB Interim Director • Interim Division Manager • Fiscal 	<p>Nicholas Bryant, CSB Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • Nicholas Bryant introduced himself to the Policy Council representatives. <p>Amy Wells, Interim Division Manager, reported:</p> <ul style="list-style-type: none"> • The August enrollment was 45.61% for Head Start, 20.62% for Head Start Delegate, 63.87% for Early Head Start and Early Head Start Child Care Partnership #2. • The August attendance was 78.10% for Head Start and Head Start Delegate, 79.73% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> • Classroom Operations <ul style="list-style-type: none"> ○ Part day, part year services began earlier this month (5 classrooms). ○ Less impacts of COVID at this time. • Safety <ul style="list-style-type: none"> ○ CSB and our partner sites continue to have a focus on health and safety. Septembers' focus is on Pedestrian safety in our classrooms and with families (parent meetings). We have also begun additional monitoring in our classrooms and overall facility spaces to ensure the safety of staff and children each day. Got an idea for an activity? Let your teacher or SS know! • Wellness <ul style="list-style-type: none"> ○ As well as safety, health and wellness are an agency focus. Sites had their first wellness early closure and did a variety of fun activities. Wellness activities included affirmation activities, arts and crafts, ball activities, brainstorming future wellness wishes, movie time and snacks provided by the SS. The purpose of these closures are to do site specific wellness activities that focus exactly on the needs of the individual staff. • Recruitment <ul style="list-style-type: none"> ○ The Centralized Enrollment Unit (CEU) continues to participate in community events. In August, staff participated in the Community Baby Shower and was able to provide resources to well over 100 attendees. ○ Also attending Ambrose Garden Harvest Day in late August. • Vaccine Clinics <ul style="list-style-type: none"> ○ Vaccine clinics for enrolled families will be at three hub locations: Marsh Creek, Balboa, and George Miller Concord. <u>Marsh Creek center clinic is this Friday, Sept 30.</u> Vaccines are available for anyone 6 months and older. They will also have the newest COVID booster for adults. Staff are also welcome to attend, as their schedule allows. <p>Haydee Ilan, Accountant III, presented the following financial reports:</p>						

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • 2021-2022 Head Start Program: July 2022, year-to-date cash expenditures were \$8,423,401 YTD, representing 47% of the program budget. • 2021-2022 Early Head Start Program: July 2022, year-to-date cash expenditures were \$3,310,206 YTD, representing 59% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for July 2022, were \$13,028.33. • Child and Adult Care Food Program: July 2022, total meals served, including breakfast, lunch, and supplements, were 11,728.
Report: Ongoing Monitoring	<p>Nelly Ige, ASAIII, provided an overview of the Ongoing Monitoring Report.</p> <ul style="list-style-type: none"> • Quality improvement Plan (QIP) Updates • Monitoring Activities
Subcommittee Updates	No Subcommittee updates
Report: 2021 Annual Report	Presentation is tabled for 10/19/22 Policy Council Meeting.
Site Reports	<p>Ambrose</p> <ul style="list-style-type: none"> • Establishing rapport with the new families enrolled in the program. • Averyl De Vera- Site Supervisor is supporting Ambrose Children's Center at this time. • At the parent meeting the resources shared were the Health and Safety Guidance and Reviewing the Family Handbook Health and Safety protocols. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo Vista is celebrating a good start to the ne school year. • A new bookshelf was placed on the playground for a library set up for the preschool children to enjoy. • Playground gates received maintenance also new batteries were placed in all classroom alarms. • The outdoor shed was painted, playground and front area power washed. • Classroom 3 is exploring water. They are having fun using water to paint and exploring if different materials will sink or float. • Bayo Vista Preschool Classroom received backpacks with school supplies from the Phillips 66 and Contra Costa County Housing Authority. Parents received Friday Flyers inviting them to community events. <p>GM III</p> <ul style="list-style-type: none"> • There have been smooth transitions at drop off time, with parents being able to escort their children into the classrooms again! • On September 16, 2022, there will be a Cluster A Family Movie Night via zoom in which GMIII, Balboa, Crescent Park, and Verde families will be able to participate! • There are no facility improvements at this time. • Classroom 1, is doing a learning unit on Health & Safety (Traffic signs & signals), Classroom 6, is doing a unit on Pedestrian Safety, Classroom 2, is doing Beginning of the Year and Pedestrian Safety, • There were no special guests at this time due to COVID.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • National Cinema Day (Sept.3) Announcement Flyers distributed to families. In addition, Pedestrian Safety information will be given out to all families. <p>GMC</p> <ul style="list-style-type: none"> • Averyl De Vera, Site Supervisor I, is temporarily upgraded to site supervisor II at Ambrose. • We received two couches, a throw rug, and throw pillows for the teaching staff to have a place to sit on their breaks in building 8. We also received two benches that we put outside in the lawn area by the preschool playground so staff can sit and enjoy the shade and outside. <p>Lavonia Allen</p> <ul style="list-style-type: none"> • We have opened room 2 and are getting ready to accept new students. • Both rooms have been updated and look wonderful; we successfully welcomed parents back into the center to drop off and pick up. • We are all busy getting to know each other and reviewing the expectations of the classrooms. • On September 17, 2022, there is a community event at the Ambrose garden center; parents were invited. <p>Los Arboles</p> <p>Los Arboles welcomed 4 new children and their families to the centers. Teachers completed first home visits and DRDP for all children as they continued to work on completing the first parent teacher conferences.</p> <ul style="list-style-type: none"> • The facility walls were power washed and the grass was freshly cut. • The center will be electing the center committee leads this month. The election date is scheduled for September 22, 2022. • Looking forward to having the librarian come over in the upcoming month. • Sharing resources: Friday Flyers and COVID Vaccine Clinics. <p>Los Nogales</p> <ul style="list-style-type: none"> • We are excited the new year has started and we are celebrating with our new families as their children start school. • Classrooms are starting their beginning of the year study as well as implementing the beginning of Second Step Curriculum. • Our special guest would be our parents. We are excited that parents are allowed back into the classroom. We are welcoming them for the special guest that they are. • Friday Flyers: Homeless Services, Free COVID-19 vaccines (library), resources for veterans & spouses, networking for fathers, dental clinics, free bus passes, and more. <p>Riverview</p> <ul style="list-style-type: none"> • We have welcomed new students. • We have a teacher assistant in training, Mona Galicia-Corchado; she will be joining us for the next few weeks. • Looking forward to having the librarian come over in the upcoming month.
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copy of resources were emailed to participants):</p> <ul style="list-style-type: none"> • Subcommittees - October, identify members and leads • Review Forms

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> ○ California 700 Form - Online form for new representatives ○ Reimbursements - childcare ○ Sites Reports (light blue form) ○ Staff Recognitions (Pink form) ○ Required Signed forms return to Ana <ul style="list-style-type: none"> ▪ Video Training Certification (Yellow copies -Required) ▪ Code of Ethical Conduct (Cream copies -Required) ▪ CSB Standard of Conduct (Cream copies-Required) ▪ <i>Demand for Child Care (optional)</i> ▪ <i>Parent Recognition of Staff (optional)</i> ● Policy Council Executive Meeting: October 10, 2022 ● Policy Council Meeting: October 19, 2022 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> ● Added Interpretation language Spanish ● New Exec Team ● Great team supporting PC meeting 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> ● None

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Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: October 19, 2022	Time: 6:00 PM – 8:00 PM
Zoom Meeting ID: 870 4513 5129 Password: 826100	
Meeting Leader: Jasmine Cisneros-Volunteer	
Purpose: Conduct Regular Monthly Meeting	

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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.

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

An approval of the 2022 – 2023 Policy Council Executive Committee Officers who will set future agendas and conduct monthly meetings.

An approval of the slot conversion to increase Early Head Start funded enrollment and reduction of Head Start funded enrollment for year 5.

An approval of September 28, 2022 Policy Council Minutes.

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

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

A wellness activity to open communication and enhance overall wellbeing.

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

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

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	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Hilda Valencia	3 Minutes
Correspondence	Present Clarify	Karen Medrano	1 Minute
Public Comment	Present	Public	2 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	6 Minutes
Action: <ul style="list-style-type: none"> Approval of the 2022-2023 PC Executive Committee Officer 	Present Clarify Check for understanding Check for Agreement	Ana Araujo	5 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Approval of slot conversion and reduction 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	12 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of September 28, 2022 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes (Reserve 3 minutes for roll call)
Subcommittee Membership recruitment	Present Clarify Check for understanding Check for Agreement	Staff to Subcommittees	10 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Interim Director 	Present Clarify Check for understanding	Nic Bryant	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
Wellness Activity	Present Clarify	Jasmine Cisneros	6 Minutes
Report: <ul style="list-style-type: none"> 2021-22 Annual Report 	Present Clarify Check for understanding	Amanda Cleveland	10 Minutes

Training: <ul style="list-style-type: none">• Head Start Eligibility	Present Clarify Check for understanding	Tracy Lewis	15 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

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