

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

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

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.

Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [aaaraujo@ehsd.cccounty.us](mailto: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](mailto: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 understanding of an opportunity to participate in the PC Subcommittee to ensure full work of Policy Council is completed during the year. An approval of subcommittee leads.

An approval of September 28, 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.

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.

<b>What</b> (Content)	<b>How</b> (Process)	<b>Who</b>	<b>Time</b> (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
<b>Action:</b> <ul style="list-style-type: none"> <li>Approval of the 2022-2023 PC Executive Committee Officer</li> </ul>	Present Clarify Check for understanding Check for Agreement	Ana Araujo	5 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> <ul style="list-style-type: none"> <li>Approval of slot conversion and reduction</li> </ul>	Present Clarify Check for understanding Check for Agreement	Nic Bryant and Easter Calvit	12 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of Subcommittee Leads</li> </ul>	Present Clarify Check for understanding Check for Agreement	Ana Araujo Jasmine Cisneros	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of September 28, 2022 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes (Reserve 3 minutes for roll call)
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Interim Director</li> </ul>	Present Clarify Check for understanding	Nic Bryant	10 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>Interim Division Manager</li> </ul>	Present Clarify Check for understanding	Amy Wells	8 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>Fiscal</li> </ul>	Present Clarify Check for understanding	Haydee Ilan	8 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>Ongoing Monitoring</li> </ul>	Present Clarify Check for understanding	Nelly Ige	5 Minutes
<b>Wellness Activity</b>	Present Clarify	Jasmine Cisneros	6 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>2021-22 Annual Report</li> </ul>	Present Clarify Check for understanding	Amanda Cleveland	10 Minutes

<b>Training:</b> <ul style="list-style-type: none"> <li>• Head Start Eligibility</li> </ul>	Present Clarify Check for understanding	Tracy Lewis	15 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>• Site Reports</li> </ul>	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 September 2022**

### Enrollment:

- **HS - 48.41**
- **EHS & EHS-CCP2 –64.75%**

### Attendance:

- **HS– 82.52%**
- **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 Septiembre 2022***

### *Inscripción:*

### Inscripción:

- **HS - 48.41**
- **EHS & EHS-CCP2 –64.75%**

### Asistencia:

- **HS – 82.52%**
- **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

August 2022

**12** Approved Sites



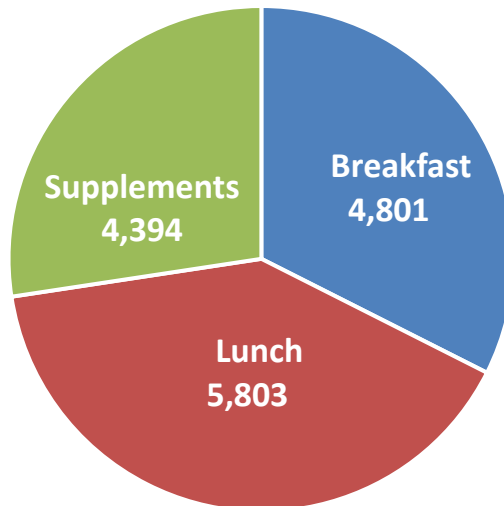
**23** Days Meals Served



**253** Daily Participation



**14,998 Meals Served**



**Claim Reimbursement**

**Total: \$ 43,016**

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

DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	67% %YTD
a. PERSONNEL	\$ 4,553,936	\$ 1,521,702	\$ 3,032,234	67%
b. FRINGE BENEFITS	3,077,030	1,289,858	1,787,172	58%
c. TRAVEL	16,765	13,247	3,518	21%
d. EQUIPMENT	-	-	-	-
e. SUPPLIES	258,500	117,190	141,310	55%
f. CONTRACTUAL	4,296,092	2,462,463	1,833,629	43%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,752,926	2,734,906	2,018,020	42%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 16,955,249</b>	<b>\$ 8,139,366</b>	<b>\$ 8,815,883</b>	<b>52%</b>
j. INDIRECT COSTS	865,248	423,635	441,613	51%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 17,820,497</b>	<b>\$ 8,563,002</b>	<b>\$ 9,257,495</b>	<b>52%</b>
<b><i>In-Kind (Non-Federal Share)</i></b>	<b>\$ 4,450,933</b>	<b>\$ 2,136,559</b>	<b>\$ 2,314,374</b>	<b>52%</b>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2022 HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2022**

**AS OF AUGUST 2022**

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	67% % YTD	Actual Aug-22
<b>a. Salaries &amp; Wages (Object Class 6a)</b>					
Permanent 1011	4,330,502	1,429,414	2,901,088	67%	484,600
Temporary 1013	223,434	92,287	131,147	59%	17,732
<b>a. PERSONNEL (Object class 6a)</b>	<b>4,553,936</b>	<b>1,521,702</b>	<b>3,032,234</b>	<b>67%</b>	<b>502,332</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>					
Fringe Benefits	3,077,030	1,289,858	1,787,172	58%	226,247
<b>b. FRINGE (Object Class 6b)</b>	<b>3,077,030</b>	<b>1,289,858</b>	<b>1,787,172</b>	<b>58%</b>	<b>226,247</b>
<b>c. TRAVEL (Object Class 6c)</b>					
HS Staff	16,765	13,247	3,518	21%	3,518
<b>c. TRAVEL (Object Class 6c)</b>	<b>16,765</b>	<b>13,247</b>	<b>3,518</b>	<b>21%</b>	<b>3,518</b>
<b>d. EQUIPMENT (Object Class 6d)</b>	-	-	-		-
<b>e. SUPPLIES (Object Class 6e)</b>					
1. Office Supplies	60,000	17,238	42,762	71%	16,571
2. Child and Family Services Supplies (Includesclass	90,000	71,221	18,779	21%	-
4. Other Supplies					
Health and Safety Supplies	1,000	1,000	-	0%	-
Computer Supplies, Software Upgrades, Compute	100,000	23,158	76,842	77%	-
Health/Safety Supplies	3,000	2,462	538	18%	75
Mental helath/Diasabilities Supplies	1,500	16	1,484	99%	-
Employee Morale	2,000	1,094	906	45%	-
Household Supplies	1,000	1,000	-	0%	-
<b>TOTAL SUPPLIES (6e)</b>	<b>258,500</b>	<b>117,190</b>	<b>141,310</b>	<b>55%</b>	<b>16,646</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Coi	20,000	20,000	-	0%	-
2. Health/Disabilities Services	-	-	-		-
Health Consultant	55,000	13,857	41,143	75%	4,840
5. Training & Technical Assistance - PA11	-	-	-		-
One Solution	268,000	268,000	-	0%	-
Leadership Trainings/Seminars/Worshops	34,185	720	33,465	98%	25,813
Demogtaphic/Data Research	10,000	3,910	6,090	61%	-
Practice Based Coaching/Classroom Observatic	5,000	1,105	3,895	78%	1,113
Family Development Credential/Reflective Pract	17,000	1,688	15,313	90%	11,438
Reflective Supervision	18,000	899	17,101	95%	450
7. Delegate Agency Costs					
First Baptist Church Head Start PA22	1,156,877	202,264	954,613	83%	-
First Baptist Church Head Start PA20	4,000	-	4,000	100%	-
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	106,473	-	106,473	100%	-
First Baptist/East Leland and Kids Castle	131,848	-	131,848	100%	-
Martinez ECC	80,200	-	80,200	100%	-
Tiny Toes	87,392	21,440	65,952	75%	-
YMCA of the East Bay	789,112	415,576	373,536	47%	-
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>4,296,092</b>	<b>2,462,463</b>	<b>1,833,629</b>	<b>43%</b>	<b>43,653</b>
<b>g. CONSTRUCTION (6g)</b>	-	-	-		-
<b>h. OTHER (Object Class 6h)</b>					
2. Bldg Occupancy Costs/Rents & Leases	360,000	176,647	183,353	51%	10,630
(Rents & Leases/Other Income)	-	2,498	(2,498)		-
4. Utilities, Telephone	250,000	178,427	71,573	29%	1,683
5. Building and Child Liability Insurance	2,900	170	2,730	94%	-
6. Bldg. Maintenance/Repair and Other Occupancy	351,911	315,286	36,625	10%	3,316
8. Local Travel (55.5 cents per mile effective 1/1/20'	24,375	6,345	18,030	74%	1,210
9. Nutrition Services					
Child Nutrition Costs	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.	1,000	1,000	-	0%	-
PC Orientation, Trainings, Materials & Translator	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) & Ap	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, N	5,000	42	4,958	99%	-
Staff Trainings/Dev. Conf. Registrations/Member	75,000	18,985	56,015	75%	10,120
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	36,705	70,295	66%	8,581
Equipment Maintenance Repair & Rental	55,000	33,041	21,959	40%	4,534
Dept. of Health and Human Services-data Base (C	10,000	3,375	6,625	66%	1,625
Other Operating Expenses (Facs Admin/Other ad	465,000	337,046	127,954	28%	-
Other Departmental Expenses	2,472,589	1,228,968	1,243,621	50%	-
<b>h. OTHER (6h)</b>	<b>4,752,926</b>	<b>2,734,906</b>	<b>2,018,020</b>	<b>42%</b>	<b>41,699</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>16,955,249</b>	<b>8,139,366</b>	<b>8,815,883</b>	<b>52%</b>	<b>834,094</b>
<b>j. INDIRECT COSTS</b>	<b>865,248</b>	<b>423,635</b>	<b>441,613</b>	<b>51%</b>	-
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>17,820,497</b>	<b>8,563,002</b>	<b>9,257,495</b>	<b>52%</b>	<b>834,094</b>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF AUGUST 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	67% % YTD	Actual Aug-22
<i>Non-Federal Share (In-kind)</i>	4,450,933	2,136,559	2,314,374	52%	208,524



**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2022 EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2022**

**AS OF AUGUST 2022**

<b>DESCRIPTION</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>Total YTD Actual</b>	<b>67% % YTD</b>
a. PERSONNEL	1,685,285	869,881	815,404	48%
b. FRINGE BENEFITS	1,103,060	624,951	478,109	43%
c. TRAVEL	7,185	771	6,414	89%
d. EQUIPMENT	-	-	-	
e. SUPPLIES	140,500	101,077	39,423	28%
f. CONTRACTUAL	3,095,030	1,672,198	1,422,832	46%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	2,662,534	1,976,807	685,727	26%
<b>I. TOTAL DIRECT CHARGES</b>	<b>8,693,594</b>	<b>5,245,685</b>	<b>3,447,909</b>	<b>1%</b>
j. INDIRECT COSTS	320,204	136,229	183,975	57%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>9,013,798</b>	<b>5,381,914</b>	<b>3,631,884</b>	<b>59%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>2,253,450</b>	<b>1,345,478</b>	<b>907,971</b>	<b>40%</b>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF AUGUST 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	67% % YTD	Actual Aug-22
<b>a. Salaries &amp; Wages (Object Class 6a)</b>					
Permanent 1011	1,541,229	744,281	796,948	52%	141,919
Temporary 1013	144,056	125,600	18,456	13%	5,779
<b>a. PERSONNEL (Object class 6a)</b>	<b>1,685,285</b>	<b>869,881</b>	<b>815,404</b>	<b>48%</b>	<b>147,699</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>					
Fringe Benefits	1,103,060	624,951	478,109	43%	70,390
<b>b. FRINGE (Object Class 6b)</b>	<b>1,103,060</b>	<b>624,951</b>	<b>478,109</b>	<b>43%</b>	<b>70,390</b>
<b>c. Travel (Object Class 6c)</b>					
HS Staff	7,185	771	6,414	89%	1,625
<b>c. TRAVEL (Object Class 6c)</b>	<b>7,185</b>	<b>771</b>	<b>6,414</b>	<b>89%</b>	<b>1,625</b>
<b>d. EQUIPMENT (Object Class 6d)</b>					
	-	-	-	-	-
<b>e. SUPPLIES (Object Class 6e)</b>					
1. Office Supplies	27,000	11,732	15,268	57%	7,963
2. Child and Family Services Supplies (Includesclassroom 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%	-
<b>TOTAL SUPPLIES (6e)</b>	<b>140,500</b>	<b>101,077</b>	<b>39,423</b>	<b>28%</b>	<b>7,963</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	3,000	3,000	-	0%	-
2. Health/Disabilities Services					
Health Consultant	23,050	14,000	9,050	39%	1,210
5. Training & Technical Assistance - PA11					
Leadership Trainings/Seminars/Worshops	25,000	14,976	10,024	40%	-
Demogtaphic/Data Research	25,000	13,844	11,156	45%	-
Practice Based Coaching/Classroom Observation	15,000	9,699	5,302	35%	1,563
Family Development Credential/Reflective Practice	45,000	3,354	41,647	93%	37,250
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	401,740	216,589	185,151	46%	35,858
Crossroads	155,893	68,533	87,360	56%	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	658,215	487,815	170,400	26%	-
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>3,095,030</b>	<b>1,672,198</b>	<b>1,422,832</b>	<b>46%</b>	<b>90,440</b>
<b>g. CONSTRUCTION (6g)</b>					
	-	-	-	-	-
<b>h. OTHER (Object Class 6h)</b>					
2. Bldg Occupancy Costs/Rents & Leases	25,000	18,229	6,771	27%	-
4. Utilities, Telephone	10,000	7,181	2,819	28%	23
6. Bldg. Maintenance/Repair and Other Occupancy	265,000	261,252	3,748	1%	-
8. Local Travel (55.5 cents per mile effective 1/1/2012)	2,875	1,008	1,867	65%	293
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%	-
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	47,020	39,686	7,334	16%	2,430
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	9,000	3,074	5,926	66%	-
17. Other					
Site Security Guards	3,139	2,936	203	6%	-
Vehicle Operating/Maintenance & Repair	54,000	48,698	5,302	10%	815
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%	-
<b>h. OTHER (6h)</b>	<b>2,662,534</b>	<b>1,976,807</b>	<b>685,727</b>	<b>26%</b>	<b>3,561</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>8,693,594</b>	<b>5,245,685</b>	<b>3,447,909</b>	<b>40%</b>	<b>321,678</b>
<b>j. INDIRECT COSTS</b>	<b>320,204</b>	<b>136,229</b>	<b>183,975</b>	<b>57%</b>	<b>-</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>9,013,798</b>	<b>5,381,914</b>	<b>3,631,884</b>	<b>40%</b>	<b>321,678</b>
<b>Non-Federal Share (In-kind)</b>	<b>2,253,450</b>	<b>1,345,478</b>	<b>907,971</b>	<b>40%</b>	<b>80,420</b>

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

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>
08/22/22	\$197.45	EHS T & TA	Books, Periodicals
08/22/22	\$460.72	Head Start T & TA	Books, Periodicals
	<b>\$658.17</b>		
08/22/22	\$515.34	Head Start T & TA	Transportation & Travel
	<b>\$515.34</b>		
08/22/22	\$350.48	Head Start T & TA	Other Travel Employees
08/22/22	\$404.05	EHS T & TA	Other Travel Employees
08/22/22	\$808.10	EHS T & TA	Other Travel Employees
08/22/22	\$942.79	Head Start T & TA	Other Travel Employees
08/22/22	\$1,885.58	Head Start T & TA	Other Travel Employees
	<b>\$4,391.00</b>		
08/22/22	\$125.00	HS Basic Grant	Training & Registration
	<b>\$125.00</b>		
08/22/22	\$2,036.13	HS Basic Grant	Educational Supplies
	<b>\$2,036.13</b>		
08/22/22	\$224.49	HS Basic Grant	Other Special Dpmtal Exp



## Head Start and Early Head Start Proposed Funded Enrollment Changes for 2023

Community Services Bureau (CSB) analyzes data annually to inform childcare slot changes in response to changing community and programmatic needs. This data informs us of the following:



- A continued need for full-day services to support families who are working, in school or seeking employment. The Community Assessment finds Contra Costa County’s unemployment rate remains lower than the state and significantly improved since 2019. About 76% of families seeking childcare in the county did so because parents were working according to the 2019 California Child Care Portfolio. As the community continues to manage the impacts of the pandemic, families are increasing job search activities.



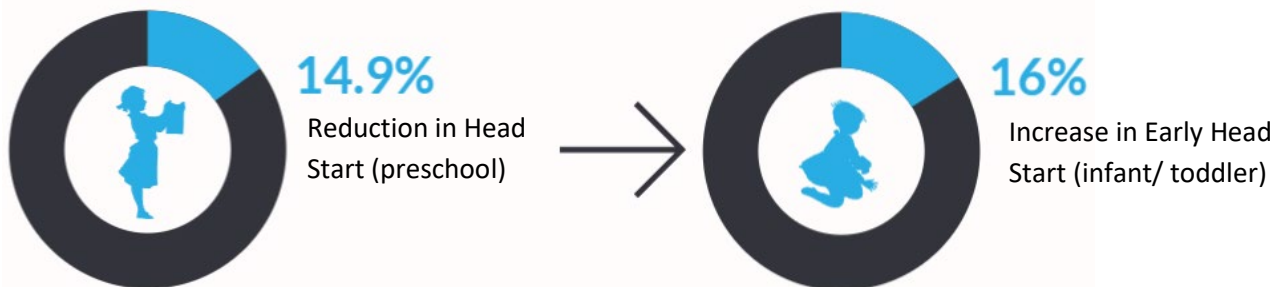
- An anticipated reduced need for preschool services resulting from expanded implementation of California’s Transition Kindergarten, also known as Universal Pre-Kindergarten (UPK). The most recent transitional kindergarten (TK) enrollment data available from the California Department of Education (CDE) for the 2019-20 school year indicates that TK cumulative enrollment in Contra Costa County schools is 2,568. Over the next three years, the County is expecting to see a gradual increase in number of children enrolled in TK. Each year, TK eligibility gradually extends to children who turn five after September 2 of the school year. According to the CDE, in 2025–26, Local Education Agencies (LEAs) are required to make TK available to all children who will have their fourth birthday by September 1 of the school year.



- A high need for affordable childcare services for infants and toddlers. According to CSB’s community assessment, licensed infant care facilities within Contra Costa County have the capacity to serve only 5.8% (2,191) of the county’s 37,685 children ages 0-2. Approximately 20% (7,828) of the county’s 0-2 year-olds (37,685) are eligible for Head Start, whereas only 15.2% (6,168) of the county’s 3-5 year-olds (40,679) qualify.

Therefore, CSB is requesting approval of a slots conversion to increase Early Head Start services and a reduction of Head Start. **If approved, funded enrollment will consist of 262 EHS-CCP slots (no change), 361 EHS slots (50 slot or 16% increase), and 1149 HS slots (202 slot or 14.9% decrease).** These changes bring the combined total federally funded slots from 1924 to 1772, resulting in an overall 8% decrease.

Total incoming federal funds received from the Head Start and Early Head Start grant will not change because of the slot conversion. Maintaining this funding level ensures CSB has the capacity to sustain increased infant/toddler services, which have higher operating costs.





**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"> <li>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.</li> </ul>																																																					
<b>Action:</b> Review and Consider Approval of Community and Past Parent Representatives	<p>Jasmine Cisneros, Volunteer, provided Community Representatives &amp; 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"> <li>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.</li> <li>Past Parent Letters of Interest were received from: Karen Medrano, Jasmine Cisneros and Juan Batiz.</li> </ul> <p><b>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.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">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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**Action:**  
Conduct 2022-2023 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers

**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:

1. Chair: Jasmine Cisneros
2. Vice-Chair: Juan de Dios Batiz
3. Secretary: Karen Medrano
4. Parliamentarian: Hilda Valencia

**{No motion was made, this item will be included in the October 19, 2022, Policy Council agenda}**

**Action:**  
Consider Approval of August 11, 2022, Policy Council Minutes

The minutes of the August 11, 2022, Policy Council meeting were reviewed, and no corrections were noted.

**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.**

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	

**Action:**  
Consider Approval of August 17, 2022, Policy Council Minutes

The minutes of the August 17, 2022 Policy Council meeting were reviewed and no corrections were noted.

**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.**

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	

**Administrative Reports**

- CSB Interim Director
- Interim Division Manager
- Fiscal

**Nicholas Bryant, CSB Interim Director**, welcomed Policy Council representatives and thanked them for attending.

Administrative updates:

- Nicholas Bryant introduced himself to the Policy Council representatives.

**Amy Wells, Interim Division Manager**, reported:

- 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.

Program updates:

- **Classroom Operations**

- Part day, part year services began earlier this month (5 classrooms).
- Less impacts of COVID at this time.

- **Safety**

- 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**

- 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**

- 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**

- Vaccine clinics for enrolled families will be at three hub locations: Marsh Creek, Balboa, and George Miller Concord. Marsh Creek center clinic is this Friday, Sept 30. 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.

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

- **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.

	<ul style="list-style-type: none"> <li>• <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>July 2022</b>, were \$13,028.33.</li> <li>• <b>Child and Adult Care Food Program: July 2022</b>, total meals served, including breakfast, lunch, and supplements, were 11,728.</li> </ul>
<b>Report:</b> Ongoing Monitoring	<p><b>Nelly Ige, ASAIII</b>, provided an overview of the Ongoing Monitoring Report.</p> <ul style="list-style-type: none"> <li>• Quality improvement Plan (QIP) Updates</li> <li>• Monitoring Activities</li> </ul>
<b>Subcommittee Updates</b>	<b>No Subcommittee updates</b>
<b>Report:</b> 2021 Annual Report	<b>Presentation is tabled for 10/19/22 Policy Council Meeting.</b>
Site Reports	<p><b>Ambrose</b></p> <ul style="list-style-type: none"> <li>• Establishing rapport with the new families enrolled in the program.</li> <li>• Averyl De Vera- Site Supervisor is supporting Ambrose Children's Center at this time.</li> <li>• At the parent meeting the resources shared were the Health and Safety Guidance and Reviewing the Family Handbook Health and Safety protocols.</li> </ul> <p><b>Bayo Vista</b></p> <ul style="list-style-type: none"> <li>• Bayo Vista is celebrating a good start to the ne school year.</li> <li>• A new bookshelf was placed on the playground for a library set up for the preschool children to enjoy.</li> <li>• Playground gates received maintenance also new batteries were placed in all classroom alarms.</li> <li>• The outdoor shed was painted, playground and front area power washed.</li> <li>• Classroom 3 is exploring water. They are having fun using water to paint and exploring if different materials will sink or float.</li> <li>• 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.</li> </ul> <p><b>GM III</b></p> <ul style="list-style-type: none"> <li>• There have been smooth transitions at drop off time, with parents being able to escort their children into the classrooms again!</li> <li>• 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!</li> <li>• There are no facility improvements at this time.</li> <li>• Classroom 1, is doing a learning unit on Health &amp; Safety (Traffic signs &amp; signals), Classroom 6, is doing a unit on Pedestrian Safety, Classroom 2, is doing Beginning of the Year and Pedestrian Safety,</li> <li>• There were no special guests at this time due to COVID.</li> <li>• National Cinema Day (Sept.3) Announcement Flyers distributed to families. In addition, Pedestrian Safety information will be given out to all families.</li> </ul> <p><b>GMC</b></p> <ul style="list-style-type: none"> <li>• Averyl De Vera, Site Supervisor I, is temporarily upgraded to site supervisor II at Ambrose.</li> <li>• 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.</li> </ul>



	<p><b>Lavonia Allen</b></p> <ul style="list-style-type: none"> <li>• We have opened room 2 and are getting ready to accept new students.</li> <li>• Both rooms have been updated and look wonderful; we successfully welcomed parents back into the center to drop off and pick up.</li> <li>• We are all busy getting to know each other and reviewing the expectations of the classrooms.</li> <li>• On September 17, 2022, there is a community event at the Ambrose garden center; parents were invited.</li> </ul> <p><b>Los Arboles</b></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"> <li>• The facility walls were power washed and the grass was freshly cut.</li> <li>• The center will be electing the center committee leads this month. The election date is scheduled for September 22, 2022.</li> <li>• Looking forward to having the librarian come over in the upcoming month.</li> <li>• Sharing resources: Friday Flyers and COVID Vaccine Clinics.</li> </ul> <p><b>Los Nogales</b></p> <ul style="list-style-type: none"> <li>• We are excited the new year has started and we are celebrating with our new families as their children start school.</li> <li>• Classrooms are starting their beginning of the year study as well as implementing the beginning of Second Step Curriculum.</li> <li>• 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.</li> <li>• Friday Flyers: Homeless Services, Free COVID-19 vaccines (library), resources for veterans &amp; spouses, networking for fathers, dental clinics, free bus passes, and more.</li> </ul> <p><b>Riverview</b></p> <ul style="list-style-type: none"> <li>• We have welcomed new students.</li> <li>• We have a teacher assistant in training, Mona Galicia-Corchado; she will be joining us for the next few weeks.</li> <li>• Looking forward to having the librarian come over in the upcoming month.</li> </ul>
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"> <li>• Subcommittees – October, identify members and leads</li> <li>• Review Forms <ul style="list-style-type: none"> <li>○ California 700 Form – Online form for new representatives</li> <li>○ Reimbursements - childcare</li> <li>○ Sites Reports (light blue form)</li> <li>○ Staff Recognitions (Pink form)</li> <li>○ Required Signed forms return to Ana <ul style="list-style-type: none"> <li>▪ Video Training Certification (Yellow copies -Required)</li> <li>▪ Code of Ethical Conduct (Cream copies -Required)</li> <li>▪ CSB Standard of Conduct ( Cream copies-Required)</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ <i>Demand for Child Care (optional)</i></li> <li>▪ <i>Parent Recognition of Staff (optional)</i></li> <li>• Policy Council Executive Meeting: October 10, 2022</li> <li>• Policy Council Meeting: October 19, 2022</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Added Interpretation language Spanish</li> <li>• New Exec Team</li> <li>• Great team supporting PC meeting</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>