

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: February 15, 2023	Time: 6:00 PM – 8:00 PM
Zoom Meeting ID: 870 4513 5129 Password: 826100	
Meeting Leader: Jasmine Cisneros – Policy Council Chair	
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.
Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
An approval of COVID 19 Mitigation plan to be in compliance with Head Start Performance Standard 45 CFR §1302.47(b)(9)
A Review, discuss and approve the CSB Admissions Priorities / Selection Criteria and Recruitment plan for the 2023-2024 program year.
An approval of January 18, 2023, 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.
Discussion on Governance Policy presented in November to gain a clear understanding of policy
An understanding of the 1st DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for the 2022-2023 program so that Policy Council members are aware of agency-wide baseline data of children’s assessments.
An understanding of the 1 st Period Semi- 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	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller	2 Minutes
Correspondence	Present Clarify	Karen Medrano	1 Minute
Public Comment	Present	Public	3 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	8 Minutes
Action: <ul style="list-style-type: none"> Approval of COVID 19 Mitigation Plan 	Present Clarify Check for understanding Check for Agreement	Christina Reich	10 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider approval of the 2023-2024 Recruitment & Enrollment Plan 	Present Clarify Check for understanding Check for Agreement	Tracy Lewis	15 Minutes (Reserve 3 minutes for roll call)
Action: <ul style="list-style-type: none"> Consider an approval of January 18, 2023 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	8 Minutes (Reserve 3 minutes for roll call)
Administrative Reports: <ul style="list-style-type: none"> CSB Interim Director 	Present Clarify Check for understanding	Nic Bryant	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> EHS Division Manager 	Present Clarify Check for understanding	Amy Wells	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> Fiscal 	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
Wellness Activity	Present Clarify	Jasmine Cisneros	10 Minutes
Discussion <ul style="list-style-type: none"> Governance Policy 	Present Clarify Check for Understanding	Nic Bryant	10 Minutes
Report: <ul style="list-style-type: none"> 1st DRDP and School Readiness Goals 	Present Clarify Check for Understanding	Ron Pipa and Afi Fiaxe	10 Minutes
Report: <ul style="list-style-type: none"> 1st Period Semi-Annual Report 	Present Clarify Check for Understanding	Nelly Ige	15 Minutes

Report: <ul style="list-style-type: none">• Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	4 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

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

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	100% %YTD
a. PERSONNEL	\$ 4,713,323	\$ 79,698	\$ 4,633,625	98%
b. FRINGE BENEFITS	3,181,425	466,865	2,714,560	85%
c. TRAVEL	16,765	13,247	3,518	21%
d. EQUIPMENT	-	-	-	-
e. SUPPLIES	258,500	67,342	191,158	74%
f. CONTRACTUAL	4,473,827	1,636,580	2,837,247	63%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,752,926	2,162,577	2,590,349	55%
I. TOTAL DIRECT CHARGES	\$ 17,396,766	\$ 4,426,310	\$ 12,970,456	75%
j. INDIRECT COSTS	895,850	82,982	812,868	91%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 18,292,616	\$ 4,509,292	\$ 13,783,324	75%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 4,455,124</i>	<i>\$ 1,009,293</i>	<i>\$ 3,445,831</i>	<i>77%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF DECEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	100% % YTD	Actual Dec-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	4,462,981	16,934	4,446,047	100%	320,123
Temporary 1013	250,342	62,765	187,577	75%	14,706
a. PERSONNEL (Object class 6a)	4,713,323	79,698	4,633,625	98%	334,829
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	3,181,425	466,865	2,714,560	85%	191,763
b. FRINGE (Object Class 6b)	3,181,425	466,865	2,714,560	85%	191,763
c. Travel (Object Class 6c)					
HS Staff	16,765	13,247	3,518	21%	-
c. TRAVEL (Object Class 6c)	16,765	13,247	3,518	21%	-
d. EQUIPMENT (Object Class 6d)					
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	60,000	579	59,421	99%	1,435
2. Child and Family Services Supplies (Includesclass	89,000	66,327	22,673	25%	798
4. Other Supplies					
Health and Safety Supplies	-	-	-		-
Computer Supplies, Software Upgrades, Compute	101,000	26	100,974	100%	-
Health/Safety Supplies	1,900	60	1,840	97%	-
Mental helath/Diasabilities Supplies	1,500	16	1,484	99%	-
Employee Morale	1,900	256	1,644	87%	-
Household Supplies	-	-	-		-
TOTAL SUPPLIES (6e)	258,500	67,342	191,158	74%	2,233
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Coi	20,000	20,000	-	0%	-
2. Health/Disabilities Services					
Health Consultant	63,200	0	63,200	100%	7,680
5. Training & Technical Assistance - PA11					
One Solution	240,800	26,655	214,145	89%	71,345
Leadership Trainings/Seminars/Worshops	45,685	1,389	44,296	97%	-
Demogtaphic/Data Research	12,000	318	11,682	97%	5,592
Practice Based Coaching/Classroom Observatic	5,000	617	4,383	88%	-
Family Development Credential/Reflective Praci	15,500	188	15,313	99%	-
Reflective Supervision	25,000	65	24,935	100%	7,834
7. Delegate Agency Costs					
First Baptist Church Head Start PA22	1,156,877	2,592	1,154,284	100%	199,672
First Baptist Church Head Start PA20	4,000	-	4,000	100%	-
YMCA Delegate Agency PA22	1,257,060	1,023,832	233,228	19%	-
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	84,403	4,203	80,200	95%	-
Tiny Toes	96,595	2,563	94,032	97%	11,232
YMCA of the East Bay	819,697	170,085	649,612	79%	169,728
f. CONTRACTUAL (Object Class 6f)	4,473,827	1,636,580	2,837,247	63%	473,083
g. CONSTRUCTION (6g)					
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	370,000	74,903	295,097	80%	8,482
(Rents & Leases/Other Income)	(10,000)	(3,474)	(6,526)		-
4. Utilities, Telephone	250,000	118,947	131,053	52%	3,670
5. Building and Child Liability Insurance	2,900	170	2,730	94%	-
6. Bldg. Maintenance/Repair and Other Occupancy	341,911	268,958	72,953	21%	4,785
8. Local Travel (55.5 cents per mile effective 1/1/20	29,375	691	28,684	98%	736
9. Nutrition Services					
Child Nutrition Costs	640,000	246,881	393,119	61%	-
(CCFP & USDA Reimbursements)	(160,000)	(8,347)	(151,653)	95%	(12,224)
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 & Translatio	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	6,987	938	12%	938
Child Care/Mileage Reimbursement	5,500	5,500	-	0%	-
14. Accounting & Legal Services					
Auditor Controllers	9,500	1,061	8,439	89%	6,538
Data Processing/Other Services & Supplies	20,000	1,772	18,228	91%	-
15. Publications/Advertising/Printing					
Outreach/Printing	1,500	1,425	75	5%	-
Recruitment Advertising (Newspaper, Brochures)	30,000	4,096	25,904	86%	-
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, N	8,000	672	7,328	92%	-
Staff Trainings/Dev. Conf. Registrations/Member	75,000	4,000	71,000	95%	525
Family, Community and Parent Involvement	2,334	2,334	-	0%	-
17. Other					
Site Security Guards	16,832	1,725	15,107	90%	-
Dental/Medical Services	1,000	1,000	-	0%	-
Vehicle Operating/Maintenance & Repair	103,000	8,112	94,888	92%	7,685
Equipment Maintenance Repair & Rental	55,000	10,697	44,303	81%	-
Dept. of Health and Human Services-data Base (C	15,000	1,816	13,184	88%	1,625
Other Operating Expenses (Facs Admin/Other adi	460,000	178,122	281,878	61%	-
Other Departmental Expenses	2,472,589	1,228,968	1,243,621	50%	-
h. OTHER (6h)	4,752,926	2,162,577	2,590,349	55%	22,759
i. TOTAL DIRECT CHARGES (6a-6h)	17,396,766	4,426,310	12,970,456	75%	1,024,667
j. INDIRECT COSTS	895,850	82,982	812,868	91%	-
k. TOTALS (ALL BUDGET CATEGORIES)	18,292,616	4,509,292	13,783,324	75%	1,024,667

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF DECEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	100% % YTD	Actual Dec-22
<i>Non-Federal Share (In-kind)</i>	4,455,124	1,009,293	3,445,831	77%	256,167

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF DECEMBER 2022

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	100% % YTD
a. PERSONNEL	1,745,539	490,411	1,255,128	72%
b. FRINGE BENEFITS	1,139,603	407,690	731,913	64%
c. TRAVEL	7,185	(701)	7,886	110%
d. EQUIPMENT	-	-	-	
e. SUPPLIES	140,500	83,779	56,721	40%
f. CONTRACTUAL	3,233,289	1,382,761	1,850,528	57%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	2,662,534	1,879,222	783,312	29%
I. TOTAL DIRECT CHARGES	8,928,650	4,243,163	4,685,487	51%
j. INDIRECT COSTS	331,773	26,317	305,456	92%
k. TOTAL-ALL BUDGET CATEGORIES	9,260,423	4,269,480	4,990,943	54%
<i>In-Kind (Non-Federal Share)</i>	2,253,450	1,005,714	1,247,736	55%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF DECEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	100% % YTD	Actual Dec-22
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	1,586,736	355,691	1,231,045	78%	97,020
Temporary 1013	158,803	134,720	24,083	15%	1,296
a. PERSONNEL (Object class 6a)	1,745,539	490,411	1,255,128	72%	98,317
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	1,139,603	407,690	731,913	64%	61,363
b. FRINGE (Object Class 6b)	1,139,603	407,690	731,913	64%	61,363
c. Travel (Object Class 6c)					
HS Staff	-	-	-		-
c. TRAVEL (Object Class 6c)	7,185	(701)	7,886	110%	-
d. EQUIPMENT (Object Class 6d)	-	-	-		-
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	27,000	9,451	17,549	65%	149
2. Child and Family Services Supplies (Includes classroom Supplies)	85,000	68,064	16,936	20%	-
4. Other Supplies	-	-	-		-
Computer Supplies, Software Upgrades, Computer Replacement	23,500	1,807	21,693	92%	-
Health/Safety Supplies	1,000	571	429	43%	116
Miscellaneous Supplies	1,000	911	89	9%	-
Household Supplies	2,000	1,975	25	1%	-
Employee Health and Welfare costs (formerly Employee morale)	1,000	1,000	-	0%	-
TOTAL SUPPLIES (6e)	140,500	83,779	56,721	40%	265
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	8,800	14,250	62%	1,920
5. Training & Technical Assistance - PA11	-	-	-		-
Leadership Trainings/Seminars/Worshops	25,000	6,850	18,150	73%	5,726
Demographic/Data Research	25,000	3,305	21,695	87%	4,783
Practice Based Coaching/Classroom Observation	15,000	661	14,339	96%	3,981
Family Development Credential/Reflective Practice	45,000	2,354	42,647	95%	-
Reflective Supervision	15,000	-	-	0%	-
8. Other Contracts	-	-	-		-
First Baptist/Fairgrounds and Lone Tree	82,177	4,125	78,052	95%	-
First Baptist/East Leland and Kids Castle	137,300	6,260	131,040	95%	-
Aspiranet	1,132,145	667,145	465,000	41%	-
Cocokids	268,860	(0)	268,860	100%	-
Crossroads	130,600	43,240	87,360	67%	-
KinderCare	331,342	106,702	224,640	68%	-
Martinez ECC	103,780	49,849	53,931	52%	-
Tiny Toes	56,050	10,290	45,760	82%	8,320
YMCA of the East Bay	703,364	318,560	384,804	55%	100,524
f. CONTRACTUAL (Object Class 6f)	3,233,289	1,382,761	1,850,528	57%	125,254
g. CONSTRUCTION (6g)	-	-	-		-
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	25,000	13,201	11,799	47%	-
4. Utilities, Telephone	10,000	4,928	5,072	51%	70
6. Bldg. Maintenance/Repair and Other Occupancy	254,000	245,452	8,548	3%	1,142
8. Local Travel (55.5 cents per mile effective 1/1/2012)	3,875	879	2,996	77%	12
9. Nutrition Services	-	-	-		-
Child Nutrition Costs	8,000	871	7,129	89%	-
(CCFP & USDA Reimbursements)	(1,000)	698	(1,698)	170%	(509)
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	925	8,075	90%	-
15. Publications/Advertising/Printing	-	-	-		-
Recruitment Advertising (Newspaper, Brochures)	5,000	475	4,525	91%	-
16. Training or Staff Development	-	-	-		-
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	47,020	38,730	8,290	18%	-
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	9,000	3,324	5,676	63%	-
17. Other	-	-	-		-
Site Security Guards	3,139	2,936	203	6%	-
Vehicle Operating/Maintenance & Repair	34,000	24,264	9,736	29%	354
Equipment Maintenance Repair & Rental	13,000	5,750	7,250	56%	-
Dept. of Health and Human Services-data Base (CORD)	1,000	1,000	-	0%	-
Other Operating Expenses (Facs Admin/Other admin)	80,000	4,208	75,792	95%	-
Comprehensive Services with State Child Development Program	2,150,000	1,520,242	629,758	29%	-
h. OTHER (6h)	2,662,534	1,879,222	783,312	29%	1,069
I. TOTAL DIRECT CHARGES (6a-6h)	8,928,650	4,243,163	4,685,487	52%	286,268
j. INDIRECT COSTS	331,773	26,317	305,456	92%	-

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2022 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2022

AS OF DECEMBER 2022

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	100% % YTD	Actual Dec-22
k. TOTALS (ALL BUDGET CATEGORIES)	9,260,423	4,269,480	4,990,943	54%	286,268
<i>Non-Federal Share (In-kind)</i>	<i>2,253,450</i>	<i>1,005,714</i>	<i>1,247,736</i>	<i>55%</i>	<i>71,567</i>

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
Head Start
December 2022**

Stat. Date	Amount	Program	Purpose/Description
12/22/22	\$1.36	HS Basic Grant	Office Exp
12/22/22	\$71.24	EHS Basis Grant	Office Exp
12/22/22	\$106.86	HS Basic Grant	Office Exp
	\$179.46		
12/22/22	\$186.18	EHS T & TA	Transportation & Travel
12/22/22	\$204.96	EHS T & TA	Transportation & Travel
12/22/22	\$434.42	Head Start T & TA	Transportation & Travel
12/22/22	\$478.24	Head Start T & TA	Transportation & Travel
	\$1,303.80		
12/22/22	\$742.66	EHS T & TA	Other Travel Employees
12/22/22	\$852.24	EHS T & TA	Other Travel Employees
12/22/22	\$1,732.88	Head Start T & TA	Other Travel Employees
12/22/22	\$1,988.56	Head Start T & TA	Other Travel Employees
	\$5,316.34		
12/22/22	\$150.00	HS Basic Grant	Training & Registration
	\$150.00		
Total	\$6,949.60		

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

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

December 2022

12 Approved Sites



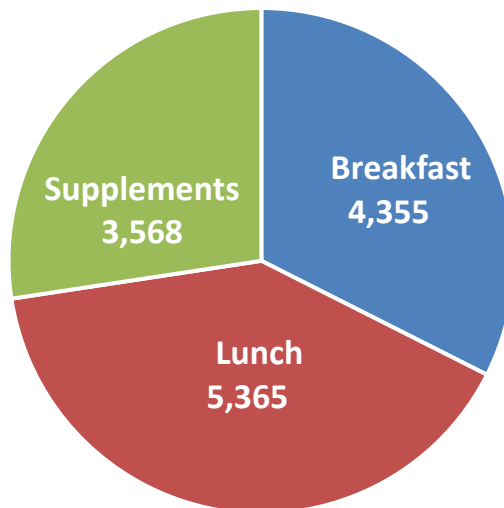
21 Days Meals Served



256 Daily Participation



13,288 Meals Served



Claim Reimbursement

Total: \$ 38,985

Enrollment and Attendance Report to Policy Council January 2023

Enrollment:

- **HS – 61.14%**
- **EHS & EHS-CCP2 – 62.48%**

Attendance:

- **HS – 77.76%**
- **EHS & EHS-CCP2 – 79.05%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness (Cough, Cold and Runny Nose)

Informe de Inscripción y Asistencia al Consejo de Políticas Enero 2023

Inscripción:

Inscripción:

- **HS –61.14%**
- **EHS & EHS-CCP2 – 62.48%**

Asistencia:

- **HS – 77.76%**
- **EHS & EHS-CCP2 – 79.05%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia por enfermedad (Refriados, tos, congestión nasal)

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
COVID-19 MITIGATION PLAN SUMMARY FOR POLICY COUNCIL

The Office of Head Start requires all Head Start Programs to have a COVID-19 Mitigation Policy that is to be used to protect children, families, and staff from infection and illness.

The policy is evidenced based, meaning it uses information provided by experts in the sciences. Some sources include the American Academy of Pediatrics, the Centers for Disease Control and Prevention, and Contra Costa County Public Health.

The policy is developed using three levels of COVID in the community and includes things we need to do for each level such as:

- Green Level – Low:
 - Stay up to date with COVID-19 vaccines, including recommended booster doses.
 - Maintain good ventilation in classrooms.
 - Avoid contact with people who have suspected or confirmed COVID-19.
- Yellow Level – Medium:
 - If at high risk of getting very sick, wear a high-quality mask when indoors.
 - If there has been household or social contact with someone at high risk for getting very sick, consider self-testing to detect infection before contact and consider wearing a mask when indoors with them.
- Red Level – High:
 - Wear a high quality mask at all times except when eating and drinking.
 - If at high risk of getting sick, avoid non-essential indoor activities in public where you could be exposed.

Any time the level changes, the Health Manager will send a letter to staff and parents telling them what to do in Spanish and English. The letter will be posted at the entrances of our sites for everyone to see.

Vaccines will continue to be promoted and we will help you get them easily. Children with health conditions and/or disabilities that make them at risk for COVID-19 will have what they need to be in our classrooms and be safe. All supplies will be available on site at all times.

If outbreaks happen, we will notify all staff and parents at the affected location by letter and in person and we will follow the guidance from the Contra Costa County Public Health Department and the Contra Costa County Risk Management Department.

CONTRA COSTA COUNTY EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
COMMUNITY SERVICES BUREAU
COVID-19 MITIGATION PLAN

Overview

To protect children, families, and staff from infection and illness, 45 CFR §1302.47(b)(9) requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their Health Services Advisory Committee, known as the Health and Nutrition Advisory Committee at CSB, that can be scaled up or down based on the impacts or risks of COVID-19 in the community.

Evidence-Based Policy

This multi-layered and scalable approach to mitigating COVID-19 is evidence-based in that it is informed by the Centers for Disease Control and Prevention, the California Department of Public Health, the Contra Costa County Department of Public Health, and the Contra Costa County Head Start Health and Nutrition Advisory Committee. It is also regulation-driven and responsive to the Head Start Performance Standards and California Community Care Licensing Regulations. CSB's policies, procedures and practices are also informed by *Caring for Our Children* health and safety standards established by the American Academy of Pediatrics, American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education.

Surveillance of Community Levels of COVID-19

CDC developed the COVID-19 Community Levels webpage to help individuals, agencies, and organizations make choices on what precautions to take based on the level of disease burden in their community. It provides county-level data for each U.S. state and territory, determined by a combination of three metrics that are updated weekly — new COVID-19 hospital admissions per 100,000 population in the past seven days, the percent of staffed inpatient beds occupied by COVID-19 patients (seven-day average), and new COVID-19 cases per 100,000 population in the past seven days. Using these data, the COVID-19 Community Level is classified as low, medium, or high. By selecting Contra Costa County on this webpage, CSB has access to Community Levels weekly.

The CSB Comprehensive Services Manager for Health Services will monitor the CDC's COVID-19 by County webpage every Thursday here:

https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fscience%2Fcommunity-levels.htm

Interventions According to Community Levels of COVID-19

When the Community Level is Low (Green), the following steps will be taken at Head Start and Early Head Start Centers:

- Stay up to date with COVID-19 vaccines, including recommended booster doses.
- Maintain good ventilation in classrooms.

- Avoid contact with people who have suspected or confirmed COVID-19.
- Maintain Infection Control Levels (see page 3)
- Follow recommendations for isolation if you have suspected or confirmed COVID-19 found in Appendix A: Contra Costa Health Services Guidance for Child Care.
- Follow the recommendations for what to do if you are exposed to someone with COVID-19 found in Appendix A: Contra Costa Health Services Guidance for Child Care.

When Community Level is Medium (Yellow), the follow steps will be taken at Head Start and Early Head Start Centers:

- Follow all steps included in LOW Level, and
- If at high risk of getting very sick*, wear a high-quality mask when indoors.
- If there has been household or social contact with someone at high risk for getting very sick, consider self-testing to detect infection before contact and consider wearing a mask when indoors with them.

When Community Level is High (Red), the following steps shall be taken at Head Start and Early Head Start Centers:

- Follow all steps included in LOW Level, and
- Wear a high quality mask at all times except when eating and drinking.
- If at high risk of getting sick*, avoid non-essential indoor activities in public where you could be exposed.

*High risk of getting sick includes older adults, people who are immunocompromised, people with asthma, people with medical conditions, and pregnant or recently pregnant people.

Communication with Families and Staff

CSB has a comprehensive communication plan found on pages x-x in the Policies and Procedures manual, which complies with 45 CFR §1302.41(b)(2). Communications with families occur in English and in Spanish, with other languages available upon request. Individuals with disabilities with special communication needs are accommodated as needed. Timely and effective communication with parents regarding COVID-19 will take place as follows:

- Upon a change in the Community Level, letters specific to the level will be issued to parents and staff by the Comprehensive Services Manager for Health Services via email and will be posted at the entrances of each classroom. See Appendix A for sample letters.
- Annually, this policy will be included in the Family Handbook provided to enrolled families. Parents sign to acknowledge they have received and read the handbook.
- Upon exposure to COVID-19, Site Supervisor issues the letter in Appendix B, and follows these steps:
 - Upon learning of a confirmed COVID case, Site Supervisors/managers will immediately inform their AD or supervisor, who will inform their Division Manager and Bureau Director and will proceed as directed.
 - All staff on site will be verbally and individually informed of the incident if directly impacted. Impacted individuals will be notified as well via email generated based on work location as noted in PeopleSoft. Families will also be notified via memo through the Site Supervisor. **Site**

Supervisors must cc the appropriate people listed on the Memo via email. This ensure proper tracking of COVID cases at the sites (Appendix E).

- Site Supervisors/Managers will complete the COVID-19 Incident Intake form (and necessary addendums) and submit using the “**Submit Form-CSB**” button at the bottom of the Intake form AND to CSB’s Personnel Analyst, **Reni Radeva**, and cc the following support staff: **Kathleen Friedlander** (kfriedlander@ehsd.cccounty.us), **Andrea Andalon** (aandalon@ehsd.cccounty.us), and **Cameron Jewell** (cjewell@ehsd.cccounty.us), **ASAP** (same day, if possible) upon of learning of COVID concern. The County Incident Investigation form must also be completed and submitted to the group listed above. Personnel must submit all Intake forms to the Health Department within 24 hours. Please also submit any doctor’s notes and proof of positive test result received ASAP.
- Site Supervisors will call CCL and will complete an Unusual Incident (UI) form only when there are two or more positive COVID cases per classroom, per program at their site. UIs are entered into CLOUDs for tracking purposes.

Children with Disabilities

Children with an IEP or IFSP will be served following the guidelines set forth under IDEA. Accommodations will be made with guidance from the Site Supervisor, Education Manager and/ or Disabilities Manager. Request for accommodations must be followed from an IEP or IFSP document or special education staff/ therapist. As per Section 504 of the Rehabilitation Act of 1973, the accommodations will be made to ensure full participation in the program, including services and support to which they are entitled so they have successful in-person experiences.

High Risk Children, Families and Staff

Staff who are more vulnerable to illness will make appropriate adjustments by speaking to their supervisor and/or physician for further guidance. Children and families who are more vulnerable to illness will be accommodated, as appropriate, with support of the Assistant Director and Site Supervisor. Family meetings will be held for children with health impairments as identified in their Health History prior to enrollment to ensure necessary supports are in place to ensure the safety and wellbeing of the child.

Health and Safety Protocols

Infection Control Measures

CSB has put layered protections in place that will be employed daily to help control the spread of germs, frequent hand-washing, disinfection/sanitation practices, air purifiers in each room, ventilation (open windows when possible), and using outdoor spaces for a variety of activities, including meals, small group, and large group.

- Children and staff will wash hands frequently with soap and water for at least 20 seconds upon arrival at the center, before and after eating, drinking, toileting or diapering, touching eyes/nose/mouth, upon entering the classroom from outside, and after physical contact with each other.

- Staff will clean high-contact areas and surfaces frequently, including sinks, toilet handles, and outdoor equipment, using 10% bleach solution or EPA-approved disinfectant, including counters, toys, telephones, and doorknobs. This will take place throughout the day.
- Always, staff and children will practice good respiratory hygiene including coughing/sneezing into sleeve and covering coughs with crook of elbow or tissue (and throwing tissue away and washing hands). Education for children initially upon return and with all new enrollments will focus on hand washing, not touching face, and physical distancing as much as possible.
- Personal items/coats of children and staff will be kept separate from each other in children's cubbies or staff cupboards.
- Napping items will be kept separate from those of other children. CSB will provide sheets and light blankets and will wash at least weekly with regular detergent and hot water. Infants will have their own designated crib, 3-6 feet apart. Preschool and Toddler age children will nap 3-6 feet apart and arranged at the head of each mat alternately, in opposite directions, to lessen the possible spread of illness.
- Shared toys will be sanitized throughout the day, ideally after each use.
- Each center will have nightly custodial service including wiping and disinfecting high touch surfaces.

COVID-19 Vaccination

Contra Costa County strongly affirms the proven benefits for individual and community safety, including reduced incidences of severe illness, hospitalization, and death that are afforded by coronavirus vaccinations. COVID-19 vaccinations and boosters are easily accessible and readily available in Contra Costa County. CSB, as a county agency, enjoys a close partnership with Contra Costa County Public Health and regularly offers vaccination clinics either on-site or at neighborhood-based locations. CSB adheres to the national vaccination requirements at 45 CFR §§1302.93 and 1302.94 for staff, certain contractors, and volunteers in Head Start programs. Further, Contra Costa County requires all staff to be fully vaccinated unless they have a documented and approved exemption. CSB promotes and encourages COVID-19 vaccines and provides educational information from Public Health and other evidence-based resources as noted on page 1. CSB promotes vaccination regularly via its social media platforms, through emails to families, and in Friday Flyers (weekly electronic resources for families).

Personal Protective Equipment

Adequate PPE is necessary for each site/classroom. Site Supervisors will follow the regular ordering protocol to ensure sufficient amount of supplies are on hand, including the following:

- PPE Necessary for Each Classroom:
 - 2 boxes of disposable gloves at all times
 - 1 box of face masks (distributed by CSB Business Systems Unit)
 - Smock (for each teacher in infant rooms)
 - Face Shield (for each teacher in infant rooms)
- PPE Necessary for Each Center Sick Area:
 - 1 box of disposable gloves
 - 1 box of face masks

- Face shield
- Smock

Daily Health Checks

CSB has developed an efficient sign-in/out and daily health check system, which is individualized to each facility as appropriate.

For families:

All parents/guardians are encouraged to check their child's temperature daily before arriving to the center, particularly if there are any signs of illness. Children must stay at home if they are sick and/or until fever and other flu-like symptoms have been gone for 24 hours without the use of medicine, or by direction of a health care provider when provided.

For staff:

All staff are encouraged to check their own temperature daily before arriving to the center. Staff who are not feeling well, or are experiencing any new or unusual symptoms, must stay home to ensure the protection of themselves and others.

Staff must follow the Risk Management Decision Tree and all other related documents for any COVID related exposure. See Appendix C.

Signs of Illness during Program

Children will be monitored for signs of illness throughout the day including:

- Behavior changes (difficulty breathing, uncontrolled coughing, unusually tired, persistent crying/fussiness)
 - Staff will know in advance if a child has asthma and provide emergency medication if these children experience shortness of breath.
- Fever, cough, chills, headache or unusual tiredness (inability to participate in routine activities), sore throat, open sores, rash, muscle pain, signs of infection, etc.
- Runny nose with colored mucus

If children are exhibiting any of the above symptoms, they will be physically separated from the group, the parent contact for immediate pick-up, and children will be asked to wear a mask until pick-up. Children should wear a child-sized mask. The staff supervising the child will also wear a mask, gloves and smock. After pick-up, the area will be sanitized by the staff. Staff supervising the child shall properly remove and dispose of gloves/mask/smock, wash their hands and may return to their group.

All children and staff shall not return to work or childcare until they are without flu-like symptoms and/or fever without the use of medicine for at least 24 hours or by direction of a health provider.

Positive Case in Cohort

CSB's evidence-based approach to responding to individuals that are symptomatic, a close contact, or diagnosed with COVID-19 is based on Contra Costa Health Services Department of Public Health guidance for K-12 schools, preschools and child care programs found in Appendix D.

- COVID-19 Positive test result(s) require isolation for the positive individual.
 - Staff need to follow and adhere to the Risk Management provided Decision Tree.
 - Children two years of age and under may return to the cohort after 5 days have passed since test date and child is well (no symptoms). No test required to return.
 - Children two years and older may return after 5 days have passed since test date if child is well (no symptoms) and negative test is completed on or after day 5. Negative test result required to return on day 6. If unable to test, child must continue to isolate (total of 10 days of isolation from test date) and can return on day 11.
- Those in contact with the COVID positive individual do not need to quarantine unless showing symptoms. Asymptomatic children exposed in the classroom/site can continue to attend as long as they remain symptom free and wear a well-fitting mask for ten days after exposure.
- In the event of an **Outbreak** (three (3) or more new positive COVID-19 cases within 14 days), the following protocol will be implemented:
 - When the cases that create an Outbreak involve **staff** (staff are COVID positive), CSB staff will follow protocol for testing and reporting (COVID 19 Incident Intake form for positive case) as listed in the Risk Management guidance (Appendix D). Classrooms will also escalate the prevention strategies such as increased sanitation throughout the day, increased hand-washing, and increased use of the outdoors. The Infectious Disease Curriculum, created by the Education Team in 2020, will also be utilized on lesson plans and during classroom activities.
 - When the cases that create the Outbreak involve **children** (children are COVID positive), CSB will follow protocol for reporting (COVID 19 Incident Intake form for positive case) **AND** will create a separate COVID 19 Incident Intake form for all, individual staff in the classroom. Exposed (to a close contact with COVID 19 case) staff will have access to County-Sponsored COVID 19 testing, at no cost, due to the exposure (not a requirement). The County will notify employees of the reason for the COVID-19 testing, the results of the test, and the potential outcomes of a positive test. Health Services also provides free community testing; information is available by calling the COVID-Testing Phone Line 1-833-829-2626 or on their website (<https://www.coronavirus.cchealth.org/get-tested>) which includes testing locations and instructions. Classrooms will also escalate the prevention strategies such as increased sanitation throughout the day, increased hand-washing, and increased use of the outdoors. The Infectious Disease Curriculum, created by the Education Team in 2020, will also be utilized on lesson plans and during classroom activities.

Best Practices:

Administrators and staff will implement best practices as defined by Community Care Licensing and the local Health Officer including:

- Review all updates from CDC, CDSS and local public health on guidance for childcare centers
- Stay current on County COVID data and make adjustments to programming as needed based on the data
- Post signage of COVID 19, risk assessment and preventative measures
- Require children and youth to conduct handwashing as their first activity upon arrival each day
- Have a 1-2 week stock of masks and gloves

- Teach and model physical distancing greetings and behavior
- Teach and model infection control practices
- Keep emergency contact information up to date

Appendices:

A – Sample Letters for the 3 Community Levels of COVID-19

B – Letter to Families regarding Exposure

C – Risk Management Decision Tree for Staff

D – Contra Costa County Public Health Guidance for Child Care Programs

E – Risk Management Guidance for Contra Costa Employees

DRAFT



CONTRA COSTA COUNTY CSB Admissions Priorities / Selection Criteria 2023-2024 Program Year



Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of our partner, the California Department of Education and California Department of Social Services.

INFANTS & TODDLERS (Aged 0-3, including pregnant women)	PRE-SCHOOL (Aged 3-5)
<p>Transfers for children currently enrolled in Early Head Start and California Childcare and Development programs will be accommodated before enrolling any new children. Siblings in a currently enrolled family may be given priority.</p> <ol style="list-style-type: none"> 1. Child Protective Services / Child At Risk referrals or in ♦Foster care 2. Children from families from the lowest income according to the income ranking <ol style="list-style-type: none"> a. When 2 or more have the same ranking then infants/toddlers with disabilities (IEP or IFSP) take priority b. If there are no children with disabilities then whomever has been on the waiting list the longest 	<p>Requested transfers for children currently enrolled in Head Start and California State Preschool Programs (CSPP) will be accommodated before enrolling any new children. Siblings in a currently enrolled family may be given priority.</p> <ol style="list-style-type: none"> 1. 3 or 4 year olds with Child Protective Services / At Risk referrals or in ♦Foster Care 2. 3 or 4 year olds with disabilities (after the set aside 10% has been filled) w/incomes below the eligibility guidelines 3. 4 year olds not enrolled in Transitional Kindergarten (TK) <ol style="list-style-type: none"> a. Part Day only: Children enrolled in CSPP as a 3 year old b. Lowest income according to the income ranking <ol style="list-style-type: none"> i. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority ii. If no Dual Language Learner then whomever has been on the waiting list the longest 4. 3 year olds Lowest income according to the income ranking <ol style="list-style-type: none"> a. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority b. If no Dual Language Learner then whomever has been on the waiting list the longest 5. 3 or 4 year olds from families with incomes no more than 15% above the income guideline. <ol style="list-style-type: none"> a. 4 year olds with exceptional needs (after the set aside % has been met) then 3 year olds with exceptional needs b. 4 year olds without exceptional needs before 3 year olds without exceptional needs <p>After all other eligible children have been enrolled:</p> <ol style="list-style-type: none"> 6. Full day only: 3 or 4 year olds that meet eligibility criteria without having a need for services <ol style="list-style-type: none"> a. Lowest income ranking <ol style="list-style-type: none"> i. When 2 or more have the same ranking 4 year olds then 3 year olds 7. 3 or 4 year olds that live within the attendance boundaries of a qualified free and reduced price lunch school 8. Part day only: Children enrolling to provide expanded learning and care to TK enrolled children
Head Start and Early Head Start - Additional Priorities	
<ol style="list-style-type: none"> 1. ♦Currently Homeless or Homeless within the last 18 months 2. ♦Current TANF Recipient (cash aid) or within 24 months 3. Teen parents (EHS only) 	

1) ♦Denotes categorical eligibility as per Head Start Performance Standard 1302.14 (b). 2) At least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. 3) Pre-School Selection Priorities apply to both Full Day and Part Day programs unless otherwise specified. 4) Admissions Priorities / Selection Criteria, approved by Policy Council on xx/xx/2023 and approved by Board of Supervisors on xx/xx/2023



Policy Council Meeting Minutes
Virtual Meeting



Date: 01/18/2023

Time Convened: 6:06 PM

Time Terminated: 8:00 PM

Recorder: Eduard Castro

TOPIC	RECOMMENDATION / SUMMARY																																																													
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:06 pm. Juan Batiz, Vice Chair, reviewed the desired outcomes. Tuliisa Miller, Parliamentarian, reviewed the meeting ground rules.																																																													
Public Comment	None																																																													
Correspondence	Summary of ACF Program Instruction ACF-PI-HS-23-01 Issued 1/6/23 for Policy Council (Please see entire document attached)																																																													
Parent Recognition of Staff	The following staff was recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> Ms. Bangone Somboonsab, Teacher at George Miller Center, and Ms. Maria Romero, Teacher at Balboa Children’s Center, were presented with a certificate and a book to acknowledge their dedication to the children and families. 																																																													
Action Approval of Delphine Smith to EOC	<p>Christina Reich, Division Manager, presented former Policy Council member, Delphine Smith, to be appointed to a low-income sector seat on the Economic Opportunity Council.</p> <p>A motion to approve Delphine Smith to EOC was made by Devlyn Sewell and seconded by Amy Mockoski. The motion passed with 17 Ayes and 0 Nays.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>Juan Batiz</td> <td>Raquel Magana</td> <td></td> <td></td> <td>Debora Jimenez</td> <td>Karen Franco</td> </tr> <tr> <td>Ana Maria Dempsey</td> <td>Karen Medrano</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Lizeth Vazquez</td> <td>Maira Garcia</td> </tr> <tr> <td>Avile Corzette</td> <td>Lorena Mercham</td> <td>Vilma Gaytan</td> <td></td> <td></td> <td>Marcela Esparza</td> <td>Natalia Moyotl</td> </tr> <tr> <td>Charmaine Steptoe</td> <td>Michelly Mendantta</td> <td></td> <td></td> <td></td> <td>Rasheeta Fletcher</td> <td>Sinay Catanon</td> </tr> <tr> <td>Deanna Carmona</td> <td>Nalu Cavalcanti</td> <td></td> <td></td> <td></td> <td>Teresa Munoz</td> <td>Yvonne Ramirez</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Nya Martin</td> <td></td> <td></td> <td></td> <td>Zaraby Duran</td> <td></td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Patricia de Quieroz</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Ayes			Nays	Abstentions	Not Present		Amy Mockoski	Juan Batiz	Raquel Magana			Debora Jimenez	Karen Franco	Ana Maria Dempsey	Karen Medrano	Tuliisa Miller			Lizeth Vazquez	Maira Garcia	Avile Corzette	Lorena Mercham	Vilma Gaytan			Marcela Esparza	Natalia Moyotl	Charmaine Steptoe	Michelly Mendantta				Rasheeta Fletcher	Sinay Catanon	Deanna Carmona	Nalu Cavalcanti				Teresa Munoz	Yvonne Ramirez	Devlyn Sewell	Nya Martin				Zaraby Duran		Jasmine Cisneros	Patricia de Quieroz					
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Action: Consider Approval of November 16, 2022 Policy Council Minutes	<p>The minutes of the November 16, 2022 Policy Council meeting were reviewed and no corrections were noted.</p> <p>A motion to approve the minutes from November 16, 2022, Policy Council meeting was made by Juan Batiz and seconded by Ana Dempsey. The motion passed with 17 Ayes and 0 Nays.</p>																																																													

	Ayes			Nays	Abstentions	Not Present	
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<p>Administrative Reports</p> <ul style="list-style-type: none"> • Interim Director • Deputy Director • Fiscal 	<p>Nicholas Bryant, Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • November Quality Improvement Plan (QIP) visit (to review safety deficiencies) 11/19 & 11/20- Great review and an overall job well done. The team from ACF visited six directly operated sites and four partner sites. Aiming to receive the final report reflecting this accomplishment sometime this month. • QIP- extended to February 14, 2023 (except for two safety deficiencies) • T/TA visit- scheduled for January 17-18th. This visit will focus on Governance, Fiscal monitoring and oversight, and Ongoing Monitoring. • COVID- Had an uptick in cases at the sites recently. Staff will enhance sanitizing and hand washing. <p>Central Kitchen Update- Plans for the central kitchen have bene postponed until the next grant cycle. We have made updates to support the Central Kitchen Unit (CNU) at the current location.Dr. Easter, Deputy Director, reported:</p> <ul style="list-style-type: none"> • The November enrollment was 49.44% for Head Start, 63.35% for Early Head Start and Early Head Start Child Care Partnership #2. • The November attendance was 73.82% for Head Start and Head Start Delegate, 75.11% for Early Head Start and Early Head Start Child Care Partnership #2. • The December enrollment was 50.04% for Head Start, 63.35% for Early Head Start and Early Head Start Child Care Partnership #2. • The December attendance was 65.50% for Head Start and Head Start Delegate, 70.32% for Early Head Start and Early Head Start Child Care Partnership #2. <p>Dr. Easter, Deputy Director, provided an overview of the Ongoing Monitoring Report.</p> <p>Program Monitoring Activities:</p> <ul style="list-style-type: none"> • Quality Improvement Plan (QIP) Updates • Trends for December 2022 • Quarterly Roundtable – February 8, 2023
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	<p>Haydee Ilan, Accountant III, presented the following financial reports:</p> <ul style="list-style-type: none"> • 2021-2022 Head Start Program: October 2022, year-to-date cash expenditures were \$11,276,277 YTD, representing 63% of the program budget. • 2021-2022 Early Head Start Program: October 2022, year-to-date cash expenditures were \$4,340,978 YTD, representing 74% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for October 2022, were \$5,528.74. • Child and Adult Care Food Program: October 2022, total meals served, including breakfast, lunch, and supplements, were 17,115. • 2021-2022 Head Start Program: November 2022, year-to-date cash expenditures were \$12,758,656 YTD, representing 70% of the program budget. • 2021-2022 Early Head Start Program: November 2022, year-to-date cash expenditures were \$4,704,675 YTD, representing 93% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for November 2022, were \$183.17. • Child and Adult Care Food Program: November 2022, total meals served, including breakfast, lunch, and supplements, were 13,407.
Wellness Activity	Wellness Activity is tabled for 2/22/23
Training: Make Parenting a Pleasure Training	Ellen de Senna, Comprehensive Services Assistant Manager , provided training on Make Parenting a Pleasure that includes:

Community Services Bureau is pleased to present :

Make Parenting A Pleasure



Parenting Now!



A Group-Based Positive Parenting Education



Virtual Training via Zoom
For Parents With Children
0 to 6 Years old

Session 6: Who is my Child?

Tuesday January 17, 2023

Consider our children's unique styles of behavior. Learn how we can best support their healthy development.

Join us from 3:00 to 4:30pm via Zoom

Meeting ID: 876 3886 5768 Passcode: 832347

Presentations will be in English only

Make Parenting A Pleasure



A Group-Based Positive Parenting Curriculum

Scan this QR code with your phone's camera: the link to join on zoom will appear!



Tuesdays via zoom 3:00-4:30 PM

- Oct 18 Our Values and Goals
- Nov 1 Caring for Ourselves
- Nov 15 Special Time
- Nov 29 Understanding Stress
- Dec 13 Stress Busters
- Jan 17 Who is My Child?
- Jan 24 Family Helpers
- Feb 7 Communication
- Feb 21 My Child's Emotions
- Mar 7 Discipline is Teaching
- Mar 14 Strategies for Effective Discipline
- Mar 28 Reflection and Celebration

- **Make Parenting a Pleasure: My Child's Suitcase**
 - An exercise in which we imagine our children growing up...
- **Individual Suitcase**
 - My Child's Suitcase
 - What do I want for my child?
 - Using pictures, words, and phrases to record the things that are important to you, think about: Memories, Values, Skills, Attitudes, Character Traits, Experiences, Family Traditions, Feelings, and Goals
- **Filling Child's Suitcase**
 - We all shared one or two of the suitcase items
 - Children are Always Learning:
 - We are packing our children's suitcases from the moment they are born.
 - The things we put in our child's suitcase are the things we value.
 - Our values and goals for our children can guide us.

Site Reports

Ambrose

- Wellness Day for teachers was engaging and actively participated.
- The playground fence was repainted
- Parent meeting shared resources:
 - COVID 19 information

- helping babies in transition information
- low cost places to go information
- safety and supervision- never leave a child inside the car

Balboa

- Open House and Art Show
 - Children’s artwork was displayed for parents to enjoy the Art Show during the Open House

Bayo Vista

- Bayo Vista is celebrating the wellness that took place the entire month of December starting with staff enjoying our wellness activities on 12/7/22. We are also celebrating receiving new furniture for our staff breakroom and kitchen. Contra Costa County Housing Authority and the Sheriff’s Department of Contra Costa County provided each child enrolled at Bayo Vista with a Leap Frog Leap Pad for Christmas. Refinery Phillips 66 also provided \$25 gift cards to families that came out to an event that was held one Saturday in the parking lot of Bayo-Vista.
- Bayo Vista’s front entrance to site was lined with new wood
- Preschool and Toddler classrooms explored pumpkins. Pumpkins were painted and decorated to take home. The children also learned how pumpkins grow, what is inside of a pumpkin and cutting the pumpkin into pieces. Children were provided an opportunity to paint pieces of pumpkin using different colors of paints
- Bayo Vista Preschool families received information from Friday flyers

George Miller Center



- The Monument Crisis Center provided each child with a toy for the holidays.
- Ron Pipa, Education Manager, came to play the accordion for building 7 and room 3
- Grant Curry from Lakeshore Store came to talk with the staff about the new products and raffled off a couple of prizes for the staff

Lavonia Allen

- All staff at Lavonia Allen have completed their mandated trainings.
- Site Supervisor, Ligia Ortiz, has been supporting the center since November for 4 hours each day.
- Playground climbing structure is being repainted
- Families and children participated in Lavonia Allen's very own "Farmer's Market" where they took home fruits and vegetables.
- Teachers continue to participate in Health & Safety Training.
- Ms. Vicki Carr-Lee came to read to the children at story time.
- Parents received resources through Friday Flyers.

Los Arboles

	<ul style="list-style-type: none"> • Los Arboles Children received holiday goodies from a non-profit organization called “Seams to Help.” They wrapped a handmade hat for each child and they labeled the gift with the child’s first name. • Children enjoyed hands on activities during the month of December. They had an artwork project and made fireworks headbands for the New Year. They also made Happy New Year poems with their handprints, and created Happy New Year cards. • Friday resources where emailed to parents. <p>Los Nogales</p> <ul style="list-style-type: none"> • Ms. Shawn, Los Nogales' Site Supervisor, retired at the end of December. We wished her the best of luck. • The siding of Room 1 building has been replaced and the gutters are being replaced. • Room 1: Doing a study on clothes • Room 2: Doing a study on winter • The Brentwood Police & Swat Team brought gifts to our children at Los Nogales. • Resources shared with families: <ul style="list-style-type: none"> ○ No Cost Administration Careers Training ○ Presenting "Make Parenting a Pleasure" sessions ○ Story time at Contra Costa Library! <p>Marsh Creek</p> <ul style="list-style-type: none"> • For our parent meeting/training, parents participated in a cooking project and were also given guidance on Nutrition. • Angel Tree Program from Summerset Senior Home brought toys to the children. • Marsh Creek was closed for winter break December 27, 2022 through January 6, 2023. • Both classrooms are still doing Creative Curriculum beginning of year study. • Bella from Contra Costa Library comes to read to the children. • Specific resources were given to individual families as needed. <p>Riverview</p> <ul style="list-style-type: none"> • We had a great turn out for Snow Day in December. • Ms. Nawshaba came back to us from Ambrose. • We have closed out our cars project and are starting something new. In addition, we have had quite a few cooking projects lately. • Bella the librarian joined us on Snow Day. • We are planning to start a rock garden here at Riverview and more to come on that later.
Announcements	<p>Michelle Mankewich, Administrative Services Assistant III, provided the following announcements and resources (copy of resources were emailed to participants):</p>

	<ul style="list-style-type: none"> • Opportunity Junction - No Cost Administrative Careers Training <ul style="list-style-type: none"> ○ Develop the skills and confidence to launch an office career  <p>NO COST ADMINISTRATIVE CAREERS TRAINING</p>  <p>DEVELOP THE SKILLS AND CONFIDENCE TO LAUNCH AN OFFICE CAREER!</p> <p>PROGRAM INCLUDES:</p> <ul style="list-style-type: none"> • 12 Weeks Computer & Life Skills • Career Guidance • Up to 4 Month Paid Internship • Job Placement Assistance • Hot Lunch (Mon-Thu) • Books Provided • Food Bank on Fridays • Must be a Contra Costa resident 		
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Kudos to all parents • Great questions that came forward • Participation was great and we did a good job. • Good time management • Enjoyed the dialogue • Good meeting facilitation </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None </td> </tr> </table>	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Kudos to all parents • Great questions that came forward • Participation was great and we did a good job. • Good time management • Enjoyed the dialogue • Good meeting facilitation 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None
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