

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Executive Meeting	
<b>Date:</b> June 7, 2023	<b>Time:</b> 6:00 – 6:45 PM
<b>Zoom Meeting ID:</b> 1470 Civic Court Suite 200, Concord CA 94520 – CSB Administrative Building	
<b>Meeting Leader:</b> Jasmine Cisneros-PC Chair	
<b>Purpose:</b> To Review PC Items for next meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [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.

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

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

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

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

Approval of April 5, 2023, Executive Meeting minutes so that we have an accurate record of the meeting.

Review of May 17, 2023, PC Meeting Minutes.

A decision regarding Parent Recognition of staff nomination recipients.

Agreement on the agenda June 21, 2023, Policy Council meeting.

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

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Juan De Dios Batiz	2
Review Meeting Ground Rules	Present	Tuliisa Miller	2
Public Comments	Present	Public	2
<b>Report:</b> • Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	10

<b>Agenda</b>			
<b>What</b> (Content)	<b>How</b> (Process)	<b>Who</b>	<b>Time</b> (Minutes)
<b>Action:</b> <ul style="list-style-type: none"> <li>Review and Approve April 5, 2023 Executive Meeting Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5
<b>Action:</b> <ul style="list-style-type: none"> <li>Review May 17 2023 PC Meeting Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Team	6
Set Agenda for June 21, 2023 Policy Council Meeting	Present Clarify Check for Understanding	All	7
Meeting Evaluation	Plus/Delta	Volunteer	2

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

- HOW TO JOIN THE MEETING VIA ZOOM:  
Zoom Meeting ID: 832 0122 7641
- HOW TO JOIN THE MEETING VIA CALL-IN:  
Conference Call: USA 8882780254 8882780254 (US Toll Free) Conference Code: 379008

**HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at [aaraujo@ehsd.cccounty.us](mailto:aaraujo@ehsd.cccounty.us) or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting

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

Date: 4/5/2023

Time Convened 6:11 p.m.

Time Terminated 7:29 p.m.

Recorder: Zully Acosta

Attendees: Jasmine Cisneros, Juan Batiz, TuLiisa Miller, Karen Medrano, Ana Araujo, Michelle Mankewich, Nic Bryant, Marla Stuart and Zully Acosta

Absentees:

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Jasmine Cisneros, Chair, called the meeting to order at 6:11pm.</li> <li>Juan Batiz, Vice Chair, reviewed the desired outcomes.</li> <li>TuLiisa Miller, Parliamentarian, reviewed the meeting ground rules.</li> </ul>
<ul style="list-style-type: none"> <li>Public Comments</li> </ul>	None
<ul style="list-style-type: none"> <li>Staff Reports</li> </ul>	<p>Michelle Mankewich, Administrative Assistant III, provided updates on the following items:</p> <ul style="list-style-type: none"> <li>Last month all of CSB teaching staff and support staff were able to participate in an Active Shooter Training provided by a guest speaker from the Pleasant Hill Police Department.</li> <li>CSB had a visit from our Training and Technical Assistance T/TA team from the Office of Head Start last week. They provided some feedback and focused on Governance, Fiscal and Ongoing Monitoring.</li> <li>Board of Supervisor Diane Burgis, District III, was joined us today at Los Arboles Center.</li> <li>Week of the Young Child (WOTYC): all CSB sites are celebrating the Week of the Young Child during this week of April 3<sup>rd</sup>-7<sup>th</sup>. The annual WOTYC is celebrated throughout the nation as a time to recognize that children's opportunities are our responsibilities, and to recommit ourselves to ensuring that each and every child experiences a quality early childhood environment.</li> </ul>

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**Discussion:**

- Reviewed EHSD Governance Policy

Marla Stuart, EHSD Director, reviewed the revised EHSD Governance Policy with the Exec team.

A copy of the Head Start Agency Governance Policy and the Head Start ECLKC Sec. 642 Powers and Functions of Head Start Agencies were provided to the Policy Council Exec team.

- As part of the audit that we had from the federal government and correction action plan that we are on, the board reviewed and revised and approved it in October 18, 2022.

SECTION: Employment & Human Services Administrative Standards PAGE NO.: 1 ISSUED: 10-18-22	HEAD START AGENCY GOVERNANCE	SECTION: 22-60 PAGE NO.: 1 EFFECTIVE: 10-18-2022
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**I. GENERAL**

- A. This policy describes the formal structure of program governance for the Contra Costa County Head Start program including the oversight of quality services for children and families and for making decisions related to program design and implementation. To the extent that the provisions of this policy conflict with the provisions of the 2019-2021 Community Services Bureau Policies & Procedures Manual approved by the Board of Supervisors on 7/30/2019, the provisions of this Head Start Agency Governance Policy No. 22-60 will prevail and be given full effect.

**II. REFERENCE**

- A. Head Start Program Performance Standards (45 CFR chapter xiii)
- B. Head Start Act (42 U.S.C. 9837)
- C. Contra Costa County Administrative Bulletins 100 (General), 200 (Budget & Fiscal), 300 600 (Payroll & Timekeeping), 400 (Personnel), 500 (Property & Equipment), 600 (Purchasing)
- D. Employment & Human Services Department Manual, Memoranda, and other requirements

**III. POLICY**

- A. Governing Body. The five members of the Contra Costa County Board of Supervisors, serve as the governing body (“Board”) of the County’s Head Start program (“Program”). The Board has general legal and fiscal responsibility for the Program, including the safeguarding of federal funds and ensuring Program compliance with state, federal, and local laws and regulations.
  - 1. Responsibilities. The Board is responsible for carrying out the following duties, including but not limited to:
    - a. Selection of delegate agencies and their service areas;
    - b. Establishing procedures and criteria for recruitment, selection, and enrollment of children;
    - c. Reviewing all applications for funding, including amendments to applications;
    - d. Reviewing and approving the annual self-assessment and financial audit;

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- e. Reviewing and approving the programmatic and fiscal obligations contained in the Program's Head Start grant application;
  - f. Reviewing and approving the implementation of corrective actions;
  - g. Reviewing and approving personnel policies regarding the hiring, evaluation, termination, and compensation of County employees assigned to work on the Program;
  - h. Developing procedures for selecting members of the Head Start Policy Council;
  - i. Financial Approvals.
    - (i) Ensuring compliance with county financial management, accounting, and reporting policies;
    - (ii) Approving contracts and other major financial expenditures, consistent with County policies and procedures, and all major financial expenditures of the Program;
    - (iii) Annually approving the Program's operating budget;
    - (iv) Selecting, except as otherwise provided by law, independent financial auditors;
    - (iv) Monitoring actions to correct audit findings and to comply with laws and regulations governing financial statement and accounting practices;
  - j. Reviewing results from monitoring of Program partners and delegate agencies, including corrective actions;
  - k. Establishing, adopting, and updating written conflict of interest policies and procedures, and procedures for resolving complaints and conducting investigations; and
  - l. Appointing the Head Start Executive Director.
2. Monthly Report. A monthly report addressing, but not limited to, the topics specified below will be sent to all members of the Board and will be received and discussed at a public meeting:
- a. Program financial statements including credit card expenditures;
  - b. Program information summaries;
  - c. Program enrollment reports including attendance reports for children whose care is partially subsidized by another public entity;
  - d. Meals and snacks provided through programs of the Department of Agriculture;
  - e. Community needs assessment;
  - f. Communication and guidance from the Head Start Secretary; and
  - g. Program information reports.

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3. Conflict of Interest. Members of the Board must not have a financial conflict of interest with the Program, including with the delegate agency Board members must report to the Program all their immediate family members who are employed by the County or by the delegate agency, and the County will report such information to the Head Start Secretary.
4. Training. The Board will receive annual training, including, at a minimum, governance training.

B. Head Start Executive Director. The Board designates the Employment & Human Services Department Director as the Head Start Executive Director (“Executive Director”). No Head Start funds will be utilized to pay any part of the incumbent’s salary.

1. The Board delegates to the Executive Director the following authority:
  - a. To take all actions needed to carry out and implement the programmatic and fiscal obligations of the Head Start grant;
  - b. To establish procedures and guidelines for accessing and collecting information necessary for the Monthly Report (see above);
  - c. To hire, evaluate, and terminate Program employees in accordance with the applicable Memoranda of Understanding, the Personnel Management Regulations, and the Salary Regulations, all of which were adopted by the Contra Costa County Board of Supervisors;
  - d. To develop procedures, consistent with this policy and the Head Start Act, on how members of the Policy Council are selected at each site by multiplying the total number of Head Start and Early Head Start slots at each site by 1/60 (one representative for each 60 slots).
  - e. To develop, subject to Board approval, actions to correct audit findings pertaining to financial statement and accounting practices and to monitor Program operations to cure the audit findings and
  - f. To ensure compliance with all other Head Start Act and Program Performance Standards requirements not otherwise explicitly identified in this policy.

B. Policy Council. The Policy Council is elected by the parents of the children currently

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enrolled in the Program and is comprised of parents of children currently enrolled in the Program, including the delegate agency, and members at large of the community served by the Program, including parents of children formerly enrolled in the Program. The majority of the Policy Council membership must be comprised of parents of children currently enrolled in the Program. The Policy Council is responsible for the direction of the Program, including its design and operation, and the short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.

1. Responsibilities. The Policy Council will approve and submit to the Board decisions about the following:

- a. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the County is responsive to community and parent needs;
- b. Program recruitment, selection, and enrollment priorities;
- c. Applications for funding and amendments to applications for funding for programs, prior to the submission of the funding applications;
- d. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities;
- e. Policy Council bylaws;
- f. Program personnel policies and decisions regarding the employment of program staff, consistent with Head Start paragraph 642(c)(1)(E)(iv)(iX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- g. Developing procedures for how Policy Council members are elected and
- h. Recommendations on the selection of delegate agencies and the service areas for such agencies.

2. Conflict of Interest. Members of the Policy Council must not have a conflict of interest with the County, including any delegate agency and must not receive compensation for serving on the Policy Council or for providing services to the County.

- Head Start paragraph 642 (c)(1)(E)(iv)(iX)
  - (iX) approving personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;

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TOPIC	RECOMMENDATION / SUMMARY
	<p>Director Stuart instructed staff to ensure that all policies pertaining to the PC are available in Spanish. Staff confirmed that the policy is available in Spanish.</p> <p>Director Stuart asked all CSB staff to leave the room to answer the Exec. Committee’s questions about the governance policy, stating that it is easier to speak about this without the people in the room that the policy affects. Below are note from the Director:</p> <p><b>Reviewed the Contra Costa County Head Start Governing Body Policy approved in October 2022.</b>            Why wasn’t it provided to the Policy Council in Spanish? Good question. It will be now and moving forward all documents that the Policy Council is asked to approve will be provided in Spanish.            Why wasn’t the Policy Council provided the full policy for review? Agreed to review the packet from the meeting to confirm if it was or wasn’t the full policy.            Why was the Policy Council asked to review and approve the policy? That was a mistake. The Policy Council does not approve Governing Body policies. It should have been provided as information.</p> <p><b>What is the role of the Governing Body and the Policy Council related to hiring?</b>            Reviewed the Governing Body obligations related to hiring in Head Start Act Sec 642(c)(1)(E)(iv)(IX) and the Policy Council obligations related to hiring in Head Start act Sec 642(c)(2)(D)(vi).            Clarified that the Policy Council is authorized to participate in decisions related to personnel policies consistent with the Governing Body.            Heard a suggestion to learn about process for employee’s to identify annual goals and their accomplishments. Agree to bring back to Executive Committee the personnel evaluation form and process for their review and input.</p> <p><b>How can the Policy Council be more informed about and share more information with the Governing Body?</b>            The Head Start Executive Director will attend Policy Council and Executive Council meetings to strengthen the flow of information.</p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve March 1, 2023 Executive Meeting Minutes</li> </ul>	<p>The minutes were reviewed; no corrections were noted.</p> <p><b>A motion to approve March 1, 2023 Executive Meeting Minutes was made by Juan Batiz and seconded by TuLiisa Miller. The motion passed.</b></p>



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TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> <li>Review and Make a Decision on Parent Recognition of Staff</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed all nomination forms and selected Lorena Molina, Associate Teacher at GMIII and Monique Young-Edwards, CSB-Advanced Secretary at Civic, to receive recognition at April 19, 2023 Policy Council Meeting for their outstanding work with the children and families.</li> <li>Ana Araujo, Parent, Family and Community Engagement Manager, will invite them to attend the April 19, 2023 Policy Council meeting to receive their recognition.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and set Agenda for April 19, 2023 Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed and set the agenda for April 19, 2023 Policy Council Meeting.                             <ul style="list-style-type: none"> <li>EHSD Governance Discussion tabled for May</li> </ul> </li> <li>Wellness Activity: “What did your center do for the Week of the Young Child”</li> </ul>	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> <li>Lots of information</li> <li>First in person PC Exec meeting</li> </ul>	<u>Deltas / Δ</u> <ul style="list-style-type: none"> <li></li> </ul>

DRAFT



**Policy Council Meeting Minutes**  
 Location: 500 Ellinwood Way, Pleasant Hill, CA

**Date:** 4/19/2023

**Time Convened:** 6:24 PM

**Time Terminated:** 8:32 PM

**Recorder:** Lyneth Hernandez

TOPIC	RECOMMENDATION / SUMMARY					
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, PC Chair, called the meeting to order at 6:24 PM and Juan Batiz PC Vice Chair reviewed the desired outcomes. Tu'Liisa Miller, Parliamentarian reviewed the meeting ground rules.					
Wellness Activity	<b>Policy Council Representatives participated in a wellness activity by sharing "What are some challenges you have had to face"</b>					
Public Comment	None					
Correspondence	<b>None</b>					
Parent Recognition of Staff	Tabled to June 21, 2023 Policy Council meeting					
<b>Action:</b> Approval of the CSB Admissions Priorities / Selection Criteria 2023-2024 Program Year	<p><b>Tracy Lewis, Administrative Services Assistant II</b> Reviewed the 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 &amp; 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.</p> <table border="1" data-bbox="390 932 1921 1302"> <thead> <tr> <th data-bbox="390 932 898 1040"> <b>INFANTS &amp; TODDLERS (Aged 0-3, including pregnant women)</b> </th> <th data-bbox="898 932 1921 1040"> <b>PRE-SCHOOL (Aged 3-5)</b> </th> </tr> </thead> <tbody> <tr> <td data-bbox="390 1040 898 1302">           Transfers for children <i>currently enrolled</i> 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.         </td> <td data-bbox="898 1040 1921 1302">           Requested transfers for children <i>currently enrolled</i> 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.         </td> </tr> </tbody> </table>		<b>INFANTS &amp; TODDLERS (Aged 0-3, including pregnant women)</b>	<b>PRE-SCHOOL (Aged 3-5)</b>	Transfers for children <i>currently enrolled</i> 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.	Requested transfers for children <i>currently enrolled</i> 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.
<b>INFANTS &amp; TODDLERS (Aged 0-3, including pregnant women)</b>	<b>PRE-SCHOOL (Aged 3-5)</b>					
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	<ol style="list-style-type: none"> <li>1. Child Protective Services / Child At Risk referrals or in ♦ Foster care</li> <li>2. Children from families from the lowest income according to the income ranking <ol style="list-style-type: none"> <li>a. When 2 or more have the same ranking then infants/toddlers with disabilities (IEP or IFSP) take priority</li> <li>b. If there is no family of the same priority with a child with exceptional needs, the family of the same priority in which the primary home language is a language other than English shall be admitted first.</li> <li>c. If there is no family of the same priority in which the primary home language is a language other than English, the family of the same priority that has been on the waiting list for the longest time shall be admitted first.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. 3 or 4 year olds with Child Protective Services / At Risk referrals or in ♦ Foster Care</li> <li>2. 3 or 4 year olds with disabilities (after the set aside 10% has been filled) w/incomes below the eligibility guidelines</li> <li>3. 4 year olds <b>not</b> enrolled in Transitional Kindergarten (TK) <ol style="list-style-type: none"> <li>a. <b>Part Day only:</b> Children enrolled in CSPP as a 3 year old</li> <li>b. Lowest income according to the income ranking <ol style="list-style-type: none"> <li>i. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority</li> <li>ii. If no Dual Language Learner then whomever has been on the waiting list the longest</li> </ol> </li> </ol> </li> <li>4. 3 year olds Lowest income according to the income ranking <ol style="list-style-type: none"> <li>a. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority</li> <li>b. If no Dual Language Learner then whomever has been on the waiting list the longest</li> </ol> </li> <li>5. 3 or 4 year olds from families with incomes no more than 15% above the income guideline. <ol style="list-style-type: none"> <li>a. 4 year olds with exceptional needs (after the set aside % has been met) then 3 year olds with exceptional needs</li> <li>b. 4 year olds without exceptional needs before 3 year olds without exceptional needs</li> </ol> </li> </ol> <p>After all other eligible children have been enrolled:</p> <ol style="list-style-type: none"> <li>6. <b>Full day only:</b> 3 or 4 year olds that meet eligibility criteria without having a need for services <ol style="list-style-type: none"> <li>a. Lowest income ranking <ol style="list-style-type: none"> <li>i. When 2 or more have the same ranking 4 year olds then 3 year olds</li> </ol> </li> </ol> </li> <li>7. 3 or 4 year olds that live within the attendance boundaries of a qualified free and reduced price lunch school</li> <li>8. <b>Part day only:</b> Children enrolling to provide expanded learning and care to TK enrolled children</li> </ol>	
<b>Head Start and Early Head Start - Additional Priorities</b>			
<ol style="list-style-type: none"> <li>1. ♦ Currently Homeless or Homeless within the last 18 months</li> <li>2. ♦ Current TANF Recipient (cash aid) or within 24 months</li> <li>3. Teen parents (EHS only)</li> </ol>			

**A motion to approve the CSB Admissions Priorities / Selection Criteria 2023-2024 Program Year was made by Deanna Carmona and seconded by Raquel Magana The motion passed with 14 votes in favor.**

Ayes			Nays	Abstentions	Not Present		
Amy Mockoski	Jenifer Garcia	Michelly Mendanha		Jasmine Cisneros	Lizeth Vazquez	Maira Garcia	Octavia Jefferson
Celia Limon del Ledesma	Juan Batiz	Raquel Magana			Blanca Colmenares	Marcela Esparza	Patricia De Queiroz
Cozette Avile	Joselyn Chininin Sanchez	Tuliisa Miller			Leslie Gallegos Cortes	Olga Rios	Yesica Hernandez
Deanna Carmona	Karen Medrano	Vilma Gaytan			Yocelyn Vicente	Jocelyn Vicente	
Devlyn Sewell	Lorena Mercham						

**Action:**  
Approval of April 17, 2023 Policy Council Minutes

The April 17, 2023 Policy Council meeting minutes were reviewed and the following correction was made  
Delete EHSD director sentence from Page 4 of 11.

**A motion to approve the minutes from April 17, 2023, Policy Council meeting was made by Amy Mockoski and seconded by Lorena Mercham. The motion passed with 15 votes in favor.**

Ayes			Nays	Abstentions	Not Present		
Amy Mockoski	Jasmine Cisneros	Lorena Mercham			Lizeth Vazquez	Maira Garcia	Octavia Jefferson
Celia Limon del Ledesma	Jenifer Garcia	Michelly Mendanha			Blanca Colmenares	Marcela Esparza	Patricia De Queiroz
Cozette Avile	Juan Batiz	Raquel Magana			Leslie Gallegos Cortes	Olga Rios	Yesica Hernandez
Deanna Carmona	Joselyn Chininin Sanchez	Tuliisa Miller			Yocelyn Vicente		
Devlyn Sewell	Karen Medrano	Vilma Gaytan					

**Administrative Reports**

- Executive Director Report
- CSB Director
- Division Manager
- Fiscal

**Marla Stuart, EHSD Director** had no announcement to the policy council.

**Christa Reich, Division Manager** reported for **Nicholas Bryant, Director:**

- We have requested an extension on our Quality Improvement Plan and the Office of Head Start granted it. We now have until July 14 to finalize the work on our systems.
- Last month, the request to provide childcare during the Policy Council was mentioned and staff are working on developing a charter in response to this request as it has many layers to consider. This charter will need your participation and feedback to be successful. We will update you on progress in these meetings as we work towards a solution.
- This brings me to my next point: when questions or issues are brought up in the meeting that are not part of the agenda, we will capture them in our next steps. Some larger issues might be placed on the next month's agenda, but smaller ones will be addressed in writing in a document that we will attached to your minutes as an addendum. Your ideas and questions are important and we want to honor them.

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

**Enrollment:**

- The April enrollment was 64.84% for Head Start and 67.23% for Early Head Start and Early Head Start Child Care Partnership #2.
- The February attendance was 76.97% for Head Start and Head Start Delegate and 82.12% for Early Head Start and Early Head Start Child Care Partnership #2.

**Monitoring:**

- The Monitoring completion rates for April 2023 were 99.1% for Daily Facility Checklist, 99.2% for Daily Health and Safety Classroom Checklist, 99% Daily Teacher Playground Safety Checklist, and 91% for the Monthly Playground Safety Checklist. The Compliance Rate for CSB Child and Safety Transition was 96.25% and 93.13 for On-Site Content Area Compliance Checklist
- New Update: Content Area Managers revised and completed file reviews for one site (100%). Per feedback, tool will be condensed even further for next Program Year.


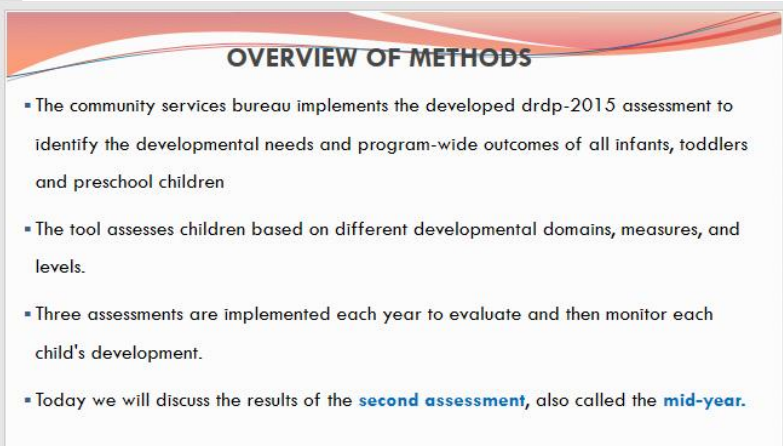
**Trends across Tools:**

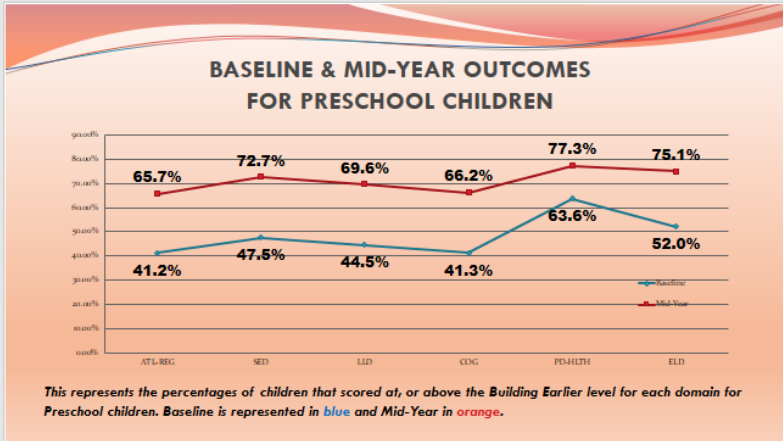
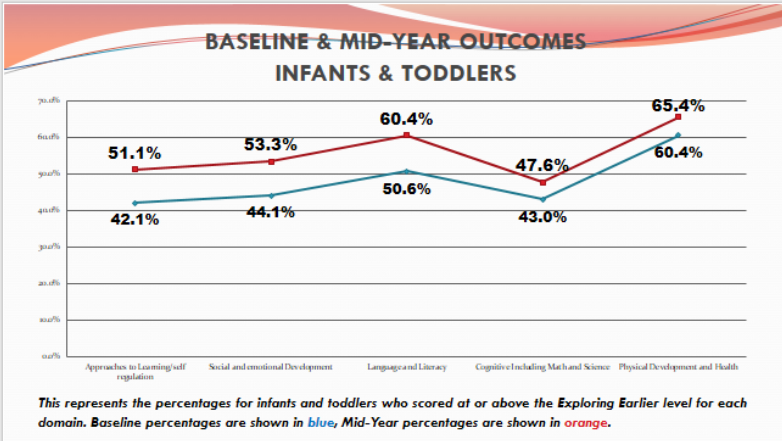
- 100% of CSB Child & Safety Transition corrections have been treated by Sites.
- Top non-compliances are: Safe Environments are evident: clean, no hazards, uncluttered walls (from postings) and uncluttered tops of shelves.
- Environments are free of rust; same non-compliances are reported until the correction is complete
- Related to Parent Boards to ensure classrooms displays current correspondence from Office of Head Start, minutes from previous Parent Meetings, current resources for parent engagement and employment opportunities and materials are translated as needed.

**Presented Mini PIR:**

Early Head Start		
<b>A.10g</b> Cumulative Enrollment of Children	477	
<b>C.7</b> Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	138	28.93%
<b>C.8a</b> Of these, the number who have received or are receiving medical treatment.	67	14.05%
<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	431	90.36%
<b>C1</b> Number of all children with health insurance	473	99.16%
<b>C.25</b> Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	13	2.73%
<b>C.28</b> Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	113	23.69%
<b>C.45</b> Number of families that received at least one program services to promote family outcomes.	194	

Head Start		
<b>A.12</b> Cumulative Enrollment	758	
<b>C.7</b> Number of all children who are up-to-date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	393	51.85%
<b>C.8a</b> Of these, the number who have received or are receiving medical treatment.	148	19.53%
<b>C.19</b> Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	571	75.33%
<b>C19.a.1</b> Of these, the number of children who have received or are receiving dental treatment.	80	10.55%
<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	644	84.96%
<b>C1</b> Number of all children with health insurance	756	99.74%
<b>C.24</b> Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	129	17.02%
<b>C.28</b> Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	251	33.11%
<b>C.45</b> Number of families that received at least one program services to promote family outcomes.	580	

	<p><b>Ali Vahidzadeh Accountant II</b>, presented the following financial reports:</p> <ul style="list-style-type: none"> <li>• <b>2021-2022 Head Start Program: March 2023</b>, year-to-date cash expenditures were \$1,868,161 YTD, representing 25% of the program budget.</li> <li>• <b>2021-2022 Early Head Start Program: March 2023</b>, year-to-date cash expenditures were \$606,657 YTD representing 25% of the program budget.</li> <li>• <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>March 2023</b>, were \$2,568.63</li> <li>• <b>Child and Adult Care Food Program: March 2023</b>, total meals served, including breakfast, lunch, and supplements, were 19,944.</li> </ul>
<p>Subcommittee Updates</p>	<p>No updates were reported</p>
<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>• 2nd DRDP and School Readiness Goal Updates</li> </ul>	<p><b>Amy Wells, Division Manager</b> presented on the 2nd DRDP and School Readiness Goals updates.</p> <div data-bbox="380 716 1157 1159">  <p><b>MID-YEAR ASSESSMENT REPORT 2022-2023</b></p> <p><b>Program Services Committee Presentation April, 2023</b></p> </div> <div data-bbox="1199 716 1976 1159">  <p><b>OVERVIEW OF METHODS</b></p> <ul style="list-style-type: none"> <li>▪ The community services bureau implements the developed drdp-2015 assessment to identify the developmental needs and program-wide outcomes of all infants, toddlers and preschool children</li> <li>▪ The tool assesses children based on different developmental domains, measures, and levels.</li> <li>▪ Three assessments are implemented each year to evaluate and then monitor each child's development.</li> <li>▪ Today we will discuss the results of the <b>second assessment</b>, also called the <b>mid-year</b>.</li> </ul> </div>



### FALL-WINTER PERFORMANCE INCREASE


	ATL-REG	SED	LLD	COG	PD-HLTH	ELD
<b>INFANTS &amp; TODDLERS</b>	9.0%	9.2%	9.8%	4.6%	5.0%	N/A
<b>PRESCHOOLERS</b>	24.4%	25.3%	25.1%	24.8%	13.6%	23.2%
<b>PRE-KINDERGARTENERS</b>	29.9%	29.4%	29.9%	27.9%	19.4%	22.0%

- ### Intentional Teaching
- Individualized goals
    - Lesson plans
    - Activities/Materials
  - Using open-ended questioning
    - Encouragement

### FAMILY ENGAGEMENT PRE-SURVEY RESULTS

Family Pre-survey Questions	Family Pre-survey Responses	Year End Goal
<b>What Is Your Comfort Level In Supporting Their Child's Development In Feeding Themselves, And Learning About Nutrition And Healthy Food Choices?</b>	62.93% Very Comfortable 28.04 Comfortable 7.79% Somewhat Comfortable 1.24% Uncomfortable	By June 2023, 65% Of All Preschool And Pre-kindergarten Families Will Have An Increased Comfort Level In Supporting Their Children's Knowledge About Nutrition And Healthful Food Choices
<b>How Often Do You Talk With Their Child About Feeding Themselves, Nutrition And Healthy Food Choices At Home?</b>	64.47% Very Often 22.01% Often And 12.89% Sometimes 31% Never	

### QUESTIONS?



Purchase Procedures for Centers and classrooms project

**Jessie Black, Assistant Director** shared:

- Reviewed the purchasing procedures for when teaching staff need items to enhance the classroom
- Reviewed a sample Creative Curriculum Study letter for ways in which parents can be involved in the child's classroom by sharing things to enhance the curriculum
- Reviewed the action taken following the April PC meeting regarding the donation topic brought to light.



Site Reports

- **Ambrose**
  - Week of the young child, April 3 – 7, was celebrated with fun activities and participation of families, children and teachers.
  - The librarian, Ms. Bella shared her time with the children through music movements, and stories.
  - The side building by the shed area, rusted nails, foundation vents and water meter had been treated and repainted.
  - Gardening started.
- **Bayo Vista**
  - Bayo-Vista is celebrating a successful Week of the Young Child. Bayo-Vista also received lots of new fun activities and materials for the children to enjoy. One of the fun materials received is a butterfly activity where the children will experience caterpillars turning into butterflies.
  - We received a new dishwasher for the kitchen and copy machine for office.
  - Rust removed from preschool playground.
  - Room #3 is studying insects and Room #2 is gardening. For the week of the young child, the children in both rooms took part in a science activity where a bean was planted in a cotton ball, and placed in the windows of their classroom. The children observed daily as the beans sprouted.



- Mr. Derek Emmons from the Bayo-Vista Community Garden visited the center along with the Rodeo Fire Department.
- Bayo-Vista Preschool families received information from Friday flyers, Information for the Bayo-Vista Community Garden.
- George Miller
  - Week of April 3 – 7, we celebrated the week of the young child. Some of the activities we did were, a musical instrument parade, cultural day where the children dressed in the cultural clothes, splatter painted, painted rocks, and the fire department came to talk about fire safety.
  - Volunteer, Mr. Ron came to play the accordion for the children.
  - Fire department came to visit.
- George Miller III
  - GMIII celebrated Teacher Appreciation Week the week of May 8-12, with delicious food and goodie
  - We received, butterfly habitats for the classrooms!
  - Classroom #1, #3 and #8 completed - Kindergarten Readiness transitions.
  - Distributed flyers on Parental Superpower training for building parental resiliency, COPE flyer for fathers (parent ed. information), and Annual Literacy Festival Information.
- Lavonia Allen
  - Week of the Young Child on April 3 – 7 was a successful celebration with families, teachers and children.
  - We had a bubble machine for outside and hula-hoops, small footballs for children.
  - Children planted in small pots to watch and measured the plants grow.
  - Room #2 emergency door has new weather strip to prevent Insects from coming into the building.
  - Gardening and planting for spring special project.
  - Bella Merrill, Librarian had story time with the children.
  - Agenda from CSB Policy Council meeting posted and available for parents.
- Los Arboles
  - Los Arboles celebrated the Week of Young Child in April; Teachers planned many activities for this special event.
  - Monday, we invited Zumba coach to the center and danced with children. Tuesday, we had one of the parents came in and played music for children. Wednesday, we planted flowers and vegetables. Thursday, fire department visited the center and review fire safety with children. Friday, we had one of the parent setup the yard for carnival and children played games and took prizes home.
  - Fence installed to divide the playground between toddlers and preschool. Now Children can stay longer to enjoy outdoor play.
  - Fire Department visited the center and did Zumba with children.
  - Friday Resources where mailed to parents.
- Los Nogales

	<ul style="list-style-type: none"> <li>○ Los Nogales celebrated the Week of Young Child in April. Teachers planned many fun activities for this special event, such as crazy hair day, breakfast with parent day, PJ's day and on Friday, they had a fun carnival where the children played games and took prizes home.</li> <li>○ Special guest Music &amp; Movement with Nick Young (virtual).</li> <li>○ Friday Resources where mailed to families.</li> <li>● Marsh Creek <ul style="list-style-type: none"> <li>○ Our parent meeting/training was on Child Abuse Prevention.</li> <li>○ Celebrated Week of the Young Child with variety fun activities.</li> <li>○ Both classrooms are currently doing a study on Simple Machines.</li> <li>○ Bella from Contra Costa Library came to read to the children.</li> <li>○ Specific resources were given to individual families as needed.</li> </ul> </li> <li>● Riverview <ul style="list-style-type: none"> <li>○ We had our parade and we beat the rain by just minutes.</li> <li>○ The classrooms are finishing their travel project and ready for something new.</li> <li>○ This month's parent meeting focused on child abuse prevention. It was put on by the Early Childhood Mental Health Therapists and they provided great information and tips to the parents.</li> </ul> </li> </ul>
Menu Review	Michelle Mankewich, <b>Administrative Services Assistant III. Tabled to June 21, 2023 Policy Council Meeting</b>
Announcements	<p><b>Christina Reich, Division Manager, "Parking Lot", a place to note meeting issued not in agenda:</b></p> <ul style="list-style-type: none"> <li>● IEP Process</li> <li>● Enrollment Plan</li> <li>● Staff Applications Screening Process</li> <li>● Bayo Vista Concerns</li> <li>● Crescent Park Playground for Infants and Toddlers</li> <li>● Crescent Park Needs a Way to Sterilize Bottles</li> </ul> <p><b>Ana Araujo, Comprehensive Services Manager, provided the following announcements and resources (copy of resources were emailed to participants):</b>  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>● CSB Connect Friday Flyers shared QR code to access weekly resources.</li> </ul>

	<p>Let's CSB Connect from your cellphone!</p>  <ul style="list-style-type: none"> <li>• Scan the QR Code with your cell phone</li> <li>• Select the bar menu button </li> <li>• Select Public Announcements to link to CSB Friday Flyers.</li> </ul> <p>Every Friday, family resources are posted containing information you might be interested in accessing.</p> <p>Check it out!</p> <ul style="list-style-type: none"> <li>• Handed out the Surviving Parenthood booklet a resource directory for Contra Costa County prepared by the Child Abuse Prevention Council of Contra Costa County.</li> <li>• May Policy Council – in-person meeting <ul style="list-style-type: none"> <li>○ Policy Council Executive Meeting and Program Services Subcommittees: June 7, 2023.</li> <li>○ Policy Council Fiscal Subcommittee and Policy Council Business Meeting: June 21, 2023.</li> </ul> </li> </ul>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;"><u>Pluses / +</u></th> <th style="width: 50%; text-align: center;"><u>Deltas / Δ</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Safe Space</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>•</li> </ul> </td> </tr> </tbody> </table>	<u>Pluses / +</u>	<u>Deltas / Δ</u>	<ul style="list-style-type: none"> <li>• Safe Space</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

## Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> June 21, 2023	<b>Time:</b> 6:00 PM – 8:00 PM
<b>Meeting Location:</b> 500 Ellinwood Way, Pleasant Hill, CA	
<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 [aaarajuo@ehsd.cccounty.us](mailto:aaarajuo@ehsd.cccounty.us) or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

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

Agreement on desired outcomes and ground rules so that our meeting is productive.
A wellness activity to open communication and enhance overall wellbeing.
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 2023-2024 CSB Planning Calendar which provides guidance on internal and external timelines for requirements and best practices of CSB programs.
An approval of May 17, 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.
An understanding of the Community Assessment to enhance our understanding of the strengths and needs in our community.
An understanding of the 2022-2023 Parent Survey Results to gain an awareness of parent feedback relating to program quality.
An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.
An understanding the Transition to Kindergarten presentation so parents are informed on strategies to successfully transition kindergarten-bound children from Head Start to their receiving schools
An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
Provided feedback on the CSB Menu to ensure diversified and kid-friendly items are included in future menu development.
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	1
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller	1
<b>Wellness Activity</b>	Present Clarify	Jasmine Cisneros	6
Correspondence	Present Clarify	Karen Medrano	1
Public Comment	Present	Public	2
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	7
<b>Action:</b> • Approve 2023-2024 Planning Calendar	Present Clarify Check for understanding Check for Agreement	Amanda Cleveland	10 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> • Consider approval of May 17, 2023 Policy Council Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5 Minutes (Reserve 3 minutes for roll call)
<b>Administrative Reports:</b> • CSB Director	Present Clarify Check for understanding	Nic Bryant	5
<b>Administrative Reports:</b> • Division Manager	Present Clarify Check for understanding	Amy Wells	5
<b>Administrative Reports:</b> • Fiscal	Present Clarify Check for understanding	Ali Vahidizadeh	5
<b>Report:</b> • Community Assessment	Present Clarify Check for understanding	Christina Reich	10
<b>Report:</b> • Parent Survey Results	Present Clarify Check for understanding	Nelly Ige	13
<b>Report:</b> • Subcommittee Updates	Present Clarify Check for understanding	Subcommittee Leads	4
<b>Presentation:</b> • Transition to Kindergarten	Present Clarify Check for Understanding	Education TBD	15
<b>Report:</b> • Site Reports	Present Clarify Check for Understanding	Site Representatives	8

<b>Feedback:</b> <ul style="list-style-type: none"> <li>• Menu Review</li> </ul>	Present Clarify Check for Understanding	Michelle Mankewich	15
<ul style="list-style-type: none"> <li>• Announcements</li> </ul>	Present Clarify Check for understanding	Ana Araujo	5
Meeting Evaluation	Plus/Delta	Volunteer	2

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

- HOW TO JOIN THE MEETING VIA ZOOM:  
Zoom Meeting ID: 870 4513 5129
- HOW TO JOIN THE MEETING VIA CALL-IN:  
Conference Call: USA 8882780254 (US Toll Free) Conference Code: 379008

**HOW TO PROVIDE PUBLIC COMMENT:**

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us) or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting