

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> October 10, 2023	<b>Time:</b> 6:00 – 6:30 PM
<b>Meeting Location:</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 Policy Council 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:

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. 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.
3. Understanding staff reports so that the group is informed of bureau highlights and other important events.
4. Approval of September 6, 2023, Executive Meeting minutes so that we have an accurate record of the meeting.
5. Review of September 27, 2023, Policy Council Meeting Minutes.
6. A decision regarding Parent Recognition of staff nomination recipients.
7. Agreement on the agenda October 18, 2023, Policy Council meeting.
8. Evaluation of the meeting so we may review our strengths and make any necessary improvements.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
1. Review Desired Outcomes	Present	Juan De Dios Batiz	1
Review Meeting Ground Rules	Present	Tuliisa Miller	1
2. Public Comments	Present	Public	1
3. <b>Report:</b> Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	5

<b>Agenda</b>			
<b>What</b> (Content)	<b>How</b> (Process)	<b>Who</b>	<b>Time</b> (Minutes)
4. <b>Action:</b> Review and Approve September 6, 2023, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	4
5. <b>Action:</b> Review September 27, 2023, PC Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5
6. Review and Decide on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Team	5
7. Set Agenda for October 18, 2023, Policy Council Meeting	Present Clarify Check for Understanding	All	7
8. Meeting Evaluation	Plus/Delta	Volunteer	1

#### **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 [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

**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200

Date: 9/6/2023

Time Convened 6:04 p.m.

Time Terminated 6:25 p.m.

Recorder: Zully Acosta

Attendees: Jasmine Cisneros, Juan Batiz, TuLiisa Miller, Christina Reich, Michelle Mankewich and Zully Acosta

Absentees: Karen Medrano

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 6:04 p.m.</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 Services Assistant III provided updates on the following items:</p> <ul style="list-style-type: none"> <li>CSB directly operated sites opened our Part Day, Part year classrooms on 9/5/23. We welcomed 50 new and returning children and look forward to welcoming even more in the coming weeks.</li> <li>The Grant extension approved by Policy Council in August is slated to go to the Board of Supervisors for approval on 9/19/23, it will then be submitted to the Office of Head Start. By November, we should have an updated on if this extension is granted.</li> <li>CSB is preparing for our recompetition grant proposal, a grant writer has been hired to aid in preparing the information. The grant will be open for any interested companies and nonprofit agencies to apply. The proposal will come to Policy Council and the Board of Supervisors prior to submission in mid-November.</li> <li>The Board of Supervisors will host the first Head Start subcommittee on 9/18/23, this is a public meeting, and you are encouraged to attend if you are able to. Keep an eye out for an email with the agenda.</li> </ul>
<ul style="list-style-type: none"> <li><b>Action:</b> Review and approve August 2, 2023 Executive Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The minutes were reviewed; no corrections were noted.</li> <li><b>A motion to approve August 2, 2023, Executive Meeting Minutes was made by Juan Batiz and seconded by Tuliisa Miller. The motion passed.</b></li> </ul>
<ul style="list-style-type: none"> <li>Review August 16, 2023, Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed August 16, 2023, Policy Council Minutes and no changes are needed.</li> </ul>

**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200

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 Inderjeet Kaur, Infant Toddler Teacher at Crescent Park and Phimpa Darasaeng, Associate Teacher at Balboa, to receive recognition at the September 27, 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 receive recognition at the September 27, 2023, Policy Council meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and set Agenda for September 27, 2023, Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed and set the agenda for September 27, 2023, Policy Council Meeting.</li> <li>Wellness Activity: “What do you hope to learn in the Policy Council 2023-2024 year?”</li> </ul>	
<ul style="list-style-type: none"> <li>Meeting Evaluation</li> </ul>	<p><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>The meeting ended earlier than expected.</li> <li>Great updates</li> </ul>	<p><b><u>Deltas / Δ</u></b></p>



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

**Date:** 9/27/2023

**Time Convened:** 6:25 PM

**Time Terminated:** 8:25 PM

**Recorder:** Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY							
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Policy Council Chair, called the meeting to order at 6:25 PM. Juan Batiz, Policy Council 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 do you hope to learn in Policy Council 2023-2024 year?"</b>							
Public Comment	None							
Correspondence	No correspondence.							
Parent Recognition of Staff	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>Ms. Inderjeet Kaur, Infant Toddler Teacher at Balboa, and Ms. Phimpha Darasaeng, Associate Teacher from Crescent Park, were presented with a certificate to acknowledge their dedication to children and families.</li> </ul>							
<b>Action:</b> Review and Consider Approval of 2023-2024 Past Parents and Community Representatives	<p>Ana Araujo, Comprehensive Services Manager, provided Community Representatives &amp; Past Parents wishing to serve on the 2023-2024 Policy Council the opportunity to read their Letters of Interest.</p> <ul style="list-style-type: none"> <li>Community Representatives Letters of Interest were received from: Deanna Carmona from First 5 Contra Costa and Amy Mockoski from Contra Costa County Library.</li> <li>Past Parent Letters of Interest were received from: Karen Medrano, Jasmine Cisneros and Tuliisa Miller.</li> </ul> <p>A motion to approve the 2023-2024 Head Start and Early Head Start Past parent and Community Representatives was made by Juan Batiz and seconded by Michelly Mendanha. The motion passed with 11 votes in favor.</p>							
	Ayes		Nays	Abstentions	Not Present			
	Yasmin Rodriguez	Michelly Mendanha	Raquel Magana			Tiffany Marbray	LaToya Goto	Teresita Palomera
	Juna Batiz	Maria Garcia	Leslie Perez			Vanessa Ornelas	Bennji Zanabria	Maira Garcia
	Olga Rios	Yessica Henandez	Monica Chavez			Alondra Martinez		
	Jois Tatad	Charmaine Steptoe						

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<p><b>Action:</b> Conduct 2023-2024 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers</p>	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement,</b> supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2023-2024 PC Executive Officers are as follows:</p> <ol style="list-style-type: none"> <li>1. Chair: Jasmine Cisneros</li> <li>2. Vice-Chair: Juan de Dios Batiz</li> <li>3. Secretary: Karen Medrano</li> <li>4. Parliamentarian: Tuliisa Miller</li> </ol> <p><b>A motion to approve 2023-2024 PC Executive Committee Officer was made by Charmaine Steptoe and seconded by Olga Rios. The motion passed with 15 votes in favor.</b></p> <table border="1" data-bbox="369 581 2001 824"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Yasmin Rodriguez</td> <td>Michelly Mendanha</td> <td>Raquel Magana</td> <td></td> <td></td> <td>Deanna Carmona</td> <td>LaToya Goto</td> <td>Teresita Palomera</td> </tr> <tr> <td>Juna Batiz</td> <td>Maria Garcia</td> <td>Leslie Perez</td> <td></td> <td></td> <td>Vanessa Ornelas</td> <td>Bennji Zanabria</td> <td>Maira Garcia</td> </tr> <tr> <td>Olga Rios</td> <td>Yessica Henandez</td> <td>Monica Chavez</td> <td></td> <td></td> <td>Alondra Martinez</td> <td>Tiffany Marbray</td> <td></td> </tr> <tr> <td>Jois Tatad</td> <td>Charmaine Steptoe</td> <td>Jasmine Cisneros</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Juan de Dios</td> <td>Karen Medrano</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Ayes			Nays	Abstentions	Not Present			Yasmin Rodriguez	Michelly Mendanha	Raquel Magana			Deanna Carmona	LaToya Goto	Teresita Palomera	Juna Batiz	Maria Garcia	Leslie Perez			Vanessa Ornelas	Bennji Zanabria	Maira Garcia	Olga Rios	Yessica Henandez	Monica Chavez			Alondra Martinez	Tiffany Marbray		Jois Tatad	Charmaine Steptoe	Jasmine Cisneros						Juan de Dios	Karen Medrano	Tuliisa Miller					
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<p><b>Action:</b> Approval of August 16, 2023, Policy Council Minutes</p>	<p>The August 16, 2023, Policy Council meeting minutes were reviewed, and no corrections were noted.</p> <p><b>A motion to approve the minutes from August 16, 2023, Policy Council meeting was made by Yessica Hernandez and seconded by Charmaine Steptoe. The motion passed with 15 votes in favor.</b></p> <table border="1" data-bbox="369 1003 2001 1247"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Yasmin Rodriguez</td> <td>Michelly Mendanha</td> <td>Raquel Magana</td> <td></td> <td></td> <td>Deanna Carmona</td> <td>LaToya Goto</td> <td>Teresita Palomera</td> </tr> <tr> <td>Juna Batiz</td> <td>Maria Garcia</td> <td>Leslie Perez</td> <td></td> <td></td> <td>Vanessa Ornelas</td> <td>Bennji Zanabria</td> <td>Maira Garcia</td> </tr> <tr> <td>Olga Rios</td> <td>Yessica Henandez</td> <td>Monica Chavez</td> <td></td> <td></td> <td>Alondra Martinez</td> <td>Tiffany Marbray</td> <td></td> </tr> <tr> <td>Jois Tatad</td> <td>Charmaine Steptoe</td> <td>Jasmine Cisneros</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Juan de Dios</td> <td>Karen Medrano</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Ayes			Nays	Abstentions	Not Present			Yasmin Rodriguez	Michelly Mendanha	Raquel Magana			Deanna Carmona	LaToya Goto	Teresita Palomera	Juna Batiz	Maria Garcia	Leslie Perez			Vanessa Ornelas	Bennji Zanabria	Maira Garcia	Olga Rios	Yessica Henandez	Monica Chavez			Alondra Martinez	Tiffany Marbray		Jois Tatad	Charmaine Steptoe	Jasmine Cisneros						Juan de Dios	Karen Medrano	Tuliisa Miller					
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<p><b>Administrative Reports</b></p> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<p><b>Sung Kim, Interim Director, presented the September 2023 Director’s report:</b></p> <p><b>Welcome New and Returning Policy Council Members:</b> I want to extend a warm welcome to you all – both new and returning Policy Council members. I hope you all enjoyed your orientation last week and learned a lot.</p> <p><b>Safety is our TOP priority:</b> If you see something, say something! Have you heard that saying? Please make sure that you notify staff if you see any safety concerns and help us to remind our parents to keep safety in the forefront of everything we do.</p>																																																							

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>Quality Improvement Plan Report:</b> We are anxiously awaiting the result of our Federal Review in July, which will tell us whether we cleared our deficiencies as corrected in our Quality Improvement Plan. We hope to hear something in October or early November and will let you know right away. For the new people, our corrections were in the areas of fiscal operations, ongoing monitoring, governance, and reporting.</p> <p><b>Competitive Grant Application:</b> Staff are working with grant writers to develop a winning grant application for the next five years for our Head Start program. At the time of the writing of this report, we were still waiting for the funding opportunity to be published. You will hear more about this in our meeting tonight. We need your input.</p> <p><b>Attendance Matters:</b> As we begin a new program year, it is very important to bring your child to school every day, except when they are sick. Our program is a school readiness program – everything we teach your child is with the goal of succeeding throughout their time in school. These foundational years are so important. You are leaders, elected by the parents at your site, and we look to you to share this message.</p> <p><b>Hiring and Enrollment:</b> As leaders, you play an important role here at CSB and in your communities. We are hiring teachers and enrolling children and the single best form of recruitment is word of mouth! Please help us by spreading the word!</p> <p><b>Amy Wells, Division Manager, reported:</b></p> <p>Enrollment:</p> <ul style="list-style-type: none"> <li>• The August enrollment was 42.73% for Head Start and 62.92% for Early Head Start and Early Head Start Child Care Partnership #2.</li> <li>• The June attendance was 84.71% for Head Start and Head Start Delegate and 84.81% for Early Head Start and Early Head Start Child Care Partnership #2.</li> </ul> <p>Monitoring:</p> <ul style="list-style-type: none"> <li>• The Monitoring completion rates for Center Monitoring: July &amp; August 2023, were 98.5% for Daily Facility Checklist, 99.9% for Daily Health and Safety Classroom Checklist, 99.8% Daily Teacher Playground Safety Checklist, 99.4% for the Monthly Playground Safety Checklist, and 96.4% for On-Site Content Area Compliance Checklist</li> </ul> <p>Presented Mini PIR:</p>

TOPIC	RECOMMENDATION / SUMMARY		
	Head Start		
	<b>A.12</b> Cumulative Enrollment	622	
	<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.	28	4.50%
	<b>C.8a</b> The number who have received or are receiving medical treatment.	90	14.47%
	<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.	123	19.77%
	<b>C19.a.1</b> Of these, the number of children who have received or are receiving dental treatment.	9	1.45%
	<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	413	66.40%
	<b>C1</b> Number of all children with health insurance	493	79.26%
	<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	87	13.99%
	<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.	74	11.90%
	<b>C.45</b> Number of families that received at least one program services to promote family outcomes.	313	
	Early Head Start		
	<b>A.10g</b> Cumulative Enrollment of Children	405	
	<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.	12	2.96%
	<b>C.8a</b> The number who have received or are receiving medical treatment.	29	7.16%
	<b>C.1.a</b> Number enrolled in Medicaid and /or CHIP	324	80.00%
	<b>C1</b> Number of all children with health insurance	352	86.91%
	<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)	4	0.99%
	<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.	28	6.91%
	<b>C.45</b> Number of families that received at least one program services to promote family outcomes.	112	
	<b>Haydee Illan, Accountant III, presented the following financial reports:</b>		



TOPIC	RECOMMENDATION / SUMMARY
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- **2022-2023 Head Start Program: In June 2023**, year-to-date cash expenditures were \$5,080,745 YTD, representing 23% of the program budget.
- **2022-2023 Early Head Start Program: In June 2023**, year-to-date cash expenditures were \$2,116,150.66 YTD, representing 15% of the program budget.
- ❖ **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **June 2023** were \$5,200.07
- ❖ **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **July 2023** were \$1,026.40
- ❖ **Child and Adult Care Food Program: July 2023**, total meals served, including breakfast, lunch, and supplements, were 8,841. **With a claim reimbursement of \$26,740.00.**

**Discussion:**  
2024-2028 Head Start funding opportunity

Marla Stuart, EHSD Director and HS Executive Director, presented on the 2024-2028 Grant Application

## Possible Interpretations

		3. Eligibility for Head Start		4. County Slots	
		A	B	A	B
<b>District</b>	<p>1. Head Start funding does not fully meet the need for subsidized high-quality childcare for low-income families.</p> <p>2. All Districts need more slots for low-income families.</p> <p>3. Districts 5, 2, and 4 have disproportionately few slots and would benefit from expansion of slots for low-income families (Head Start + State funded).</p>	<b># 0-5 Population &lt; 130% FPL (\$32,318 for family of 3)</b>	<b>% of COUNTY 0-5 Population &lt; 130% FPL</b>	<b># County Slots   Slots as % of 0-5 Population &lt; 130% FPL</b>	<b>% of COUNTY Slots</b>
5		5,758   42.6%	32.3%	340   5.9%	20.5%
1		4,737   30.2%	26.6%	640   13.5%	38.6%
3		3,956   22.7%	22.2%	461   11.6%	27.8%
4		2,480   17.6%	13.9%	168   6.8%	10.1%
2		891   5.8%	5.0%	48   5.3%	2.9%
Total		17,822   24.4%	100%	1,657*   9.3%	100%

\*149 slots are county-wide Home Visiting Slots and 110 slots are unassigned [1,657 + 149 + 110 = 1,916] 53

# Extended Hours

**Current Hours**  
7:00 a.m. – 5:00 p.m.

**Recommended Hours**  
6:00 a.m. – 7:00 p.m.

- **Justification**
  - Meeting commuting schedule of parents/caregivers
- **Impacts**
  - Increased security costs
  - Increased facility and food costs
  - Increased staffing costs
  - Introduces shift work
  - Teacher recruitment incentive or disincentive?



# Mental Health Supports

**Current Supports**

- Therapist Assessments
- Mental health assessments of children with Medi-Cal
  - Classroom observations
  - Parent support for children that qualify for mental health services
  - Referrals to child and family mental health services
  - Referrals to other community resources

Additional Need-Based Assessments

- Developmental assessments and classroom observations
- Teacher and site supervisor support
- Staff trainings

**Recommended Enhancements**

- Support for children that do not have Medi-Cal or other health care
- Behavioral Aides for Classrooms
- Certified Behavior Analysts for classroom support
- Additional teacher training through a trauma informed lens



TOPIC	RECOMMENDATION / SUMMARY
	<p><b>Input &amp; Questions:</b></p> <p>Grant:</p> <ul style="list-style-type: none"> <li>• What is a slot? <ul style="list-style-type: none"> <li>○ A slot is an available spot for a child to enroll in the program</li> </ul> </li> <li>• Will current families lose services?</li> </ul> <p>No, slots that are currently filled would remain in place, vacant slots may be moved to other areas of the county Extended Hours:</p> <ul style="list-style-type: none"> <li>• It's needed!</li> <li>• Starting from 6 am-7 pm is too long for kids to leave their homes. maybe adding extra naps during the day</li> <li>• It is difficult finding work with only 8hr childcare; I have turned down jobs because current hours don't allow travel.</li> <li>• It is important to be competitive with other childcare in each area.</li> <li>• If we're short-staffed, why would we open longer and need even more staff?</li> <li>• Would we lose staff to other facilities with shorter hours?</li> <li>• Kids are tired already; what would longer days do to them?</li> <li>• More hours help parents provide better for their family.</li> </ul> <p>Mental Health:</p> <ul style="list-style-type: none"> <li>• Are Mental Health and Behavioral Health the same and inclusive for all abilities?</li> <li>• Some parents must go to two places because services aren't offered everywhere.</li> </ul>
<p><b>Report:</b> CSB 2023 Self-Assessment Report</p>	<p>Tabled to October 18, 2023 Policy Council Meeting.</p>
<p><b>Report:</b> 2022-2023 Annual Report</p>	<p>Tabled to October 18, 2023 Policy Council Meeting.</p>
<p>Subcommittee Updates</p>	<p>There were no subcommittee updates.</p>
<p>Site Reports</p>	<p>Ambrose</p> <ul style="list-style-type: none"> <li>○ Enrolling more children in the infant room</li> <li>○ Bella Merrill, Librarian, came to share book stories and new songs.</li> </ul> <p>Los Arboles</p> <ul style="list-style-type: none"> <li>○ Los Arboles staff welcomed two new children and their families to the program. The classroom is working on the beginning of the year study and establishing the classroom rules. The center elected our parent committee for the 2023-2024 school year.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>○ The teachers got a new couch in their break room.</li> <li>○ The center is getting ready for the NAEYC accreditation visit, and teachers &amp; supervisors are working on completing the program portfolios.</li> </ul> <p>Bayo Vista</p> <ul style="list-style-type: none"> <li>○ Bayo Vista is celebrating the successful month of August. We welcomed Mrs. Anjana back to work in preschool room #3. We had lots of fun enjoying water play in the hot sun during this summer month and welcomed new families to Bayo Vista for this school year.</li> <li>○ Rm #3 is currently in the beginning stages of their first project of the year, which will be on insects. Room #2 children are currently working on learning and naming body parts. Room #1 is learning about pedestrian safety.</li> </ul> <p>Los Nogales</p> <ul style="list-style-type: none"> <li>○ Los Nogales Center elected our PC Representatives for the 2023-2024 school year. Center staff are working on establishing the classroom rules with children.</li> <li>○ Classrooms are freshly painted.</li> </ul>
Announcements	<p><b>Christina Reich, Division Manager, “Parking Lot”,</b> a place to note meeting topics not in agenda:</p> <ul style="list-style-type: none"> <li>● Teacher Benefits: What benefits do we offer teachers and what kind of retirement do they have.</li> <li>● Teacher Recruitment Event: Report back on the teacher recruitment event; provide flyers and outcomes.</li> </ul> <p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement,</b> provided the following announcements.</p> <ul style="list-style-type: none"> <li>● <b>Make Parenting a Pleasure</b> -Parenting training modules start 10-10-23, sign up to participate.</li> <li>● <b>Subcommittees</b> - During October meeting, we’ll identify members and leads</li> <li>● <b>Review Forms</b> <ul style="list-style-type: none"> <li>○ California 700 Form - Online form for new representatives</li> <li>○ Reimbursements – childcare complete and return to PC staff</li> <li>○ Required Signed forms return to Ana           <ol style="list-style-type: none"> <li>1. Code of Ethical Conduct (Cream copies -Required)</li> <li>2. CSB Standard of Conduct ( Cream copies-Required)</li> <li>3. Demand for Child Care (optional)</li> <li>4. Parent Recognition of Staff (optional)</li> </ol> </li> </ul> </li> <li>● October Policy Council – in-person meeting       <ul style="list-style-type: none"> <li>○ Policy Council Executive Meeting: October 10, 2023.</li> <li>○ Policy Council Business Meeting: October 18, 2023.</li> </ul> </li> </ul>

TOPIC	RECOMMENDATION / SUMMARY	
	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> <li>• None</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> October 18, 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:

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. A wellness activity to open communication and enhance overall wellbeing.
3. An awareness of CSB correspondence so that we are all informed of current notifications.
4. 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.
5. Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
6. An understanding of an opportunity to participate in the PC Subcommittee to ensure full work of Policy Council is completed during the year. An approval of subcommittee leads.
7. A review and approval of September 27, 2023, Policy Council Minutes.
8. Administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
9. An understanding of the CSB 2023 Self-Assessment Report to ensure compliance with the Head Start Program Performance Standards (HSPPS) Requirements.
10. An understanding of the 2022-2023 Annual Report so that the information is shared with the program parents.
11. An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
12. Heard announcements so that we may be informed of Bureau news and/or available community resources.
13. A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
1. Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz Vice Chair	1

Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller Parliamentarian	1
2. <b>Wellness Activity</b>	Present Clarify	Jasmine Cisneros Chair	10
3. Correspondence	Present Clarify	Karen Medrano Secretary	2
4. Public Comment	Present	Public	3
5. Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros Chair	5
6. <b>Action:</b> Consider approval of Subcommittee Leads	Present Clarify Check for understanding Check for Agreement	Ana Araujo	15 Minutes (3 minutes for roll call)
7. <b>Action:</b> Consider approval of September 27, 2023, Policy Council Minutes	Present Clarify Check for understanding Check for Agreement	Jasmine Cisneros Chair	5 (3 minutes for roll call)
8. <b>Administrative Reports:</b> CSB Director	Present Clarify Check for understanding	Sung Kim	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	Haydee Ilan	5
9. <b>Report:</b> CSB 2023 Self-Assessment Report	Present Clarify Check for understanding	Amanda Cleveland	10
10. <b>Report:</b> 2022-2023 Annual Report	Present Clarify Check for understanding	Amanda Cleveland	10
11. Site Reports	Present Clarify Check for Understanding	Site Representatives	4
12. Announcements	Present Clarify Check for understanding	Ana Araujo	3
13. Meeting Evaluation	Plus/Delta	Volunteer	1

#### **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

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