

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

Group/Meeting Name: CSB Policy Council Executive Meeting	
Date: January 3, 2024	Time: 6:00 – 6:30 PM
Meeting Location: 1470 Civic Court Suite 200, Concord CA 94520 – CSB Administrative Building	
Meeting Leader: Jasmine Cisneros-PC Chair	
Purpose: 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 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 of staff reports so that the group is informed of bureau highlights and other important events.
4. Approval of November 1, 2023 Executive Meeting minutes so that we have an accurate record of the meeting.
5. Review of November 15, 2023 Policy Council Meeting Minutes.
6. A decision regarding Parent Recognition of staff nomination recipients.
7. Agreement on the agenda January 17, 2024 Policy Council meeting.
8. Evaluation of the meeting so we may review our strengths and make any necessary improvements.

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. Report: Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	5

What (Content)	How (Process)	Who	Time (Minutes)
4. Action: Review and Approve November 1, 2023, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	4
5. Action: Review November 15, 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	Executive Team	5
7. Set Agenda for January 17, 2024, 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 Password: 962298
- **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 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.