

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

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|---|-----------------------------|
| Group/Meeting Name: CSB Policy Council Executive Meeting | |
| Date: April 3, 2019 | Time: 6:00 – 6:30 PM |
| Location: 1470 Civic Ct., Concord, CA 94520 | |
| Meeting Leader: Veronica Gutierrez | |
| Purpose: To Review Items | |

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 PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

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

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

Approval of the March 6, 2019 Executive Meeting minutes so that we have an accurate record of the meeting.

A decision regarding Parent Recognition of Staff nomination recipients.

An understanding of staff reports so that the group is informed of Bureau highlights and other important events.

A review of the March 20, 2019 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the April 17, 2019 Policy Council meeting.

An Evaluation of the meeting so that we may review our strengths and make any improvements as needed.

Attendees: PC Executive Committee and CSB Staff

| Agenda | | | |
|---|--|----------------|-------------------|
| What (Content) | How (Process) | Who | Time (Minutes) |
| Review Desired Outcomes | Present | Emma Duran | 2 Minutes |
| Review Meeting Ground Rules | Present | Delphine Smith | 1 Minutes |
| Action: Review and Approve March 6, 2019, Executive Meeting Minutes | Present Clarify Check for understanding Check for Agreement | Group | 3 Minutes |
| Review and Make a Decision on Parent Recognition of Staff | Present Clarify Check for understanding Check for Agreement | Group | 5 Minutes |
| Staff Reports | Present Clarify Check for understanding | Staff | 5 Minutes |

Agenda

| What (Content) | How (Process) | Who | Time (Minutes) |
|--|---|-------------------------------|--------------------------|
| Review March 20, 2019, Policy Council Minutes | Present Clarify Check for understanding | Group | 3 Minutes |
| Set Agenda for April 17, 2019 Policy Council Meeting | Present Clarify Check for Understanding | Executive Committee and Staff | 5 Minutes |
| Meeting Evaluation | Plus/Delta | Group | 1 Minute |

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes

Location: 1470 Civic Court, Concord Ca 94520

Date: 3/6/2019

Time Convened: 6:08 p.m.

Time Terminated: 6:50 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Pamela Arrington, Ana Araujo, Katharine Mason and Delphine Smith

Absentees: None

| TOPIC | RECOMMENDATION / SUMMARY |
|---|--|
| <ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules | <ul style="list-style-type: none"> Veronica Gutierrez, Chair called the meeting to order at 6:00 p.m. and reviewed the desired outcomes. Katie Cisco, Secretary, reviewed the meeting ground rules. |
| <p>Action:</p> <ul style="list-style-type: none"> Review and approve February 6, 2019 Executive Meeting Minutes | <p>The minutes were reviewed, no corrections were noted.</p> <p>A motion to approve February 6, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p> |
| <p>Parent Recognition of Staff Excellence</p> | <ul style="list-style-type: none"> The group reviewed all nomination forms and selected Lisa Maloney, Eligibility/Enrollment Specialist at Martinez Early Child Care and Ronnysha Moore, TAT at Contra Costa College, to receive recognition at the March 20, 2019, Policy Council Meeting for their excellent work. <p>Imelda Prieto-Martinez, Policy Council Clerk will invite both to attend the March 20, 2019, Policy Council meeting to receive their recognition.</p> |
| <ul style="list-style-type: none"> Staff Report | <p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> CSB is proud announce that Julia Kittle-White, Comprehensive Services Manager, and Ruth Hunter, Site Supervisor have successfully completed their Trauma Informed Fellowship Program, and were recognized at a graduation ceremony hosted by First 5 Contra Costa. On February 3-6, 2019, CSB Director, Managers, and several teaching staff and site supervisors attended the Head Start California Association Conference in Riverside. The conference focused on Parent, Family, and Community Engagement, as well as Education. Congratulations to the Los Arboles team for achieving the five-year term of re-accreditation by the National Association for the Education of Young Children (NAEYC). On February 13, 2019, George Miller Concord (GMC) received an unannounced site visit from Community Care Licensing. The visit was a success and concluded with no findings. |

| TOPIC | RECOMMENDATION / SUMMARY | |
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| | <ul style="list-style-type: none"> • Our Assistant Director, Magda Bedros, lead a group of 12 Partner leadership staff through a 2-day CLASS observation training. The participants will be able to use the knowledge gained toward becoming CLASS reliable. CLASS is just one tool that we use to monitor and support the continuous growth and development of our teaching staff. • Family Financial Fitness classes will be offered again this year in both East and West County beginning this Friday, 3/8/19 at our Balboa Center for our West County families and on 3/29/19 at Marsh Creek for our East County families. • Comprehensive Services Health Manger, Debi Marsee announced her retirement, effective February 28, 2019 following 22 years of service to CSB. Debi was a strong advocate for children and families promoting best health practices within CSB and beyond. • CSB welcomed Michelle Mankewich as our new Mental Health/Disabilities Manager on March 1, 2019. • Nine Mental Health (MH) interns and their two supervising clinicians participated in Play Therapy-Part 2-training to support their work with CSB children and families. <p>Katharine Mason, Division Manager, led a discussion with Executive Members around ways we could enhance Policy Council presentations to include more time for group interaction. The group discussed rearranging the order of agenda items and looked at what information should be presented in a presentation format and what information could be shared in other ways. The group agreed that if representatives were provided as an example, with Monthly Attendance and Enrollment Statistics reports ahead of meetings they could review the information in advance and come to the meeting prepared with any questions they may have. Shorter presentation time for this particular item and other similar items would allow additional time on the agenda for more group engagement.</p> | |
| <ul style="list-style-type: none"> • Set Agenda for March 20, 2019 Policy Council Meeting | <ul style="list-style-type: none"> • The group reviewed and set the agenda for March 20, 2019. • To go along with March as Women’s History Month the group decided on the following Icebreaker: “Name and Tell us about a Positive Female Role Model in Your life” | |
| <ul style="list-style-type: none"> • Meeting Evaluation | <p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Revamping of Agenda • Less is more | <p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None |

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Agenda

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|---|---------------------------|
| Group/Meeting Name: CSB Policy Council Meeting | |
| Date: April 17, 2019 | Time: 7:00-8:00 PM |
| Location: 500 Ellinwood Way, Pleasant Hill, CA | |
| Meeting Leader: Veronica Gutierrez | |
| Purpose: Conduct Regular Monthly Meeting | |

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

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

- Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

- An ice breaker to open communication and build connection among Policy Council members.

- An understanding of monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

- An update of the first DRDP assessment results and school readiness goals so that families are aware of overall agency goals and progress towards children’s preparedness for their next school experience.

- An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

- An understanding of Site Reports so that we may celebrate our children, families, and staff’s co-partnering efforts to build partnerships and community.

- Announcements so that we may be informed of Bureau news and available community resources.

- A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

| Agenda | | | |
|---|---|--|----------------|
| What (Content) | How (Process) | Who | Time (Minutes) |
| Review Desired Outcomes | Present Clarify Check for understanding | Emma Duran | 2 Minutes |
| Meeting Ground Rules | Present Clarify Check for understanding | Delphine Smith | 1 Minute |
| Public Comment | Present | Member of the Public | 1 Minute |
| Correspondence | Present Clarify | Katie Cisco | 1 Minute |
| Administrative Reports: <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal | Present Clarify Check for understanding | Camilla Rand Katharine Mason Haydee Ilan | 20 Minutes |

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| Report: <ul style="list-style-type: none"> 1st DRDP Child Outcomes & School Readiness Report | Present Clarify Check for understanding | Education Team | 20 Minutes |
| Report: <ul style="list-style-type: none"> Subcommittee Updates | Present Clarify Check for understanding | Subcommittee Leads | 5 Minutes |
| Action: <ul style="list-style-type: none"> Consider Approval of March 20, 2019 Policy Council Minutes | Present Clarify Check for understanding Check for Agreement | Veronica Gutierrez | 3 Minutes |
| Site Reports | Present Clarify Check for Understanding | Site Representatives | 3 Minutes |
| Announcements | Present Clarify Check for Understanding | Ana Araujo | 3 Minutes |
| Meeting Evaluation | Plus/Delta | Volunteer | 1 Minute |

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