

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> September 28, 2019	<b>Time:</b> 12:45 PM – 2:15 PM
<b>Location:</b> Hilton Concord, 1970 Diamond Blvd, Concord, CA 94520	
<b>Meeting Leader:</b> Veronica Gutierrez	
<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 Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.*

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

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

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

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

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- A ratification of approval of the 2020 Early Head Start & Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives.

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- A ratification of approval of the Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start Child Care Partnership 1.

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- An approval of Community Representatives and Past Parent Representatives so that our council is fully seated.

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- An approval of the 2018-2020 PC By Laws including Roles and Responsibilities so that all representatives understand their role on the Policy Council.

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

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- Heard announcements so that we may be informed of Bureau news and/or available community resources.

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- 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	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Delphine Smith	3 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Katie Cisco	1 Minute
<b>Ice Breaker</b>	Present Clarify Check for understanding	Delphine Smith	10 Minutes

<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	Present Clarify Check for understanding	Katharine Mason Haydee Ilan	25 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Ratification of Approval of 2020 Early Head Start &amp; Head Start Program Continuation Grant Application: Including Budgets, T &amp; TA Plan and Program Goals &amp; Objectives.</li> </ul>	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Ratification of Approval of the Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start Child Care Partnership 1</li> </ul>	Present Clarify Check for understanding Check for Agreement	Tracy Lewis	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Review and Consider Approval of Community and Past Parent Representatives</li> </ul>	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez Ana Araujo	15 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider approval of August 21, 2019, Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider approval of the 2018-2020 PC Bylaws</li> </ul>	Present Clarify Check for understanding Check for Agreement	Ana Araujo	5 Minutes
Site Reports	Present Clarify Check for understanding	Two Site Representatives	5 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	3 Minutes