

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: September 4, 2019	Time: 6:00 – 6:40 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 August 7, 2019 Executive Meeting minutes so that we have an accurate record of the meeting.

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

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

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

A review of the August 21, 2019 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the Program & Agenda for the September 28, 2019 Policy Council Orientation 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 August 7, 2019, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Group	2 Minutes
Action: Review and Approve 2020 Early Head Start & Head Start Program Continuation Grant	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes

Agenda

What (Content)	How (Process)	Who	Time (Minutes)
Action: Review and Approve Health and Safety Screener results summary for Head Start, Early Head Start and Early Head Start Child Care Partnership 1.	Present Clarify Check for understanding Check for Agreement	Tracy Lewis	5 Minutes
Staff Reports	Present Clarify Check for understanding	Staff	5 Minutes
Review August 21, 2019, Policy Council Minutes	Present Clarify Check for understanding	Group	4 Minutes
Set Program & Agenda for September 28, 2019 Policy Council Orientation Meeting	Present Clarify Check for Understanding	Executive Committee and Staff	15 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: 8/7/2019 Time Convened: 6:00 p.m. Time Terminated 6:30 p.m. Recorder: Imelda Prieto Martinez
 Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Delphine Smith, Pamela Arrington, Christina Reich and Ana Araujo
 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. Emma Duran, Vice Chair, reviewed the desired outcomes. Delphine Smith, Parliamentarian, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve June 5, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted. A motion to approve June 5, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and approve June 24, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted. A motion to approve June 24, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Delphine Smith. The motion passed.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and Approve the Non Federal Share for the Program Improvement Grant 	<p>Haydee Ilan, Accountant III, provided an overview of the Non Federal Share for the Program Improvement Grant.</p> <p>Contra Costa County Community Services Bureau (CSB) is requesting a waiver of non federal share amounting to \$492,159 for the carryover request for Early Head Start-CCP Program, Grant #09HP000111. CSB's request of carryover funds of \$4,273,918 includes operating funds as well as program improvement funds of \$1,968,634. The allocation of program improvement funds is for various purposes including but not limited to the upgrade and enhancement of CSB's centers and partners facilities to comply with the health and safety requirements of the Head Start Performance Standard. These planned expenditures pertaining to program improvement cannot be met with volunteer hours because they do not involve classroom participation from parents as well as non-involvement of the community at large. It would be difficult for the program to meet the non federal share because of the nature of these expenditures. These consists of the following planned expenditures included in the carryover request:</p> <p style="padding-left: 40px;">Vehicles\$ 238,110 Kitchen Equipment\$ 238,000 Upgrade Facilities-Health and Safety\$1,492,524 TOTAL EXPENDITURES\$1,968,634 NON FEDERAL SHARE WAIVER REQUEST\$ 492,159</p> <p>A motion to approve Non Federal Share for the Program Improvement Grant was made by Delphine Smith and seconded by Katie Cisco. The motion passed.</p>

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: 1470 Civic Court, Concord Ca 94520

TOPIC	RECOMMENDATION / SUMMARY
Presentation: <ul style="list-style-type: none"> Review Governance, Leadership and Oversight Capacity Screener 	<p>Ana Araujo, CS Manager, provided an overview of the Governance Leadership and Oversight Capacity Screener. The Head Start/Early Head Start base grant is on a 5 year cycle. CSB entered Year 1 of the EHS-CCP1 grant, therefore, it is required to review and complete the Governance Leadership and Oversight Capacity Screener to ensure our agency has strong governance systems in place.</p>
Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Jasmine Henderson, Teacher Assistant at Lone Tree First Baptist and Zermina Zandra, Teacher at Los Nogales, to receive recognition at August 21, 2019, Policy Council Meeting for their outstanding work with the children and families. <p>Imelda Prieto-Martinez, Policy Council Clerk, will invite both to attend the August 21, 2019, Policy Council meeting to receive their recognition.</p>
<ul style="list-style-type: none"> Staff Report 	<p>Christina Reich, Division Manager, provided updates on behalf of Katharine Mason. CSB made the difficult decision to temporarily close our Crescent Park center, it always a difficult decision and a “last resort” to close a center.</p> <ul style="list-style-type: none"> Analyses of root causes, trends, alternative solutions and community needs are considered Impacts include: enrollment holds = failure to meet 100% enrollment mandate; SS in ratio = not attending to necessary admin duties; Teacher stress increases; inconsistent caregivers for children; when ratios not met, children turned away for services. Significant staffing challenges, despite efforts to address at multiple levels, unable to secure adequate staffing for several years. <ul style="list-style-type: none"> High rate of vacancies and leaves in west county <ul style="list-style-type: none"> 31% of positions in west county are vacant or staff on leave; and 58% of positions at Crescent Park. 28 reliable subs in west county for 28 vacant/on leave positions, leaving no available subs for staff time off and sick leave. Steep cost of living Increases, especially in west county. Efforts to increase staffing: TAP – grow our own program; On-going recruitment; Re-allocated slots; Slots reduction. This center closed once before – historically difficult to staff and reach full enrollment <ul style="list-style-type: none"> Closed for 2013-14 PY for similar reasons. Since 2014-15 to 2018-19 have reduced slots from 98 to 64. Only 154 waiting out of 6,373 names on our waitlist; CP is 2nd choice for many.

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> • Center remains open until all children have left for Kindergarten or been transferred to other near-by centers. All continuing families have already selected their new center. <ul style="list-style-type: none"> ○ Aug 12th is last day for preschool children. <ul style="list-style-type: none"> ▪ As of Aug 5th 7 preschool children remaining: 2 Kinder-bound and 5 who will transition to new centers by Aug 12th. ○ Last day for toddlers TBD as we get new room ready and properly licensed for them at Balboa. Fully enrolled currently with 6 toddlers. Teaching staff and SS will stay to continue services as long as necessary. • All staff will be transitioned to other centers – no loss in jobs or changes in classification. • Displaced HS & EHS slots will be moved to childcare partners in high need area of the county where staffing is not an issue. • Anticipate & hope this closure will be temporary and we'll be able to re-open next program year when staffing in west county stabilizes. 	
• Review June 19, 2019 Policy Council Meeting Minutes	• June 19, 2019 Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes.	
• Set Agenda for August 21, 2019 Policy Council Meeting	• The group reviewed and set the agenda for August 21, 2019.	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • Room tempature is good • Food good 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> • Crescent Park Closure



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region IX | 90 Seventh Street, San Francisco, CA 94103 | www.ecikc.ohs.acf.hhs.gov

John Gioia
Board Chair
Contra Costa County
1470 Civic Ct, Ste 200
Concord, CA 94520

July 19, 2019

Re: Grant No. 09CH010862

Dear Mr. Gioia:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 10/01/2019.

The following table reflects the annual funding, including the approved amount from the Supplement to Increase Program Hours, if applicable, and enrollment levels for your grant.

Program	Head Start	Early Head Start
Federal Funded Enrollment	1,351	311
Funding Type	Head Start	Early Head Start
Program Operations	\$16,717,035	\$3,608,200
Training and Technical Assistance	\$197,344	\$82,944
Total Funding	\$20,605,523	

Period of Funding: 01/01/2020 – 12/31/2020

Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

Incomplete applications will not be processed.

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the "Instructions" section of the HSES.

Please contact Chris Pflaumer, Program Specialist, at 415-437-8445 or chris.pflaumer@acf.hhs.gov or Frank Olguin, Fiscal Operations Specialist, at 415-437-8415 or frank.olguin@acf.hhs.gov with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Mr. Gioia - Page 2

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan Len", written in a cursive style.

Jan Len
Regional Program Manager
Office of Head Start

cc: Kathy Gallagher, Executive Director
Camilla Rand, Head Start Director
Chris Pflaumer, Program Specialist
Frank Olguin, Fiscal Operations Specialist

Health and Safety Screener Results Summary

Grant Number: 09CH010862, 09HP000193

Program: Head Start, Early Head Start, Early Head Start-Child Care Partnership

Overview:

As a condition of the Head Start (HS)/Early Head Start (EHS) and Early Head Start- Child Care Partnership (EHS-CCP) grant funding awards for Fiscal Year 2019, Contra Costa County Community Services Bureau is required to conduct a review of each site serving children through this funding utilizing the health and safety screener checklist. The health and safety screener helps organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.

The following sites serving children under these grants have been reviewed with the required tool:

Directly Operated Centers	Partner Centers	Family Child Care (FCC)
Balboa	Crossroads	Anel Saavedra-Huerta
Bayo Vista	Baby Yale	Denise Medlock
Contra Costa College	FBHS Lido Square	Gina Jackson
Crescent Park	FBHS Odessa	Glorious Jackson
George Miller Concord	FBHS Fairgrounds	Jeanette Cooper
George Miller III	FBHS East Leland Court	Jeannie Santos
Las Deltas	FBHS Kid's Castle	Michelle Watkins
Lavonia Allen	KinderCare Mahogany	Ruth Watkins
Los Arboles	KinderCare El Sobrante	Shannon Del Prado Evans
Los Nogales	Martinez ECC	Tanya Taylor
Marsh Creek	Tiny Toes	Veronica Munoz
Riverview	YMCA Rodeo	Yolanda Braggs-Evans
Verde	YMCA Richmond CDC	
	YMCA 8th St.	
	YMCA Giant Rd.	

Findings:

Forty-one (40) sites were reviewed utilizing the health and safety screener tool. This tool has a series of twenty-four (24) requirements. Upon completion of the tool, (3) sites were found to have no areas for improvement. The remaining (38) sites had a total of (170) items in need of improvement.

Outcomes:

Timely follow-up has been conducted for each item and actions have been taken to ensure child safety, representative of quality standards of Head Start and local regulation. Action plans have been implemented for any outstanding items in need of improvement.



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



Date: 8/21/2019

Time Convened: 6: 17 PM

Time Terminated: 7:56 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Veronica Gutierrez, Chair, called the meeting to order at 6:17 p.m. • Delphine Smith, Parliamentarian, reviewed the desired outcomes and the ground meeting rules.
Public Comment	None
Correspondence	<p>Katie Cisco, Secretary, read correspondence received from Administration for Children & Families, Office of Head Start. On August 12, 2019, Community Services Bureau received a letter stating that a Focus Area 2 and Classroom Assessment Scoring System (CLASS) review will be conducted for Program Year 2019-2020. On August 16, 2019, Community Services Bureau received a letter stating that a Classroom Assessment Scoring System (CLASS) review will be conducted during the week of October 21, 2019.</p>
Parent Recognition	<p>The following staff were recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> • Zermira Zandra, Teacher at Los Nogales and Jasmine Henderson, Teacher Assistant at First Baptist – Lone Tree. All staff received a certificate and book to acknowledge their dedication to the children and families. <p>Special thank you was given to CSB staff providing support during August 21, 2019, Policy Council meeting.</p>
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, CSB Director, welcomed Policy Council representatives and acknowledged their commitment for attending our last meeting for Program Year 2018-2019.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • CSB will have two Federal Reviews this year, Classroom Assessment Scoring System (CLASS) & Focus Area 2. The Classroom Assessment Scoring System (CLASS) review the week of October 21, 2019, reviewers will choose a random sampling of preschool classrooms to review countywide. CSB has conducted internal CLASS monitoring and we have surpassed the minimum CSB & Federal thresholds. There is no scheduled date for the Focus Area 2 review. More information will be available during October’s PC Meeting. • CSB is preparing for an All-Staff Development Day on August 28, 2019, at the Centre Concord. All CSB staff, including temporary employees, are required to attend. The Administration Office and Childcare Centers will close for the day. • CSB made the difficult decision to temporarily close the Crescent Park Children’s center in Richmond. The closure is a result of significant staffing challenges and slot reductions. CSB has implemented plans to ensure that remaining children and staff transition to nearby centers, and available slots are relocated to childcare partner sites throughout the county. CSB will continue to assess the needs of Crescent Park in an effort to reopen the center soon. <p>Katharine Mason, Division Manager, provided program updates:</p>



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • In late June, five participants completed the Teacher Apprentice Program. They’ve earned 12 ECE units and are eligible to obtain their Associate Teacher permit. This staffs are working as substitute teachers or are applying for a permanent position. Six new participants enrolled for the fall semester; three are anticipated to graduate in December. • Nine teachers graduated from the Teacher Learning and Collaborating (TLC). Through their 18 months of participation in TLC, teachers had the opportunity to focus on their teaching practices and improved their CLASS monitoring scores. • CSB, in partnership with Sweet Beginnings Family Resource center is providing diapers, wipes and formula for families in crisis in our CSB centers. • Every year during September and March, Site Supervisors review the “Semi-annual Child Safety Program” with parents and staff to emphasis the importance of safety around the centers, transitions and discuss safety topics with staff during meetings. The “Parent Guidance for Keeping Children Safe” will be review during the September parent meeting. <p>CSB Enrollment and Attendance statistics</p> <p>June:</p> <ul style="list-style-type: none"> • Enrollment: 86.3% for Head Start; 102.30% for Early Head Start; 101.93% for Early Head Start Child Care Program Partnership #1; and 97.89% for Early Head Start Child Care Program Partnership #2. • Attendance: 73.10% for Head Start; 84.58% for Early Head Start; 90.62% for Early Head Start Child Care Program Partnership #1; and 81.72% for Early Head Start Child Care Program Partnership #2. <p>July:</p> <ul style="list-style-type: none"> • Enrollment: 67.21% for Head Start; 97.2% for Early Head Start; 92% for Early Head Start Child Care Program Partnership #1; and 98% for Early Head Start Child Care Program Partnership #2. • Attendance: 76.40% for Head Start; 85.31% for Early Head Start; 93% for Early Head Start Child Care Program Partnership #1; and 80.80% for Early Head Start Child Care Program Partnership #2. <p>Haydee Ilan, Accountant III and Delphine Smith, Fiscal Subcommittee member, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: June 2019 year to date cash expenditures were \$6,450,371 YTD, which represents 38% of the program budget. ○ 2018-2019 Early Head Start Program: June 2019 year to date cash expenditures were \$1,056,594 YTD, which represents 29% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership: June 2019 year to date cash expenditures were \$1,023,788 YTD, which represents 91% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: June 2019 year to date cash expenditures were \$3,606,369 YTD, which represents 47% of the program budget.



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	<ul style="list-style-type: none"> ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of June 2019 were \$28,586.03. ○ Child and Adult Care Food Program: June 2019 total meal served including breakfast, lunch, and supplements were 27,029. 																																																																						
<p>Action:</p> <ul style="list-style-type: none"> • Ratification of Approval of Non Federal Share for the Program Improvement Plan 	<p>Haydee Ilan, Accountant III, provided an overview of the Non Federal Share for the Program Improvement Grant.</p> <p>Contra Costa County Community Services Bureau (CSB) is requesting a waiver of non-federal share amounting to \$492,159 for the carryover request for Early Head Start-CCP Program, Grant #09HP000111. CSB's request of carryover funds of \$4,273,918 includes operating funds as well as program improvement funds of \$1,968,634. The allocation of program improvement funds is for various purposes including but not limited to the upgrade and enhancement of CSB's centers and partners facilities to comply with the health and safety requirements of the Head Start Performance Standard. These planned expenditures pertaining to program improvement cannot be met with volunteer hours because they do not involve classroom participation from parents as well as non-involvement of the community at large. It would be difficult for the program to meet the non-federal share because of the nature of these expenditures. These consists of the following planned expenditures included in the carryover request:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Vehicles</td> <td align="right">\$ 238,110</td> </tr> <tr> <td>Kitchen Equipment</td> <td align="right">\$ 238,000</td> </tr> <tr> <td>Upgrade Facilities-Health and Safety</td> <td align="right"><u>\$1,492,524</u></td> </tr> <tr> <td>TOTAL EXPENDITURES</td> <td align="right"><u>\$1,968,634</u></td> </tr> <tr> <td>NON FEDERAL SHARE WAIVER REQUEST</td> <td align="right"><u>\$ 492,159</u></td> </tr> </table> <p>A motion ratify the approval of the Non Federal Share for the Program Improvement Grant was made by Delphine Smith and seconded by Katie Cisco. The motion passed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th align="center" colspan="2">Ayes</th> <th align="center">Nays</th> <th align="center">Abstentions</th> <th align="center" colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Sarah Dickens</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Curtis Royster</td> </tr> <tr> <td>Nancy Santos</td> <td>Erica Contreras</td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Cindy Dolores</td> </tr> <tr> <td>Delphine Smith</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Susana Huizar</td> <td>Esperanza Ortega</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Santos Rodriguez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Damaris Santigo</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Emma Duran</td> <td>Lee Ross</td> </tr> <tr> <td>Karla Lara</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Daisy Templeton</td> <td></td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Monica Barajas</td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td>Teresa Rodriguez</td> <td></td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Elizabeth Rosas Basquez</td> <td></td> </tr> </tbody> </table>	Vehicles	\$ 238,110	Kitchen Equipment	\$ 238,000	Upgrade Facilities-Health and Safety	<u>\$1,492,524</u>	TOTAL EXPENDITURES	<u>\$1,968,634</u>	NON FEDERAL SHARE WAIVER REQUEST	<u>\$ 492,159</u>	Ayes		Nays	Abstentions	Not Present		Andres Torres	Sarah Dickens			Cindy Chiem	Curtis Royster	Nancy Santos	Erica Contreras			Miguel Gonzalez	Cindy Dolores	Delphine Smith	Dawn Miguel			Susana Huizar	Esperanza Ortega	Nivette Moore-Mason	Veronica Gutierrez			Santos Rodriguez	Tiffany Posey	Damaris Santigo	Katie Cisco			Emma Duran	Lee Ross	Karla Lara	Mayra Rodriguez			Daisy Templeton		Monica Avila				Monica Barajas		Mariam Okesanya				Teresa Rodriguez		Priscilla Proteau				Elizabeth Rosas Basquez	
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<p>Subcommittee Updates</p>	<p>Ongoing Monitoring: Andres Torres shared the information reviewed during their meeting to include Semi-Annual Monitoring report for Period 2 and CLASS monitoring scores, policy council representatives are encouraged to share information at their site parent meeting.</p>																																																																						
<p>Action:</p>	<p>Katharine Mason, Division Manager, reviewed the recommendation new hire and asked Policy Council to ratify the decision of the Executive Committee to hire:</p>																																																																						



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



TOPIC	RECOMMENDATION / SUMMARY																																																												
<ul style="list-style-type: none"> Ratification of Approval of Departmental Fiscal Officer for Community Services Bureau 	<p>Departmental Fiscal Officer for the Community Services Bureau:</p> <ul style="list-style-type: none"> Vickie Kaplan Wetzler - Civic Court Administrative Office <p>A motion to Ratify the approval of the Executive Committee of the recommended new hire of Departmental Fiscal Officer for the Community Services Bureau was made by Emma Duran and seconded by Delphine Smith. The motion passed</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Sarah Dickens</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Curtis Royster</td> </tr> <tr> <td>Nancy Santos</td> <td>Erica Contreras</td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Cindy Dolores</td> </tr> <tr> <td>Delphine Smith</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Susana Huizar</td> <td>Esperanza Ortega</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Santos Rodriguez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Damaris Santiago</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Emma Duran</td> <td>Lee Ross</td> </tr> <tr> <td>Karla Lara</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Daisy Templeton</td> <td></td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Monica Barajas</td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td>Teresa Rodriguez</td> <td></td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Elizabeth Rosas Basquez</td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Andres Torres	Sarah Dickens			Cindy Chiem	Curtis Royster	Nancy Santos	Erica Contreras			Miguel Gonzalez	Cindy Dolores	Delphine Smith	Dawn Miguel			Susana Huizar	Esperanza Ortega	Nivette Moore-Mason	Veronica Gutierrez			Santos Rodriguez	Tiffany Posey	Damaris Santiago	Katie Cisco			Emma Duran	Lee Ross	Karla Lara	Mayra Rodriguez			Daisy Templeton		Monica Avila				Monica Barajas		Mariam Okesanya				Teresa Rodriguez		Priscilla Proteau				Elizabeth Rosas Basquez	
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the June 19, 2019 Policy Council Minutes 	<p>The minutes of the June 19, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the June 19, 2019, Policy Council minutes was made by Andres Torres and seconded by Delphine Smith. The motion was approved.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Sarah Dickens</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Curtis Royster</td> </tr> <tr> <td>Nancy Santos</td> <td>Erica Contreras</td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Cindy Dolores</td> </tr> <tr> <td>Delphine Smith</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Susana Huizar</td> <td>Esperanza Ortega</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Santos Rodriguez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Damaris Santiago</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Emma Duran</td> <td>Lee Ross</td> </tr> <tr> <td>Karla Lara</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Daisy Templeton</td> <td></td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Monica Barajas</td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td>Teresa Rodriguez</td> <td></td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Elizabeth Rosas Basquez</td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Andres Torres	Sarah Dickens			Cindy Chiem	Curtis Royster	Nancy Santos	Erica Contreras			Miguel Gonzalez	Cindy Dolores	Delphine Smith	Dawn Miguel			Susana Huizar	Esperanza Ortega	Nivette Moore-Mason	Veronica Gutierrez			Santos Rodriguez	Tiffany Posey	Damaris Santiago	Katie Cisco			Emma Duran	Lee Ross	Karla Lara	Mayra Rodriguez			Daisy Templeton		Monica Avila				Monica Barajas		Mariam Okesanya				Teresa Rodriguez		Priscilla Proteau				Elizabeth Rosas Basquez	
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<p>Action:</p> <ul style="list-style-type: none"> Consider approval of the 2019-2021 Policies & Procedures 	<p>Nasim Enghlima, ASA III, provided and overview of the 2019-2021 Policies & Procedures Summary of Changes. Policies & Procedures are updated biannually.</p> <p>A motion to approve the 2019-2021 Policies & Procedures was made by Andres Torres and seconded by Delphine Smith. The motion was approved.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Sarah Dickens</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Curtis Royster</td> </tr> <tr> <td>Nancy Santos</td> <td>Erica Contreras</td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Cindy Dolores</td> </tr> <tr> <td>Delphine Smith</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Susana Huizar</td> <td>Esperanza Ortega</td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Andres Torres	Sarah Dickens			Cindy Chiem	Curtis Royster	Nancy Santos	Erica Contreras			Miguel Gonzalez	Cindy Dolores	Delphine Smith	Dawn Miguel			Susana Huizar	Esperanza Ortega																																				
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TOPIC	RECOMMENDATION / SUMMARY					
	Nivette Moore-Mason Damaris Santiago Karla Lara Monica Avila Mariam Okesanya Priscilla Proteau	Veronica Gutierrez Katie Cisco Mayra Rodriguez			Santos Rodriguez Emma Duran Daisy Templeton Monica Barajas Teresa Rodriguez Elizabeth Rosas Basquez	Tiffany Posey Lee Ross
Report: <ul style="list-style-type: none"> 2018-2022 Goals & Objectives Semi-annual update 	<p>Nasim Enghlima, ASA III, provided an overview of the 2018-2022 Goals & Objectives Semi-annual updates.</p> <p>Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> <p>Objective 1: By June 30, 2019, CSB will place interactive self-service kiosk stations at large centers and the administration building with user-friendly interface and software that interacts with CSB’s data management system.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> CSB has acquired five (5) self-service kiosks. Locations have been identified and are as follows: George Miller III, George Miller Concord, Los Arboles, CSB Administrative Office, and an EHSD Office. The software communicates with our data management system, CLOUDS, to support seamless access to services. The software is being refined to ensure that it is user friendly and supports multiple program requirements. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> Testing is in progress for the kiosk software, which interfaces with our data management system, CLOUDS. Plans are in development to pilot the kiosks following the testing phase. For the first phase of implementation, the pilot will allow families to apply for CSB childcare and development services using the kiosks. <p>Objective 2: By June 30, 2019, CSB will implement the use of an interactive web-portal and mobile application to improve communication between client and staff.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> The web portal is currently being enhanced to allow for electronic form submission. Additional testing is planned for February 2019 with plans to pilot online enrollment in the spring. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> As part of the Bureau’s effort to further streamline access to services, a mobile application has been developed which interfaces with our data management system, CLOUDS. CSB is in the first phase of implementation by piloting the use of the mobile application with the Alternative Payment program. 					



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	<p>Objective 3: By June 30, 2019, CSB will implement an Interactive Voice Response (IVR) and Short Message System (SMS) that allows a computer to interact with clients through the use of voice and/or text to input via keypad or their land line or mobile device.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • IVR and SMS communication features have been tested and enhancements are in progress to streamline communication between families and staff. • CSB’s enrollment hotline has been converted to IVR format. • CSB is piloting the CLOUDS IVR system via the enrollment hotline with plans to expand IVR utilization by June 2019. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • CSB went live with the CLOUDS IVR format for the enrollment hotline in May 2019. • The Centralized Enrollment Unit (CEU) is now utilizing an efficient system for recording, tracking, and processing hotline calls. Over 900 calls have been processed using the IVR system in May and June. • CSB continues to utilize automated interactive SMS for child absence alerts and has expanded SMS features through CLOUDS. CSB now has the capability to send group messages to staff and families through CLOUDS, which are then automatically recorded in staff and/or family profiles. <p>Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 573) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <p>Objective 1: By June 2019, trainings based on Program for Infant and Toddler Care (PITC) and State of California Infant and Toddler Learning Foundations will continue to be implemented to support growing professional knowledge of caregiving practices.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • PITC trainings for Early Head Start teaching staff and supervisors are scheduled for April 2019 and June 2019. • The trainings will support teachers with children’s temperament and social/emotional development through interactions and relationships. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • The PITC training was presented to the Early Head Start staff in May 2019. The topic was Temperament: A Practical Approach to meeting Individual Needs. • Over forty infant toddler teachers and site supervisors attended. The training included: <ul style="list-style-type: none"> ○ Participation in a temperament treasure hunt ○ Participation in a temperament dimensions activity ○ Learning about the latest temperament research related to brain development



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	<p>Objective 2: By June 2019, CSB will increase family collaboration and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • Parent surveys pertaining to supporting children’s understanding of number sense of quantity was distributed to families in December 2018. • The first take-home activity to support the math concept of number sense of quantity was sent home in January 2019. The activity consisted of literature to families describing how to support math concepts at home. • Additional math-related activities will be sent to parents on a monthly basis. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • Parent post-implementation surveys pertaining to parent’s growth in the understanding of supporting their child’s understanding of number sense of quantity were distributed in June 2019. • Parents received six take-home activities from the months of January 2019 to June 2019 to support the math concept of number sense of quantity. <p>Objective 3: By June 2019, CSB will administer vision screenings to Early Head Start Children ages 6 months to 3 years using the PlusOptix Mobile Vision Screener to ensure the earliest possible identification of vision concerns.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • PlusOptix Vision Screening Equipment was purchased - two machines. • PlusOptix trainer provided training to 27 team members on December 11, 2018. • Protocols have been established for PlusOptix screenings - children 6 months to 3 years’ old. • PlusOptix vision screenings will begin in February 2019. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • Vision Screenings are being administered and scheduled accordingly to ensure earliest possible identification of vision concerns. • Screening results identify concerns and follow up referrals are scheduled as needed. <p>Objective 4: By June 2019, CSB will enhance nutrition and oral health education with parents and staff to reduce the risk of early onset dental decay in children under 3 years old.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • Nutrition and oral health education will be disseminated by posting standing articles in the CSB Family Newsletter. <ul style="list-style-type: none"> ○ A “Healthy Snacks for Your Children’s Teeth” article was posted in the Family Newsletter December 2018 and distributed to all CSB families including partners. • Developed 3 mini trainings to be presented during parent committee meetings, and parent education reminders will be posted on the CLOUDS dash boards.



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	<ul style="list-style-type: none"> ○ Mini Trainings were developed. An email will be sent to Site Supervisors for support with presentations at parent meetings in March, April and May. ○ Dash board messages are being developed and will be posted in March, April and May. ○ A flyer will be developed by the end of February to support father/father figures recruitment participation. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • The article “Nutrition Oral Health” appeared in the April 2019 CSB Family Newsletter, which was distributed to all CSB Families, including partners. • The resource “Oral Health: Tips for Families from the National Center on Early Childhood Health and Wellness” was also in the April 2019 Family Newsletter. • Five dashboard messages were developed and sent out in June: <ul style="list-style-type: none"> ○ Stay hydrated ○ Tooth brushing ○ Dental check-ups ○ Drink plain or infused water ○ Healthy food choices • CSB participated in Give Kids A Smile Day. At our large centers, a total of 535 children were seen by volunteer dentists providing a free oral health assessment and a fluoride varnish treatment. Each child who participated was given a goodie bag with a toothbrush, toothpaste and oral health information. <p>Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> <p>Objective 1: By December 31, 2019, CSB will collaborate with Diablo Valley College ECE Learning Communities to engage participants in the field of early childhood education.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • The program’s first cohort – a total of six Teacher Assistants from CSB (4) and our partner agency First Baptist (2) – have passed their class and completed the first semester. • The cohort is continuing in their second semester in Spring 2019. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • The first cohort continues and has completed their 2nd semester, and will enter their 3rd this Fall.



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	<ul style="list-style-type: none"> • One of the participants accelerated her coursework and has completed all core course work, totaling 12 units. She is in the process of applying for her Associate Teacher permit. <p>Objective 2: By December 31, 2019, CSB staff will have an opportunity to participate in the Staff Health Improvement Plan (SHIP) and other initiatives that facilitate increased staff wellness and morale.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • Last October, CSB won the “Most Spirited” award for having the most staff participate in the department-wide walking initiative as more than 50 CSB staff participated. • SHIP has partnered with Health Services and a health education specialist has led two physical activity sessions during separate manager meetings, and will lead one for the rest of CSB staff and teachers soon. • Wellness Champions have been identified and will be officially launched in February 2019- they will be representatives of SHIP to help promote and model its goals and objectives. • The SHIP has been integrated into the work plan of the bureau’s Competencies and Teambuilding strategic initiative, enhancing the implementation with the support of this team. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • Kick Off Event in April for the Wellness Champions was a success! They learned all about the Staff Health Improvement Plan (SHIP) and how their role as Wellness Champions is critical to the success of this plan. • Follow up check-ins with each Wellness Champion has been conducted and have revealed significant progress in holistic wellness efforts throughout various facets of CSB that align with SHIP’s focus areas (raise awareness, nutrition and physical activity, and stress management) • Areas of focus vary from site to site – some of their projects include: creating or enhancing break areas, focus on participation in agency’s physical health initiatives such as the walking challenge, and unit-based “30 Day Challenges” where each member commits to prioritizing health and wellness so that they can be their best selves • CSB’s Wellness library continues to grow - staff periodically submits applicable material and resources; and Wellness Champions have been proactive in submitting ideas in strengthening our wellness initiative • SHIP members have also been intentional and consistent in sharing applicable wellness information via various platforms (email, newsletters, meetings) • “WHEN” books were purchased for all Wellness Champions and distributed for their usage and reference that will hone their endeavors in being an impactful Wellness Champion <p>Objective 3: By December 31, 2019, CSB will collaborate with the YMCA of the Bay Area and Contra Costa College in the California Apprenticeship Initiative to engage participants in the early care and education field.</p>



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	<p>January 2019 Updates:</p> <ul style="list-style-type: none"> • Since the start of the initiative in 2017, six participants have graduated from the program. • Six additional participants are on target to complete the program on December 31, 2019. • As of now, there are 10 planned participants for the next (Spring) cohort. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • All 10 participants passed their classes this past Spring. • Five participants completed the program and have now acquired all core coursework, totaling 12 units; they are in the process of applying for their Associate Teacher (AT) Permits and have been promoted to an AT sub. • The second graduation of the Head Start Teacher Apprenticeship Graduation was held in June 2019; various guest speakers were present, including State Senator Nancy Skinner and Celebrity Chef Nikki Shaw, who tied the importance of wellness in Early Care and Education. • At this time, the Fall 2019 cohort consists of 10 participants, with five expected to complete the program at the end of the year. <p>Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p>Objective 1: By June 2019, CSB will strengthen father-child relationships through activities that promote healthy lifestyles.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • The team is developing a 1-hour training for father/child participants. The first part of the training will provide individual activities for children and fathers, the second part will be fathers and children enjoying a group activity that will include a cooking project and movement activities. • Pre and post evaluations will be taken to measure the training impact on the fathers. • The training will be scheduled at 3 county locations west, central, and east county. • Flyers will be developed to publicize the event and will be posted in Friday Flyers. • Dashboard messages will be posted at sites hosting the event. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • Flyers were created, shared through the Friday Flyers, and e-mailed to CSB staff to assist in the recruitment of interested parents. • Three training sessions were successfully conducted at GMC, GMII and Marsh Creek Sites. <p>Objective 2: By June 2019, CLOUDS's Strength Building-Family Partnership Agreement (SB-FPA) will provide measurable family outcome reports.</p>



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	<p>January 2019 Updates:</p> <ul style="list-style-type: none"> • Met with CLOUDS team to tune up/enhance SB-FPA reports. • Urgent requests are on the CLOUDS suggestion board marked as High priority. • Developers are currently working on the urgent suggestions with the completion date of March 2019. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • CLOUDS Developers are fine-tuning the SB-FPA reports developed. They are expected to be completed prior to the next program year. • The main reports are: <ul style="list-style-type: none"> ○ Family Assessment Reports ○ Family Goals Reports ○ Family Referral and Services Reports ○ A Family Outcomes Report for 2018-19 will be produced in Sept 2019 <p>Objective 3: By June 2019, The Make Parenting A Pleasure (MPAP) Curriculum will expand the scope of trainings.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • In an effort to support the expansion, 3 directly operated staff and 2 staff from the partner unit were trained by end of October 2018. The partner unit will train partner staff to deliver trainings at their sites. • PFCE Manager met with each one of the three teams to plan and support the training delivery. (Room reservation, food order, supplies, training preparation, recruitment and training delivery) • Trainings were scheduled at GMIII-West County, GMC- Central County and Marsh Creek-East County. • MPAP Flyers were posted at sites and on Friday Flyers. • Partner unit has scheduled training for the delegate agency, which has decided to use this curriculum as well. • Systems are in place to collect pre/post training evaluations to measure program impact on families. <p>June 2019 Updates:</p> <ul style="list-style-type: none"> • Flyers were created, shared through the Friday Flyers, and e-mailed to CSB staff to assist in the recruitment of interested parents. • Newly trained staff, teamed with experienced trainers to provide the full curriculum at GMC, GMII and Marsh Creek. • All enrolled parents were offered the Full MPAP Curriculum; this includes parents from the directly operated and partner sites. • Thirty-nine MPAP sessions were presented between the three county locations and 218 parents participated. • All directly operated sites were provided with three individual sessions throughout the year to expand the training to those parents that were unable to participate in the full curriculum training. Approximately 363 parents participated in those events.



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<p>Report:</p> <ul style="list-style-type: none"> Mid-Year & Final 2018-2019 DRDP Outcomes and School Readiness results 	<p>Ron Pipa, Assistant Director (TU), and Afi Fiaxe, Education Manager, provided an overview of the Mid-Year & Final 2018-2019 DRDP Outcomes and School Readiness results.</p> <p>Key Findings:</p> <p><u>Infants:</u></p> <ul style="list-style-type: none"> The highest progress of 29.7 % occurred from fall to year-end in the Approaches to Learning –Self Regulation (ATL-REG) domain By the end of the year, 77% of infants were at the developmental level of Exploring Earlier and above for the following school readiness goals: <ul style="list-style-type: none"> Approaches to Learning: <i>Imitation</i> (ATL-REG 3), Language and Literacy Development: <i>Understanding Increasingly Complex Conversation and Language</i> (LLD 1), and Physical Development Health: <i>Perceptual-Motor Skills and Movement Concept</i> (PD-HLTH 1) <p><u>Toddlers:</u></p> <ul style="list-style-type: none"> The highest progress of 32.2% occurred from fall to year-end in the Cognition Including Math and Science (COG) domain By the end of the year, 97% of toddlers were at the Exploring Later level and above for <i>Understand Increasingly Complex Communication</i> and Language (LLD 1); and 92% at the Exploring Later level and above for <i>Relationships and Social Interactions with peers</i> (SED 4). <p><u>Preschoolers:</u></p> <ul style="list-style-type: none"> The highest scores at the end of the year were in the Social Emotional Development (SED) domain The highest progress of 36.5 % occurred from fall to year-end in the Cognition Include Math and Science (COG) domain <ul style="list-style-type: none"> By the end of the year, 92% of preschoolers were at the Building earlier and above for <i>Relationships and Social Interactions with peers</i> (SED 4); and 93% also at the Building Earlier or above for <i>Perceptual-Motor Skills and Movement Concepts</i> (PD-HLTH 1) <p><u>Pre-Kindergarteners:</u></p> <ul style="list-style-type: none"> The highest scores at the end of the year were in Cognition Including Math and Science (COG) domain The highest progress of 37.7 % occurred from fall to year-end in the Approaches to Learning-Self Regulation (ATL-REG) domain <ul style="list-style-type: none"> By the end of the year, 99% of kindergarteners were at the Building Middle or above for <i>Perceptual-Motor Skills and Movement Concepts</i> (PD-HLTH 1), and 92% also at the Building Middle and above for <i>Relationships and Social Interactions with peers</i> (SED 4) <p>Attendees participated on a group activity “From Seed to Tree” from Creative Curriculum, Mighty Minutes. This activity encourages toddlers to self-regulate their own emotions and behaviors.</p>
<p>Report:</p>	<p>Nelly Ige, ASA III, provided an overview of the Semi-Annual Monitoring Report for Period 2. Monitoring was conducted for directly operated CSB centers, partner agency centers, and the Delegate Agency, First Baptist Head Start. This report highlights the monitoring</p>



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<ul style="list-style-type: none"> Semi-Annual Monitoring Report for Period 2 	<p>results in the areas of Center Monitoring, Need and Eligibility, Comprehensive Services, Education, Curriculum Fidelity, and Classroom Assessment Scoring System (CLASS) for preschool classrooms.</p> <p>Data sources utilized by the team included child and family files, classroom observations, CLOUDS database reports, and parent and staff interviews.</p> <ul style="list-style-type: none"> 479 child and family files reviewed 23 classrooms sampled for center monitoring 11 family child care homes for environment and education monitoring 55 directly operated, partner and delegate agency's infant, toddler, and preschool classroom were observed for curriculum fidelity 39 classrooms received CLASS Observations completed between March-April <p>CENTER MONITORING</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Adult/child ratios are in compliance for age of children served and program model. ➤ Daily health checks are evident as children arrive. ➤ All staff and children are in attendance and signed into CLOUDS. <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Site Parent Committee meets monthly - minutes & agendas are available and posted. ➤ Meal counts are complete and correct. ➤ Current emergency cards are readily available in one place. <p>Corrective Actions:</p> <p>Corrective actions were taken and validated.</p> <p>NEED AND ELIGIBILITY</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child meets eligibility criteria established by the funding source(s). ➤ (S) Family size verifications are obtained for all children and included in CD-9600. ➤ Over-income waiver completed and approved by ERSEA manager or designee.



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	<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ All areas of income worksheet are completed and signed. ➤ (S) CD-9600 Section IV: Contracted child(ren)'s gender, adjustment factor code, ethnicity, race, language, program code, type of care, and provider code are noted. ➤ CD-9600: Section V, VI, and VII completed, signed, and dated by parent and authorized staff. <p>Corrective Actions: Corrective actions were taken and validated.</p> <p>COMPREHENSIVE SERVICES</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Child and family files are locked to ensure confidentiality. ➤ Files are organized in accordance with cover sheets. ➤ Copy of the goals and objectives of IEP/IFSP is provided to the teacher and CLOUDS IEP/IFSP section must include two (2) IEP/IFSP goals. <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Dental exam is current, completed, signed, date stamped with the date received/reviewed and entered in CLOUDS. ➤ CLOUDS Health History including the consents section is completed. ➤ Ensure up-to-date child health status. Health Examination - Well Child Check (CSB207) is current, completed, signed, date stamped with the date received/reviewed and entered in CLOUDS. <p>Corrective Actions: Corrective actions were taken and validated.</p> <p>EDUCATION FILE</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Parent Conferences (For returning children only): 2nd completed at 330 days for full-day programs (or by June 15th) and 230 days for part-day programs (or by the last day of child's attendance). The conference is documented on CSB119A and is entered on CLOUDS. ➤ Toddler Transition Plan: Completed at last homevisit. ➤ Toddler Transition Plan: IFSP information is included.



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TOPIC	RECOMMENDATION / SUMMARY
	<p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Parent Conferences: First (90 days) and included individualized goals for child and parent/child home activities. Parent Conference is entered into CLOUDS on the Visit tab. ➤ ASQ-3 Screening is conducted within 45 days of child’s initial enrollment and form is completed, scored, signed, in file, and on CLOUDS. ➤ ASQ-SE2 is conducted within 45 days of child’s initial enrollment during home visit with parent and completed in file and on CLOUDS. <p>Corrective Actions: Corrective actions were taken and validated.</p> <p>FAMILY CHILD CARE ENVIRONMENT AND EDUCATION</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Materials, activities, and experiences support individualization. ➤ Displays reflect children work and activities. Artwork is reflective of the children’s own creations. Photographs of children doing activities are evident. ➤ Provider interacts with the children in positive ways and uses appropriate language is used. <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Child individualization is evident on lesson plans. ➤ Health, safety, nutrition social emotional and mental health activities and discussions are reflected on the weekly lesson plans. ➤ Lesson plan demonstrates an integrated curriculum over a month, has a variety of activities and is posted and followed. <p>Corrective Actions: Corrective actions were taken and validated.</p> <p>PRESCHOOL CURRICULUM FIDELITY</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Families: The teacher establishes a meaningful partnership with families to support each child’s healthy development and learning. ➤ Teacher-Child Interactions: Teaching assistant(s) interact(s) with children in positive ways that support development and learning. ➤ Teacher-Child Interactions: The teacher establishes a positive classroom climate. <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Use: The teacher follows guidance on Book Discussion Cards related to complex or sophisticated stories. ➤ Physical Environment: Interest areas are attractive, available as a choice daily, and supplied with an adequate amount of developmentally appropriate, well-maintained materials. ➤ Teacher-Child Interactions: The teacher uses both child initiated and teacher planned experiences to effectively guide children’s language and literacy learning.

TOPIC	RECOMMENDATION / SUMMARY																				
	<p>Corrective Actions: Corrective action plan will be developed and validated.</p> <p>INFANT/TODDLER CURRICULUM FIDELITY</p> <p>Top 3 Strengths:</p> <ul style="list-style-type: none"> ➤ Teacher-Child Interactions: The teacher establishes a positive classrooms climate. ➤ Teacher-Child Interactions: The teacher guides children’s behavior in positive, effective ways. ➤ Structure: Individual and small-group experiences are planned flexibly to address the individual strengths, needs and interest of children. <p>Areas Needing Improvement:</p> <ul style="list-style-type: none"> ➤ Use: The teacher uses <i>Mighty Minutes™</i> effectively to foster relationships and support development and learning during brief moments in routines. ➤ Use: The teacher use <i>Intentional Teaching™</i> cards for teacher-guided routines and experiences and to individualize teaching and caregiving. ➤ Use: The teacher follows guidance on <i>Book Conversation Cards™</i> related to <i>Highlights Hello™</i>. <p>Corrective Actions: Corrective action plan will be developed and validated.</p> <table border="1" data-bbox="361 964 1528 1206"> <thead> <tr> <th>Domain</th> <th>CSB Average Score Period 1</th> <th>CSB Average Score Period 2</th> <th>CSB Threshold</th> <th>Federal Threshold Based on lowest 10% of CLASS Scores of programs reviewed in 2018.</th> </tr> </thead> <tbody> <tr> <td>Emotional Support</td> <td>6.60</td> <td>6.63</td> <td>6.00</td> <td>5.6641</td> </tr> <tr> <td>Classroom Organization</td> <td>6.20</td> <td>6.36</td> <td>6.00</td> <td>5.2803</td> </tr> <tr> <td>Instructional Support</td> <td>2.84</td> <td>3.11</td> <td>3.00</td> <td>2.3125</td> </tr> </tbody> </table> <p>CSB average scores exceed current Designation Renewal System threshold. A corrective action plan is not required.</p>	Domain	CSB Average Score Period 1	CSB Average Score Period 2	CSB Threshold	Federal Threshold Based on lowest 10% of CLASS Scores of programs reviewed in 2018.	Emotional Support	6.60	6.63	6.00	5.6641	Classroom Organization	6.20	6.36	6.00	5.2803	Instructional Support	2.84	3.11	3.00	2.3125
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<p>2018-2019 Policy Council Recognitions</p>	<p>Camilla Rand, CSB Director, and Katharine Mason, Division Manager, thanked all of the Policy Council members for their active participation during the 2018-2019 Policy Council year.</p> <ul style="list-style-type: none"> ○ Recognition certificates were given to all 2018-19 Policy Council representatives for their active participation throughout the year. ○ Recognition certificate for perfect attendance were given to Andres Torres and Katie Cisco who were present at 100% of all meetings. 																				



Policy Council Meeting Minutes
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	<p>Special recognition plaques were awarded to the Executive Committee in appreciation for their active participation while modeling exceptional leadership during the 2018-2019 Policy Council program year.</p>
<p>Site Reports</p>	<p>Ambrose:</p> <ul style="list-style-type: none"> • Our older toddlers transitioned from Early Head Start to Head Start. We wish them a happy and successful road to Kindergarten. • Site welcomed our new teacher assistant trainee, Ms. Makhai Broussard. • Ms. Karla Villarpando from First 5 came to our site to read books and sing songs in the infant classroom. • Resources on free or reduced dental clinics were shared with the families who requested them. <p>Balboa:</p> <ul style="list-style-type: none"> • Celebrating our “New Beginnings” by welcoming new children and families. Parent orientation meetings were conducted for our new and former parents to strengthen family partnership/engagement in our program. • Site enhancements to strive for the quality learning environment that provokes inquiry-based learning, enlighten creativity and embrace aesthetic appeal and care for our surroundings. • New mud kitchens for infants and toddlers. Front lobby enhancements to offer an inviting environment for our children and families. • Deep cleaning, decluttering and rearrangements of the classrooms and storage areas to prepare our classroom for new school year and the upcoming NAEYC review. • Bureau Director Camilla Rand, visited the site for Communication Circles and spent time in the classrooms with our children. • NAEYC Reviewer Stacy Romagnolo, came to review the site and found no health and safety concerns at Balboa. She commended the site for a successful NAEYC Re-accreditation. • During this month’s parent meeting we conducted elections for PC representatives, and we had a TANDEM training for parents to offer Math enrichment at home. Parent participants received a \$20 gift card for conducting the math and numeracy enhancement activities with their children and participating in a Math focus training. • Overall incredible learning experiences, great parent participation in the classroom projects and parent meetings/trainings. <p>Crescent:</p> <ul style="list-style-type: none"> • One Lead Teacher has applied to become a Master Teacher for CSB and two additional teaching staff are in the process of applying. • Track its have been submitted for IT equipment to be removed from the facility as well as damaged furniture/materials. • Crescent Park staff have packed 3 preschool classrooms and are preparing to transition to their new teaching locations in West County. • Ed. Manager Julia Kittle-White visited the site on 8/21/19 and tagged classroom furniture that she will use to set up classrooms for partner sites. • Two of CSB's Block Party flyers were shared with the families that highlighted back-pack give aways and assistance with applying for CalFresh.



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	<p>George Miller III:</p> <ul style="list-style-type: none"> • GMIII Master Teachers participated in a special training/discussion around mentoring incoming TAT's. The staff is looking forward to passing on their knowledge to a new generation of teachers. • Each classroom received a new wall pad and new photo-cameras to enhance the teachers work in the classrooms. • Last July, our special project/ focus was welcoming new children and families into our program and helping them become more acclimated to GMIII. • Flyers. <p>Las Deltas:</p> <ul style="list-style-type: none"> • Infant/Toddler Teachers Ms. Ling Ling & Ms. Elenita retired, we celebrated and thanked them for their years of services and dedication to our children & families. • On August 13, 2019, TANDEM conducted a Math focus training for site parents. • We are arranging to have a librarian from the San Pablo Library come and read stories to the children. <p>Los Arboles:</p> <ul style="list-style-type: none"> • Welcoming all new families and children. Teachers are introducing the children to the different classroom areas and teaching them the classroom rules. • New mud kitchens for toddlers to enjoy outdoor. • Dental van came to our site on August 6, 2019, children received dental exams and it was a huge success. • Sharing resources with parents during home visits. Teachers provided parents with a handout on "Development Stages 0-5" and toothbrushes for children to use at home. <p>Los Nogales:</p> <ul style="list-style-type: none"> • This year, the teachers were able to provide continuity of care. Our preschoolers in room 1, completed their year and have excelled and moved on to transitional kindergarten and kindergarten. • Teachers of our 3yr old classroom students transferred to their new classroom with their students. • Los Nogales now has door alarms on the front door of each classroom. Teachers are working with parents showing them how to efficiently use them. • Parents came in painted/decorated t-shirts with their children in classroom 2. • Librarian Diane came and read books to both classrooms. • During this month's parent meeting resources were given for "free and low-cost places to go to". Also, parents shared their ideas with one another on other activities they can do with their children. <p>YMCA – Richmond CDC:</p> <ul style="list-style-type: none"> • Teachers are now processing all paperwork on a new program.



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	<ul style="list-style-type: none"> • Our site is currently being renovated; it will be ready in about 8 weeks. • Shared resources with families on Trauma Training and Father Court Cookout. 	
Announcements	<p>Ana Araujo, Comprehensive Services Manager, thanked the participants and shared in-kind video reflecting Policy Council participation for 2018-2019.</p> <p>Announcement:</p> <ul style="list-style-type: none"> • Representatives interested in serving another term need to check-in with their site supervisors and be re-elected during their next site parent meeting. • Parents interested in returning as Past Parents are encouraged to submit their letter of interest by September's meeting. Sample letters of interest are available for interested representatives. • Next Policy Council meeting will be on Saturday, September 28, 2019 same day as Policy Council Orientation. Formal invitations will be mailed out. 	
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great Meeting, meet quorum • Recognitions 	<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Will miss Imelda

DRAFT

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 Meeting	
Date: September 28, 2019	Time: 12:45 PM – 2:15 PM
Location: Hilton Concord, 1970 Diamond Blvd, Concord, CA 94520	
Meeting Leader: Veronica Gutierrez	
Purpose: 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.

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

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

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.

A ratification of approval of the Health and Safety Screener results summary for Early Head Start – Child Care Partnership 2.

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

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

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.

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
Ice Breaker	Present Clarify Check for understanding	Delphine	15 Minutes

Administrative Reports: <ul style="list-style-type: none"> • Division Manager • Fiscal 	Present Clarify Check for understanding	Katharine Mason Haydee Ilan	25 Minutes
Action: <ul style="list-style-type: none"> • Consider Ratification of Approval of 2020 Early Head Start & Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives. 	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	5 Minutes
Action: <ul style="list-style-type: none"> • Consider Ratification of Approval of the Health and Safety Screener results summary for Early Head Start – Child Care Partnership 2 	Present Clarify Check for understanding Check for Agreement	Tracy Lewis	5 Minutes
Action: <ul style="list-style-type: none"> • Review and Consider Approval of Community and Past Parent Representatives 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez Ana Araujo	15 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of August 21, 2019, Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	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