

Agenda

Group/Meeting Name: CSB Policy Council Executive Meeting	
Date: November 6, 2019	Time: 6:00 – 6:45 PM
Location: 1470 Civic Ct., Concord, CA 94520	
Meeting Leader: Katie Cisco	
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 Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.*

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

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

Welcome 2019-20 Executive Team to the roles and responsibilities of CSB Policy Council Leaders.

Approval of the October 7, 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 October 16, 2019 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the November 20, 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	Daisy Templeton	2 Minutes
Review Meeting Ground Rules	Present	Jasmine Cisneros	1 Minutes
Executive Team Roles and Responsibilities	Present Clarify Check for understanding Check for Agreement	Camilla Rand Pam Arrington Ana Araujo	20 Minutes
Action: Review and Approve October 7, 2019, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Group	3 Minutes

Agenda

What (Content)	How (Process)	Who	Time (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
Review October 16, 2019, Policy Council Minutes	Present Clarify Check for understanding	Group	3 Minutes
Set Agenda for November 20, 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: 10/7/2019

Time Convened: 6:05 p.m.

Time Terminated 6:30 p.m.

Recorder: Zully Acosta

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Delphine Smith, Pamela Arrington, 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 September 4, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve September 4, 2019, Executive Meeting Minutes was made by Katie Cisco and seconded by Emma Duran. 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 Divina Tiamzon, Teacher at Bayo Vista and Carolyn Mwamba, on call Associate Teacher at Los Arboles, to receive recognition at October 16, 2019, Policy Council Meeting for their excellent work with the children and families. <p>Zully Acosta, Clerk Experience Level will invite both to attend the October 16, 2019, Policy Council meeting to receive their recognition.</p>
<p>Staff Report</p>	<p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> On September 25, the Office of Head Start hosted a live webinar on the Focus Area Two (FA2) Federal monitoring review. The FA2 is an onsite review that focuses on classroom observations, the use of data management systems and the eligibility and enrollment process as they relate the to the Head Start Program Standards. Senior Management staff members participated in the webinar, and will share the information with center staff and content area experts to prepare for the upcoming review. CSB anticipates the FA2 review will occur mid-year 2020. Our PC Executive Team, Secretary, Katie Cisco and CSB Division Manager, Christina Reich and ASA III, Monica DeVera attended NHTSA's Fall Leadership Institute, <i>Preparing Head Start for the Next Year – and Beyond</i> in Washington DC 09/22 – 09/26. They were part of a four-day deep dive into the policy and advocacy issues that will impact Head Start.

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"> • Policy Council Orientation for our newly elected parent and community representatives was held on Saturday, September 28, 2019, at the Hilton Concord. The day included many opportunities for learning and networking as our new reps received a thorough orientation as their important roles and responsibilities. Representatives and staff attending agreed the day was an overall success. Survey results and comments from attendees were all positive. They enjoyed the and commented about the informative presentations, energizing icebreakers, location of event, and delicious catered breakfast and lunch. • CSB will be conducting an on-site self-assessment this year utilizing Head Start and Early Head Start experts. The group of four consultants will pair with content area staff to conduct the assessment using the FA2 monitoring tool. The review will be held the week of December 9, 2019. • In Preparation for the CLASS (Classroom Assessment and Scoring System) review beginning October 21, 2019, CSB had the pleasure to host Head Start Regional Office Technical Assistant (TA) managers on a tour of Head Start directly operated and partner sites in East County. CSB shared program highlights and concluded the visits with in-depth discussions to further prepare for the upcoming review. • The Balboa Children’s center had a successful National Association for the Education of Young Children (NAEYC) review, and achieved a new five-year term of accreditation. Additionally, staff members at Balboa participated in a Strengths-Finder training with Robert Huffman. The training focused on understanding and utilizing strengths in the workplace. The training was well received. • Staffing: <ul style="list-style-type: none"> ○ During the month of September, CSB hired an Infant Toddler Teacher, Teacher, Intermediate Clerk, five (5) temporary Teacher Assistant Trainees (TAT), and promoted three (3) TATs to Associate Teacher Subs in an effort to maintain the number of substitutes needed to support the classrooms in the absence of permanent staff. Additionally, CSB hired a temporary Children Services Manager, and a permanent and temporary Child Nutrition Food Transporter. ○ Interviews are scheduled for the following positions; Accountant II, Infant Toddler Master Teachers and Associate Teachers. ○ CSB is in the process of hiring 11 new Master Teachers throughout the county. CSB’s goal is for each center to have at least one Master Teacher at every center and two at the larger centers. • Health and Nutrition Advisory Committee Meeting will take place on Tuesday, October 29, 2019 at Civic from 12:00 – 1:00pm. This advisory group is comprised of community health care providers and partners, parents and staff. The group meets twice a year, once in the fall and once in the spring to review the current health and nutrition needs and trends in our communities and to identify available resources, services and programs that meet these needs. Attendees/community partners have the opportunity to share information and updates pertaining to the agencies they represent; and to collaborate and plan together as to how to best meet our community’s health and nutrition needs.

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	<ul style="list-style-type: none"> • English as a Second Language fall 2019 Classes in collaboration with Martinez Unified School District Adult Education are currently being offered to all families. The classes are held at our George Miller Center in Concord. Sixteen families have registered and additional interested families are encouraged to register. • Make Parenting A Pleasure Parenting (full) Curriculum 2019-20, will begin October 18, 2019 at our Marsh Creek Center for all interested east and central county families. The same curriculum will also be offered in west county to begin early December. • CSB Director’s Report at our next PC Meeting (10/16/2019) will include a report relating to a safety incident that occurred at one of our community partner centers in Richmond where a child was signed out of a classroom by an adult who was not authorized on the emergency card to do so. The child was safely returned within 5 minutes of departing the center. The incident was reported to our regional office and further reported to Office of Head Start in Washington DC. Camilla Rand, CSB Director will provide additional information, updates, pending action, etc. regarding this incident during 10/16/2019 meeting. 	
<ul style="list-style-type: none"> • Review September 28, 2019, Policy Council Minutes 	<ul style="list-style-type: none"> • The group reviewed the September 28, 2019 Policy Council Minutes. 	
<ul style="list-style-type: none"> • Set Agenda for October 16, 2019 Policy Council Meeting 	<ul style="list-style-type: none"> • The group reviewed and set the agenda for October 16, 2019. Policy Council Meeting. 	
Meeting Evaluation	<p><u>Pluses / +</u></p> <ul style="list-style-type: none"> • All PC Exec team present • Great PC Exec team • PC Exec team formed a great bond 	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Last PC Exec meeting as a team



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



Date: 10/16/2019

Time Convened: 6:03 PM

Time Terminated: 8:05 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Veronica Gutierrez, Chair, called the meeting to order at 6:03 PM • Delphine Smith, Parliamentarian, reviewed the desired outcomes and the ground meeting rules.
Public Comment	None
Correspondence	None
Staff 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"> • Carollyn Mwamba, on call Associate Teacher at Los Nogales was presented with a certificate and a book to acknowledge her dedication to the children and families. • Divina Tiamzon, Teacher at Bayo Vista was not present; her certificate and book will be sent to her site. <p>Special thank you was given to CSB staff providing support during October 16, 2019, Policy Council meeting.</p>
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, CSB Director, welcomed new and returning Policy Council representatives and acknowledged the staff who were recognized tonight. She thanked parents for taking the time to nominate staff to receive recognition and encouraged them to continue submitting nomination forms. Camilla also asked that they ensure Staff Parent Recognition forms are shared with site parents.</p> <p>Camilla presented the following administrative updates:</p> <ul style="list-style-type: none"> • During the recent PG&E power shuts offs, CSB prepared for three of our centers to be impacted. Fortunately, the power ended up not being shut off. Preparing for the power shut off was an opportunity for CSB to test our existing systems and emergency response protocols to ensure our centers are safe at all times. • The Bayo Vista Center was put on Shelter in Place on October 15, 2019, due to a fire at a nearby refinery. Dedicated staff remained at the center until 8:00pm when the last families were able to pick up their children. • A safety incident occurred at one of our Community Partner Sites (YMCA) when an unauthorized person wrongly signed out and took a child out of one of their preschool classrooms. This incident happened as a direct result of classroom staff not following the school's pick up procedures, which includes checking the Identification and comparing it to the emergency card for any unfamiliar persons picking up children. The person was a family friend to another family new to the program and is on this family's authorized

TOPIC	RECOMMENDATION / SUMMARY
	<p>list. The person mistakenly identified the wrong child as the child she came to pick up. The family advocate immediately recognized the incident, the party was contacted and the child was safely returned to the program within 5 minutes of departing from the school. The child is safe and the incident was reported to the Head Start Regional Office, and has gone to the national level. CSB will receive a letter in the next couple of weeks from the Office of Head Start in Washington D.C. informing us of the course of action that will be taken. CSB immediately received a Corrective of Action Plan from the YMCA staff and CSB has validated their Corrective Action Plan. The Corrective Action Plan enhances their current pick-up policies by including photo ID of the child and of all of their authorized emergency card persons. The staff involved in the incident were dealt with appropriately. CSB will monitor their pick-up procedures and emergency cards to ensure staff understanding and compliance of the Corrective Action Plan. At the next Program Services Subcommittee CSB will be presenting the Corrective Action Plan and the Monitoring Plan. CSB will notify the Policy Council when notification of course of action is received and will at this time communicate CSB's next steps.</p> <p>Katharine Mason, Division Manager, presented the following program updates:</p> <ul style="list-style-type: none"> • CSB will have Classroom Assessment Scoring System (CLASS) review during the week of October 21, 2019. A random sampling of preschool classrooms countywide will be reviewed. The results of this review as with every federal review will be presented during PC Meetings. CSB conducts ongoing internal CLASS monitoring and has surpassed both the minimum CSB and the Federal thresholds for CLASS. • On Sept 30, 2019, Croshoun Austin, Technical Assistance and Training point of contact for CSB from the regional office and Sonja LaCaze, Region IX Early Education Specialist visited CSB centers to offer support in preparation of the upcoming CLASS review. They were impressed with the centers and quality observed. <p>Enrollment and attendance statistics for the month of September:</p> <ul style="list-style-type: none"> • Enrollment: 85.6% for Head Start (94.30% for classrooms open); 98.07% for Early Head Start; 100% for Early Head Start Child Care Partnership #1; and 103.2% for Early Head Start Child Care Partnership #2. • Attendance: 88.1% for Head Start; 86.1% for Early Head Start; 91.7% for Early Head Start Child Care Partnership #1; and 84.4% for Early Head Start Child Care Partnership #2. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2019-2020 Head Start Program: August 2019 year to date cash expenditures were \$9,002,038 YTD, which represents 53% of the program budget. ○ 2019-2020 Early Head Start Program: August 2019 year to date cash expenditures were \$1,321,631 YTD, which represents 36% of the program budget. ○ 2019-2020 Early Head Start CC Partnership #1: August 2019 year to date cash expenditures were \$76,935 YTD, which represents 7% of the program budget. ○ 2018-2019 Early Head Start: CC Partnership #2: August 2019 year to date cash expenditures were \$4,328,874 YTD, which represents 56% of the program budget. ○ Credit Card expenditures: August 2019, all programs, including Head Start and Early Head Start expenditure were \$32,131.39.

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	<ul style="list-style-type: none"> ○ Child and Adult Care Food Program: August 2019, total of meals served, including breakfast, lunch, and supplements were 27,948. 																																																										
<p>Presentation:</p> <ul style="list-style-type: none"> • Authorization of Release of Children 	<p>Katharine Mason, Division Manager, presented on policies and practices relating to the Authorization of Release (pick-up) of children;</p> <ul style="list-style-type: none"> • The Community Services Bureau and our childcare partners have strict policies regarding the dropping off and picking up of your children. Policies based on state and federal laws ensure that only authorized individuals who your child is familiar with will be allowed to take your child from the center. <p>The Laws:</p> <ul style="list-style-type: none"> • <u>California Community Care Licensing 101221: Child's Records</u> <ul style="list-style-type: none"> ○ <i>Each child's record shall include the name, address and telephone number of the child's authorized representative and of relatives or others who can assume responsibility for the child.</i> • <u>Head Start Performance Standard 1302.47: Safety Practices</u> <ul style="list-style-type: none"> ○ <i>Establish, train, implement, and enforce a system of health and safety practices to ensure the children are kept safe at all times that include only releasing children to an authorized adult.</i> <p>Local Practices to Ensure Safety:</p> <ul style="list-style-type: none"> • Emergency cards kept current at all times. • Written pre-authorization required if not on emergency card. • Photo ID check is required of all newly authorized individuals or those not recognized by staff. • No release of the child if the authorized representative appears to be impaired. • No release of the child if the child does not feel comfortable and is familiar with the authorized adult. 																																																										
<p>Action:</p> <ul style="list-style-type: none"> • Consider approval of September 28, 2019 Policy Council Minutes 	<p>The minutes of the September 28, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the September 28, 2019, Policy Council minutes was made by Andres Torres and seconded by Delphine Smith. The motion was approved.</p> <table border="1" data-bbox="639 1130 1935 1497"> <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>Daisy Templeton</td> <td></td> <td></td> <td>Victoria Velazquez</td> <td>Carla Waters</td> </tr> <tr> <td>Tracy Keesling</td> <td>Damaris Santiago</td> <td></td> <td></td> <td>Ana Ramos</td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Delphine Smith</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Latrese Hill</td> <td>Elizabeth Rosas</td> </tr> <tr> <td>Maria Barrios Sanchez</td> <td>Delia Zarges</td> <td></td> <td></td> <td>Monica Avila</td> <td>Emma Swafford</td> </tr> <tr> <td>Earl J Smith</td> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td>Jamilah Monroe</td> </tr> <tr> <td>Jasmine Cisneros</td> <td>Veronica Guitierrez</td> <td></td> <td></td> <td></td> <td>Jonathan Bean</td> </tr> <tr> <td>Nivette Moore Mason</td> <td>Emily Ferne</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sonia Quinones</td> <td>Katie Cisco</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Ayes		Nays	Abstentions	Not Present		Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters	Tracy Keesling	Damaris Santiago			Ana Ramos	Cristal Rodriguez	Delphine Smith	Dawn Miguel			Latrese Hill	Elizabeth Rosas	Maria Barrios Sanchez	Delia Zarges			Monica Avila	Emma Swafford	Earl J Smith	Mariam Okesanya				Jamilah Monroe	Jasmine Cisneros	Veronica Guitierrez				Jonathan Bean	Nivette Moore Mason	Emily Ferne					Sonia Quinones	Katie Cisco				
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Presentation: <ul style="list-style-type: none"> Continuation Grant Cycle and PC Involvement 	<p>Haydee Ilan, Accountant III, presented the following:</p> <p>Continuation Grant Cycle and PC Involvement:</p> <ul style="list-style-type: none"> Head Start/Early Head Start Continuation Grant Components: Parents are involved year-round throughout the grant process. The process consists of: <i>Planning Calendar, Community Assessment, Goals and Objectives, Budget, and Grant Approval.</i> Continuation Grant Timeline: <table border="1" data-bbox="639 581 1319 773"> <thead> <tr> <th>Mar/Apr</th> <th>May/June</th> <th>Jul/Aug</th> <th>Sep/Oct</th> </tr> </thead> <tbody> <tr> <td>Grant Process Begins</td> <td>PC Presentation</td> <td>Goals and Objectives- Updates are distributed</td> <td>PC Approval(s) Grant Submission HS/EHS</td> </tr> </tbody> </table> <p>Submittal process is completed through the Office of Head Start Enterprise System.</p>				Mar/Apr	May/June	Jul/Aug	Sep/Oct	Grant Process Begins	PC Presentation	Goals and Objectives- Updates are distributed	PC Approval(s) Grant Submission HS/EHS																												
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Action: <ul style="list-style-type: none"> Conduct 2019-2020 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers 	<p>Katharine Mason, Division Manager; Pamela Arrington, Assistant Director; and Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement, supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for election of officers were read. All nominations for each position were seconded before voting took place. The 2019-2020 PC Executive officers are as follows:</p> <ol style="list-style-type: none"> Chair: Katie Cisco Vice-Chair: Daisy Templeton Secretary: Andres Torres Parliamentarian: Jasmine Cisneros <p>A motion to approve the 2019-2020 Executive Committee Officers was made by Delia Zarges and seconded by Andres Torres. The motion was approved.</p> <table border="1" data-bbox="639 1240 1938 1485"> <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>Daisy Templeton</td> <td></td> <td></td> <td>Victoria Velazquez</td> <td>Carla Waters</td> </tr> <tr> <td>Tracy Keesling</td> <td>Damaris Santiago</td> <td></td> <td></td> <td>Ana Ramos</td> <td>Cristal Rodriguez</td> </tr> <tr> <td>Delphine Smith</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Latrese Hill</td> <td>Elizabeth Rosas</td> </tr> <tr> <td>Maria Barrios Sanchez</td> <td>Delia Zarges</td> <td></td> <td></td> <td>Monica Avila</td> <td>Emma Swafford</td> </tr> <tr> <td>Earl J Smith</td> <td>Mariam Okesanya</td> <td></td> <td></td> <td></td> <td>Jamilah Monroe</td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Andres Torres	Daisy Templeton			Victoria Velazquez	Carla Waters	Tracy Keesling	Damaris Santiago			Ana Ramos	Cristal Rodriguez	Delphine Smith	Dawn Miguel			Latrese Hill	Elizabeth Rosas	Maria Barrios Sanchez	Delia Zarges			Monica Avila	Emma Swafford	Earl J Smith	Mariam Okesanya				Jamilah Monroe
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Report: <ul style="list-style-type: none"> Head Start Eligibility 	<p>Tracy Lewis, ASA III TU and Kim Chun, CSAM provided training on CSB Head Start Eligibility policies to include:</p> <ul style="list-style-type: none"> Methods of collecting complete and accurate eligibility information Strategies for treating families with dignity and respect Individuals who attempt to provide or intentionally provide false information <p>Eligibility Documentation Request and assist families with obtaining documentation to verify eligibility based on:</p> <ul style="list-style-type: none"> <u>Child age</u> <ul style="list-style-type: none"> Early Head Start: age 0-3 and pregnant mothers (FCC ages 0-48 months) Head Start: age 3-5 <u>Family income</u> <ul style="list-style-type: none"> Public assistance recipients, below federal poverty guidelines <u>Homelessness</u> <u>Foster Care</u> <p>Eligibility Process</p> <ul style="list-style-type: none"> One-on-one interviews with families to determine eligibility Use of consent forms to contact third parties in order to assist families with obtaining eligibility documentation <p>Confidentiality Policies to ensure confidentiality of all sensitive information</p> <ul style="list-style-type: none"> Child files maintained in locked cabinets with access logs used CSB's Confidentiality Policy Staff trained on HIPAA (Health Information Portability Accountability Act) requirements <p>Code of Conduct Staff, consultants, and volunteers sign CSB's Code of Conduct which states:</p> <ul style="list-style-type: none"> The unique identity of each child and family will be respected and promoted Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services Failure to adhere to these policies may be cause for disciplinary actions up to and including termination 				

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	<p>Caregiver's Responsibility Application for Services</p> <ul style="list-style-type: none"> Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge <p>Family Handbook</p> <ul style="list-style-type: none"> Slot/s for childcare services may be vacated for falsification of information on enrollment forms <p>Family Support CSB ensures that all families are treated with respect and dignity</p> <ul style="list-style-type: none"> Individualized enrollment process allows for in-person interviews and need assessments Comprehensive Services such as family support begins during the eligibility process On an ongoing basis, the support provided through family partnership agreements, family meetings, Mental Health Unit services, etc. <p>Resources</p> <ul style="list-style-type: none"> Valuable resources can be found on the Early Childhood Learning & Knowledge Center Website found at: http://eclkc.ohs.acf.hhs.gov/hslc Questions regarding Eligibility may be add addressed with your CSB liaison or sent to: TLewis@ehsd.cccounty.us
<p>Presentation:</p> <ul style="list-style-type: none"> US Census 	<p>Darlene Drapkin Rios, Partnership Specialist, Contra Costa County U.S. Census Bureau presented the following:</p> <p>Gearing Up for 2020 Census</p> <ul style="list-style-type: none"> Why is there a Census? It is in the Constitution Article 1, Section 2 of the U.S. Constitution <i>"The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such Manner as they shall by Law direct."</i> The fact that it is in the constitution makes it's central to a democratic form of government. Why does the Census Matter? <ul style="list-style-type: none"> Power in Representation Re-apportionment of Congressional Seats State Redistricting of legislative boundaries More than \$675 Billion distributed annually Funding distributed based on population to support vital program in each state, county & community Census Data is important <ul style="list-style-type: none"> Directing Funds for Services Decision Making at all Levels of Government Making Business Decisions Estimation people Displaced by Natural Disasters Scientific Research Planning for Urban and Rural Land Use

TOPIC	RECOMMENDATION / SUMMARY																		
	<p>Your answers are protected by Law Title 13 of the U.S. Code</p> <ul style="list-style-type: none"> The Census is Confidential and required by Law Results of the Census are reported in Statistical format only We do not share a respondents' personal information or responses with any other government agencies All Census Employees swear to a lifetime oath to protect respondent information Penalties for wrongful disclosure is up to 5-years imprisonment and or a \$250,000 fine <p>New ability to self-respond beginning March 12, 2020</p> <ul style="list-style-type: none"> Internet, Phone, Paper Form and In-Person <ul style="list-style-type: none"> 12 Languages plus English will be supported <p>Hard-to-Count Population</p> <table border="1" data-bbox="639 618 2088 935"> <tr> <td>Young children</td> <td>Highly mobile persons</td> <td>Racial and ethnic minorities</td> </tr> <tr> <td>Non-English speakers</td> <td>Persons with mental or physical disabilities</td> <td>Persons experiencing homelessness</td> </tr> <tr> <td>Low income persons</td> <td>Persons who do not live in traditional housing</td> <td>Veterans</td> </tr> <tr> <td>Senior Citizens</td> <td>Native Hawaiian and Other Pacific Islanders</td> <td>Farm workers/migrant workers</td> </tr> <tr> <td>Renters</td> <td>American Indian and Alaska Natives</td> <td></td> </tr> <tr> <td>Undocumented immigrants</td> <td>Persons who distrust the government</td> <td></td> </tr> </table> <p>The undercounting of children has implications with regard to political representation in Federal funding for programs such as WIC, Special Education Grants, National School Lunch Program, Community Planning such as Schools, Libraries, Health Services and Recreational and Green Space areas.</p> <ul style="list-style-type: none"> Contact Information: Darlene Rios Drapkin, Partnership Specialist, Contra Costa County Darlene.t.drapkin@2020census.gov Phone: (628) 800-2738, www.censis.gov/partners <p>This presentation was given to educate parents about the importance of completing the 2020 Census.</p>	Young children	Highly mobile persons	Racial and ethnic minorities	Non-English speakers	Persons with mental or physical disabilities	Persons experiencing homelessness	Low income persons	Persons who do not live in traditional housing	Veterans	Senior Citizens	Native Hawaiian and Other Pacific Islanders	Farm workers/migrant workers	Renters	American Indian and Alaska Natives		Undocumented immigrants	Persons who distrust the government	
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Subcommittee Recruitment	Due to time constrains the Subcommittee Recruitment was tabled for November 20, 2019, Policy Council Meeting.																		
Site Reports	<p>George Miller:</p> <ul style="list-style-type: none"> During our parent/staff meeting we discussed child safety and pedestrian. Parents come up with many suggestions/ideas to help with the site parking issues/concerns. 																		

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Both of our new Policy Council Representatives, Ms. Delia and Mr. Charles, attended the Policy Orientation on September 28, 2019. • John Cage (former student intern/TAT), came to volunteer in the classroom. • Fall Harvest Day and Back to School Night at George Miller Concord will take place on October 31, 2019. <p>George Miller III:</p> <ul style="list-style-type: none"> • GMIII is celebrating the start of our classroom fieldtrips to Bay Area Discovery Museum. • New staff board with pictures of each teaching team is posted in the front lobby. • Camera upgrades of each classroom are in progress. • Lifelong Dental Van visited GMIII and provided children with services. • Weekly flyers are sent home each Friday and all parents were invited to our monthly parent meeting. <p>Las Deltas:</p> <ul style="list-style-type: none"> • Las Deltas is 100% enrolled, and families have adjusted well. Collaboration between parents and staff are going very well. • The children in the infant room have new caregivers, the team is working well together. The week of 10/21-10/25, CSB will have the CLASS review. • The Preschool children are interested in Cars and Trees; let's see what direction they will continue in. • The Richmond Public Librarian came to read stories on October 3rd. Ms. Deborah visited the preschool, toddler and Infant groups, the children loved the activities and the stories. • Parent broad postings include: job information, activities for families, and legal information. • The Preschool classroom will have their first field trip to the Bay Area Discovery Museum on November 8th. <p>Los Nogales:</p> <ul style="list-style-type: none"> • Los Nogales Back to School Night was very successful. Many parents participated and even brought other family members to see what we do at Los Nogales. • We had our Community Work Day on Saturday, September 28th. Parents and teachers did a great job cleaning inside and outside the building. In additon, flowers were donated and planted in the outside area. • Los Nogales had a deep cleaning of floors and carpets in both of the classrooms. • Room 1 is doing classroom project on dogs, and room 2 is doing a project on "It's All About Me". • Los Nogales had the privilege to have CSB Managers and the Reginonal Office T&TA Team visit our site. A tour around the facility was given by the Site Supervisor. • Friday Flyers were given, noting upcoming Making Parenting A Pleasure trainings at Marsh Creek. <p>Verde:</p> <ul style="list-style-type: none"> • Verde is 100% enrolled; children are doing great! • New teachers in room #2 for the 2019-2020, school year include: Ms. Yolanda and Ms. Ruth. • Tree Project and Building Project - the children made a visit to the Verde Partnership Garden to look at the trees (apples, oranges, oaks, and maples) and after the visit parents were invited to return to pick apples with their children. On October 30th, classroom #1 AM will visit Annie's Nursery to buy a tree to grow together. • Parents were invited to attend walking field trips.

TOPIC	RECOMMENDATION / SUMMARY	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared the in-kind video from PC Orientation.</p> <ul style="list-style-type: none"> • Resources and handouts from PC Orientation are available to take home and to share at sites with families. • Attendees were reminded to complete Demand form for mileage and childcare reimbursement; and informed that due to software challenges that we are currently working to resolve, reimbursement checks for this month may be delayed. • Subcommittee recruitment and sign up will be held next month. Handouts with the various subcommittee's responsibilities were distributed for representatives to review so representatives come prepared to sign up for the committee of their interest. • Thank you for the positive PC Orientation feedback we received. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • New Executive Committee • Male involvement 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • •

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Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: November 20, 2019	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Katie Cisco	
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 Zully Acosta at least 48 hours before the meeting at (925) 681-6346.*

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

- A presentation of the Self-Assessment Process to ensure a clear understanding of this mandated annual practice to include ways representatives could participate.

- An understanding of an opportunity to participate in the PC Subcommittee to ensure full work of Policy Council is completed during the year.

- An approval of Subcommittee Leads.

- An understanding of the 2018-2019 Program Information Report so that we are aware of areas the program is doing well and areas for improvement.

- An approval of October 16, 2019 Policy Council Minutes.

- A presentation of the Cal Fresh to inform available community resource for families.

- An understanding of 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 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	Daisy Templeton	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Jasmine Cisneros	2 Minute
Public Comment	Present	Public	1 Minute

Correspondence	Present Clarify	Katie Cisco	2 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Katie Cisco	4 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	25 Minutes
Presentation: <ul style="list-style-type: none"> Self-Assessment Process 	Present Clarify Check for understanding	Christina Reich	10 Minutes
<ul style="list-style-type: none"> Subcommittee Membership recruitment 	Present Clarify Check for understanding	Ana Araujo	20 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of Subcommittee Leads 	Present Clarify Check for understanding Check for Agreement	Ana Araujo	3 Minutes
Presentation: <ul style="list-style-type: none"> 2018-2019 Program Information Report 	Present Clarify Check for understanding	Tracy Lewis	20 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of October 16, 2019 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Katie Cisco	4 Minutes
Presentation: <ul style="list-style-type: none"> Cal Fresh 	Present Clarify Check for understanding	TBD	20 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