Contra Costa County Community Services Bureau Policy Council Meeting Minutes

Location: Pacheco Community Center, Pacheco, CA

Date: August 19, 2009 Time Convened: 6:17 pm Time Terminated: 8:00 pm Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY	
Review Desired Outcomes and Meeting Rules	Denice Mullaney called the meeting to order, reviewed the desired outcomes and meeting rules.	
Public Comment	No public comment	
Correspondence	No correspondence	
Action:	The minutes from the July 15, 2009 Policy Council meeting were reviewed. No corrections were noted.	
 Review and Consider Approval of Minutes from July 15, 2009 Policy Council Meeting 	A motion to approve the minutes from the July 15, 2009 Policy Council meeting was made by Diana Estrada and seconded by Bob Spears. The motion was approved.	
Administrative Reports:	 Pat Stroh, Director, reported that we've been very busy with enrollment since we've sent over 1,400 children off to kindergarten. She distributed the recently published EHSD CSB Annual Report, which, while it fulfills a requirement of the Head Start Program, also gives us a chance to highlight CSB's collaborations and achievements. During the last few months, CSB has applied for more than ten grants totaling over \$14 million dollars for the 2009-2011 program years. CSB has already received some monies for facilities improvements and work has begun on building maintenance and upgrading landscaping, etc. She asked parents to look around their sites let the site supervisor know if they notice anything that needs repairing or upgrading. This will help CSB be the best looking centers the Federal Reviewers have seen when they visit in October. Carolyn Johnson, AD, presented for Camilla Rand, and announced the upcoming furlough days mandated by the board of supervisors. The announcement letter was reviewed and will be posted at the sites in English and Spanish. For the part-year, part-day and home based options their year will be extended to compensate for lost days/visits. The site supervisors will remind parents of the closure days when they approach and will help with strategies for talking to the child(ren) about being away from the center for a day. Joanne DeNardo, presented for Sung Kim, CSB received a \$1.7m technical grant which is being used to upgrade internet connections at sites and adding internet access in classrooms. The CSB internet policy, which restricts access to certain sites, will be monitored to ensure access is adhered to. A council member asked what sites would be receiving this access and Joanne will relay the question to Sung and bring the answer to the next meeting. 	

TOPIC	RECOMMENDATION / SUMMARY	
Action: • Review and Consider Approval of 2009-2010 Continuation Grant Budget	 Vickie Kaplan, accountant, presented the following Fiscal reports. She met with the fiscal committee last Monday and reviewed all of the budgets that will be voted upon tonight. Grandparent Program (Grandparents 2 grandchildren). June 2009 expenses for this program were \$258. With YTD expenses for this program \$5,233, which represents 10% of this grant's budget for this program year. This program's budget is being realigned, Expenditures for 2009 Head Start: June expenses were \$7,234,677, with YTD expenditures at \$7,234,677 which represents 44% of our budget. For the Early Head Start program June expenses were \$416,232, with YTD expenditures at \$1,006,150 which represents 50% of the budget. Ms. Kaplan also reported on the Credit Card expenditures for all programs including Head Start and Early Head Start, for the month of May and June 2009. The charges for May were \$5,217.41. For the month of June the charges were \$4,181.77. The 2009-2010 Continuation Grant Budget was reviewed. The budget was created by incorporating information from the fiscal committee, actuals from last year. The budget categories were reviewed line by line. The contractual expenses line item includes the delegate and partners. "Other" includes rents, utilities, telephone, vehicle maintenance, food costs, facility maintenance, cost for security guards, etc. that cannot be attributed to any one particular program. Non-federal share – requirement that we have in-kind services, state collaboration and parents coming into 	
	the classroom to help. A motion to approve the 2009-2010 Continuation Grant budget was made by Diana Estrada and seconded by Waka Scott. The motion was approved.	
Action: Review and Consider Approval to Ratify the Program Services/Ongoing Monitoring Subcommittee's approval of 2010 Parent Services Budget	 Karen Lane, Parliamentarian, presented the 2010 Parent Services Budget. She explained what the budget pays for, what the actual expenses were for 2009, and what the proposed budget for 2010 is. The Program Services/Ongoing Monitoring Subcommittee met with Vicki Kaplan to review and create this information and approved it. A motion to ratify the Program Services/Ongoing Monitoring Subcommittee's approval of the 2010 Parent Services budget was made by Diana Estrada and seconded by Bob Spears. The motion was approved. 	
Heard Community Assessment Updates	Caylin Patterson, ASA III, the community assessment really drives our goals and objectives. We update this every year. She presented the highlights that were discovered during the assessment. Unemployment and foreclosure are major issues in our county. In order to address some of the pertinent issues facing county residents, we've collaborated with several other county entities. Child Abuse and Neglect has increased which indicates that our county is stressed.	
Action:	Last month Caylin presented the Goals and Objectives for last year, this year we've updated our objectives. She reviewed the updates briefly.	

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 Review and Consider Approval of 2009-2010 Goals and Objectives 	A motion to approve the 2009-2010 Goals and Objectives was made by Bob Spears and seconded by Diana Estrada. The motion was approved.	
Action: • Review and Consider Approval of 2010 Planning Calendar	 Kristin Cooke presented the 2010 Planning Calendar. This is used as a road map to keep CSB on track throughout the year. A few of the new items are Family Education Partnerships (including library, car seats, etc.); under eligibility, (attendance, etc.) was being reported on conference call but will be in data form from now on that can be reviewed upon entry; added Partners timeline as well, and Professional Development (for staff, TAT program, etc.). A motion to approve the 2010 Planning Calendar was made by Diana Estrada and seconded by Waka 	
Action: Review and Consider Approval of Submission of 2009-2010 Continuation Grant to ACF (HS and EHS)	 Caylin presented the 2009-2010 Continuation Grant for Head Start and Early Head Start for ACF. This must be submitted with the application for the grant along with the planning calendar, the community assessment updates, and the goals and objectives. A motion to approve the submission of the 2009-2010 Continuation Grant to the ACF was made by Bob Spears and seconded by Diana Estrada. The motion was approved. 	
Action: Review and Consider Approval of the Updated Selection Criteria	 Joanne presented the final version of the Updated Selection Criteria which separates Head Start and Early Head Start. This criterion shows how children and families are selected to participate in the Head Start and Early Head Start programs. A motion to approve the Updated Selection Criteria was made by Waka Scott and seconded by Diana Estrada. The motion was approved. 	
Action: Review and Consider Approval to Ratify the Policies and Procedures Subcommittee's Approval of the 2009-2010 Policies and Procedures	 Yara presented the changes to the 2009-2010 Policies and Procedures. Some of the highlights were to add fingerprint clearance and negative TB test at their own cost for volunteers 18 or older. Questions regarding TB and fingerprint clearance of volunteers are a licensing requirement for regular volunteers (16 hours or more per week). A motion to ratify the approval of the Policies and Procedures for 2009-2010 by the Policies and Procedures Subcommittee was made by Diana Estrada and seconded by Waka Scott. The motion was approved. 	
Action: Review and Consider Approval of New Hires	Enid Mendoza presented the following candidates for hire: Associate Teacher Tilak Rani, for the George Miller III site Ida Leonard-Gonzalez, floater for East and Central County sites (also has a site supervisor permit) A motion to approve the new hires was made by Diana Estrada and seconded by Yara Garduño. The motion was approved.	

TOPIC	RECOMMENDATION / SUMMARY		
Action:	Karen presented the proposed changes to the PC By-Laws.		
 Review and Consider Approval to Ratify the By Laws Subcommittee's Approval of the Revised 2009-2010 PC By Laws 	A motion to approve the 2009-2010 PC by-laws was made by Diana Estrada and seconded by Bob Spears. The motion was approved.		
Training: Training and Community Resource information on LiHEAP	 Ayana Hepburn distributed some material regarding the HEAP program for obtaining assistance with PG&E bills. This is a federally funded program that assists with payments for heating and cooling needs. Has a sister program: "Weatherization" which assists with caulking windows and doors and possibly replacement of major appliances and roof repairs. Available for both renters and homeowners. Sometimes, if you do not qualify due to income, you might qualify due to the energy bill itself. Let us help you. She outlined some of the requirements for qualification. 		
	 Family Electric Rate – there are other programs you can apply for. 		
	You can only receive funds once per year.		
Site Reports	Martinez ECC — We received a very positive Partner monitoring visit from Ron Pipa, Carolyn Johnson and Katharine Mason. The staff is responding positively to all recommendations. We have six High School students from the County Youth at Work Program working at our site this summer.		
	<u>Crescent Park</u> — Our center has new teachers and also new enrollment of children. Our installations and gardens are looking neat and clean. Our project garden is helping plant vegetables so that our children will learn about cultivating of vegetables. We had a meeting were we learned about Nutrition.		
Announcements	This is the last meeting of the 2008-2009 policy council. In September, the business meeting will be offsite in Pleasant Hill. Joanne hoped that everyone had a good year and reminded council that the term limit for participating on a policy council is 3 years. Also reminded reps that they are not automatically going to be the PC reps for the new year. They still need to be elected by their sites.		
	 The last Saturday in September (26th) will be the new council orientation, recognition event and awards for outgoing policy council members, and the first meeting of the new year. This is when the executive committee is elected for the new year. Invitations will be sent out soon. 		
	 Resources on back table include information on the 211 database. They can help with almost anything. It is run by the Crisis Center and funded by United Way. 		
	Other resources include Food Stamp information, CC Regional Guides for West, Central and East, Low cost medical resources and Childhood Matters talk show schedule.		
Meeting Evaluation	Pluses / +	Deltas / 🛆	
	None noted	None noted	