

Contra Costa County
EHSD - Community Services Bureau
Policy Council Meeting Minutes

Location: Pacheco Community Center, Pacheco, CA

Date: April 28, 2010

Time Convened: 6:08 pm

Time Terminated: 7:52 pm

Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> Melissa Alfaro, Chair, called the meeting to order after the body achieved quorum; reviewed the desired outcomes and meeting ground rules.
Public Comment	<ul style="list-style-type: none"> No public comment.
Correspondence	<ul style="list-style-type: none"> No correspondence.
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	<ul style="list-style-type: none"> Camilla Rand, Division Manager, thanked everyone for attending. Ms. Rand announced that there is an important meeting coming up in a couple of weeks: the Risk Management meeting at the regional office in San Francisco. Managers and Ms. Alfaro will be interviewed to help assess our program. We have received "green flags" (low-risk) from this assessment the past three years. Ms. Rand also made an unofficial announcement regarding Early Head Start Expansion. Following our submission of the grant for the EHS Expansion, we were advised that our grant had been turned down as we had not included a budget with our grant application. We were able to prove that we <u>had</u> submitted a budget and our grant application was subsequently re-evaluated. It appears that we will be receiving the grant money for the expansion, but this information is still unofficial. We plan to notify families at the sites identified for the expansion; which are Ambrose, Balboa, Bayo Vista, Los Arboles and some partner sites. This grant was the first opportunity in over ten years to apply for Early Head Start grants, so we are very excited. There will be further discussion once we've received the official notification of acceptance. Vickie Kaplan, Head Start/Early Head Start Accountant, presented several reports this month: Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). February 2010 expenditures were \$3,238 for a total expenditure YTD of \$19,927 which is 40% of this grant. ARRA HS COLA Funding: February 2010 expenditures were \$67,389 for YTD expenses \$152,408 which represents 51% of this grant's budget for this program year. ARRA EHS COLA Funding: February 2010 expenditures were \$8,443 for YTD expenses were \$29,429, which represents 81% of this grant's budget for this program year. ARRA HS Quality Improvement Funding: February 2010 expenditures were \$4,269 for YTD expenses \$48,078, which represents 7% of this grant's budget for this program year. ARRA EHS Quality Improvement Funding: February 2010 expenditures were \$3,080 for YTD expenses were \$11,738, which represents 11% of this grant's budget for this program year. Head Start program 2009: February 2010 expenditures were \$97,832 with YTD of \$16,790,625, which is 99% of the budget.

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	<ul style="list-style-type: none"> • Early Head Start program 2009: February 2010 expenditures were \$4,588 with YTD of \$2,194,706, which is 100% of budget. • Head Start program 2010: February 2010 expenditures were \$1,459,574 with YTD of \$1,785,061, which is 10% of the budget. • Early Head Start program 2010: February 2010 expenditures were \$180,641 with YTD of \$224,339, which is 10% of budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of January 2010 were \$44,183.12.
<p>Action:</p> <ul style="list-style-type: none"> • Consider approval of 2010 COLA Funding Application for HS and EHS 	<ul style="list-style-type: none"> • We are planning to submit this grant at the end of this week. Total amount requested for Head Start is \$149,995; of that amount \$17,573 is allocated to our delegate agency. The amount for Early Head Start is \$18,109. This will cover the period July 1, 2010 to December 31, 2010. <p>A motion to approve the 2010 Supplemental Funding Request 1.85\$ COLA Application for HS was made by Dawn Miguel and seconded by Rhea Karahalios. The motion was approved.</p> <p>A motion to approve the 2010 Supplemental Funding Request 1.85\$ COLA Application for EHS was made by Raquel Woods and seconded by Bob Spears. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Review and consider approval of Federal Review Corrective Action Plan 	<ul style="list-style-type: none"> • Camilla Rand outlined the Federal Review process that CSB underwent in October 2009. We received the results in early April. In response to the results the policy council needs to approve the Corrective Action Plan for the Findings from the Federal Review. Our mental health program was noted as one of our strengths, but it didn't make it into their report. Our community partnerships were also identified as program strengths. • Our one deficiency was identified at the San Pablo and RHS YMCA sites; and it stated that we did not support social-emotional development. At San Pablo, during naptime a child was moved to a different classroom which caused the staff/children to be out of ratio; and a child was made to lie on their bed when they didn't want to. Stephanie Seaborg, our PITC Certified Trainer, will be doing the trainings for staff to correct these deficiencies. • The deficiency needs to be corrected within 45 days and our regional analyst will return to clear the deficiency. • The area of non-compliance related to a file which the reviewers identified as a staff file, but it was actually an applicant's file, so we are disputing this finding. • Until these deficiencies/non-compliant items are cleared, we cannot be awarded the expansion grant. If we weren't planning for the expansion, we would probably dispute all of the findings. However, the awarding of the grant hinges on these findings being cleared, and if we dispute the findings this could hold things up for far too long. • The reviewers were so impressed with our CLASS scores that they want to visit to see what we do to become such a quality program. <p>A motion to approve the Federal Review Corrective Action Plan was made by Dawn Miguel and</p>

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	seconded by Bob Spears. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> Review and consider approval of Update to Policies and Procedures regarding Napping 	<ul style="list-style-type: none"> Stephanie Seaborg presented the new napping policy for the P&P's. <p>A motion to approve the Update to Policies and Procedures regarding Napping was made by Rhea Karahalios and seconded by Dawn Miguel. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> Consider approval of Summer Layoff 	<ul style="list-style-type: none"> Reni Radeva presented the information regarding the part-day part-year program layoffs. The part-day part-year program usually starts at the beginning of September and ends the middle of May. This is standard throughout the nation. However, this year we are proposing to lay them off June 30th and re-hire them August 2nd. They will be able to apply for unemployment or work as substitutes during the layoff period. <p>A motion to approve the Summer Layoff was made by Dawn Miguel and seconded by Sendic Serrano. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> Consider approval of New Hires 	<ul style="list-style-type: none"> There were no new hires to present.
<p>Action:</p> <ul style="list-style-type: none"> Review and consider approval of Minutes from March 17, 2010 Policy Council Meeting 	<ul style="list-style-type: none"> The minutes from the March 17, 2010 Policy Council meeting were reviewed. There was discussion about the election of a new chair at the last meeting; it was clarified for those who were not in attendance. No vice-chair will be elected since there are only two more meetings. <p>A motion to approve the minutes from the March 17, 2010 Policy Council meeting was made by Yara Garduño and seconded by Bob Spears. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> Consider approval of 2010 Selection Criteria 	<ul style="list-style-type: none"> Christina Reich presented the criteria for our method of choosing children from our waiting list. We use both federal and state regulations to build our criteria. The State just issued a memorandum that <u>siblings</u> no longer have priority over any other child on the waiting list. Please mark this out on your criteria. Reviewed all the priorities. The exception to this piece is Contra Costa College; their students have priority over any other child on the waiting list for that center. The pre-school section is identical to last year's; there were no changes other than siblings no longer having higher eligibility. Four-year olds have higher priority than 3-year olds. Children with asthma, anemia, and dental needs get priority points. We need annual approval for the selection criteria. Priority for homelessness is based on the McKinney Vento Act, and we allow them extra time to catch up on their paperwork for medical information (conditionally), birth certificates, etc. <p>A motion to approve the 2010 Selection Criteria was made by Rhea Karahalios and seconded by Raquel Woods. The motion was approved.</p>

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Community Assessment Updates	<ul style="list-style-type: none"> Christina also discussed the Community Assessment questions presented last month. She thanked everyone for participating. Since then she's spoken to many community groups. Now she needs someone to meet with her to help her figure out how you'd like to see us help our community. Several members volunteered and Christina will meet with them next month.
Training: <ul style="list-style-type: none"> Positive Guidance 	<ul style="list-style-type: none"> Magda Bedros, Comprehensive Services Manager – Education, presented Positive Guidance. When you think of positive guidance, think of a lighthouse which will guide the children toward safety and good choices. Give them a chance to manage their own behavior. She had parents write a positive thing about their children. Sometimes we focus on the negative and we worry too much. We need to remember to focus on the positive. You need to say 5 positive things to your child to overshadow anything negative your child hears. You are the most important teacher to your child. They look to you with admiration. Don't let the negative take the joy out of parenting. Children do not understand consequences without you previously letting them know what you expect and what the consequences will be. Be clear with them. Your job is to help them understand their feelings and express them. And help them process their environment. When children are angry, upset or scared they are not capable of understanding or coping. When they're calm you can begin the learning process. Tell them WHAT to do as opposed to what NOT to do. If you have concerns about your child and their ability to accept transitions. Please talk to us.
Site Reports	<ul style="list-style-type: none"> Fairgrounds – during Week of the Young Child they had crazy hair day, and mix-match day. Their site was approved for new floors and Bob will be attending a conference in Dallas. GMIII – for Week of the Young Child the site had pajama day, read letters from their fathers. Balboa – during the Week of the Young Child they held a variety of activities. They cooked multi-cultural foods, even the teacher's cultural foods. Many parents participated some sang, read, dress-up, cooked, and shared cultural background. The children also collected beautiful stuff to do the art project. There's new picnic table, and tables and chairs in the classrooms. GM/C – artwork in class, children helped clean up, book distribution, had visiting librarians, other staff came to read to children, cooking projects, and multi-cultural dress-up day. Brookside – They celebrated Week of the Young Child. Parents wrote love letter to their children, children designed their own t-shirt, and trace their body onto a piece of paper. Camilla Rand, Division Manager, read stories to the children. Parents are cleaning up the garden and planting new crops. The Annex are being remodeled and opening in July. Bella Monte – They celebrated Week of the Young Child. They took the Reading Readiness Challenge. The Kindergartener took a field trip to Bell Air Elementary School. Lavonia Allen – They celebrated Week of the Young Child. Parents wrote letters to their children, had games, some parents volunteer in the classroom, and they had several of other activities for the children. YMCA – They had Child Abuse and Nutrition workshops. Crescent Park – They celebrated Week of the Young Child by having different event each day of the week. Through out the week they read, painted, wore pajamas, parents ate lunch with their children, wrote

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	<p>letters, and much more.</p> <ul style="list-style-type: none"> • Martinez ECC – They are planning their Family Math Night for May 13, 2010 at 5:30pm. • Home Base – They have new activities and toys for the children. The socialization room has a new entrance that's safer for the children. They are working on Beautiful Stuff art project. Had a special guest from CAP who provided Child Abuse Training and put a puppet show for the children. Home Base families are getting to go to their end of the school year field trip to the Oakland Zoo. Teachers are also helping those parents whose children are going to Kindergarten. • Cambridge – Parents came together to clean-up the playground. They pulled weeds and leaves. • CC College – They celebrated the Week of the Young Child with the families and the community. Some toddlers made place mats out of dry leaves, flowers out of papers and picture frames. Parents' came to the center to read to the children everyday. Dr. Intisar Shareef read to the toddlers "Peek-a-boo". Parents made "Crazy Hats" with their children. The infant teacher brought some recycle materials from home fro the parents to assemble "Beautiful Stuff". Parents made melted shredded crayon on wax paper. <p>Please turn in any handwritten reports on your way out.</p>	
Announcements	<ul style="list-style-type: none"> • Annie Bailey, Mental Health Clinical Supervisor, announced that May 6th is National Mental Health Month to promote positive youth development. Communities will observe the day with events, social networking, and demonstrations. It's a day to celebrate feelings. Awareness efforts will encourage integration with nurturing social/emotional wellbeing. • The Office of Head Start is one of the collaborating organizations – US Dept. of Health and Human Services, www.samhsa.gov/children • Other links available. Handout of "Family Guide" that gives information on communication, family meetings, how to create family rules and getting to know your child's feelings. • There will be no MAY meeting due to this meeting. Next meeting will be in June. • The joint training/meeting will be held in July. 	
Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Good turnout considering we originally were not going to have a meeting in April • From minutes, glad to see we're promoting the census 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • Doesn't feel that the food we get at PC is the healthiest option.