

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

Location: Pacheco Community Center, Pacheco, CA

Date: June 16, 2010

Time Convened: 6:05 pm

Time Terminated: 7:47 pm

Recorder: Michelle Cooper

| TOPIC | RECOMMENDATION / SUMMARY |
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| 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"> Blanca Campos gave an explanation for her absence. She questioned if notification was given to the Council in regards to the transition of Joanne DeNardo's position. Blanca also requested that the council provide a token of appreciation to Joanne for her work on the Policy Council. Kristin informed Blanca that notification was given at the Policy Council meetings for two consecutive months and were recorded on the meeting minutes. It is encouraged that parent submit Parent Recognition of Staff nomination form to recognize any CSB staff. |
| Correspondence | <ul style="list-style-type: none"> No correspondence. |
| Award Parent Recognition of Staff Excellence | <ul style="list-style-type: none"> Gwendolyn McKneely of San Pablo was nominated for her compassionate work and dedication with the children. Ms. McKneely received a certificate and a small gift. |
| Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal | <ul style="list-style-type: none"> Janissa reported for Camilla (she is out on maternity leave) and introduced Christina Reich and Ron Pipa for reports. CSB is applying for \$225K from Office of HS for Early Childhood Mentor Coaching Program. They will add 3 educational consultants. There will be 1 on 1 coaching for the classroom assessment system and DECA. They will bring the grant to Exec. Committee at a later date. Ron is a part of the technology team. There is a new child attendance system being piloted at GMIII. The DECA pilot was recently completed at Balboa. The system will give teachers additional time to spend with the children, as opposed to focusing on counts. The program involves children/students wearing lightweight gray vests with a tiny transmitter. The transmitter gives off radio frequency waves that register the child's attendance when they enter the classroom. There will also be electronic attendance in the future. This new program is being piloted at GMIII. This technology is common; similar technology is utilized at restaurants. This will be ready on July 1st. Iphones will be used for the new system; not for regular communication. Staff will bring in a vest during the next meeting. Vicki discussed the fiscal reports. She began by recalling the approval of the COLA grant. CSB was awarded money for 2010. She's working on the period 3 budget due June 30th for the G2g budget. Every year there is a single county audit. HS was included in the audit. The audit is 30 pages in size which is too large to include in the meeting packet. Persons interested in viewing the audit may place a request, and she will mail the report. Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). April 2010 expenditures were \$3,161 for a total expenditure YTD of \$26,164 which is 52% of this grant. |

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| | <ul style="list-style-type: none"> • ARRA HS COLA Funding: April 2010 expenditures were \$45,726 for YTD expenses \$198,135 which represents 66% of this grant's budget for this program year. • ARRA EHS COLA Funding: April 2010 expenditures were \$2,352 for YTD expenses were \$31,781, which represents 88% of this grant's budget for this program year. • ARRA HS Quality Improvement Funding: April 2010 expenditures were \$46,529 for YTD expenses \$104,333, which represents 15% of this grant's budget for this program year. • ARRA EHS Quality Improvement Funding: April 2010 expenditures were \$4,264 for YTD expenses were \$20,146, which represents 18% of this grant's budget for this program year. • Head Start program 2009-FINAL: April 2010 expenditures were \$13,129 with YTD of \$16,866,580, which is 100% of the budget. • Early Head Start program 2009-FINAL: April 2010 expenditures were \$3,888 with YTD of \$2,201,404, which is 100% of budget. • Head Start program 2010: April 2010 expenditures were \$1,601,153 with YTD of \$4,691,858, which is 27% of the budget. • Early Head Start program 2010: April 2010 expenditures were \$183,964 with YTD of \$573,303, which is 26% of budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of March 2010 were \$14,635.37. |
| <ul style="list-style-type: none"> • Goals and Objectives Progress Report | <ul style="list-style-type: none"> • Kristin filled in for Caylin Patterson. She provided an update from the past grant cycle. <ol style="list-style-type: none"> 1. Strengthen intervention and prevention services to address serious health needs of children. <ul style="list-style-type: none"> • Strategies for healthy smiles, partnered with Workforce Services to distribute food boxes to children via referrals. Let's talk 2. Enhanced program curriculum components to address the need for school readiness <ul style="list-style-type: none"> • Projects to get kids ready for the transition to kindergarten are a constant. Additionally, kids can go on field trips to visit their new schools. 3. Increase Partnerships to increase financial goals. <ul style="list-style-type: none"> • Earn it, Keep it, Save it! workshop, A CSB Division Manager sits on Economic Security Partnership; recently with ARRA dollars Subsidized Employment Trainees (SET's) were employed. Recruitment began at the end of last year and priority was given to HS parents. • CSB also hosts the Teacher Assistant Trainee (TAT) Program • Partnerships to enhance service delivery are evident in programs such as HEAP |
| <ul style="list-style-type: none"> • Community Action Update | <ul style="list-style-type: none"> • EOC provides input on the Community Action Plan and they are an advisory board the CCC Board of Supervisors. They have representation from the public, private/non-profit, and low-income sectors. The EOC also uses information from the Community Assessment to create a strategic plan that will navigate |

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| | <p>resources to areas with the greatest need. The EOC also engages in advocacy on behalf of low-income residents. If you are interested in applying, please call (925) 313-1631 to apply.</p> <ul style="list-style-type: none"> • Through Community Action we have partnered with HEAP, Richmond Youth Summer Employment Program (RYSEP), Richmond YouthWORKS, Calli House Youth Shelter, Contra Costa Clubhouse (a community to rehabilitate adults with mental illness), STAND! Against Domestic Violence, Michael Chavez Center Cooperative, Independent Living Skills Program – Project YES, Opportunity Junction (job training program), etc. • Sparkpoint is a partnership through EHSD’s Service Integration Team. It will provide case management and financial counseling to low income individuals. There will be a location in Bay Point, and in Richmond. |
| <p>Action:</p> <ul style="list-style-type: none"> • Consider approval of New Hires | <ul style="list-style-type: none"> • Reni Radeva announced the following potential new hires: <ul style="list-style-type: none"> ○ Teacher: <ul style="list-style-type: none"> ▪ Donna Abraham-Moldoff ▪ Valerie Hand ▪ Naomi Martinez ▪ Julia Teresi ○ Infant Toddler Associate Teacher: <ul style="list-style-type: none"> ▪ Erin Anderson ▪ Josefina Escano <p>A motion to approve the new hires was made by Dawn Miguel and seconded by Maya de Paz. The motion was approved.</p> |
| <p>Action:</p> <ul style="list-style-type: none"> • Review and consider approval of Minutes from April 28, 2010 Policy Council Meeting | <ul style="list-style-type: none"> • The minutes from the April 28, 2010 Policy Council meeting were reviewed. No corrections. <p>A motion to approve the minutes from the April 28, 2010 Policy Council meeting was made by Dawn Miguel and seconded by Sendic Serrano. The motion was approved.</p> |
| <p>Action:</p> <ul style="list-style-type: none"> • Ratify Executive Committee Approval of Program Changes | <ul style="list-style-type: none"> • Janissa Rowley presented to the Executive Committee on May 12th, the program changes. The Executive Committee reviewed and approved the request. <p>A motion to approve Ratify Executive Committee Approval of Program Changes was made by Yara Garduño and seconded by Socorro Barboza. The motion was approved.</p> |
| <p>Action:</p> <ul style="list-style-type: none"> • Ratify Executive Committee Approval of G2g Budget Change Request | <ul style="list-style-type: none"> • Kristin Cooke presented to the Executive Committee on May 12th to change the G2g budget. The Executive Committee reviewed and approved the request. • There was a request to submit budget changes for period 2 after reviewing March’s expenditures. The listed costs will be increased. <p>A motion to approve Ratify Executive Committee Approval of G2g Budget Change Request was made by Dawn Miguel and seconded by Sendic Serrano. The motion was approved.</p> |

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| <ul style="list-style-type: none"> Ongoing Monitoring Report | <ul style="list-style-type: none"> Katharine provided the monitoring results from the last 5 months. There are 2 parts to the tool: Top 5 Learning Environment & Top 5 File Review Compliance Items. She extracted the top 5 out of 40 items. The numbers in parentheses display how many areas were non-compliant. If there is only one aspect of an item is wrong, the entire item is non-compliant. <ul style="list-style-type: none"> <u>Education</u>: 50 files and 29 classrooms at 18 CSB, Partner & Delegate centers and program options were visited; covers March – May 2010. <u>Program</u>: Same layout. 180 files and all CSB, Partner & Delegate centers and program options were visited; covers January – April 2010. Directly Operated sites had 14% Non-Compliant; 86% Compliant. Partners & Delegates Sites had 4% Non-Compliant; 96% Compliant. <u>Health & Safety</u>: All CSB, Partner & Delegates centers and program options were visited. CSB centers are visited monthly. The date is from January – May 2010. Directly Operated sites had 2% Non-Compliant; 98% Compliant. Partners & Delegates Sites had 5% Non-Compliant; 95% Compliant. The pie-chart provides an overview of the results. Please review the handout for further details. |
| <p>Training:</p> <ul style="list-style-type: none"> Stress Management | <ul style="list-style-type: none"> Annie is the Mental Health Supervisor. Hsarpaw is a Senior Mental Health Intern. Packets were distributed; they included: No fuss Play Dough Recipe (in English & Spanish), Stress Management articles, 4 Quick Tips for Relaxing on the Spot. Stress: A natural human physio-emotional reaction to situations. Signs of stress are physical, behavioral, and emotional symptoms. Coping With Stress: Antonia volunteered to partake in the stress exercise. She shared a story about a stressful day at her job. Annie asked her to look at warning signs on the handout and relate to her situation. She concluded that she could have handled the stress by stepping back from the situation, taking a deep breath, and making fun of the situation. The group partook in experiential exercises lead by Hsarpaw <ul style="list-style-type: none"> Abdominal breathing – each time you breathe deeply you achieve a deeper level of relaxation. Imagery – Close eyes and visualize yourself in a happy place; the various techniques were combined. Play-dough - wonderful tool to bond and have fun with children. The play-dough can also be used to relieve physical tension as well as play out your emotions. |
| <p>Site Reports</p> | <ul style="list-style-type: none"> Concord Childcare – They had mother and father’s day breakfast to celebrate. Several teachers are taking a CSB Spanish course and/or taking advantage of upper division courses at Brandman. They have a new relaxing garden and pathway. There’s also a new lawn and drainage system thanks to Keller-Williams Red Day volunteer project. All sandboxes have new sand. Preschool teachers volunteered over 20 hours, 3 students from DVC volunteered 96 hours (each at the Infant Toddler classroom), other volunteers participated in all the programs, and in total there was over 200 volunteer hours. Committee of 10 teachers from all three programs finished their quality improvement project including 6 hours of special training for all teachers in language development and intentional teaching. Due to lack of signed budget the operation hours for the summer will be 8-5. GMIII – Celebrated End of the Year by going to field trips, potlucks, and many other learning opportunities for children and families. On site Positive Discipline and Guidance class is offered to the families through, |

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| | <p>“First Five” to support the individual needs of their children. Planting and Recycled Arts are the most popular projects of the month. Children Parents and Teachers all are engaging in planting, pruning, weeding and creating collages from the recycled art. There are new raised beds for planting. New watering cans for the children to take care of the plants. New books for the reading area in each classroom. We have new plants outside and indoors, recycled art displays under the awnings, yard clean up enhanced with flowers and fruit trees. They had fathers and other male role models for breakfast. Over all incredible learning experiences great parent participation and wonderful team collaboration.</p> <ul style="list-style-type: none"> • Balboa – Garden grant is in full bloom with lots of vegetables and fruit trees growing. • Brookside – A nutritionist visited the center. The modulars opened Monday, June 14, adding an additional 40 children. Thanks to Griselda and Comprehensive Services for their help. • San Pablo – They had Mother’s Day Breakfast, continued with “Beautiful Stuff”, and “Store” project. They are still continuing to prepare the Teachers Resource Room/Lounge. Rest Room lock was repaired and kitchen sink was fixed. The Site Supervisor’s office is in process of remodeling. At their parent meeting they had a Health and Nutrition presentation. Teachers reviewed the ECER (environment for classroom) to update the classrooms. • YMCA HS – They celebrated 20 teen parents who completed their high school education from Richmond High and John F. Kennedy. Planned Parenthood set up workshops for those teen parents who needed it. The Rotary Club gave gifts to the teen parents. • CC College – Celebrated the success of one of our student parents who is graduating from Contra Costa College, she is heading out to a 4 year college next semester. We will all miss her and the children that have been with our program for 2 years. Our young toddlers are exploring things that are “blue”. The older toddlers are exploring leaf making. <p>Please turn in any handwritten reports on your way out.</p> | |
| Announcements | <ul style="list-style-type: none"> • Invitations for the Joint Meeting were mailed. Please RSVP if you can attend. If you need transportation please specify that when you RSVP. | |
| Meeting Evaluation | <p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Blanca commented that the Joint Meeting invitations has a professional flare | <p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • None |