

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

Location: Pacheco Community Center, Pacheco, CA

Date: Aug. 18, 2010

Time Convened: 6:08 pm

Time Terminated: 7:25 pm

Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Melissa Alfaro called the meeting to order at 6:08pm, reviewed the desired outcome and meeting rules. • Council did not meet quorum at the time meeting was called to order. Action items will be set aside until quorum is reached. Quorum was achieved at 6:45 and agenda returned to cover the action items.
Public Comment	<ul style="list-style-type: none"> • None
Correspondence	<ul style="list-style-type: none"> • None
Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> • The following staff members were recognized: RoseMarie Henriquez of Los Nogales and Jajahira Gallardo of Fairgrounds. They received certificates and CSB travel mugs as a thank you for their service.
Administrative Reports: <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Janissa Rowley showed a poster documenting the "taste test" that was held with the children when deciding which bread to serve. After all the tastings, the children chose the sprouted wheat bread, so they are making healthy choices when given the opportunity. • She also showed a poster documenting the 'baby shower' we held last month celebrating the Early Head Start Expansion program. • We're receiving a little media attention around the CLOUD system that has been implemented at the GM III site. Sung Kim, Business Systems Manager, was interviewed by several reporters asking about the system and why funds were spent on it rather than facilities or staff. The funds that are paying for the system were given to us earmarked for technology. • On September 8th the sites will be closed for a Staff Development Day/Lillian Katz, a pioneer in Early Childhood Education, will be presenting a program to all our staff. If any council member would like to attend, please let Janissa know and she'll add you to the RSVP list. The training will be held in Richmond. • Vickie Kaplan, Head Start/Early Head Start Accountant, presented several reports: • Head Start program: June 2010 expenditures were \$2,946,691 with YTD of \$9,035,957, which is 52% of the budget. • Early Head Start program 2010: June 2010 expenditures were \$340,175 with YTD of \$1,144,350, which is 51% of budget. • Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). June 2010 expenditures were \$6,002 for a total expenditure YTD of \$34,965 which is 70% of this grant. • ARRA HS COLA Funding: (7/1/09-6/30/10) June 2010 expenditures were \$101,854 for YTD expenses of \$299,989 which represents 100% of this grant's budget for this program year. • ARRA HS Quality Improvement Funding: (7/1/09-9/30/10) June 2010 expenditures were \$158,570 for YTD expenses were \$268,178 which represents 39% of this grant's budget for this program year

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	<ul style="list-style-type: none"> • ARRA EHS COLA Funding: (7/1/09-6/30/10) June 2010 expenditures were \$4,437 for YTD expenses were \$36,218 which represents 100% of this grant's budget for this program year. • ARRA EHS Quality Improvement Funding: (7/1/09-9/30/10) June 2010 expenditures were \$7,928 for YTD expenses were \$32,144 which represents 29% of this grant's budget for this program year. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of May 2010 were \$15,406.05.
<p>Action:</p> <ul style="list-style-type: none"> • Review and consider approval of Minutes from June 16, 2010 Policy Council Meeting 	<ul style="list-style-type: none"> • The minutes from the June 16, 2010 Policy Council meeting were reviewed. No corrections were noted. <p>A motion to approve the minutes from the June 16, 2010 Policy Council meeting was made by Dawn Miguel and seconded by Reyna Flores. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Ratify Executive Committee Approval of New Hires 	<ul style="list-style-type: none"> • Enid Mendoza: announced that some associate teachers and teachers were presented to the Executive Committee who approved their hiring. Council needs to ratify their approval. <ul style="list-style-type: none"> ○ I/T Associate Teacher <ul style="list-style-type: none"> ▪ Cynthia Smith ○ Associate Teacher <ul style="list-style-type: none"> ▪ Jobelle Escano ▪ Diane Gross ▪ Yolanda Love ▪ Melissa Wright ○ Intermediate Clerk-Project <ul style="list-style-type: none"> ▪ Tracy Flancia-Reyes ▪ Ayana Hepburn ▪ Maria Villanueva ▪ Maureen Courter <p>A motion to ratify the approval to hire by the Executive Committee was made by Yara Garduño and seconded by Carlos Narvaez. 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"> • Enid Mendoza presented the following persons for approval to hire: <ul style="list-style-type: none"> ○ Site Supervisor II <ul style="list-style-type: none"> ▪ Entesar Ebeid (Sara) ▪ Sonya Howell ○ Intermediate Clerk, Project <ul style="list-style-type: none"> ▪ Nancy Sparks ▪ Michelle Mayers ○ Comprehensive Services Manager <ul style="list-style-type: none"> ▪ Amy Wells

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	<p>A motion to approve the new hires was made by Dawn Miguel and seconded by Blanca Campos. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Ratify Subcommittee Approval of 2010-2011 Policies and Procedures 	<p>The Summary of Proposed Changes to the Policies and Procedures was reviewed. There was a brief discussion about the addition of the sunscreen policy and use of a 30spf formula for all children unless the parent brings their own sunscreen and completes an authorization form.</p> <p>A motion to approve the updates to the Policies and Procedures was made by Dawn Miguel and seconded by Reyna Flores. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Ratify Subcommittee Approval of 2010-2011 By Laws 	<p>The By-Laws subcommittee met and approved the edit to the By-laws – before traveling travelers must now sign a safety agreement.</p> <p>A motion to ratify the Subcommittee approval of the amended 2010-11 By Laws was made by Carlos Narvaez and seconded by Bob Spear. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Review and Consider Approval of 2010-2011 Planning Calendar 	<p>Christina went before the parent services committee in June for approval of our planning calendar for the year. This calendar is part of our Grant Application. No comments were made and no changes were made.</p> <p>A motion to approve the 2010-10 was made by Dawn Miguel and seconded by Socorro Barboza. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Review and Consider Approval of 2010-2011 Continuation Grant to ACF 	<p>Christina and Vickie presented the 2010-2011 Continuation Grant. This is year 1 of a 3 year grant cycle. This is the big year; the subsequent 2 years are updates. Much of the grant has been presented to the parent services committee. An August memo was presented to the Policy Council with our draft of Federal Funds being requested. Vickie reviewed the monies being requested. For Head Start direct charges: \$16,321,239, indirect costs of \$798,769 for a total of \$17,120,008. For Early Head Start direct charges: \$2, 172,599, indirect costs of \$67,864 for a total of \$2,240,463.</p> <p>A motion to approve the updates to the Policies and Procedures was made by Dawn Miguel and seconded by Blanca Campos. The motion was approved.</p>
<p>Action:</p> <ul style="list-style-type: none"> • Review and Consider Approval of 2010-2011 Goals and Objectives 	<p>Christina presented the 2010-2013 Goals and Objectives to the council. The goals were reviewed.</p> <p>A motion to approve the 2010 Selection Criteria was made by Carlos Narvaez and seconded by Dawn Miguel. The motion was approved.</p>
<p>Recognized 2009-2010 PC Representatives</p>	<ul style="list-style-type: none"> • Council members were recognized with a certificate and small gift for their participation in policy council during the 2009-2010 program year. • The Executive Committee members were also recognized with a certificate and a small glass trophy. • Joanne DeNardo, former PC support staff member, was recognized for her nurturing support during the beginning of this year's Policy Council.
<p>Heard DECA Pilot Report</p>	<ul style="list-style-type: none"> • Suzanne DiLillo, Assistant Director, demonstrated a rubber band to signify us being stretched and bouncing

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	<p>back. In a pilot project last year, the Deveraux Early Childhood Assessment (DECA), a research-based tool to assess children's behavior was introduced. We had an assessment tool, but it wasn't research-based. CSB reviewed a variety of instruments until we settled on DECA, which covers 0-5 age group. We took a year using it at the Balboa Center in Richmond, to assess its worth for us. We had someone onsite 15 hours a week in each classroom to support teachers, help them with the paperwork and provide documentation for parents. It is strength based, Suzanne discussed how our inborn strengths support and balance our weaknesses. The DECA instrument has helped us to look at our children in this manner. There is also a parent component. Helps build a relationship of trust with children and with parents. We are starting it agency-wide this year. The teachers who piloted this program felt it helped with their relationships with the parents and children. We'll be publishing results from the pilot program for the council/parents. Protective factors of relationships, self-control, and attachment. Let us know how it works for you and your children.</p>
Site Reports	<ul style="list-style-type: none"> • GM III: New program, they are learning how to work with the electronic vest/tracking system. There was confusion at first, they are getting used to the new technology. The children love the little blinking light that shows that it is working. Piloting the new Computer Monitoring System, CLOUD, to ensure safe transition, reduce paper load, encourage quality adult child interactions and be more environmental friendly. A Green House in our yard to build community by encouraging teachers, children, and parents to work together with other classrooms. An opportunity for all of us to learn from each other expertise in planting, pruning, weeding and creating a greener environment around us. What's new at the site: Green house, new plants, new cubby organizers for many classrooms, composter, new wooden picnic tables with umbrellas, new sand boats to share, newly hired associates teacher, Blanca Sanchez, Jobelle Escano, Shaheen and TU Carolyn Cosio (MT). Outdoor and patio enhancements with a lot of new material i.e. weather clocks, new rugs for lobby area, bird feeder, composter, green house and much more. Field trips to a near by Nursery to support children's interest in growing fruits and flowers. Rm. #5 is exploring about flowers and plants. Rm. #7 has set up a terrarium to provide children with an opportunity to explore their interest in "insects". The children in Rm. #10 are interested in Rollie Pollies. New children are building relationships with their caregivers and peers. Joe Valentine and Dr. Pat Stroh visited the site with the Head Start Representative from Washington DC. Tony Colone and group of administrators from Stockton Head Start visited the site. A parenting class from First Five on Positive Discipline and Guidance practices to meet the needs of challenging behaviors in young children. • CC College: The infant and toddlers are enjoying the beautiful butterflies that are flying around the back yard playground. There's a new baby in the infant room. The young toddlers are working on hygiene: hand washing, brushing teeth, and wiping nose. The older toddlers are working on making new friends, creating things with leaf twigs. <p>Please turn in any handwritten reports on your way out.</p>
Announcements	<ul style="list-style-type: none"> • Kristin asked for volunteers to participate on the interview panels. Dawn said she was willing to participate if she had advance warning. The Executive Committee also discussed being invited to participate and then being cancelled at the last minute. • PC Orientation will be September 25th. It will be a little different this time. We had the recognition tonight and we will only have 3 hours to do the orientation. The business meeting will follow, only the newly

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	chosen PC reps will need to come, none of the outgoing council.	
Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Thanked everyone for showing up, especially Carlos, for helping us achieve quorum. • Blanca was pleased that this meeting ran so efficiently and smoothly, and hopes they all do in the future. • The chili was good, but they were grateful for the salad and the fruit. 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • Unfortunate that there weren't enough attendees to make quorum for 45 minutes.