

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: 300 South 27th St. Richmond, CA 94804, during normal business hours. (Gov. Code, section 54957.5 (b) (2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: September 26, 2015	Time: 11:00 – 1:30 PM
Location: Crowne Plaza, 45 John Glenn Drive, Concord, CA 94520	
Meeting Leader: Veronica Covarrubias, Chair	
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 Imelda Prieto Martinez at least 48 hours before the meeting at (925) 313-1688.

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

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

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

An overview of PC Officer positions so that members may begin to think about the upcoming elections.

An approval of the August 19, 2015 Policy Council minutes so that our records are complete and accurate.

An approval and ratification of new hires so that we may be fully staffed.

An approval of the 2015-2016 Planning Calendar.

An understanding of PC By Laws and Roles and Responsibilities so that all representatives understand their role on the Policy Council.

An approval of the EHS-CCP Balance of Funds and Supplemental Grant.

An approval of the 2015-2016 Policy Council Bylaws so that elected PC officers are aware of updated guidance regarding their roles and responsibilities.

An understanding of the 2014-2015 Program Information Report so that we are aware of where the program is doing well and where we may want to improve.

An approval of Community Representatives and past parents so that our council is fully seated.

An approval on 2015-2016 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.

An announcement and recruitment of volunteers for the Policies and Procedures and Interview Panel subcommittees.

An understanding of PC Expense Reimbursement so that representatives are aware of the process and able to complete the forms correctly.

Announcements so that we may be informed of Bureau news and/or 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)
Reviewed Desired Outcomes and Meeting Rules	Present Clarify Check for understanding	Janelle Lafrades	2 Minutes
Public Comment	Present Clarify	Public	1 Minute
Correspondence	Present Clarify	Marcela Cardenas	1 Minute
Administrative Reports: <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	15 Minutes
Review PC Officer Positions	Present Clarify Check for Understanding	Executive Committee/ Rita Loza	5 minutes
Action: <ul style="list-style-type: none"> • Consider Approval of August 19, 2015 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Covarrubias	5 Minutes
Action: <ul style="list-style-type: none"> • Consider Approval of New Hires 	Present Clarify Check for understanding Check for Agreement	Charlene Calica-Knighton	8 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of the 2015-2016 Planning Calendar 	Present Clarify Check for understanding Check for Agreement	Rita Loza	10 Minutes
Review PC Bylaws and Roles and Responsibilities	Present Clarify Check for understanding	Rita Loza	10 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of the EHS-CCP Balance of Funds and Supplemental Grant 	Present Clarify Check for understanding Check for Agreement	Ericka Ramirez	10 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of the 2015-2016 Policy Council Bylaws 	Present Clarify Check for understanding Check for Agreement	Rita Loza	10 Minutes
Report: <ul style="list-style-type: none"> • 2014-2015 Program Information Report 	Present Clarify Check for understanding	Carolyn Nguyen	10 Minutes

Action: <ul style="list-style-type: none"> Review and Consider Approval of Community and Past Parent Representatives 	Present Clarify Check for understanding Check for Agreement	Veronica Covarrubias Rita Loza	10 Minutes
Action: <ul style="list-style-type: none"> Conduct 2015-2016 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers 	Present Clarify Check for understanding Check for Agreement	Katharine Mason Rita Loza	40 Minutes
Recruitment of Policies and Procedures and Interview Panel Subcommittee members	Present Clarify Check for understanding	Rita Loza	5 Minutes
Review PC Expense Reimbursement	Present Clarify Check for understanding	Rita Loza	5 Minutes
Announcements	Present Clarify Check for Understanding	Rita Loza	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute