

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 24, 2016	Time: 10:45 AM – 1:30 PM
Location: Crowne Plaza, 45 John Glenn Drive, Concord, CA 94520	
Meeting Leader: Veronica Covarrubias	
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 Fabiola Ribeiro at least 48 hours before the meeting at (925) 681-6361.

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

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes

An approval of the 2017 Head Start/Early Head Start Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives.

An approval of the August 17, 2016 Policy Council minutes so that our records are complete and accurate.

An understanding of the Final Update of the School Readiness Goals.

An understanding of the Community Assessment Executive Summary Report.

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

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 2016-2017 Policy Council Bylaws so that elected PC officers are aware of updated guidance regarding their roles and responsibilities.

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

An approval on 2016-2017 PC Executive Committee Officers who will set future agendas and conduct monthly meetings.

An announcement and recruitment of volunteers for the Policies and Procedures subcommittee.

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.

What (Content)	How (Process)	Who	Time (Minutes)
Reviewed Desired Outcomes and Meeting Rules	Present Clarify Check for understanding	Lettie Dyer	2 Minutes
Public Comment	Present Clarify	Public	1 Minute
Correspondence	Present Clarify	Lettie Dyer	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
Report <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Action: Consider ratification of approval of New Hires	Present Clarify Check for understanding Check for Agreement	Reni Radeva	5 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of 2017 HS/EHS Continuation Grant Application: Including Budgets, T & TA Plan and Goals and Objectives 	Present Clarify Check for understanding Check for Agreement	Haydee Ilan Ericka Ramirez	10 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of August 17, 2016 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Sheila Frazier	5 Minutes
Report: <ul style="list-style-type: none"> Final update of the School Readiness Goals 	Present Clarify Check for understanding	Janissa Rowley	15 Minutes
Report: <ul style="list-style-type: none"> Community Assessment Executive Summary Report 	Present Clarify Check for understanding	Nelly Ige	15 Minutes
Review PC Officer Positions, Roles and Responsibilities	Present Clarify Check for Understanding	Executive Committee/ Rita Loza	10 minutes
Review of updates for PC Bylaws and Policy Council Handbook	Present Clarify Check for understanding	Rita Loza	10 Minutes

Action: <ul style="list-style-type: none"> Consider approval of the 2016-2017 Policy Council Bylaws 	Present Clarify Check for understanding Check for Agreement	Rita Loza	5 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	Sheila Frazier Rita Loza	10 Minutes
Action: <ul style="list-style-type: none"> Conduct 2016-2017 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers 	Present Clarify Check for understanding Check for Agreement	Katharine Mason Pam Arrington 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	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute