

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: 3068 Grant Street Building 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5 (b) (2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Time: 6:00-8:00 PM	
Location: 500 Ellinwood Drive, Pleasant Hill, CA	
Meeting Leader: Veronica Gutierrez	
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) 646-5595

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

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

- Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

- An ice breaker to open communication and build connection among Policy Council members.

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

- An overview of the Single Audit Results Fiscal Year 2017.

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

- A training on Stress Reduction/Taking Care of Ourselves to better manage our stressors.

- An understanding of the Voter Registration Campaign to be informed of the process.

- An understanding of the Centralized Enrollment Unit so that all may be informed of enhancements to the eligibility process.

- An approval of the 2017 Self-Assessment Plan of Corrections.

- An approval of the 2018-2019 Planning Calendar.

- An understanding of the Continuation Grant and PC Involvement.

- An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

- 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	Present Clarify Check for understanding	Elisha Jefferson	1 Minute
Meeting Rules	Present Clarify Check for understanding	Rosmery Guevara	1 Minute
Public Comment	Present Clarify	Public	1 Minute
Correspondence	Present	Emma Duran	1 Minute

	Clarify		
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Veronica Gutierrez	7 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
Report: <ul style="list-style-type: none"> Single Audit Fiscal Year 2017 	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
Report <ul style="list-style-type: none"> Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Training: <ul style="list-style-type: none"> Taking Care of Ourselves/Stress Reduction 	Present Clarify Check for understanding	Misty Smith C.O.P.E Representative	20 Minutes
Training: <ul style="list-style-type: none"> Voter Registration Campaign 	Present Clarify Check for understanding	Renee Zeimer EOC Member	15 Minutes
Presentation: <ul style="list-style-type: none"> Centralized Enrollment Unit 	Present Clarify Check for understanding	Sarah Reich	15 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of April 18, 2018 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Emma Duran	5 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of 2017 Self-Assessment Plan of Corrections 	Present Clarify Check for understanding Check for Agreement	Nasim Eghlima	5 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of 2018-2019 Planning Calendar 	Present Clarify Check for understanding Check for Agreement	Nasim Eghlima	5 Minutes
Report: <ul style="list-style-type: none"> Continuation Grant 	Present Clarify Check for understanding	Nasim Eghlima	5 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute