

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: August 17, 2016	Time: 6:00 – 8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill	
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.

- Parent Recognition of Staff Excellence Award presentation to increase employee morale.

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

- An approval of EHS-Partnership Grant

- An understanding of the Final DRDP Outcomes Reports so that we are aware of the children's educational progress.

- An understanding of the Community Assessment Executive Summary Report and Updates Narrative for Continuation Grant.

- An understanding of the 2015 Annual Report.

- An understanding of the 2nd Period Semi-Annual Report.

- Training on Voter Registration Campaign.

- Recognition of the 2015-2016 Policy Council as this is the last meeting for this PC year.

- An understanding of subcommittee updates.

- 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 or community resources available.

- 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 Check for agreement	Veronica Covarrubias	2 Minutes
Public Comment	Present Clarify Check for understanding Check for agreement	Public	1 Minute
Correspondence	Present Clarify	Veronica Covarrubias	1 Minute

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What (Content)	How (Process)	Who	Time (Minutes)
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Covarrubias	5 Minutes
Administrative Reports: <ul style="list-style-type: none"> • Division Manager • Fiscal 	Present Clarify Check for understanding	Janissa Rowley Haydee Ilan	10 Minutes
Action: <ul style="list-style-type: none"> • Consider Approval of June 15, 2016 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Veronica Covarrubias	3 Minutes
Action: <ul style="list-style-type: none"> • Consider Approval of EHS- Partnership Grant 	Present Clarify Check for understanding Check for agreement	Ron Pipa	5 Minutes
Report: <ul style="list-style-type: none"> • Final 2015-2016 DRDP Outcomes Report 	Present Clarify Check for understanding	Ron Pipa Amy Wells	15 Minutes
Report: <ul style="list-style-type: none"> • Community Assessment Executive Summary Report and Updates Narrative for Continuation Grant 	Present Clarify Check for understanding	Jagjit Bhambra	10 Minutes
Report: <ul style="list-style-type: none"> • 2015 Annual Report 	Present Clarify Check for understanding	Jagjit Bhambra	10 Minutes
Report: <ul style="list-style-type: none"> • 2nd Period Semi-Annual Report 	Present Clarify Check for understanding	Carolyn Nguyen	15 Minutes
Training: <ul style="list-style-type: none"> • Voter Registration Campaign 	Present	Renee Zeimer EOC Member	10 Minutes
2015-2016 Policy Council Recognition	Present	Camilla Rand Janissa Rowley	20 Minutes
Report: <ul style="list-style-type: none"> • Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
<ul style="list-style-type: none"> • Site Reports 	Present Clarify Check for Understanding	Site Representatives	5 Minutes
<ul style="list-style-type: none"> • Announcements 	Present Clarify Check for Understanding	Staff	2 Minutes
<ul style="list-style-type: none"> • Meeting Evaluation 	Plus/Delta	Volunteer	1 Minute