



Policy Council Meeting Minutes
 Location: Crowne Plaza Hotel, 45 John Glenn Drive, Concord, CA



Date: 9/24/16

Time Convened: 10:55 AM

Time Terminated: 1:48 PM

Recorder: Fabiola Ribeiro

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Sheila Frazier, Secretary called the meeting to order at 10:55 a.m. and reviewed the desired outcomes and meeting rules.
Public Comment	None
Correspondence	None
Administrative Reports <ul style="list-style-type: none"> • Division Manager • Fiscal 	<p>Katharine Mason, Division Manager welcomed new Policy Council representatives and presented the following program updates:</p> <ul style="list-style-type: none"> • CSB will pilot the Make Parenting a Pleasure curriculum this November. Parenting classes will be offered in two regional locations in the County. As parents participate in the classes they will discover a broader range of positive and effective parenting strategies and coping alternatives. Site Supervisors will also utilize topics requested by families from the Make Parenting a Pleasure curriculum that align with their Center’s top ten parent interest survey results to train families at a minimum of three site based parent meetings. • The Family Financial Fitness curriculum will also be introduced to CSB families this program year. CSB partnered with a local program that has the necessary funding for implementation. This curriculum will provide CSB parents information on credit scores, bank accounts along with being provided incentives and resourceful tools. <p>Katharine also discussed the importance of communication. She explained how our Policy Council Representatives serve as an important link between the Centers and the Council. Completing Site Reports in partnership with Site Supervisors and sharing the information with other representatives at our meetings is a very effective way to communicate with others. Through site reports learn about special events and happenings at other centers. Katharine encouraged the group to visit CSB’s Facebook page and like us – the page contains a lot of valuable information including information on current community events of interest to families and children.</p> <p>Katharine presented CSB enrollment and attendance statistics for the month of August:</p> <ul style="list-style-type: none"> • Enrollment for the month was at 102.74% for Head Start; 100.32% for Early Head Start; and 94.44% for the Early Head Start Child Care Program Partnership. • Attendance for the month was at 84.4% for Head Start and for Early Head Start and Early Head Start Child Care

TOPIC	RECOMMENDATION / SUMMARY
	<p>Program Partnership combined is 85.00%.</p> <p>Katharine explained that both enrollment and attendance reports will be provided at every meeting and that our program is required to be 100.00% enrolled no later than thirty (30) days after all program options are in session. With regard to attendance, our program is required by the Office of Head Start (OHS) to have at least 85% attendance across all program models.</p> <p>CSB is happy to announce that 99% of our enrolled children have health insurance and approximately 70% are up to date on all their preventive care including physicals and dental appointments. Katharine informed that all children are required to be vaccinated for enrollment.</p> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2016 Head Start Program: July 2016 year to date cash expenditures were \$7,036,974 YTD, which represents 45% of the program budget. ○ 2016 Early Head Start Program: July 2016 year to date cash expenditures were \$2,004,124 YTD, which represents 58% of the program budget. ○ 2016 Early Head Start – CC Partnership: July 2016 year to date cash expenditures were \$59,674 YTD, which represents 6% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of July 2016 were \$17,903.98 ○ Child and Adult Care Food Program: July 2016 total number of meals served including breakfast, lunch and supplements were 27,013.
<p>Report: Subcommittee Updates</p>	<p><u>Program Services:</u> Veronica Covarrubias, Chair, shared the Continuation grant narrative, Goals and Objectives. She also informed that the subcommittee reviewed the Training & Technical Assistance Plan at their September 13, 2016 meeting. Veronica gave positive feedback relating to the goals and objectives especially the one related to Make Parenting a Pleasure Curriculum as she believes CSB parents will be very interested in the attending the training to gain positive parenting skills.</p>
<p>Action: Ratify Executive Committee’s approval of new hires</p>	<p>Janissa Rowley, Assistant Director, presented the recommended new hires and asked the Policy Council to ratify the decision of the Executive Committee to hire:</p> <p>Master Teacher:</p> <ul style="list-style-type: none"> ➤ Lizette Chavez – George Miller III Child Care Center <p>Teacher:</p> <ul style="list-style-type: none"> ➤ Ana Ortega – Balboa Child Care Center <p>Associate Teacher:</p>

TOPIC	RECOMMENDATION / SUMMARY																																																																									
	<ul style="list-style-type: none"> ➤ Jannika Wagner – George Miller III Child Care Center ➤ Jobelle Escano Castro – George Miller III Child Care Center <p>Administrative Services Assistant III:</p> <ul style="list-style-type: none"> ➤ Nasim Eghlima – Civic Ct. <p>Teacher, Infant/Toddler Teacher:</p> <ul style="list-style-type: none"> ➤ Turpekai Mangal – Las Deltas Child Care Center <p>Teacher, Infant/Toddler Associate Teacher:</p> <ul style="list-style-type: none"> ➤ Robina Hayat – Contra Costa Child Care Center <p>Comprehensive Services Assistant Manager:</p> <ul style="list-style-type: none"> ➤ Theodore Trinh – Civic Ct. ➤ Diana Kim – Civic Ct. <p>A motion to approve the recommended new hires was made by Roxanne Ross Flowers and seconded by Guadalupe Amigon De La Cruz. The motion was approved.</p> <table border="1" data-bbox="499 784 1787 1352"> <thead> <tr> <th colspan="2" data-bbox="499 784 982 829">Ayes</th> <th data-bbox="982 784 1163 829">Nays</th> <th data-bbox="1163 784 1367 829">Abstentions</th> <th data-bbox="1367 784 1787 829">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 829 758 875">Berenice Romero</td> <td data-bbox="758 829 982 875">Sophia Monticello</td> <td data-bbox="982 829 1163 875"></td> <td data-bbox="1163 829 1367 875"></td> <td data-bbox="1367 829 1787 875">Amber Beshears</td> </tr> <tr> <td data-bbox="499 875 758 920">Diana Bierer</td> <td data-bbox="758 875 982 920">Suraj Shah</td> <td data-bbox="982 875 1163 920"></td> <td data-bbox="1163 875 1367 920"></td> <td data-bbox="1367 875 1787 920">Karla Banks</td> </tr> <tr> <td data-bbox="499 920 758 966">Dawn Dailey</td> <td data-bbox="758 920 982 966">Veronica Gutierrez</td> <td data-bbox="982 920 1163 966"></td> <td data-bbox="1163 920 1367 966"></td> <td data-bbox="1367 920 1787 966">Angelica Avelar</td> </tr> <tr> <td data-bbox="499 966 758 1011">Devlyn Sewell</td> <td data-bbox="758 966 982 1011"></td> <td data-bbox="982 966 1163 1011"></td> <td data-bbox="1163 966 1367 1011"></td> <td data-bbox="1367 966 1787 1011">Maria G. Rodriguez</td> </tr> <tr> <td data-bbox="499 1011 758 1057">Delphine Smith</td> <td data-bbox="758 1011 982 1057"></td> <td data-bbox="982 1011 1163 1057"></td> <td data-bbox="1163 1011 1367 1057"></td> <td data-bbox="1367 1011 1787 1057">Claudia Abarca</td> </tr> <tr> <td data-bbox="499 1057 758 1102">Dikla V. Gutierrez</td> <td data-bbox="758 1057 982 1102"></td> <td data-bbox="982 1057 1163 1102"></td> <td data-bbox="1163 1057 1367 1102"></td> <td data-bbox="1367 1057 1787 1102">Teri Pedersen</td> </tr> <tr> <td data-bbox="499 1102 758 1148">Emma Duran</td> <td data-bbox="758 1102 982 1148"></td> <td data-bbox="982 1102 1163 1148"></td> <td data-bbox="1163 1102 1367 1148"></td> <td data-bbox="1367 1102 1787 1148">Katie Melara</td> </tr> <tr> <td data-bbox="499 1148 758 1193">Gerardo Aguiniga</td> <td data-bbox="758 1148 982 1193"></td> <td data-bbox="982 1148 1163 1193"></td> <td data-bbox="1163 1148 1367 1193"></td> <td data-bbox="1367 1148 1787 1193"></td> </tr> <tr> <td data-bbox="499 1193 758 1239">Guadalupe Amigon</td> <td data-bbox="758 1193 982 1239"></td> <td data-bbox="982 1193 1163 1239"></td> <td data-bbox="1163 1193 1367 1239"></td> <td data-bbox="1367 1193 1787 1239"></td> </tr> <tr> <td data-bbox="499 1239 758 1284">Jorge Gonzalez</td> <td data-bbox="758 1239 982 1284"></td> <td data-bbox="982 1239 1163 1284"></td> <td data-bbox="1163 1239 1367 1284"></td> <td data-bbox="1367 1239 1787 1284"></td> </tr> <tr> <td data-bbox="499 1284 758 1330">Lucia Roan</td> <td data-bbox="758 1284 982 1330"></td> <td data-bbox="982 1284 1163 1330"></td> <td data-bbox="1163 1284 1367 1330"></td> <td data-bbox="1367 1284 1787 1330"></td> </tr> <tr> <td data-bbox="499 1330 758 1375">Roxanne Ross Flowers</td> <td data-bbox="758 1330 982 1375"></td> <td data-bbox="982 1330 1163 1375"></td> <td data-bbox="1163 1330 1367 1375"></td> <td data-bbox="1367 1330 1787 1375"></td> </tr> <tr> <td data-bbox="499 1375 758 1421">Sheila Frazier</td> <td data-bbox="758 1375 982 1421"></td> <td data-bbox="982 1375 1163 1421"></td> <td data-bbox="1163 1375 1367 1421"></td> <td data-bbox="1367 1375 1787 1421"></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Berenice Romero	Sophia Monticello			Amber Beshears	Diana Bierer	Suraj Shah			Karla Banks	Dawn Dailey	Veronica Gutierrez			Angelica Avelar	Devlyn Sewell				Maria G. Rodriguez	Delphine Smith				Claudia Abarca	Dikla V. Gutierrez				Teri Pedersen	Emma Duran				Katie Melara	Gerardo Aguiniga					Guadalupe Amigon					Jorge Gonzalez					Lucia Roan					Roxanne Ross Flowers					Sheila Frazier				
Ayes		Nays	Abstentions	Not Present																																																																						
Berenice Romero	Sophia Monticello			Amber Beshears																																																																						
Diana Bierer	Suraj Shah			Karla Banks																																																																						
Dawn Dailey	Veronica Gutierrez			Angelica Avelar																																																																						
Devlyn Sewell				Maria G. Rodriguez																																																																						
Delphine Smith				Claudia Abarca																																																																						
Dikla V. Gutierrez				Teri Pedersen																																																																						
Emma Duran				Katie Melara																																																																						
Gerardo Aguiniga																																																																										
Guadalupe Amigon																																																																										
Jorge Gonzalez																																																																										
Lucia Roan																																																																										
Roxanne Ross Flowers																																																																										
Sheila Frazier																																																																										
<p>Action: Approval of 2017 HS/EHS Continuation Grant</p>	<p>Ericka Ramirez, Administrative Services Assistant III, provided an overview of the 2017 Goals and Objectives. The 2017 goals and objectives are the same for both Head Start and Early Head Start. The goals and objectives were developed based on the results of our Community Assessment and are reflective the needs, trends, issues, and priorities that were identified in</p>																																																																									

TOPIC	RECOMMENDATION / SUMMARY
Application: Including Budgets, T&TA Plan and Goals & Objectives	the Assessment.
	Goal 1: Poor health and nutrition are significantly correlated to children and families living in poverty. CSB will address the need to improve indicators of nutritional health through increased education and physical activity.
	Objective 1: By July 2017, CSB will further engage in obesity prevention education focusing on physical activity and healthy eating habits.
	Goal 2: Comprehensive Services staff is required to maintain up to date accurate data in order to provide quality comprehensive services to children and families, and to maintain agency compliance. CSB will provide ongoing training opportunities to assist staff in enhancing their record keeping skills.
	Objective 1: By January 2017, CSB will develop a “Comprehensive Services Desktop Guide” for staff in order to standardize the program’s record keeping practices.
	Objective 2: By June 2017, CSB’s Comprehensive Service Staff will complete training in record keeping practices in order to maintain compliant, accurate records for children and families in our program.
	Goal 3: Exposure to violence has a lasting impact on children’s development including their emotional, mental and physical health. CSB will promote positive and enduring adult-child relationships that increase a child’s level of secure attachments by providing services to promote the safety and well-being of children and families.
	Objective 1: By December 31. 2017, CSB will evaluate its first year of implementation of the in-reach program at the Contra Costa County Detention Facilities and Ujima Family Recovery Center in partnership with Contra Costa County Probation and the County Office of Education.
	Objective 2: By July 2017, CSB will enhance its violence prevention and safety program for children, families, and staff.
	Goal 4: CSB will support parents in their ability to maintain family well-being and promote positive parent-child relationships. Families will become more competent and experience increased joy as they gain confidence in their parenting.
Objective 1: By June 2017, CSB will pilot Make Parenting a Pleasure curriculum through regularly scheduled parenting classes in two regional locations.	
Objective 2: By June 2017, Site Supervisors will utilize Make Parenting a Pleasure curriculum as a resource to train families during a minimum of three site based parent meetings to align with the center’s top ten parent interest survey results.	
Goal 5: CSB will achieve and maintain an expanded and stable funding base of diverse sources.	
Objective 1: By June 2017 CSB will increase corporate giving and in-kind collectively by 200% of 2012-2013 level.	
Objective 2: By June 2017, CSB will refine the grant seeking system to enhance grant research and streamline grant development process.	
Objective 3: By June 2017 CSB will intensify monitoring of expenses by all managers to raise awareness and stay within budgeted allocations.	
Haydee Ilan, Accountant III, presented the details of the Head Start and Early Head Start proposed budgets for 2017	

TOPIC	RECOMMENDATION / SUMMARY																																																																																									
	<p>included in the 2017 Head Start and Early Head Start Program Continuation Grant Funding Application. A motion to approve 2017 HS/EHS Continuation Grant Application including budgets, T&TA Plan, and Goals and Objectives was made by Delphine Smith and seconded by Gerardo Aguiniga. The motion was approved.</p> <table border="1" data-bbox="499 256 1785 824"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Berenice Romero</td> <td>Sophia Monticello</td> <td></td> <td></td> <td>Berenice Romero</td> <td>Sophia Monticello</td> </tr> <tr> <td>Diana Bierer</td> <td>Suraj Shah</td> <td></td> <td></td> <td>Diana Bierer</td> <td>Suraj Shah</td> </tr> <tr> <td>Dawn Dailey</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Dawn Dailey</td> <td>Veronica Gutierrez</td> </tr> <tr> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> <td>Devlyn Sewell</td> <td></td> </tr> <tr> <td>Delphine Smith</td> <td></td> <td></td> <td></td> <td>Delphine Smith</td> <td></td> </tr> <tr> <td>Dikla V. Gutierrez</td> <td></td> <td></td> <td></td> <td>Dikla V. Gutierrez</td> <td></td> </tr> <tr> <td>Emma Duran</td> <td></td> <td></td> <td></td> <td>Emma Duran</td> <td></td> </tr> <tr> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td></td> <td>Gerardo Aguiniga</td> <td></td> </tr> <tr> <td>Guadalupe Amigon</td> <td></td> <td></td> <td></td> <td>Guadalupe Amigon</td> <td></td> </tr> <tr> <td>Jorge Gonzalez</td> <td></td> <td></td> <td></td> <td>Jorge Gonzalez</td> <td></td> </tr> <tr> <td>Lucia Roan</td> <td></td> <td></td> <td></td> <td>Lucia Roan</td> <td></td> </tr> <tr> <td>Roxanne Ross Flowers</td> <td></td> <td></td> <td></td> <td>Roxanne Ross Flowers</td> <td></td> </tr> <tr> <td>Sheila Frazier</td> <td></td> <td></td> <td></td> <td>Sheila Frazier</td> <td></td> </tr> </tbody> </table>						Ayes		Nays	Abstentions	Not Present		Berenice Romero	Sophia Monticello			Berenice Romero	Sophia Monticello	Diana Bierer	Suraj Shah			Diana Bierer	Suraj Shah	Dawn Dailey	Veronica Gutierrez			Dawn Dailey	Veronica Gutierrez	Devlyn Sewell				Devlyn Sewell		Delphine Smith				Delphine Smith		Dikla V. Gutierrez				Dikla V. Gutierrez		Emma Duran				Emma Duran		Gerardo Aguiniga				Gerardo Aguiniga		Guadalupe Amigon				Guadalupe Amigon		Jorge Gonzalez				Jorge Gonzalez		Lucia Roan				Lucia Roan		Roxanne Ross Flowers				Roxanne Ross Flowers		Sheila Frazier				Sheila Frazier	
Ayes		Nays	Abstentions	Not Present																																																																																						
Berenice Romero	Sophia Monticello			Berenice Romero	Sophia Monticello																																																																																					
Diana Bierer	Suraj Shah			Diana Bierer	Suraj Shah																																																																																					
Dawn Dailey	Veronica Gutierrez			Dawn Dailey	Veronica Gutierrez																																																																																					
Devlyn Sewell				Devlyn Sewell																																																																																						
Delphine Smith				Delphine Smith																																																																																						
Dikla V. Gutierrez				Dikla V. Gutierrez																																																																																						
Emma Duran				Emma Duran																																																																																						
Gerardo Aguiniga				Gerardo Aguiniga																																																																																						
Guadalupe Amigon				Guadalupe Amigon																																																																																						
Jorge Gonzalez				Jorge Gonzalez																																																																																						
Lucia Roan				Lucia Roan																																																																																						
Roxanne Ross Flowers				Roxanne Ross Flowers																																																																																						
Sheila Frazier				Sheila Frazier																																																																																						
<p>Action: Consider Approval of the August 17, 2016 Policy Council Minutes</p>	<p>The minutes of the August 17, 2016 Policy Council meeting were reviewed and no corrections were noted. A motion to approve the minutes from the August 17, 2016 Policy Council meetings was made by Veronica Gutierrez and seconded by Suraj Shah. The motion was approved.</p> <table border="1" data-bbox="499 961 1785 1481"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Berenice Romero</td> <td>Sophia Monticello</td> <td></td> <td></td> <td>Berenice Romero</td> <td>Janelle Lafrades</td> </tr> <tr> <td>Diana Bierer</td> <td>Suraj Shah</td> <td></td> <td></td> <td>Diana Bierer</td> <td></td> </tr> <tr> <td>Dawn Dailey</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Dawn Dailey</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> <td>Devlyn Sewell</td> <td></td> </tr> <tr> <td>Delphine Smith</td> <td></td> <td></td> <td></td> <td>Delphine Smith</td> <td></td> </tr> <tr> <td>Dikla V. Gutierrez</td> <td></td> <td></td> <td></td> <td>Dikla V. Gutierrez</td> <td></td> </tr> <tr> <td>Emma Duran</td> <td></td> <td></td> <td></td> <td>Emma Duran</td> <td></td> </tr> <tr> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td></td> <td>Gerardo Aguiniga</td> <td></td> </tr> <tr> <td>Guadalupe Amigon</td> <td></td> <td></td> <td></td> <td>Guadalupe Amigon</td> <td></td> </tr> <tr> <td>Jorge Gonzalez</td> <td></td> <td></td> <td></td> <td>Jorge Gonzalez</td> <td></td> </tr> <tr> <td>Lucia Roan</td> <td></td> <td></td> <td></td> <td>Lucia Roan</td> <td></td> </tr> <tr> <td>Roxanne Ross Flowers</td> <td></td> <td></td> <td></td> <td>Roxanne Ross Flowers</td> <td></td> </tr> </tbody> </table>						Ayes		Nays	Abstentions	Not Present		Berenice Romero	Sophia Monticello			Berenice Romero	Janelle Lafrades	Diana Bierer	Suraj Shah			Diana Bierer		Dawn Dailey	Veronica Gutierrez			Dawn Dailey		Devlyn Sewell				Devlyn Sewell		Delphine Smith				Delphine Smith		Dikla V. Gutierrez				Dikla V. Gutierrez		Emma Duran				Emma Duran		Gerardo Aguiniga				Gerardo Aguiniga		Guadalupe Amigon				Guadalupe Amigon		Jorge Gonzalez				Jorge Gonzalez		Lucia Roan				Lucia Roan		Roxanne Ross Flowers				Roxanne Ross Flowers							
Ayes		Nays	Abstentions	Not Present																																																																																						
Berenice Romero	Sophia Monticello			Berenice Romero	Janelle Lafrades																																																																																					
Diana Bierer	Suraj Shah			Diana Bierer																																																																																						
Dawn Dailey	Veronica Gutierrez			Dawn Dailey																																																																																						
Devlyn Sewell				Devlyn Sewell																																																																																						
Delphine Smith				Delphine Smith																																																																																						
Dikla V. Gutierrez				Dikla V. Gutierrez																																																																																						
Emma Duran				Emma Duran																																																																																						
Gerardo Aguiniga				Gerardo Aguiniga																																																																																						
Guadalupe Amigon				Guadalupe Amigon																																																																																						
Jorge Gonzalez				Jorge Gonzalez																																																																																						
Lucia Roan				Lucia Roan																																																																																						
Roxanne Ross Flowers				Roxanne Ross Flowers																																																																																						

TOPIC	RECOMMENDATION / SUMMARY			
	Sheila Frazier			Sheila Frazier
<p>Report: Final update of the School Readiness Goals</p>	<p>Janissa Rowley, Assistant Director, presented the following Pre-school School Readiness Goals:</p> <ul style="list-style-type: none"> • Approaches to Learning-self-regulation: this domain includes child behaviors such as self-control, engagement and persistence, and shared use of space. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all preschool children will have reached the developmental level of Building or above by the third assessment on the DRDP 2015. ○ Year-End Outcome: At year-end, 91% of children are in the Building level or above. In addition, 25% of these children are at the Integrating level. • Social Emotional Development: this domain includes child behaviors such as identity of self, social and emotional understanding and relationships with peers and adults. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all preschool children will have reached the developmental level of Building or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year-end, 94% of children are in the Building level or above. In addition, 29% of these children are at the Integrating level. • Language and Literacy Development: this domain includes child abilities such as interest in literacy, concepts about print, letter and word knowledge and emergent writing. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all preschool children will have reached the developmental level of Building or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year-end, 94% of children are in the Building level or above. In addition, 24% of these children are at the Integrating level. • Cognitive Development: this domain includes math and science skills such as measurement, patterning, cause and effect, and classification. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all preschool children will have reached the developmental level of Building or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year-end, 92% of children are in the Building level or above. In addition, 25% of these children are at the Integrating level. • Physical Development and Health: this domain includes such child behaviors such as gross and fine motor skills, safety, active physical play and nutrition. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all preschool children will have reached the developmental level of Building or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year-end, 97% of children are in the Building level or above. In addition, 25% of these children are at the Integrating level. <p>Janissa also presented the following Infant/Toddler School Readiness Goals:</p> <ul style="list-style-type: none"> • Approaches to Learning-self-regulation: this domain includes such child behaviors such as attention maintenance, self- 			

TOPIC	RECOMMENDATION / SUMMARY
	<p>comforting, imitation, and curiosity and initiative.</p> <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all infants and toddlers will have reached the developmental level of Exploring or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year -end, 89% of infants and toddlers are in the Exploring level or above. In addition, 9% of these children are at the Building level. <ul style="list-style-type: none"> ● Social Emotional Development: this domain includes child behaviors such as identity of self, social and emotional understanding and symbolic and socio-dramatic play and relationships with peers and adults. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all infants and toddlers will have reached the developmental level of Exploring or above by the third assessment on DRDP 2015. ○ At year-end, 89% of infants and toddlers are in the Exploring level or above. In addition, 10% of these children are at the Building level. ● Language and Literacy Development: this domain includes such child abilities such as understanding of receptive language, responsiveness to language, reciprocal communication, and interest in literacy. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all infants and toddlers will have reached the developmental level of Exploring or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year-end, 90% of infants and toddlers are in the Exploring level or above. In addition, 14% of these children are at the Building level. ● Cognitive Development: this domain includes math skills such as spatial relationships, number sense of quantity, cause and effect, and classification. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all infants and toddlers will have reached the developmental level of Exploring or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year-end, 89% of infants and toddlers are in the Exploring level or above. In addition, 7% of these children are at the Building level. ● Physical Development and Health: this domain includes such child behaviors such as gross and fine motor skills, safety, personal care routines, and perceptual motor skills. <ul style="list-style-type: none"> ○ Year-End Goal: 80% of all infants and toddlers will have reached the developmental level of Exploring or above by the third assessment on DRDP 2015. ○ Year-End Outcome: At year-end, 95% of infants and toddlers are in the Exploring level or above. In addition, 12% of these children are at the Building level.
<p>Report: Community Assessment Executive Summary Report</p>	<p>Sarah Reich, Comprehensive Services/ERSEA Manager, presented an overview of the Community Assessment Executive Summary Report to include the following:</p> <ul style="list-style-type: none"> ● Demographics: Contra Costa County's 2016 Population: <ul style="list-style-type: none"> ○ Increased by 13% since 2007 ○ Births have fallen by 9% in the last 12 years ○ Highest growth rate was seen in Brentwood, San Ramon and Oakley ○ The largest shifts in population were amongst: Latino, Asian and Caucasian residents ○ The largest population of children under 5 live in Pittsburg, Antioch and San Pablo

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ○ 27% fewer 0-5 year olds are living in poverty ● Economy: <ul style="list-style-type: none"> ○ Unemployment Rates in 2016: <ul style="list-style-type: none"> ▪ Contra Costa County – 4.3% ▪ California – 5.8% ▪ Contra Costa County: <ul style="list-style-type: none"> ● Employment increased by 4% since 2010 ● Workforce increased by 8% since 2010 ● The highest Poverty rates were seen in the following school districts: Knightsen, Pittsburg, Antioch, and West Contra Costa ● Free or Reduced Priced Meals (FRPM) rates increased by 10% since 2004 ● Housing: <ul style="list-style-type: none"> ○ Only 34% of homes are affordable to a median income family ○ 1,730 people are homeless (includes 190 children) ○ 1,770 people are at risk of becoming homeless ○ Central and West County has seen large declines in homelessness since 2011 ○ East County’s homelessness has increased by 33% since 2011 ● Health: Contra Costa County (2014/15 data): <ul style="list-style-type: none"> ○ Nearly 700 children (ages 0-5) remain uninsured ○ Job based coverage increased by 8% since 2012 ○ 6% of children (ages 2-11) have never seen a dentist ○ Special Education classes have increased by 16% since 2011 ○ Asthma diagnoses among children and residents of all ages continue to decline ● Safety: <ul style="list-style-type: none"> ○ 219 children (ages 0-5) entered foster care ○ Adult felony arrests are up 6% since 2013 ○ Juvenile misdemeanor and felony arrest continue to fall ● Education: <ul style="list-style-type: none"> ○ Public School enrollment has increased 6% since 2007 ○ In 2015, 2,744 four year olds were enrolled in Transitional Kindergarten (TK): <ul style="list-style-type: none"> ▪ 29% English Learners ▪ 40% Socioeconomically Disadvantaged students ○ Funding for school-based preschool has increased from \$15,299,343 in 2013/14 to \$19.572,390 in 2015/16 ○ The County’s rate of English learners grew 3% since 2004 ○ <i>What does this mean for Head Start?</i> <ul style="list-style-type: none"> ▪ With more additional child care options, the ability for Head Start programs to attract and serve 4 year olds have declined

TOPIC	RECOMMENDATION / SUMMARY																																																																											
	<ul style="list-style-type: none"> ▪ In 2014, the county has 1,288 fewer children ages 0-4 compared to 2012 ▪ Critically, 90% of eligible 3-4 year olds are not enrolled in childcare 																																																																											
Review PC Officer Positions, Roles and Responsibilities	Veronica Covarrubias, Chair, provided an overview of the Roles and Responsibilities for Chair and Vice Chair. Sheila Frazier, Secretary, provided an overview of the Roles and Responsibilities for Secretary and Parliamentarian. Both Veronica and Sheila also shared about their own experience as 2015-16 Chair and Secretary respectively.																																																																											
Review of updates for PC Bylaws and Policy Council Handbook	<p>Rita Loza, Comprehensive Services Manager for Parent, Family, and Community Engagement provided an overview of the Policy Council Bylaws. The Policy Council serves as a governing body using a shared decision making process with the County Board of Supervisors in all matters relating to the planning and coordination of the Head Start and Early Head Start programs operated by the Community Services Bureau. The Policy Council serves as a link among public and private organizations; the Grantee and Delegate Agencies; the communities served; and the parents of enrolled children.</p> <p>Rita provided the following PC bylaws updates/changes:</p> <ul style="list-style-type: none"> • Section III - Executive Committee: Executive members may teleconference for the Executive meeting. • Section III - Executive Committee –Election of Officers: No more than three past parents may serve on the Executive Committee. <p>Rita shared that the Policy Council Handbook containing membership and procedural information was updated and included in the folder everyone received at registration. Rita reviewed the following items: Selection of Members; Code of Conduct; PC Rep Cycle of Responsibility; Executive Committee; Subcommittees; Record Keeping; Attendance; Conferences; Travel Procedures/Travel Process; and Reimbursements.</p>																																																																											
<p>Action: Consider approval of the 2016-2017 Policy Council Bylaws</p>	<p>A motion to approve 2016-2017 Policy Council Bylaws was made by Roxanne Ross Flowers and seconded by Vanessa Gutierrez. The motion was approved.</p> <table border="1" data-bbox="499 987 1787 1466"> <thead> <tr> <th colspan="2" data-bbox="499 987 982 1027">Ayes</th> <th data-bbox="982 987 1161 1027">Nays</th> <th data-bbox="1161 987 1367 1027">Abstentions</th> <th colspan="2" data-bbox="1367 987 1787 1027">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 1032 772 1073">Berenice Romero</td> <td data-bbox="772 1032 982 1073">Sophia Monticello</td> <td data-bbox="982 1032 1161 1073"></td> <td data-bbox="1161 1032 1367 1073"></td> <td data-bbox="1367 1032 1556 1073">Berenice Romero</td> <td data-bbox="1556 1032 1787 1073">Janelle Lafrades</td> </tr> <tr> <td data-bbox="499 1078 772 1118">Diana Bierer</td> <td data-bbox="772 1078 982 1118">Suraj Shah</td> <td data-bbox="982 1078 1161 1118"></td> <td data-bbox="1161 1078 1367 1118"></td> <td data-bbox="1367 1078 1556 1118">Diana Bierer</td> <td data-bbox="1556 1078 1787 1118"></td> </tr> <tr> <td data-bbox="499 1123 772 1164">Dawn Dailey</td> <td data-bbox="772 1123 982 1164">Veronica Gutierrez</td> <td data-bbox="982 1123 1161 1164"></td> <td data-bbox="1161 1123 1367 1164"></td> <td data-bbox="1367 1123 1556 1164">Dawn Dailey</td> <td data-bbox="1556 1123 1787 1164"></td> </tr> <tr> <td data-bbox="499 1169 772 1209">Devlyn Sewell</td> <td data-bbox="772 1169 982 1209"></td> <td data-bbox="982 1169 1161 1209"></td> <td data-bbox="1161 1169 1367 1209"></td> <td data-bbox="1367 1169 1556 1209">Devlyn Sewell</td> <td data-bbox="1556 1169 1787 1209"></td> </tr> <tr> <td data-bbox="499 1214 772 1255">Delphine Smith</td> <td data-bbox="772 1214 982 1255"></td> <td data-bbox="982 1214 1161 1255"></td> <td data-bbox="1161 1214 1367 1255"></td> <td data-bbox="1367 1214 1556 1255">Delphine Smith</td> <td data-bbox="1556 1214 1787 1255"></td> </tr> <tr> <td data-bbox="499 1260 772 1300">Dikla V. Gutierrez</td> <td data-bbox="772 1260 982 1300"></td> <td data-bbox="982 1260 1161 1300"></td> <td data-bbox="1161 1260 1367 1300"></td> <td data-bbox="1367 1260 1556 1300">Dikla V. Gutierrez</td> <td data-bbox="1556 1260 1787 1300"></td> </tr> <tr> <td data-bbox="499 1305 772 1346">Emma Duran</td> <td data-bbox="772 1305 982 1346"></td> <td data-bbox="982 1305 1161 1346"></td> <td data-bbox="1161 1305 1367 1346"></td> <td data-bbox="1367 1305 1556 1346">Emma Duran</td> <td data-bbox="1556 1305 1787 1346"></td> </tr> <tr> <td data-bbox="499 1351 772 1391">Gerardo Aguiniga</td> <td data-bbox="772 1351 982 1391"></td> <td data-bbox="982 1351 1161 1391"></td> <td data-bbox="1161 1351 1367 1391"></td> <td data-bbox="1367 1351 1556 1391">Gerardo Aguiniga</td> <td data-bbox="1556 1351 1787 1391"></td> </tr> <tr> <td data-bbox="499 1396 772 1437">Guadalupe Amigon</td> <td data-bbox="772 1396 982 1437"></td> <td data-bbox="982 1396 1161 1437"></td> <td data-bbox="1161 1396 1367 1437"></td> <td data-bbox="1367 1396 1556 1437">Guadalupe Amigon</td> <td data-bbox="1556 1396 1787 1437"></td> </tr> <tr> <td data-bbox="499 1442 772 1482">Jorge Gonzalez</td> <td data-bbox="772 1442 982 1482"></td> <td data-bbox="982 1442 1161 1482"></td> <td data-bbox="1161 1442 1367 1482"></td> <td data-bbox="1367 1442 1556 1482">Jorge Gonzalez</td> <td data-bbox="1556 1442 1787 1482"></td> </tr> <tr> <td data-bbox="499 1487 772 1528">Lucia Roan</td> <td data-bbox="772 1487 982 1528"></td> <td data-bbox="982 1487 1161 1528"></td> <td data-bbox="1161 1487 1367 1528"></td> <td data-bbox="1367 1487 1556 1528">Lucia Roan</td> <td data-bbox="1556 1487 1787 1528"></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Berenice Romero	Sophia Monticello			Berenice Romero	Janelle Lafrades	Diana Bierer	Suraj Shah			Diana Bierer		Dawn Dailey	Veronica Gutierrez			Dawn Dailey		Devlyn Sewell				Devlyn Sewell		Delphine Smith				Delphine Smith		Dikla V. Gutierrez				Dikla V. Gutierrez		Emma Duran				Emma Duran		Gerardo Aguiniga				Gerardo Aguiniga		Guadalupe Amigon				Guadalupe Amigon		Jorge Gonzalez				Jorge Gonzalez		Lucia Roan				Lucia Roan	
Ayes		Nays	Abstentions	Not Present																																																																								
Berenice Romero	Sophia Monticello			Berenice Romero	Janelle Lafrades																																																																							
Diana Bierer	Suraj Shah			Diana Bierer																																																																								
Dawn Dailey	Veronica Gutierrez			Dawn Dailey																																																																								
Devlyn Sewell				Devlyn Sewell																																																																								
Delphine Smith				Delphine Smith																																																																								
Dikla V. Gutierrez				Dikla V. Gutierrez																																																																								
Emma Duran				Emma Duran																																																																								
Gerardo Aguiniga				Gerardo Aguiniga																																																																								
Guadalupe Amigon				Guadalupe Amigon																																																																								
Jorge Gonzalez				Jorge Gonzalez																																																																								
Lucia Roan				Lucia Roan																																																																								

TOPIC	RECOMMENDATION / SUMMARY																																																																																								
	Roxanne Ross Flowers Sheila Frazier			Roxanne Ross Flowers Sheila Frazier																																																																																					
<p>Report: Review and consider approval of Community and Past Parent Representatives</p>	<p>Sheila Frazier, Secretary read the interest letters submitted by Dawn Dailey from Nurse Family Partnership, Devlyn Sewell from EOC, and Katie Melara from Contra Costa Child Care Council to join the Policy Council.</p> <p>A motion to approve the Community and Past Parent Representatives was made by Veronica Gutierrez and seconded by Jorge H. Gonzalez. The motion was approved.</p>																																																																																								
<table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Berenice Romero</td> <td>Sophia Monticello</td> <td></td> <td></td> <td>Berenice Romero</td> <td>Janelle Lafrades</td> </tr> <tr> <td>Diana Bierer</td> <td>Suraj Shah</td> <td></td> <td></td> <td>Diana Bierer</td> <td></td> </tr> <tr> <td>Dawn Dailey</td> <td>Veronica Gutierrez</td> <td></td> <td></td> <td>Dawn Dailey</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> <td>Devlyn Sewell</td> <td></td> </tr> <tr> <td>Delphine Smith</td> <td></td> <td></td> <td></td> <td>Delphine Smith</td> <td></td> </tr> <tr> <td>Dikla V. Gutierrez</td> <td></td> <td></td> <td></td> <td>Dikla V. Gutierrez</td> <td></td> </tr> <tr> <td>Emma Duran</td> <td></td> <td></td> <td></td> <td>Emma Duran</td> <td></td> </tr> <tr> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td></td> <td>Gerardo Aguiniga</td> <td></td> </tr> <tr> <td>Guadalupe Amigon</td> <td></td> <td></td> <td></td> <td>Guadalupe Amigon</td> <td></td> </tr> <tr> <td>Jorge Gonzalez</td> <td></td> <td></td> <td></td> <td>Jorge Gonzalez</td> <td></td> </tr> <tr> <td>Lucia Roan</td> <td></td> <td></td> <td></td> <td>Lucia Roan</td> <td></td> </tr> <tr> <td>Roxanne Ross Flowers</td> <td></td> <td></td> <td></td> <td>Roxanne Ross Flowers</td> <td></td> </tr> <tr> <td>Sheila Frazier</td> <td></td> <td></td> <td></td> <td>Sheila Frazier</td> <td></td> </tr> </tbody> </table>		Ayes		Nays	Abstentions	Not Present		Berenice Romero	Sophia Monticello			Berenice Romero	Janelle Lafrades	Diana Bierer	Suraj Shah			Diana Bierer		Dawn Dailey	Veronica Gutierrez			Dawn Dailey		Devlyn Sewell				Devlyn Sewell		Delphine Smith				Delphine Smith		Dikla V. Gutierrez				Dikla V. Gutierrez		Emma Duran				Emma Duran		Gerardo Aguiniga				Gerardo Aguiniga		Guadalupe Amigon				Guadalupe Amigon		Jorge Gonzalez				Jorge Gonzalez		Lucia Roan				Lucia Roan		Roxanne Ross Flowers				Roxanne Ross Flowers		Sheila Frazier				Sheila Frazier					
Ayes		Nays	Abstentions	Not Present																																																																																					
Berenice Romero	Sophia Monticello			Berenice Romero	Janelle Lafrades																																																																																				
Diana Bierer	Suraj Shah			Diana Bierer																																																																																					
Dawn Dailey	Veronica Gutierrez			Dawn Dailey																																																																																					
Devlyn Sewell				Devlyn Sewell																																																																																					
Delphine Smith				Delphine Smith																																																																																					
Dikla V. Gutierrez				Dikla V. Gutierrez																																																																																					
Emma Duran				Emma Duran																																																																																					
Gerardo Aguiniga				Gerardo Aguiniga																																																																																					
Guadalupe Amigon				Guadalupe Amigon																																																																																					
Jorge Gonzalez				Jorge Gonzalez																																																																																					
Lucia Roan				Lucia Roan																																																																																					
Roxanne Ross Flowers				Roxanne Ross Flowers																																																																																					
Sheila Frazier				Sheila Frazier																																																																																					
<p>Action:</p> <ul style="list-style-type: none"> Conduct 2016-2017 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers 	<p>Katharine Mason, Division Manager, Janissa Rowley, Assistant Director, and Rita Loza, Comprehensive Services Manager for Parent, Family and Community Engagement, assisted with conducting the Executive Committee Officer Elections. Each nominee read the nomination form submitted for election of officers and all nominations were seconded before voting was held for each position. The 2016-2017 PC Executive officers are:</p> <ol style="list-style-type: none"> Chair: Sheila Frazier Vice-Chair: Veronica Gutierrez Secretary: Roxanne Ross Flowers Parliamentarian: Delphine Smith <p>A motion to approve the Elected PC Executive Committee Officers was made by Sophia Monticello and seconded by Jorge H. Gonzalez. The motion was approved.</p>																																																																																								
<table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Berenice Romero</td> <td>Sophia Monticello</td> <td></td> <td></td> <td>Berenice Romero</td> <td></td> </tr> <tr> <td>Diana Bierer</td> <td>Suraj Shah</td> <td></td> <td></td> <td>Diana Bierer</td> <td></td> </tr> </tbody> </table>		Ayes		Nays	Abstentions	Not Present		Berenice Romero	Sophia Monticello			Berenice Romero		Diana Bierer	Suraj Shah			Diana Bierer																																																																							
Ayes		Nays	Abstentions	Not Present																																																																																					
Berenice Romero	Sophia Monticello			Berenice Romero																																																																																					
Diana Bierer	Suraj Shah			Diana Bierer																																																																																					

TOPIC	RECOMMENDATION / SUMMARY				
	Dawn Dailey Devlyn Sewell Delphine Smith Dikla V. Gutierrez Emma Duran Gerardo Aguiniga Guadalupe Amigon Jorge Gonzalez Lucia Roan Roxanne Ross Flowers Sheila Frazier	Veronica Gutierrez		Dawn Dailey Devlyn Sewell Delphine Smith Dikla V. Gutierrez Emma Duran Gerardo Aguiniga Guadalupe Amigon Jorge Gonzalez Lucia Roan Roxanne Ross Flowers Sheila Frazier	
Recruitment of Policies and Procedures and Interview Panel Subcommittee members	Rita Loza, Comprehensive Services Manager for Parent, Family, and Community Engagement provided information regarding the Policies & Procedures Subcommittee and Interview Panel Subcommittee and asked for volunteers. The following volunteered: P & P Subcommittee: <ol style="list-style-type: none"> 1. Dikla V. Gutierrez 2. Roxanne Ross Flowers 3. Gerardo Aguiniga 4. Sophia Monticello 5. Veronica Gutierrez 6. Lucia Roan 7. Yesenia Alvarez 8. Paige Chatman Interview Panel Subcommittee: <ol style="list-style-type: none"> 1. Roxanne Ross Flowers 2. Sophia Monticello 3. Veronica Gutierrez 4. Jamila Hopkins 5. Paige Chatman 				
Review PC Expense Reimbursement	Rita Loza, reviewed and explained the reimbursement processes to include the form PC representatives need to complete for child care and transportation reimbursement. Rita explained that Policy Council members may be reimbursed for child care and mileage for approved Policy Council activities according to the standard approved rates. Reimbursement rates may be found on the USB drives provided to reps prior to PC meeting.				
Announcements	Rita Loza, provided the following announcements: <ul style="list-style-type: none"> • Thank you to all participants for attending the meeting. • Next PC meeting will be on Wednesday, October 19, 2016 from 6:00-8:00 p.m. at 500 Ellinwood Way Pleasant Hill. PC 				

TOPIC	RECOMMENDATION / SUMMARY	
	meeting packets will be mailed out 96 hours before the meeting.	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • All the useful information provided during the meeting was good • Looking forward to being able to share it with other parents at the center • Food 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Room was a little too cool