



Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 10/19/16

Time Convened: 6:03 AM

Time Terminated: 8:00 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> ○ Sheila Frazier, Chair, called the meeting to order at 6:03pm. ○ Veronica Gutierrez, Vice Chair, reviewed the desired outcomes and meeting rules.
Public Comment	<ul style="list-style-type: none"> ● None
Correspondence	<ul style="list-style-type: none"> ● None
Staff Recognition	<ul style="list-style-type: none"> ● None
Administrative Reports <ul style="list-style-type: none"> ● CSB Director ● Division Manager ● Fiscal 	<p>Katharine Mason, Division Manager, provided the following administrative reports:</p> <p>Program updates:</p> <ul style="list-style-type: none"> ● CSB’s Annual Joint Training with the Board of Supervisors, Policy Council, and Economic Opportunity Council will be held on November 2, 2016 at the Hilton Concord. Four of our Board of Supervisors and the County Administrator have confirmed their attendance. All Policy Council representatives are encouraged to also attend and network with other governing body members A reminder was given to RVSP to Imelda Prieto Martinez by the requested due date. ● CSB’s Facilitative Leadership training will be held on November 12, 2016 at CSB’s Administrative office, located at 1470 Civic Court Ste. 200, Concord, CA 94520. This training will provide participants with tools on how to facilitate meetings; facilitate discussion and difficult conversations; and engage in shared decision-making. <p>Program Information Report (PIR):</p> <ul style="list-style-type: none"> ● Informed presentation on (PIR) - comprehensive data relating to program services, staff, children, and families enrolled in Head Start and Early Head Start <p>Head Start Performance Standards HSPPS:</p> <ul style="list-style-type: none"> ● Head Start Program Performance Standards (HSPPS) with new provisions has been issued. Implementation is to begin November 7, 2016. A timeline and plan to train all staff prior to this date is in place. <p>Policy Council Staff Support Introductions included:</p> <ul style="list-style-type: none"> ● Janissa Rowley, Lead AD, Pam Arrington, AD, Rita Loza, Manager, Imelda Prieto-Martinez, Policy Council Clerk and Hortencia Nuñez, Translator.

TOPIC	RECOMMENDATION / SUMMARY
	<p>CSB enrollment and attendance statistics for the month of September:</p> <ul style="list-style-type: none"> • Enrollment: 100.42% for Head Start, 101.29% for Early Head Start and 100% for Early Head Start Child Care Program Partnership. • Attendance: 88.2 % for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 87.2%. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2016 Head Start Program: August 2016 year to date cash expenditures were \$7,518,409 YTD, which represents 47% of the program budget. ○ 2016 Early Head Start Program: August 2016 year to date cash expenditures were \$2,252,017 YTD, which represents 64% of the program budget. ○ 2016 Early Head Start – CC Partnership: August 2016 year to date cash expenditures were \$136,930 YTD, which represents 13% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of August 2016 were \$12,770.73. ○ Child and Adult Care Food Program: August 2016 total meal served including breakfast, lunch, and supplements were 35,161.
<p>Training: Head Start Eligibility</p>	<ul style="list-style-type: none"> • Tracy Lewis, Administrative Services Analyst, provided training on CSB Head Start Eligibility policies to include: <ul style="list-style-type: none"> ▪ Methods of collecting complete and accurate eligibility information ▪ Strategies for treating families with dignity and respect ▪ Individuals who attempt to provide or intentionally provide false information ▪ Eligibility Documentation Request and assist families with obtaining documentation to verify eligibility based on: <ul style="list-style-type: none"> ▪ <u>Child age</u> <ul style="list-style-type: none"> ▪ Early Head Start: age 0-3 and pregnant mothers ▪ Head Start: age 3-5 ▪ <u>Family income</u> <ul style="list-style-type: none"> ▪ Public assistance recipients, below federal poverty guidelines ▪ <u>Homelessness</u> ▪ <u>Foster Care</u> ▪ Eligibility Process <ul style="list-style-type: none"> ▪ One-on-one interviews with families to determine eligibility ▪ Use of consent forms to contact third parties in order to assist families with obtaining eligibility documentation ▪ Confidentiality Policies to ensure confidentiality of all sensitive information <ul style="list-style-type: none"> ▪ Child files maintained in locked cabinets with access logs used ▪ CSB’s Confidentiality Policy

TOPIC	RECOMMENDATION / SUMMARY																																																															
	<ul style="list-style-type: none"> ▪ Staff trained on HIPAA (Health Information Portability Accountability Act) requirements ▪ Code of Conduct Staff, consultants, and volunteers sign CSB’s Code of Conduct which states: <ul style="list-style-type: none"> ▪ The unique identity of each child and family will be respected and promoted. ▪ Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services. Failure to adhere to these policies may be cause for disciplinary actions up to and including termination ▪ Caregiver’s Responsibility Application for Services <ul style="list-style-type: none"> ▪ Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge Family Handbook <ul style="list-style-type: none"> ▪ Slot for childcare services may be vacated for falsification of information on enrollment forms ▪ Family Support <ul style="list-style-type: none"> ▪ Individualized enrollment process allows for in-person interviews and need assessments ▪ Comprehensive Services such as family support begins during the eligibility process ▪ On an ongoing basis, support provided through family partnership agreements, family meetings, Mental Health Unit services, etc. <p>CSB ensures that all families are treated with respect and dignity.</p>																																																															
Subcommittee Updates	<p><u>Health & Nutrition Advisory Committee and Nutrition Subcommittee:</u> Veronica Gutierrez, Vice Chair, shared her experience and the knowledge she obtained while serving on both committees. She was excited to learn about CSB’s many different partnerships and collaborations.</p>																																																															
Action: Consider approval of Community and Past Parent Representatives	<p>Roxanne R. Flowers read her letter of interest to join the Policy Council as a past parent representative. Her nomination was moved and seconded before voting was held.</p> <p>A motion to approve Community and Past Parent Representatives was made by Emma Duran and seconded by Jorge Gonzalez. The motion was approved.</p> <table border="1" data-bbox="323 1097 1612 1500"> <thead> <tr> <th colspan="2" data-bbox="323 1097 808 1141">Ayes</th> <th data-bbox="808 1097 989 1141">Nays</th> <th data-bbox="989 1097 1142 1141">Abstentions</th> <th colspan="2" data-bbox="1142 1097 1612 1141">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 1141 506 1185">Amber Beshears</td> <td data-bbox="506 1141 808 1185">Devlyn Sewell</td> <td data-bbox="808 1141 989 1185"></td> <td data-bbox="989 1141 1142 1185"></td> <td data-bbox="1142 1141 1325 1185">Kathleen Barr</td> <td data-bbox="1325 1141 1612 1185">Berenice Romero</td> </tr> <tr> <td data-bbox="323 1185 506 1229">Karla Banks</td> <td data-bbox="506 1185 808 1229">Roxanne Ross Flowers</td> <td data-bbox="808 1185 989 1229"></td> <td data-bbox="989 1185 1142 1229"></td> <td data-bbox="1142 1185 1325 1229">Angelica Avelar Cervantes</td> <td data-bbox="1325 1185 1612 1229">Katie Melara</td> </tr> <tr> <td data-bbox="323 1229 506 1273">Suraj Shah</td> <td data-bbox="506 1229 808 1273">Jorge H. Gonzalez</td> <td data-bbox="808 1229 989 1273"></td> <td data-bbox="989 1229 1142 1273"></td> <td data-bbox="1142 1229 1325 1273">Maria G. Rodriguez</td> <td data-bbox="1325 1229 1612 1273"></td> </tr> <tr> <td data-bbox="323 1273 506 1317">Veronica Gutierrez</td> <td data-bbox="506 1273 808 1317"></td> <td data-bbox="808 1273 989 1317"></td> <td data-bbox="989 1273 1142 1317"></td> <td data-bbox="1142 1273 1325 1317">Dikla V. Gutierrez</td> <td data-bbox="1325 1273 1612 1317"></td> </tr> <tr> <td data-bbox="323 1317 506 1360">Emma Duran</td> <td data-bbox="506 1317 808 1360"></td> <td data-bbox="808 1317 989 1360"></td> <td data-bbox="989 1317 1142 1360"></td> <td data-bbox="1142 1317 1325 1360">Elsa Zerai</td> <td data-bbox="1325 1317 1612 1360"></td> </tr> <tr> <td data-bbox="323 1360 506 1404">Yesenia Alvarez</td> <td data-bbox="506 1360 808 1404"></td> <td data-bbox="808 1360 989 1404"></td> <td data-bbox="989 1360 1142 1404"></td> <td data-bbox="1142 1360 1325 1404">Guadalupe Amigon</td> <td data-bbox="1325 1360 1612 1404"></td> </tr> <tr> <td data-bbox="323 1404 506 1448">Gerardo Aguiniga</td> <td data-bbox="506 1404 808 1448"></td> <td data-bbox="808 1404 989 1448"></td> <td data-bbox="989 1404 1142 1448"></td> <td data-bbox="1142 1404 1325 1448">Claudia Abarca</td> <td data-bbox="1325 1404 1612 1448"></td> </tr> <tr> <td data-bbox="323 1448 506 1492">Diana Bierer</td> <td data-bbox="506 1448 808 1492"></td> <td data-bbox="808 1448 989 1492"></td> <td data-bbox="989 1448 1142 1492"></td> <td data-bbox="1142 1448 1325 1492">Monica Avila</td> <td data-bbox="1325 1448 1612 1492"></td> </tr> <tr> <td data-bbox="323 1492 506 1500">Sheila Frazier</td> <td data-bbox="506 1492 808 1500"></td> <td data-bbox="808 1492 989 1500"></td> <td data-bbox="989 1492 1142 1500"></td> <td data-bbox="1142 1492 1325 1500">Teri Pedersen</td> <td data-bbox="1325 1492 1612 1500"></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present		Amber Beshears	Devlyn Sewell			Kathleen Barr	Berenice Romero	Karla Banks	Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara	Suraj Shah	Jorge H. Gonzalez			Maria G. Rodriguez		Veronica Gutierrez				Dikla V. Gutierrez		Emma Duran				Elsa Zerai		Yesenia Alvarez				Guadalupe Amigon		Gerardo Aguiniga				Claudia Abarca		Diana Bierer				Monica Avila		Sheila Frazier				Teri Pedersen	
Ayes		Nays	Abstentions	Not Present																																																												
Amber Beshears	Devlyn Sewell			Kathleen Barr	Berenice Romero																																																											
Karla Banks	Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara																																																											
Suraj Shah	Jorge H. Gonzalez			Maria G. Rodriguez																																																												
Veronica Gutierrez				Dikla V. Gutierrez																																																												
Emma Duran				Elsa Zerai																																																												
Yesenia Alvarez				Guadalupe Amigon																																																												
Gerardo Aguiniga				Claudia Abarca																																																												
Diana Bierer				Monica Avila																																																												
Sheila Frazier				Teri Pedersen																																																												

TOPIC	RECOMMENDATION / SUMMARY																																																																											
	Jamila Hopkins			Laura Angel																																																																								
	Dawn Dailey			Lucia Roan																																																																								
<p>Action: Consider approval on 2016-2017 Policy Council Executive Committee Parliamentarian vacant position to complete the full Executive team</p>	<p>Roxanne Ross Flowers, Secretary, read the nomination forms submitted for election of Parliamentarian, all nominations were seconded before voting was held.</p> <p>A motion to approve the 2016-2017 Policy Council Executive Committee Parliamentarian was made by Gerardo Aguiniga and seconded by Devlyn Sewell. 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>Amber Beshears</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Kathleen Barr</td> <td>Berenice Romero</td> </tr> <tr> <td>Karla Banks</td> <td>Roxanne Ross Flowers</td> <td></td> <td></td> <td>Angelica Avelar Cervantes</td> <td>Katie Melara</td> </tr> <tr> <td>Suraj Shah</td> <td>Jorge H. Gonzalez</td> <td></td> <td></td> <td>Maria G. Rodriguez</td> <td></td> </tr> <tr> <td>Veronica 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>Elsa Zerai</td> <td></td> </tr> <tr> <td>Yesenia Alvarez</td> <td></td> <td></td> <td></td> <td>Guadalupe Amigon</td> <td></td> </tr> <tr> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td></td> <td>Claudia Abarca</td> <td></td> </tr> <tr> <td>Diana Bierer</td> <td></td> <td></td> <td></td> <td>Monica Avila</td> <td></td> </tr> <tr> <td>Sheila Frazier</td> <td></td> <td></td> <td></td> <td>Teri Pedersen</td> <td></td> </tr> <tr> <td>Jamila Hopkins</td> <td></td> <td></td> <td></td> <td>Laura Angel</td> <td></td> </tr> <tr> <td>Dawn Dailey</td> <td></td> <td></td> <td></td> <td>Lucia Roan</td> <td></td> </tr> </tbody> </table>					Ayes		Nays	Abstentions	Not Present		Amber Beshears	Devlyn Sewell			Kathleen Barr	Berenice Romero	Karla Banks	Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara	Suraj Shah	Jorge H. Gonzalez			Maria G. Rodriguez		Veronica Gutierrez				Dikla V. Gutierrez		Emma Duran				Elsa Zerai		Yesenia Alvarez				Guadalupe Amigon		Gerardo Aguiniga				Claudia Abarca		Diana Bierer				Monica Avila		Sheila Frazier				Teri Pedersen		Jamila Hopkins				Laura Angel		Dawn Dailey				Lucia Roan	
Ayes		Nays	Abstentions	Not Present																																																																								
Amber Beshears	Devlyn Sewell			Kathleen Barr	Berenice Romero																																																																							
Karla Banks	Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara																																																																							
Suraj Shah	Jorge H. Gonzalez			Maria G. Rodriguez																																																																								
Veronica Gutierrez				Dikla V. Gutierrez																																																																								
Emma Duran				Elsa Zerai																																																																								
Yesenia Alvarez				Guadalupe Amigon																																																																								
Gerardo Aguiniga				Claudia Abarca																																																																								
Diana Bierer				Monica Avila																																																																								
Sheila Frazier				Teri Pedersen																																																																								
Jamila Hopkins				Laura Angel																																																																								
Dawn Dailey				Lucia Roan																																																																								
<p>Action: Consider approval of New Hires</p>	<p>Janissa Rowley, Lead Assistant Director, presented the recommended new hires.</p> <p>Associate Teacher:</p> <ul style="list-style-type: none"> ➤ Roxana Quintanilla for GMIII Child Care Center, Richmond ➤ Ayesha Aftab for Balboa Child Care Center, Richmond ➤ Roheen Rabbi for Las Deltas Child Care Center, Richmond ➤ Marie Doboue for Bayo Vista Child Care Center, Rodeo <p>Teacher:</p> <ul style="list-style-type: none"> ➤ Eleonor Miramontes for East County Floater <p>A motion to approve the recommended new hires was made by Karla Banks and seconded by Suraj Shah. 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>Amber Beshears</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Kathleen Barr</td> <td>Berenice Romero</td> </tr> <tr> <td>Karla Banks</td> <td>Roxanne Ross Flowers</td> <td></td> <td></td> <td>Angelica Avelar Cervantes</td> <td>Katie Melara</td> </tr> <tr> <td>Suraj Shah</td> <td>Jorge H. Gonzalez</td> <td></td> <td></td> <td>Maria G. Rodriguez</td> <td></td> </tr> </tbody> </table>					Ayes		Nays	Abstentions	Not Present		Amber Beshears	Devlyn Sewell			Kathleen Barr	Berenice Romero	Karla Banks	Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara	Suraj Shah	Jorge H. Gonzalez			Maria G. Rodriguez																																																	
Ayes		Nays	Abstentions	Not Present																																																																								
Amber Beshears	Devlyn Sewell			Kathleen Barr	Berenice Romero																																																																							
Karla Banks	Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara																																																																							
Suraj Shah	Jorge H. Gonzalez			Maria G. Rodriguez																																																																								

TOPIC	RECOMMENDATION / SUMMARY																																																															
	Veronica Gutierrez Emma Duran Yesenia Alvarez Gerardo Aguiniga Diana Bierer Sheila Frazier Jamila Hopkins Dawn Dailey			Dikla V. Gutierrez Elsa Zerai Guadalupe Amigon Claudia Abarca Monica Avila Teri Pedersen Laura Angel Lucia Roan																																																												
Action: <ul style="list-style-type: none"> Consider Approval of the September 24, 2016 Policy Council Minutes 	<p>The minutes of the September 24, 2016 Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the September 24, 2016 Policy Council minutes was made by Amber Beshears and seconded by Yesenia Alvarez. The motion was approved.</p>																																																															
	<table border="1"> <thead> <tr> <th data-bbox="323 634 808 678">Ayes</th> <th data-bbox="808 634 989 678">Nays</th> <th data-bbox="989 634 1142 678">Abstentions</th> <th colspan="2" data-bbox="1142 634 2009 678">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 678 808 722">Amber Beshears Devlyn Sewell</td> <td data-bbox="808 678 989 722"></td> <td data-bbox="989 678 1142 722"></td> <td data-bbox="1142 678 1409 722">Kathleen Barr</td> <td data-bbox="1409 678 2009 722">Berenice Romero</td> </tr> <tr> <td data-bbox="323 722 808 766">Karla Banks Roxanne Ross Flowers</td> <td data-bbox="808 722 989 766"></td> <td data-bbox="989 722 1142 766"></td> <td data-bbox="1142 722 1409 766">Angelica Avelar Cervantes</td> <td data-bbox="1409 722 2009 766">Katie Melara</td> </tr> <tr> <td data-bbox="323 766 808 810">Suraj Shah Jorge H. Gonzalez</td> <td data-bbox="808 766 989 810"></td> <td data-bbox="989 766 1142 810"></td> <td data-bbox="1142 766 1409 810">Maria G. Rodriguez</td> <td data-bbox="1409 766 2009 810"></td> </tr> <tr> <td data-bbox="323 810 808 854">Veronica Gutierrez</td> <td data-bbox="808 810 989 854"></td> <td data-bbox="989 810 1142 854"></td> <td data-bbox="1142 810 1409 854">Dikla V. Gutierrez</td> <td data-bbox="1409 810 2009 854"></td> </tr> <tr> <td data-bbox="323 854 808 898">Emma Duran</td> <td data-bbox="808 854 989 898"></td> <td data-bbox="989 854 1142 898"></td> <td data-bbox="1142 854 1409 898">Elsa Zerai</td> <td data-bbox="1409 854 2009 898"></td> </tr> <tr> <td data-bbox="323 898 808 941">Yesenia Alvarez</td> <td data-bbox="808 898 989 941"></td> <td data-bbox="989 898 1142 941"></td> <td data-bbox="1142 898 1409 941">Guadalupe Amigon</td> <td data-bbox="1409 898 2009 941"></td> </tr> <tr> <td data-bbox="323 941 808 985">Gerardo Aguiniga</td> <td data-bbox="808 941 989 985"></td> <td data-bbox="989 941 1142 985"></td> <td data-bbox="1142 941 1409 985">Claudia Abarca</td> <td data-bbox="1409 941 2009 985"></td> </tr> <tr> <td data-bbox="323 985 808 1029">Diana Bierer</td> <td data-bbox="808 985 989 1029"></td> <td data-bbox="989 985 1142 1029"></td> <td data-bbox="1142 985 1409 1029">Monica Avila</td> <td data-bbox="1409 985 2009 1029"></td> </tr> <tr> <td data-bbox="323 1029 808 1073">Sheila Frazier</td> <td data-bbox="808 1029 989 1073"></td> <td data-bbox="989 1029 1142 1073"></td> <td data-bbox="1142 1029 1409 1073">Teri Pedersen</td> <td data-bbox="1409 1029 2009 1073"></td> </tr> <tr> <td data-bbox="323 1073 808 1117">Jamila Hopkins</td> <td data-bbox="808 1073 989 1117"></td> <td data-bbox="989 1073 1142 1117"></td> <td data-bbox="1142 1073 1409 1117">Laura Angel</td> <td data-bbox="1409 1073 2009 1117"></td> </tr> <tr> <td data-bbox="323 1117 808 1117">Dawn Dailey</td> <td data-bbox="808 1117 989 1117"></td> <td data-bbox="989 1117 1142 1117"></td> <td data-bbox="1142 1117 1409 1117">Lucia Roan</td> <td data-bbox="1409 1117 2009 1117"></td> </tr> </tbody> </table>				Ayes	Nays	Abstentions	Not Present		Amber Beshears Devlyn Sewell			Kathleen Barr	Berenice Romero	Karla Banks Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara	Suraj Shah Jorge H. Gonzalez			Maria G. Rodriguez		Veronica Gutierrez			Dikla V. Gutierrez		Emma Duran			Elsa Zerai		Yesenia Alvarez			Guadalupe Amigon		Gerardo Aguiniga			Claudia Abarca		Diana Bierer			Monica Avila		Sheila Frazier			Teri Pedersen		Jamila Hopkins			Laura Angel		Dawn Dailey			Lucia Roan	
Ayes	Nays	Abstentions	Not Present																																																													
Amber Beshears Devlyn Sewell			Kathleen Barr	Berenice Romero																																																												
Karla Banks Roxanne Ross Flowers			Angelica Avelar Cervantes	Katie Melara																																																												
Suraj Shah Jorge H. Gonzalez			Maria G. Rodriguez																																																													
Veronica Gutierrez			Dikla V. Gutierrez																																																													
Emma Duran			Elsa Zerai																																																													
Yesenia Alvarez			Guadalupe Amigon																																																													
Gerardo Aguiniga			Claudia Abarca																																																													
Diana Bierer			Monica Avila																																																													
Sheila Frazier			Teri Pedersen																																																													
Jamila Hopkins			Laura Angel																																																													
Dawn Dailey			Lucia Roan																																																													
Report: 2015-2016 Program Information Report	<p>Carolyn Nguyen, Administrative Services Analyst III, provided an overview of Early Head Start & Head Start, Early Head Start Child Care Partnership 2015-2016 Program Information Report (PIR) which provides comprehensive data on program services, staff, children, and families enrolled in Head Start and Early Head Start. All grantee and delegates are required to submit PIR for Head Start and Early Head Start Programs. The PIR is an important source of descriptive and service data for the Head Start community, their partners, congress, and for the general public. PIR is compiled for use at the federal, regional, state, and local levels. PIR data is as follows:</p> <p><u>Early Head Start & Head Start</u></p> <p>Ethnicity & Race</p> <ul style="list-style-type: none"> 66.23% (1,483) - Hispanic or Latino Origin 33.77% (756)- Non-Hispanic or Non-Latino Origin 																																																															

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ▪ 67.17% (1,504) - White ▪ 19.12% (428) - Black or African American ▪ 8.53% (191) - Bi-Racial/Multi-Racial ▪ 4.42% (99) - Asian ▪ <1% (8) - Other (Middle Eastern) ▪ <1% (5) - Native American or Pacific Islander ▪ <1% (4) - American Indian or Alaska Native <p>End of Enrollment Year Health Report</p> <ul style="list-style-type: none"> ▪ 100% (2,239) of children have health insurance ▪ 100% (2,239) of children have ongoing source of continuous, accessible care ▪ 94.06% (2,106) of children were up-to-date on scheduled age-appropriate preventive and primary health care ▪ 97.77% (2,189) were up-to-date on all immunizations appropriate for their age ▪ 97.90% (2,192) of children have continuous, accessible dental care ▪ 92.81% (2,078) of children received preventive dental care <p>Health Impairments</p> <ul style="list-style-type: none"> ▪ 13.22% (296) children have health impairments ▪ 96.28% (285) of these children received medical treatment: <ul style="list-style-type: none"> ▪ 59.12% (175) Asthma ▪ 41.55% (123) Anemia ▪ 8.45% (25) Vision problems ▪ 4.05% (12) Hearing difficulties ▪ 1.01% (3) High Lead Levels <p>Mental Health</p> <ul style="list-style-type: none"> ▪ 103 children who the MH professional consulted with program staff about the child's behavior / mental health ▪ 83 children who the MH professional facilitated a referral for mental health services <p>Education Screenings</p> <ul style="list-style-type: none"> ▪ 50.42% (1,129) children were newly enrolled for 2015-16 ▪ 93.71% (1,058) children were screened for developmental, sensory, and behavioral concerns within 45 days of enrollment. <p>Transition and Turnover Rate</p> <ul style="list-style-type: none"> ▪ 1,153 of EHS & HS children left the program any time after enrollment ▪ 1,091 of EHS and HS children stayed for two years <p>Family Services</p> <ul style="list-style-type: none"> ▪ 94.22% (2,250) Families received at least one of the family services reported in the PIR. ▪ 2.05% (49) Families were experiencing homelessness that were served during the enrollment year. ▪ 65.31% (32) Families experiencing homeless acquired housing during the enrollment year. <p>Disabilities – HS</p> <ul style="list-style-type: none"> ▪ 12.26% (215) children have diagnosed disabilities <ul style="list-style-type: none"> ▪ 91.16% (196) – Speech & Language

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ▪ 3.72% (8) – Autism ▪ 2.33% (5) – Specific learning disability ▪ <1% (2) – Hearing impairment ▪ <1% (1) – Developmental delay ▪ <1% (1) – Orthopedic impairment ▪ <1% (1) – Visual impairment ▪ <1% (1) – Multiple disabilities <p>Weight Status – HS</p> <ul style="list-style-type: none"> ▪ 67.66% (1,186) of children were healthy weight ▪ 17.06% (299) of children were obese ▪ 13.29% (233) of children were overweight ▪ 2.00% (35) of children were underweight ▪ 30.35% (532) of our children weigh too much <p>Pregnant Moms</p> <ul style="list-style-type: none"> ▪ 25 pregnant women were enrolled in the program ▪ 100% (25) had health insurance ▪ 100% (25) received prenatal and/or postpartum health care ▪ 100% (25) received prenatal education on fetal development and benefits of breastfeeding. <p>Head Start Staff Qualifications</p> <ul style="list-style-type: none"> • 45.7% (37) of preschool classroom teachers that meet the degree/credential requirements of Section 648A(2)(A) (BA or higher – ECE/related) that became effective Oct, 2011 • 100% (69) of preschool classes in which at least one teacher meets the teacher degree/credential requirements of Section 646A(3)(B)(AA or higher – ECE/related) that became effective Oct, 2011 • 100% (97) of preschool classroom assistant teachers with a CDA/equivalent or higher, or are enrolled in a CDA or ECE degree program <p>Early Head Start Staff Qualifications</p> <ul style="list-style-type: none"> • 100% (23) of infant and toddler classroom teachers that meet the degree/credential requirements of Section 645A(h) (CDA/equivalent or higher) that became effective September, 2010 <p><u>Early Head Start Child Care Partnership</u></p> <p>Ethnicity & Race</p> <ul style="list-style-type: none"> ▪ 68.97% (60) - Non-Hispanic or Non-Latino Origin ▪ 31.03% (27) - Hispanic or Latino Origin ▪ 34.48% (30) - White ▪ 32.18% (28) - Black or African American ▪ 31.03% (27) - Bi-Racial/Multi-Racial ▪ <1% (1) - Asian ▪ <1% (1) - Native American or Pacific Islander

TOPIC	RECOMMENDATION / SUMMARY
	<p>End of Enrollment Year Health Report</p> <ul style="list-style-type: none"> ▪ 100% (87) of children have health insurance ▪ 100% (87) of children have ongoing source of continuous, accessible care ▪ 75.86% (66) of children were up-to-date on scheduled age-appropriate preventive and primary health care ▪ 100% (87) were up-to-date on all immunizations appropriate for their age ▪ 98.85% (86) of children have continuous, accessible dental care ▪ 57.47% (50) of children received preventive dental care <p>Health Impairments</p> <ul style="list-style-type: none"> ▪ 8.05% (7) children have health impairments ▪ 71.43% (5) of these children received medical treatment <ul style="list-style-type: none"> ▪ 5.75% (5) Anemia ▪ 3.45% (3) Asthma <p>Disabilities & Mental Health</p> <ul style="list-style-type: none"> ▪ 5.75% (5) children have diagnosed disabilities ▪ 0 children who the MH professional consulted with program staff about the child’s behavior / mental health <p>Education Screenings</p> <ul style="list-style-type: none"> ▪ 100% (87) children were newly enrolled for 2015-16 ▪ 14.94% (13) children were screened for developmental, sensory, and behavioral concerns within 45 days of enrollment. <p>Family Services</p> <ul style="list-style-type: none"> ▪ 50% (38) Families received at least one of the family services reported in the PIR. ▪ 2.63% (2) Families were experiencing homelessness that were served during the enrollment year. ▪ 0% (0) Families experiencing homeless acquired housing during the enrollment year. <p>Early Head Start Staff Qualifications</p> <ul style="list-style-type: none"> • 100% (3) of infant and toddler classroom teachers that meet the degree/credential requirements of Section 645A(h) (CDA/equivalent or higher) that became effective September, 2010
<p>Report: Head Start Performance Standards Final Rule Updates</p>	<p>Carolyn Nguyen, Administrative Services Analyst III, provided an overview of Head Start Performance Standards were released September 1, 2016. There are five major provisions which will be effective on November 7, 2016:</p> <ol style="list-style-type: none"> 1. Promoting Effective Teaching and Learning in HS Classrooms <ul style="list-style-type: none"> ▪ Require teaching practices, program curricula, and assessments align with the new Head Start Early Learning Outcomes Framework: Ages Birth to Five. ▪ Require a system of evidence-based professional development activities, including mentor-coaching to build teacher skills and core competencies. ▪ Require systematic local use of valid and reliable assessment data that provides useable information for teachers to individualize and improve services. ▪ Clearly prohibit the expulsion of children from Head Start programs and set strict limitations on the use of temporary suspension, consistent with long-standing Head Start policy. 2. Expanding Time for Learning and Healthy Development <ul style="list-style-type: none"> ▪ The new Standards set the expectation that, over time, nearly all Head Start programs will serve children for a full school day and

TOPIC	RECOMMENDATION / SUMMARY												
	<p>full school year.</p> <ol style="list-style-type: none"> 3. Maintaining and Strengthening HS’s Comprehensive Services and Family Engagement <ul style="list-style-type: none"> ▪ Maintain and strengthen services for vulnerable populations, such as homeless children, children in foster care, and children with disabilities, to ensure they are getting the help they need to succeed. ▪ Require programs serve dual language learners (DLLs) using a research-based approach that recognizes bilingualism as a strength and includes the provision of an interpreter for assessment and screening of children if needed. 4. Ensuring the Health and Safety of HS Children <ul style="list-style-type: none"> ▪ The new standards require programs to conduct state, local, or tribal, and federal criminal background checks on prospective and current employees, and clear them through available child abuse and neglect and sex offender registries every five years, consistent with new requirements for all states in the federally-supported child care subsidy system. 5. Promoting Effective Management and Continuous Improvement of Head Start Programs <ul style="list-style-type: none"> ▪ Codify best practices for the appropriate use of data, which includes establishing goals and measurable objectives, and using data, ongoing oversight, and correction to set and revise goals and objectives to best meet the needs of children and families. ▪ Reduce bureaucratic burden by focusing on outcomes over processes and plans, eliminating Head Start-specific requirements where government-wide procedures exist, giving grantees more flexibility in holding sub-grantees accountable, and reducing the number of regulations by approximately one-third. ▪ Include procedures for sharing data and protecting personally identifiable information, balancing the need to protect privacy while ensuring Head Start programs participate in state and local data systems, including those developed through the statewide longitudinal data systems grant program. <p>Expanding Time for Learning and Healthy Development</p> <table border="1" data-bbox="323 899 1331 1130"> <thead> <tr> <th>Date</th> <th>Percentage of Slots</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>August 1, 2019</td> <td>50% of HS</td> <td>1,020 (~6 hours per day for 170 days)</td> </tr> <tr> <td>August 1, 2021</td> <td>100% of HS</td> <td>1,020 (~6 hours per day for 170 days)</td> </tr> <tr> <td>August 1, 2018</td> <td>100% of EHS</td> <td>1,380 (Full time year round)</td> </tr> </tbody> </table>	Date	Percentage of Slots	Hours	August 1, 2019	50% of HS	1,020 (~6 hours per day for 170 days)	August 1, 2021	100% of HS	1,020 (~6 hours per day for 170 days)	August 1, 2018	100% of EHS	1,380 (Full time year round)
Date	Percentage of Slots	Hours											
August 1, 2019	50% of HS	1,020 (~6 hours per day for 170 days)											
August 1, 2021	100% of HS	1,020 (~6 hours per day for 170 days)											
August 1, 2018	100% of EHS	1,380 (Full time year round)											
<p>Report: Self-Assessment</p>	<p>Carolyn Nguyen, Administrative Services Analyst III, provided an overview of Self-Assessment process which is conducted annually to determine the effectiveness of the program by identifying strengths and look for areas of improvement and innovation.</p> <ul style="list-style-type: none"> ▪ Self-Assessment team is composed of program staff, parents, and policy council representatives, community leaders outside of the program, content area experts and others interested in participating. ▪ The five Phase Self-Assessment process: <ul style="list-style-type: none"> ○ Design Process ○ Engage Team ○ Analyze & Dialogue ○ Recommend 												

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ○ Prepare Report <p>Carolyn encouraged Policy Council representatives to sign-up for the Self-Assessment Subcommittee.</p>
<p>Subcommittee Membership recruitment</p>	<p>Rita Loza, Comprehensive Services Manager for Parent, Family, and Community Engagement, reviewed the purpose of subcommittees and members roles and responsibilities. Subcommittee program staff provided a brief overview of individual subcommittees and addressed questions.</p> <p>Subcommittees and names of members who volunteered to serve are as follows:</p> <ol style="list-style-type: none"> 1. Nutrition <ul style="list-style-type: none"> • Veronica Gutierrez • Amber Beshears • Diana Bierer • Yesenia Alvarez 2. Health Services Advisory <ul style="list-style-type: none"> • Emma Duran • Diana Bierer • Gerardo Aguiniga • Sheila Frazier • Karla Banks • Amber Beshears • Roxanne R. Flowers • Yesenia Alvarez • Veronica Gutierrez 3. Self-Assessment <ul style="list-style-type: none"> • Amber Beshears • Roxanne R. Flowers • Diana Bierer • Gerardo Aguiniga • Jamila Hopkins 4. Fiscal <ul style="list-style-type: none"> • Sheila Frazier • Suraj Shah • Roxanne R. Flowers 5. Bylaws/Program Services <ul style="list-style-type: none"> • Karla Banks • Roxanne R. Flowers • Gerardo Aguiniga • Emma Duran

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> Amber Beshears 	
Site Reports	<p>Los Arboles: First Five/ QRIS visited the center to congratulate staff on being five star center. Bernadette from First Five visited the center to shared physical activities with children in both classrooms. Back to school night is scheduled on October 20th. Parent work day is scheduled on October 29th and the Fall Harvest day is on October 31st. The center is fully enrolled.</p> <p>Marsh Creek: Bernadette from First Five visited the center to shared physical activities to help parents use at home.</p> <p>Site reports not read</p> <p>Crescent Park: Room 2 had no non compliances during their education monitoring conducted by Cheryl Miller on September 22, 2016. Crescent Park maintained full enrollment by October 5, 2016. Katharine Mason visited the center on October 21, 2016 and was very pleased with what she observed in all three classrooms. Way to go CP teaching staff! Way to shine. Harvest Festival is scheduled on October 28, 2016. All Alarms were tested on October 18 and the children were able to participate in a non- planned fire drill; which worked out beautifully during the nap to afternoon snack transition. Center Clean Up Day, Saturday November 19, 2016. Site Supervisor placed job postings in the mailboxes of parents who are enrolled in the program as 60 day seeking employment. The science areas in the classrooms are looking great thanks to the fall weather. Live worms and active snails are squirming and crawling and the children are getting their hands dirty enjoying them.</p>	
Announcements	<ul style="list-style-type: none"> Katharine share that CSB will participate in California’s Great Shake Out on October 20th at 10:20am. CSB centers practice monthly earthquake drill to prepare children and staff to <i>Drop, Cover and Hold On</i> in the event of a real earthquake. Parents are encouraged to participate in their home or workplace. Roxanne R. Flowers shared a flyer from Child Care Council promoting the Early Head Start Family Child Care Programs. Rita Loza, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements information: <ul style="list-style-type: none"> Monthly Meeting Calendar and Reminders was provided to Policy Council representatives. Sign-up sheet was made available for representatives to RSVP for the Annual Joint Training to be held on 11/2/16. Sign-up sheet was made available for representative to RSVP for the Facilitative Leadership to be held on 11/12/16. Briefly reviewed the use of the Demand Reimbursement, Site report, and Recognition of staff forms to be completed by the parent and turned in to Rita Loza or Imelda Prieto Martinez via email or in person at PC meetings. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> Great food Subcommittee sign-ups Carolyn Nguyen’s presentations Parliamentarian elected 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> Room too cold