



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



Date: 11/16/16

Time Convened: 6:05 AM

Time Terminated: 7:23 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 6:05pm. Veronica Gutierrez, Vice Chair, reviewed the desired outcomes. Emma Duran, Parliamentarian, reviewed the meeting ground rules.
Public Comment	None
Correspondence	None
Staff Recognition	None
Administrative Reports <ul style="list-style-type: none"> Division Manager Fiscal 	<p>Camilla Rand, CSB Director, welcomed Policy Council representatives and encouraged parents to nominate staff for recognitions.</p> <p>Program updates:</p> <ul style="list-style-type: none"> CSB’s annual Joint Training with Board of Supervisors, Policy Council, and Economic Opportunity Council was held on November 2, 2016 at the Hilton Concord hotel. The event was successful, engaging and well attended. Camilla thanked the Policy Council Representatives who attended and participated. Policy Council representatives and CSB staff participated in CSB’s annual Facilitative Leadership training held on November 12, 2016 at the Civic Ct. Admin office. Participants learned tools on how to facilitate meetings, create meeting agendas, setting pathways to action and on collaborating with others as a team. As a result of the recent presidential elections, CSB site staff and teachers are paying close attention to children in the upcoming weeks because stress experienced by parents translates to the children and we can see it manifested in a variety of ways. Resources on how to talk to parents and children about fears or concerns following the elections was shared with program staff. <p>Katharine Mason, Division Manager, provided program updates and trainings provided to staff:</p> <ul style="list-style-type: none"> CSB staff participated in Trauma Informed training to help build a Trauma Informed system to be better support families. CSB staff started Financial Fitness Program as trainers to provided Parent Financial Education trainings for interested parents.

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	<ul style="list-style-type: none"> • CSB’s Comprehensive Services staff is undergoing a restructure and changes in Content Areas. Rita Loza will oversee the Comprehensive Services content area and Ana Araujo will oversee the Parent, Family, and Community Engagement and Policy Council. <p>CSB enrollment and attendance statistics for the month of October:</p> <ul style="list-style-type: none"> • Enrollment: 100% for Head Start, 103.2% for Early Head Start and 103% for Early Head Start Child Care Program Partnership. • Attendance: 85% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 86.3%. • Children served with Disabilities: 8.5% for Head Start and 4% Early Head Start we are mandated to be at 10% combined by late February. Will continue to provide updates on the upcoming months. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2016 Head Start Program: September 2016 year to date cash expenditures were \$8,130,293 YTD, which represents 54% of the program budget. ○ 2016 Early Head Start Program: September 2016 year to date cash expenditures were \$2,505,693 YTD, which represents 72% of the program budget. ○ 2016 Early Head Start – CC Partnership: September 2016 year to date cash expenditures were \$196,596 YTD, which represents 18% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of September 2016 were \$11,353.23. ○ Child and Adult Care Food Program: September 2016 total meal served including breakfast, lunch, and supplements were 39,897.
<p>Training: Parental Financial Education</p>	<ul style="list-style-type: none"> • Cristina Trujillo, Ambassador & Trainer from Community Financial Resources, provided training on Family Financial Fitness: <p>Building Economic Power for Change</p> <ul style="list-style-type: none"> • Financial Education = Individual Survival Skills + Contributing to Community-wide Solutions • Financial Empowerment means building economic power to change the System; <ul style="list-style-type: none"> ○ Creating a fairer and more inclusive economy. ○ Re-building the Commonwealth <p>Curriculum Themes</p> <ul style="list-style-type: none"> • Building critical thinking skills and being a savvy consumer and an engaged citizen • Breaking free of the Spend and Consume culture • Modeling Save and Invest behaviors • Using the wisdom of the group • Understanding that Household financial stability and Community financial stability are inter-dependent. <p>Key Steps to Financial Fitness</p>

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	<ul style="list-style-type: none"> ● Setting goals ● Tracking money in and money out <ul style="list-style-type: none"> ○ Creating a savings safety net ○ Creating and following a budget ● Using the right financial tools <ul style="list-style-type: none"> ○ Protecting yourself from financial scams ○ Understanding Credit <p>Qualifying for Prize Drawing Points Try out some of the techniques you learn in class and earn prize points. More points give you more chances to win \$\$\$\$! For example:</p> <ul style="list-style-type: none"> ● Complete your SMART goals ● Fill-out the Spending Tracker ● Organize your financial documents ● Increase your Savings account balance by at least \$25. ● Complete a Budget <p>Commit to Action Based on what you have learned today, what is a money management tip or technique you can try out? Some Options:</p> <ul style="list-style-type: none"> ● Finish your SMART goals. ● Start organizing your financial records. ● Open a savings account. ● Start filling out the Spending Tracker. <p>Children’s Savings Accounts Research shows:</p> <ul style="list-style-type: none"> ● Children in households with an education savings account are 4 times more likely to attend college. ● If the savings account is in the child’s name, he or she is 7 times more likely to attend college. <p>Summary</p> <ul style="list-style-type: none"> ● Plan ahead to access good banking & credit products before you have an emergency ● Stay away from bad financial products ● A good credit score is an asset ● Use credit wisely – don’t let it use you <p>Evaluation Data</p> <ul style="list-style-type: none"> ● Attendance ● Workshop Evaluations ● Behavior incentives/tracking—points, prize tickets, and drawings ● Product connections and usage

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	<ul style="list-style-type: none"> • Personal stories • Financial Practices Surveys <p>Templated Materials</p> <ul style="list-style-type: none"> • Facilitator’s Guide/ Script <ul style="list-style-type: none"> ○ Coaching Hand-outs • Presentation slides and videos • Participant Handbook • Structured activities • Behavior Tracking • On-line Library—www.box.com <ul style="list-style-type: none"> ○ Additional resources <p>Follow-up Protocol</p> <ul style="list-style-type: none"> • Working with clients 1-to-1. • Goal – help clients <u>practice</u> new skills and behaviors that align with their values and priorities • Use Coaching Hand-outs. • Award points / tickets for completed behaviors. <p>Recommendations</p> <ul style="list-style-type: none"> • Three rotating modules <ul style="list-style-type: none"> ○ Setting Financial Goals ○ Take Control of Your Cash Flow ○ Banking & Credit • Training Team to “ride the circuit” • Establish coaching team • Monthly prize drawings
Subcommittee Updates	<p><u>Nutrition Subcommittee</u>: Veronica Gutierrez, Vice Chair, during our meeting we reviewed the monthly menu and nutritional news that are included on the back part of the menu. Sophia shared the fact that children are not fond of oatmeal but it will be re-introduced and staff will continue to encourage children to try it. We also discuss agenda items for next meeting.</p> <p><u>Program Services Subcommittee</u>: Roxanne Ross Flowers, Secretary, informed that Magda Bedros, Comprehensive Services Manager for Education, shared information regarding School Readiness goals; Katharine Mason, Division Manager, discussed the process and parent consent to posting children pictures on social media; and Sarah Reich, Administrative Services Analyst III (TU), shared reviewed the 2017-2018 Selection Criteria and Enrollment Priorities, and the Program Recruitment and Enrollment Plan. The subcommittee suggested adding Partners and Family Child Care providers to the list.</p> <p><u>Fiscal Subcommittee</u>: Sheila Frazier, Chair, during our meeting we reviewed how the money is allocated from Federal and State portion. The majority of Head Start is funded by Federal money. We discuss different strategies to increase in-kind.</p>

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<p>Action: Consider approval of New Hires</p>	<p>Janissa Rowley, Lead Assistant Director, presented the recommended new hires.</p> <p>Site Supervisor III:</p> <ul style="list-style-type: none"> ➤ Kimberly Clay <p>Associate Teacher:</p> <ul style="list-style-type: none"> ➤ Kalupahana Dias for Crescent Park Children Center ➤ Kalamkas Kairova for George Miller III ➤ Rosa Leaon Sanchez for George Miller III <p>A motion to approve the recommended new hires was made by Kathleen Barr and seconded by Karla Banks. The motion was approved.</p> <table border="1" data-bbox="499 500 1787 993"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amber Beshears</td> <td>Yesenia Alvarez</td> <td></td> <td></td> <td>Anna Saefong</td> </tr> <tr> <td>Karla Banks</td> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td>Suraj Shah</td> </tr> <tr> <td>Kathleen Barr</td> <td>Diana Bierer</td> <td></td> <td></td> <td>Jorge H. Gonzalez</td> </tr> <tr> <td>Esmeralda Cisneros</td> <td>Sheila Frazier</td> <td></td> <td></td> <td>Claudia Abarca</td> </tr> <tr> <td>Dikla Gutierrez</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Teri Pedersen</td> </tr> <tr> <td>Elsa Zerai</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Berenice Romero</td> </tr> <tr> <td>Guadalupe Amigon</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>De La Cruz</td> <td>Katie Melara</td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> <tr> <td>Monica Avila</td> <td>Roxanne Ross Flowers</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jaime Haro</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Emma Duran</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Amber Beshears	Yesenia Alvarez			Anna Saefong	Karla Banks	Gerardo Aguiniga			Suraj Shah	Kathleen Barr	Diana Bierer			Jorge H. Gonzalez	Esmeralda Cisneros	Sheila Frazier			Claudia Abarca	Dikla Gutierrez	Paige Chatman			Teri Pedersen	Elsa Zerai	Devlyn Sewell			Berenice Romero	Guadalupe Amigon					De La Cruz	Katie Melara			Dawn Dailey	Monica Avila	Roxanne Ross Flowers				Veronica Gutierrez					Jaime Haro					Emma Duran				
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<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of the October 19, 2016 Policy Council Minutes 	<p>The minutes of the October 19, 2016 Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the October 19, 2016 Policy Council minutes was made by Guadalupe Amigon De La Cruz and seconded by Yesenia Alvarez. The motion was approved.</p> <table border="1" data-bbox="499 1166 1787 1494"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amber Beshears</td> <td>Yesenia Alvarez</td> <td></td> <td></td> <td>Anna Saefong</td> </tr> <tr> <td>Karla Banks</td> <td>Gerardo Aguiniga</td> <td></td> <td></td> <td>Suraj Shah</td> </tr> <tr> <td>Kathleen Barr</td> <td>Diana Bierer</td> <td></td> <td></td> <td>Jorge H. Gonzalez</td> </tr> <tr> <td>Esmeralda Cisneros</td> <td>Sheila Frazier</td> <td></td> <td></td> <td>Claudia Abarca</td> </tr> <tr> <td>Dikla Gutierrez</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Teri Pedersen</td> </tr> <tr> <td>Elsa Zerai</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Berenice Romero</td> </tr> <tr> <td>Guadalupe Amigon</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>De La Cruz</td> <td>Katie Melara</td> <td></td> <td></td> <td>Dawn Dailey</td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Amber Beshears	Yesenia Alvarez			Anna Saefong	Karla Banks	Gerardo Aguiniga			Suraj Shah	Kathleen Barr	Diana Bierer			Jorge H. Gonzalez	Esmeralda Cisneros	Sheila Frazier			Claudia Abarca	Dikla Gutierrez	Paige Chatman			Teri Pedersen	Elsa Zerai	Devlyn Sewell			Berenice Romero	Guadalupe Amigon					De La Cruz	Katie Melara			Dawn Dailey																				
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Action: Ratification of approval of 2016-2017 Subcommittee Leads	<p>Rita Loza, Comprehensive Services Manager for Parent, Family, and Community Engagement, reviewed the appointed 2016-2017 Subcommittee Leads and asked to ratify the approval decision of the Executive Committee.</p> <p>A motion to approve the 2016-2017 Subcommittee Leads was made by Katie Melara and seconded by Dikla Gutierrez. The motion was approved.</p> <table border="1" data-bbox="495 483 1787 977"> <thead> <tr> <th data-bbox="495 483 982 529">Ayes</th> <th data-bbox="982 483 1163 529">Nays</th> <th data-bbox="1163 483 1314 529">Abstentions</th> <th data-bbox="1314 483 1787 529">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="495 529 982 574">Amber Beshears Yesenia Alvarez</td> <td data-bbox="982 529 1163 574"></td> <td data-bbox="1163 529 1314 574"></td> <td data-bbox="1314 529 1787 574">Anna Saefong</td> </tr> <tr> <td data-bbox="495 574 982 620">Karla Banks Gerardo Aguiniga</td> <td data-bbox="982 574 1163 620"></td> <td data-bbox="1163 574 1314 620"></td> <td data-bbox="1314 574 1787 620">Suraj Shah</td> </tr> <tr> <td data-bbox="495 620 982 665">Kathleen Barr Diana Bierer</td> <td data-bbox="982 620 1163 665"></td> <td data-bbox="1163 620 1314 665"></td> <td data-bbox="1314 620 1787 665">Jorge H. Gonzalez</td> </tr> <tr> <td data-bbox="495 665 982 711">Esmeralda Cisneros Sheila Frazier</td> <td data-bbox="982 665 1163 711"></td> <td data-bbox="1163 665 1314 711"></td> <td data-bbox="1314 665 1787 711">Claudia Abarca</td> </tr> <tr> <td data-bbox="495 711 982 756">Dikla Gutierrez Paige Chatman</td> <td data-bbox="982 711 1163 756"></td> <td data-bbox="1163 711 1314 756"></td> <td data-bbox="1314 711 1787 756">Teri Pedersen</td> </tr> <tr> <td data-bbox="495 756 982 802">Elsa Zerai Devlyn Sewell</td> <td data-bbox="982 756 1163 802"></td> <td data-bbox="1163 756 1314 802"></td> <td data-bbox="1314 756 1787 802">Berenice Romero</td> </tr> <tr> <td data-bbox="495 802 982 847">Guadalupe Amigon De La Cruz Katie Melara</td> <td data-bbox="982 802 1163 847"></td> <td data-bbox="1163 802 1314 847"></td> <td data-bbox="1314 802 1787 847">Dawn Dailey</td> </tr> <tr> <td data-bbox="495 847 982 893">Monica Avila Roxanne Ross Flowers</td> <td data-bbox="982 847 1163 893"></td> <td data-bbox="1163 847 1314 893"></td> <td data-bbox="1314 847 1787 893"></td> </tr> <tr> <td data-bbox="495 893 982 938">Veronica Gutierrez</td> <td data-bbox="982 893 1163 938"></td> <td data-bbox="1163 893 1314 938"></td> <td data-bbox="1314 893 1787 938"></td> </tr> <tr> <td data-bbox="495 938 982 977">Jaime Haro</td> <td data-bbox="982 938 1163 977"></td> <td data-bbox="1163 938 1314 977"></td> <td data-bbox="1314 938 1787 977"></td> </tr> <tr> <td data-bbox="495 977 982 977">Emma Duran</td> <td data-bbox="982 977 1163 977"></td> <td data-bbox="1163 977 1314 977"></td> <td data-bbox="1314 977 1787 977"></td> </tr> </tbody> </table>				Ayes	Nays	Abstentions	Not Present	Amber Beshears Yesenia Alvarez			Anna Saefong	Karla Banks Gerardo Aguiniga			Suraj Shah	Kathleen Barr Diana Bierer			Jorge H. Gonzalez	Esmeralda Cisneros Sheila Frazier			Claudia Abarca	Dikla Gutierrez Paige Chatman			Teri Pedersen	Elsa Zerai Devlyn Sewell			Berenice Romero	Guadalupe Amigon De La Cruz Katie Melara			Dawn Dailey	Monica Avila Roxanne Ross Flowers				Veronica Gutierrez				Jaime Haro				Emma Duran			
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Site Reports	<p>George Miller III: Celebrated a Harvest Festival. Our site conducted Bay Area Discovery Museum parent workshops on science & creativity, and community workday projects to enhance the playground and garden area. The front yard enhancements were made with new plants and handcrafted planters. Site received visitors from Marin County and Sonoma County Head Start.</p> <p>Fairgrounds: Classroom C1, A3, and A1 received no findings on Early Childhood Environment Rating Scale (ECERS) and Infant/Toddler Environmental Rating Scale (ITERS) assessments. Site is remodeling B-building playground, the sand box will be minimized and a bike trail will be added to the play structure. Tandem is coming for a read aloud on November 11, 2016 and Male involvement dads will visit every Tuesday.</p> <p>Kid's Castle: Parents organized a fundraiser thru Jumba Juice and raised close to \$1000 dollars. As part of Male Involvement site organized a bowling night at the end of the month for dad to come out and family night for other parents. Deborah from "Let's Talk" came out to take about how to cope with the stress that is happening with the presidency elections.</p>																																																			

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	<p>Verde: Children visited the community garden and parents participated in community workday projects. Site received new rugs and new bicycles. Site conducted an open house and parents participated in a “Treasure Hunt”. Two officers from the Contra Costa Sheriff’s office visited on October 12, 2016 and spoke to the children about “Pedestrian Safety”. The Richmond Fire Department visited on November 10, 2016. We shared information during each parent meeting.</p> <p>Bayo Vista: During our November 15, 2016 Parent meeting we had a visitor from Reading Advantage. They provided books for each child. Parents that participated will return to December’s Parent meeting to assess parents’ reading times. Dental vans stopped by this week to offer dental checkups.</p> <p>Las Deltas: Site had a wonderful open house; toddler parents read stories and helped with circle time. Preschool parents received a folder with activities completed by their children. A section of the children’s yard was repaired. There was new hooks installed in the classroom and new soil was put on grass area. Second Step is going well; the children are helping each other in the classroom with other activities such as drawing pictures of families working together. The Salvation Army sent flyers out to share their community dinner for Thanksgiving day so parents can attend.</p> <p>Delegate: Dental vans provided dental services to all Delegate sites.</p> <p>Marsh Creek: Parents and children are happy with our site. Children are working on new projects. Back to School Night was on October 28, 2016 which was very fun for the whole families and shared with parents about the Staff Recognition form to nominate staff for their high quality work. The Mothers of Brentwood will be bringing turkeys for families on Tuesday, November 22, 2016 and Care Bears will bring gifts for children on December 22, 2016. More parents are participating in the monthly parent meetings.</p> <p><u>Site reports submitted and not read</u></p> <p>Riverview: There are more parents participating to increase In-Kind. Our site is having a cleaning day on December 3, 2016. Ambrose Community Center donated 10 turkeys for needy families and is conducting a breakfast with Santa the day 12/24/16.</p>	
Announcements	<p>Rita Loza, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements information:</p> <ul style="list-style-type: none"> ▪ Policy Council will not meet in December; next meeting is on January 18, 2017. ▪ Staff Recognition forms will be available at centers; Policy Council Representatives are encouraged to share all information with parents at monthly parent meetings. ▪ Imelda’s office is relocating; forms will be revised with new address and contact information. 	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>

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	<ul style="list-style-type: none">• Good participation• On time	<ul style="list-style-type: none">• None