



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



Date: 9/30/17

Time Convened: 11:45 AM

Time Terminated: 12:23 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Sheila Frazier, Chair called the meeting to order at 11:45 a.m. Veronica Gutierrez, Vice Chair, reviewed the desired outcomes. Emma Duran, Parliamentarian, reviewed the ground 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 provided a brief overview of program updates in the interest of time. She explained that program updates, detailed required reports; and enrollment and attendance statistics are shared during our Policy Council Meetings.</p> <p>CSB enrollment and attendance statistics for the month of August are as follows:</p> <ul style="list-style-type: none"> • Enrollment for the month was at 104.2% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 97.66%. • Attendance for the month was at 83.1% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 81.3%. <p>Our program is mandated by the Office of Head Start (OHS) to have at least 85% attendance across all program models. In the event, that attendance falls below 85%, the ERSEA Coordinator conducts an analysis and develops a corrective action for improving attendance. Low attendance is typical during summer months and over the holidays. Reasons for low attendance are illness due to cough, colds and flus. Research shows that in order for children to succeed in school and life at least 90% attendance is needed.</p> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2017-2018 Head Start Program: July 2017 year to date cash expenditures were \$6,246,390 YTD, which represents 39% of the program budget.

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	<ul style="list-style-type: none"> ○ 2017-2018 Early Head Start Program: July 2017 year to date cash expenditures were \$1,352,434 YTD, which represents 38% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership: July 2017 year to date cash expenditures were \$71,045 YTD, which represents 7% of the program budget. ○ 2017-2018 Early Head Start – CC Partnership #2: July 2017 year to date cash expenditures were \$109,192 YTD, which represents 2% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of July 2017 were \$16,413.01 ○ Child and Adult Care Food Program: July 2017 report not available as waiting for the conclusion of Child and Adult Care Food Program (CACFP) audit. July’s numbers will be presented at next PC meeting along with August’s. 																																																																						
<p>Action: Review and consider approval of Community and Past Parent Representatives</p>	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement read the Community Representative & Past Parent interest letters.</p> <p>Community Representative interest letters were submitted by: Dawn Dailey from Nurse Family Partnership, Tanya Brown from Economic Opportunity Council, Lee Ross from First 5 Commission, and Cheryl Barrett from Children & Family Services to join the Policy Council.</p> <p>Past Parent interest letters were submitted by: Guadalupe De La Cruz, Emma Duran, and Veronica Gutierrez to join the Policy Council.</p> <p>A motion to approve the Community and Past Parent Representatives was made by Norma Duran and seconded by Cynthia Moran. The motion was approved.</p> <table border="1" data-bbox="495 1008 1785 1463"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Cheryl Barrett</td> <td>Cynthia Moran</td> <td></td> <td></td> <td>Pualany Balcazar</td> <td></td> </tr> <tr> <td>Luz Benigno</td> <td>Mayra Nieto</td> <td></td> <td></td> <td>Sandra Balcazar</td> <td></td> </tr> <tr> <td>Diana Bierer</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Shante Garner</td> <td></td> </tr> <tr> <td>Tanya Brown</td> <td>Lee Ross</td> <td></td> <td></td> <td>Erica Gutierrez</td> <td></td> </tr> <tr> <td>Katie Cisco</td> <td>Karandeep Singh</td> <td></td> <td></td> <td>Kenyetta Harris</td> <td></td> </tr> <tr> <td>Paige Chatman</td> <td>Teodora Soto</td> <td></td> <td></td> <td>Ana Moreno</td> <td></td> </tr> <tr> <td>Guadalupe De La Cruz</td> <td>Demetria Trim</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Emma Duran</td> <td>Nelly Velazquez</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Norma Duran</td> <td>Monica Avilla</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rosmery Guevara</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Ayes		Nays	Abstentions	Not Present		Cheryl Barrett	Cynthia Moran			Pualany Balcazar		Luz Benigno	Mayra Nieto			Sandra Balcazar		Diana Bierer	Mayra Rodriguez			Shante Garner		Tanya Brown	Lee Ross			Erica Gutierrez		Katie Cisco	Karandeep Singh			Kenyetta Harris		Paige Chatman	Teodora Soto			Ana Moreno		Guadalupe De La Cruz	Demetria Trim					Emma Duran	Nelly Velazquez					Norma Duran	Monica Avilla					Rosmery Guevara					
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	Veronica Gutierrez									
	Ja'Vecia Horton									
	Elisha Jefferson									
Action: Consider approval of the Program Improvement Grant	Haydee Ilan, Accountant III, provided an overview of the Program Improvement Grant Narrative.									
		Head Start				Early Head Start				
		HS % ratio	Equipment	Other (Health and Safety)	TOTAL HS	EHS % ratio	Equipment	EHS Other (Health and Safety)	TOTAL EHS	Remarks
	Ambrose			-	-	100	13,000.00		13,000.00	Upgrade/install surveillance and remote door release systems at low income and high crime neighborhood
	Crescent Park	100	9,000.00		9,000.00		-		-	-same-
	George Miller	80	9,600.00		9,600.00	20	2,400.00		2,400.00	-same-
	George Miller III	100	10,000.00		10,000.00		-		-	-same-
	Lavonia Allen	100	10,000.00		10,000.00		-		-	-same-
	Riverview	100	9,000.00		9,000.00		-		-	-same-
	Verde	100	9,000.00		9,000.00		-		-	-same-
	Kid castle	100	45,000.00		45,000.00		-		-	Replacement of current HVAC due to non-function
	Balboa	80		36,000.00	36,000.00	20		9,000.00	9,000.00	Re-surface playground
	Crescent Park	100		12,000.00	12,000.00			-	-	Current fall cushion (padded locking tiles) is separating, leaving un-safe gaps
	Riverview	100		20,000.00	20,000.00			-	-	Install new Pour and Play surface
	Los Nogales	100		6,000.00	6,000.00			-	-	Install wooden kick board along cyclone fence
Total		101,600.00	74,000.00	175,600.00		15,400.00	9,000.00	24,400.00		
A motion to approve the Program Improvement Grant was made by Diana Bierer and seconded by Guadalupe De La Cruz. The motion was approved.										
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<p>Action: Consider Approval of the August 16, 2017 Policy Council Minutes</p>	<p>The minutes of the August 16, 2017 Policy Council meeting were reviewed and no corrections were noted. A motion to approve the minutes from the August 16, 2017 Policy Council meetings was made by Cheryl Barrett and seconded by Karandeep Singh. The motion was approved.</p> <table border="1" data-bbox="499 363 1785 943"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Cheryl Barrett</td> <td>Cynthia Moran</td> <td></td> <td></td> <td>Pualany Balcazar</td> <td></td> </tr> <tr> <td>Luz Benigno</td> <td>Mayra Nieto</td> <td></td> <td></td> <td>Sandra Balcazar</td> <td></td> </tr> <tr> <td>Diana Bierer</td> <td>Mayra Rodriguez</td> <td></td> <td></td> <td>Shante Garner</td> <td></td> </tr> <tr> <td>Tanya Brown</td> <td>Lee Ross</td> <td></td> <td></td> <td>Erica Gutierrez</td> <td></td> </tr> <tr> <td>Katie Cisco</td> <td>Karandeep Singh</td> <td></td> <td></td> <td>Kenyetta Harris</td> <td></td> </tr> <tr> <td>Paige Chatman</td> <td>Teodora Soto</td> <td></td> <td></td> <td>Ana Moreno</td> <td></td> </tr> <tr> <td>Guadalupe De La Cruz</td> <td>Demetria Trim</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Emma Duran</td> <td>Nelly Velazquez</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Norma Duran</td> <td>Monica Avilla</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rosmery Guevara</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Ja'Vecia Horton</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Elisha Jefferson</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Ayes		Nays	Abstentions	Not Present		Cheryl Barrett	Cynthia Moran			Pualany Balcazar		Luz Benigno	Mayra Nieto			Sandra Balcazar		Diana Bierer	Mayra Rodriguez			Shante Garner		Tanya Brown	Lee Ross			Erica Gutierrez		Katie Cisco	Karandeep Singh			Kenyetta Harris		Paige Chatman	Teodora Soto			Ana Moreno		Guadalupe De La Cruz	Demetria Trim					Emma Duran	Nelly Velazquez					Norma Duran	Monica Avilla					Rosmery Guevara						Veronica Gutierrez						Ja'Vecia Horton						Elisha Jefferson					
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<p>Review of updates for PC Bylaws and Policy Council Handbook</p>	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement provided an overview of updates to the Policy Council Bylaws. These updates are currently being reviewed by County Counsel and will be presented for approval on October's meeting.</p> <p>PC bylaws updates/changes include the following:</p> <ul style="list-style-type: none"> • Section IV – Policy Council Membership: Head Start Program Performance Standards 45 CFR 1305.2 definition of Head Start Parent. • Section IV B – Policy Council Membership – Term of Membership: Membership term was changes from three years to five years. <p>Ana shared that the updated Policy Council Handbook containing membership and procedural information was included in the folder everyone received this morning at registration.</p>																																																																																									
<p>Announcements</p>	<p>Ana Araujo:</p> <ul style="list-style-type: none"> • Reviewed how to complete form CSB-325 "Demand on Policy Council Child Care Fund" for reimbursement of mileage and child care. 																																																																																									

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	<ul style="list-style-type: none"> • Encouraged representatives to nominate site staff by completing CSB-342 Parent Recognition of Staff Nomination form and share this information with other site parents. Nominations forms are reviewed by the Executive Committee on a monthly basis and nominees are invited to attend Policy Council meeting to receive their recognition. • Executive Committee elections & Subcommittee sign-ups will be conducted during October's meeting. <p>Thank you to all participants for taking the time to attend our meeting.</p>	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Food was good • Presenters spoke clearly 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Traffic was not good