

Agenda

Group/Meeting Name: CSB Policy Council Executive Meeting	
Date: January 2, 2019	Time: 6:00 – 6:30 PM
Location: 1470 Civic Ct., Concord, CA 94520	
Meeting Leader: Veronica Gutierrez	
Purpose: To Review Items	

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.
Please contact Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.*

Desired Outcomes: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Approval of the November 7, 2018 Executive Meeting minutes so that we have an accurate record of the meeting.

A decision regarding Parent Recognition of Staff nomination recipients.

An understanding of staff reports so that the group is informed of Bureau highlights and other important events.

A review of the November 28, 2018 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the January 16, 2019 Policy Council meeting.

An Evaluation of the meeting so that we may review our strengths and make any improvements as needed.

Attendees: PC Executive Committee and CSB Staff

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What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Emma Duran	2 Minutes
Review Meeting Ground Rules	Present	Delphine Smith	1 Minutes
Action: Review and Approve November 7, 2018, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Group	3 Minutes
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Group	5 Minutes

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What (Content)	How (Process)	Who	Time (Minutes)
Staff Reports	Present Clarify Check for understanding	Staff	5 Minutes
Review November 28, 2018, Policy Council Minutes	Present Clarify Check for understanding	Group	3 Minutes
Set Agenda for January 16, 2019 Policy Council Meeting	Present Clarify Check for Understanding	Executive Committee and Staff	5 Minutes
Meeting Evaluation	Plus/Delta	Group	1 Minute