

**Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes**

Location: 1470 Civic Court, Concord Ca 94520

Date: 2/6/2019

Time Convened: 6:10 p.m.

Time Terminated: 6:30 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, and Pamela Arrington

Absentees: Ana Araujo and Delphine Smith

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Veronica Gutierrez, Chair called the meeting to order at 6:10 p.m. and reviewed the desired outcomes. Katie Cisco, Secretary, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve January 2, 2019 Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted.</p> <p>A motion to approve January 2, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p>
<ul style="list-style-type: none"> Staff Report 	<p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> Give Kids a Smile Day was held on February 1st. 535 children were seen by dentists at centers throughout the county. Excellent leadership, coordination and teamwork contributed to making this event so successful. Participating dentists shared how impressed they were with our program and the staff support they received. Many of the dentists asked to be included in GKSD next year. Our very successful Triennial CACFP review was completed 01/29/19. Congratulations to our nutrition manager and team! MLK Celebration & BOS luncheon was held on 01/29/2019. All who attended enjoyed the celebration and delicious lunch provided by our kitchen. Hearing/Vision Screening Certification Training in collaboration with CHDP was held January 28th and 29th. 10 CSB participants, 2 YMCA participants and 18 participants from the health community participated in the training. The training included a practicum with CSB HS preschoolers from Balboa and GMC centers enabling participants to apply skills gained. CSUEB Nursing Student Orientation was held for 7 students who will begin providing on site lessons at selected sites, “Did You Know?” Informational Handouts (health/nutrition topics) will be available for Parent Education and referral follow-up services for families. CS Team received Human Trafficking training at the All CS Team Meeting on 01/09/2019. Resources and tips on how to identify families and individuals who may be experiencing human trafficking were shared as well as agencies that can provide support and assistance.

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> • CS Team is following up with families this month to update Family Goals. CS staff meet with families to document progress and provide them with support and additional resources or referrals as needed to attain their goals. • Make Parenting A Pleasure Parent Curriculum is currently being offered at our GMC, Marsh Creek, and GMIII Centers. Families from all centers are encouraged to attend. • Pride in Food Service Week is 02/04 – 02/08/2019. Please show your support for this hardworking CSB team who ensures our children receive delicious and nutritious meals every day. 	
<ul style="list-style-type: none"> • Set Agenda for February 20, 2019 Policy Council Meeting 	<ul style="list-style-type: none"> • The group reviewed and set the agenda for February 20, 2019. 	
<ul style="list-style-type: none"> • Meeting Evaluation 	<p><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Quick efficient meeting 	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Missed CSM Ana