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## Agenda

|                                                                 |                             |
|-----------------------------------------------------------------|-----------------------------|
| <b>Group/Meeting Name:</b> CSB Policy Council Executive Meeting |                             |
| <b>Date:</b> March 6, 2019                                      | <b>Time:</b> 6:00 – 6:30 PM |
| <b>Location:</b> 1470 Civic Ct., Concord, CA 94520              |                             |
| <b>Meeting Leader:</b> Veronica Gutierrez                       |                             |
| <b>Purpose:</b> 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 PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

**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 February 6, 2019 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 February 20, 2019 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the March 20, 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

| Agenda                                                                           |                                                                      |                |                   |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------|----------------|-------------------|
| What<br>(Content)                                                                | How<br>(Process)                                                     | Who            | Time<br>(Minutes) |
| Review Desired Outcomes                                                          | Present                                                              | Emma Duran     | 2 Minutes         |
| Review Meeting Ground Rules                                                      | Present                                                              | Delphine Smith | 1 Minutes         |
| <b>Action:</b><br>Review and Approve February 6, 2019, Executive Meeting Minutes | Present<br>Clarify<br>Check for understanding<br>Check for Agreement | Group          | 3 Minutes         |
| Review and Make a Decision on Parent Recognition of Staff                        | Present<br>Clarify<br>Check for understanding<br>Check for Agreement | Group          | 5 Minutes         |
| Staff Reports                                                                    | Present<br>Clarify<br>Check for understanding                        | Staff          | 5 Minutes         |

## Agenda

| <b>What</b><br>(Content)                                | <b>How</b><br>(Process)                       | <b>Who</b>                       | <b>Time</b><br>(Minutes) |
|---------------------------------------------------------|-----------------------------------------------|----------------------------------|--------------------------|
| Review February 20, 2019,<br>Policy Council Minutes     | Present<br>Clarify<br>Check for understanding | Group                            | 3 Minutes                |
| Set Agenda for March 20, 2019<br>Policy Council Meeting | Present<br>Clarify<br>Check for Understanding | Executive<br>Committee and Staff | 5 Minutes                |
| Meeting Evaluation                                      | Plus/Delta                                    | Group                            | 1 Minute                 |