



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



Date: 3/20/2019

Time Convened: 6:04 PM

Time Terminated: 8:03 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Veronica Gutierrez, Chair, called the meeting to order at 6:04 p.m. • Katie Cisco, Secretary, reviewed the desired outcomes and ground meeting rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff were recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none"> • Lisa Maloney, Eligibility Specialist at Martinez Early Childhood Center and Ronnysha Moore, Teacher Assistant Trainee at Contra Costa College Children Center were recognized for their dedication to the children and their families. They were unable to attend; their certificate and book will be sent to their site. • Special thank you was given to CSB staff providing support during March 20, 2019 Policy Council meeting.
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Camilla Rand, Director, welcomed Policy Council representatives and acknowledged the new representatives in attendance, and presented administrative updates:</p> <ul style="list-style-type: none"> • CSB completed the Head Start Focus Area One Review. The week-long web-based review was a deep look at our management systems. The review was strength-based and allowed us to showcase our strengths: Growing our Own Programs, CLOUDS database, Responsiveness to community needs, Monitoring systems, and Wellness initiatives. The series of interviews included all content managers, Policy Council Chair and a select group of senior managers who oversee key systems. Although we won't receive the report for 6 weeks, we know there were no areas of concern, the reviewer glowed about our program. Some of the comments she made during the final meeting included, "I have enjoyed this so much, I have been sad to get off the calls with your staff" and "this has been the ideal, perfect review experience". <p>Katharine Mason, Division Manager, presented enrollment and attendance statistics for February:</p> <ul style="list-style-type: none"> • Enrollment: 99.70% for Head Start, 102.55% for Early Head Start, 100% for Early Head Start Child Care Program Partnership #1, and 99.47% for Early Head Start Child Care Program Partnership #2.



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	<ul style="list-style-type: none"> • Attendance: 79.05% for Head Start, 80.31% for Early Head Start, 88.07% for Early Head Start Child Care Program Partnership #1, and 80.51% for Early Head Start Child Care Program Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> • Sites are preparing for Week of the Young Child the second week of April. Special activities are planned for each day during this special week. Senior Management staff will visit sites to join the celebration. Families are encouraged to join us to celebrate this special week. • CSB staff participated on a professional development panel at the Region XI Conference. CSB highlighted our “Grow our Own” program. • CSB staff, children and families celebrated Pride in Food Service Week Kitchen during the week of February 4th – 8th. CSB’s Child Nutrition Unit was featured in the Employment and Human Services Department (EHSD) Newsletter. Child Nutrition Unit staff expressed appreciation of the variety of artwork and pictures, along with the kind and encouraging words that they received from CSB staff, children and parents. • Comprehensive Services staff received Human Trafficking training. 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. • CoCoKids held a Family Childcare Provider Night Out on February 15, 2019. Family Childcare Providers gathered together to learn, connect and problem solve. • Magda Bedros, Assistant Director conducted a two-day CLASS training for Family Childcare Providers, Directors and Education Managers so they can conduct their own CLASS assessments. • Imelda Prieto Martinez, Sr. Clerk was recently recognized as a Customer Service Champion in the Employment and Human Services Department (EHSD) Newsletter. She has a helping spirit in all aspects of her work and supports our Head Start Policy Council. • CSB is currently facing challenges with a teaching staff shortage. For the first time in many years, teacher/child ratios are being affected and we’ve been forced to ask a few families to keep their children home. CSB is working diligently to resolve this issue to ensure children’s services are not being affected. • Children served with Disabilities: Early Head Start & Head Start have met the 10% enrollment for children with disabilities, Early Head Start-Child Care Partnership is at 5.75% and Early Head Start-Child Care Partnership #2 is at 7.2%. Recruitment efforts are in full effect and a disability waiver was submitted to Region IX Office for programs that have not met the mandated 10% enrollment for children with disabilities. <p>Haydee Ilan, Accountant III and Nancy Santos, Fiscal Subcommittee member, presented the following fiscal reports:</p>



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	<ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: January 2019 year to date cash expenditures were \$636,793 YTD, which represents 4% of the program budget. ○ 2018-2019 Early Head Start Program: January 2019 year to date cash expenditures were \$30,053 YTD, which represents 1% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership: January 2019 year to date cash expenditures were \$639,249 YTD, which represents 57% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: January 2019 year to date cash expenditures were \$1,208,699 YTD, which represents 33% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of January 2019 were \$11,044.42. ○ Child and Adult Care Food Program: January 2019 total meal served including breakfast, lunch, and supplements were 35,681. <p>Haydee Ilan reviewed the No Cost Extension, CSB has excess funds and we’ve requested an extension to the Administration of Children and Families (ACF) to spend the funds on the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">FRINGE BENEFIT</td> <td align="right">\$ 36,250</td> </tr> <tr> <td>Health Insurance - 11.64% negotiated increase in cost effective December 2018</td> <td></td> </tr> <tr> <td>EQUIPMENT</td> <td align="right">\$ 383,750</td> </tr> <tr> <td>Kitchen Equipment for the central Kitchen facility project</td> <td></td> </tr> <tr> <td>OTHER</td> <td align="right">\$ 400,000</td> </tr> <tr> <td>Facilities - roofing repairs, floor replacement, repainting, install PA system in George Miller Concord, Balboa, and Los Nogales.</td> <td align="right">280,000</td> </tr> <tr> <td>Health and Safety - replace and renovate playgrounds in George Miller Concord, Los Arboles and Las Deltas</td> <td align="right">120,000</td> </tr> <tr> <td>TOTAL NO COST EXTENSION</td> <td align="right"><u>\$ 820,000</u></td> </tr> </table> <p>Camilla Rand, Director, reviewed the CSB Central Kitchen Project. CSB has identified a county owned property to relocate our Central Kitchen. The facility is 10,000 square feet and located in West Contra Costa County at the current Veteran’s Memorial Hall building. The location will allow CSB’s food transporters to avoid the daily heavy, bumper to bumper traffic during morning commute hours when transporting the meals to the 15 child care centers.</p>	FRINGE BENEFIT	\$ 36,250	Health Insurance - 11.64% negotiated increase in cost effective December 2018		EQUIPMENT	\$ 383,750	Kitchen Equipment for the central Kitchen facility project		OTHER	\$ 400,000	Facilities - roofing repairs, floor replacement, repainting, install PA system in George Miller Concord, Balboa, and Los Nogales.	280,000	Health and Safety - replace and renovate playgrounds in George Miller Concord, Los Arboles and Las Deltas	120,000	TOTAL NO COST EXTENSION	<u>\$ 820,000</u>
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	<p>Estimated \$2.2 million project</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Operational Funds</td> <td>\$700,000-\$1,000,000</td> </tr> <tr> <td>Program Improvement Grant</td> <td>\$950,000</td> </tr> <tr> <td>Grants/ Foundation support</td> <td>TBD</td> </tr> </tbody> </table> <p>CSB is working with the Employment and Human Services Department, Grant Division to help us identify foundation dollars and other grants to raise the additional money needed to fund the project.</p> <p>Draft Timeline</p> <ul style="list-style-type: none"> January – June, 2019 – Building assessments and space negotiations January – August, 2019 – Planning with Public Works and Architects - Equipment purchases September, 2019- January, 2021 – Final design and construction <p>CSB will continue to inform the Policy Council of the ongoing process.</p>	Source	Amount	Operational Funds	\$700,000-\$1,000,000	Program Improvement Grant	\$950,000	Grants/ Foundation support	TBD																											
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the Program Improvement Grant for Central Kitchen 	<p>Haydee Ilan, Accountant III, reviewed the Program Improvement Grant Budget summary. Community Services Bureau (CSB) is submitting a request for supplemental funding under the Head Start Program in the amount of \$950,000 for facilities renovation/construction of the Central Kitchen Facility. This is necessary to meet program requirements and to ensure successful implementation of the Head Start Program effectively and to comply with federal rating requirements.</p> <p>A motion to approve the Program Improvement Grant for Central Kitchen was made by Andres Torres and seconded by Daisy Templeton. The motion was approved.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Monica Barajas</td> <td></td> <td></td> <td>Delphine Smith</td> </tr> <tr> <td>Nancy Santos</td> <td>Curtis Royster</td> <td></td> <td></td> <td>Cindy Chiem</td> </tr> <tr> <td>Nivette Moore-Mason</td> <td>Priscilla Proteau</td> <td></td> <td></td> <td>Susana Huizar</td> </tr> <tr> <td>Damaris Santiago</td> <td>Sarah Dicken</td> <td></td> <td></td> <td>Monica Avila</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>MaryBeth Barbieri</td> <td></td> <td></td> <td>Teresa Rodriguez</td> </tr> <tr> <td>Santos Rodriguez</td> <td>Dawn Miguel</td> <td></td> <td></td> <td>Cindy Dolores</td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Andres Torres	Monica Barajas			Delphine Smith	Nancy Santos	Curtis Royster			Cindy Chiem	Nivette Moore-Mason	Priscilla Proteau			Susana Huizar	Damaris Santiago	Sarah Dicken			Monica Avila	Miguel Gonzalez	MaryBeth Barbieri			Teresa Rodriguez	Santos Rodriguez	Dawn Miguel			Cindy Dolores
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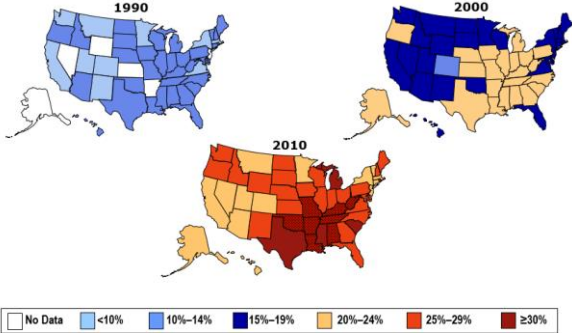
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	Karla Lara	Lee Ross		Esperanza Ortega
	Mariam Okesanya	Veronica Gutierrez		Tiffany Posey
	Emma Duran	Katie Cisco		
	Daisy Templeton	Mayra Rodriguez		
Subcommittee Updates	<p>Fiscal: Nancy Santos shared the information reviewed during their meeting to include: Fiscal reports from January, No Cost Extensions and Program Improvement was reviewed in depth.</p> <p>Program Services: Katie Cisco shared the information reviewed during their meeting to include: 2018-22 Program Goals & Objectives 6-month review update of 5-year plan; Head Start/Early Head Start Governance and Leadership Capacity Screening; and goals to improve communication through technology. Input included the use CLOUDS or kiosk to have pop-up reminder such as: Early Close reminders, Making Parenting a Pleasure, etc.</p>			
Report: <ul style="list-style-type: none"> Semi-Annual Goals & Objectives updates 	<p>Nasim Eghlima, ASA III, provided an overview of the Semi-Annual Goals & Objectives January updates.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p> </div> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> CSB has acquired five self-service kiosk stations that are being refined to ensure they are user friendly The interactive web portal is being enhanced to allow for electronic form submission CSB's enrollment hotline has been converted to the Interactive Voice Response format <div style="border: 1px solid black; padding: 5px;"> <p>Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 573) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> </div> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> The Program for Infant and Toddler Caregiving trainings for Early Head Start teaching staff are scheduled, these trainings support teachers with children's temperament through interactions and relationships Math related activities will be sent home to parents on a monthly basis The PlusOptix vision screening equipment has been purchased and screenings will begin in February Nutrition and oral health education will be shared by posting articles in the CSB Family Newsletter and trainings will be provided during parent committee meetings <div style="border: 1px solid black; padding: 5px;"> <p>Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> </div> <p>January 2019 Updates:</p>			

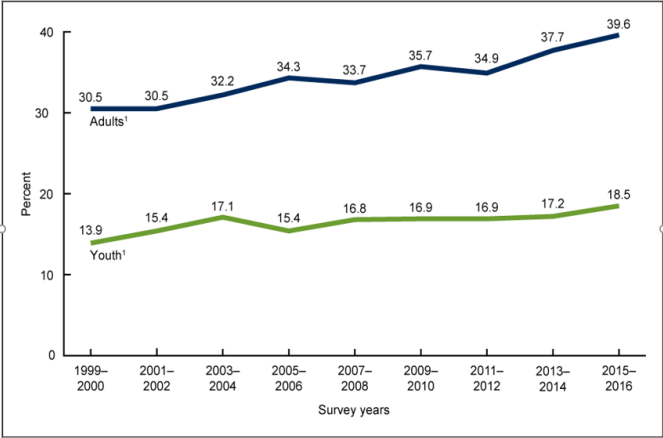


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	<ul style="list-style-type: none"> • Six people graduated in January in a Work Study Program and we have a total of 15 teacher assistants enrolled this spring • We continue to lead wellness activities to increase staff retention and moral via our Staff Health Improvement Plan (SHIP) <p>Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p>January 2019 Updates:</p> <ul style="list-style-type: none"> • The team is developing a 1-hour training for father/child participants with both individual and group activities • 3 directly operated staff and 2 staff from the partner unit have been trained on the Make Parenting A Pleasure (MPAP) Curriculum • The Partner unit has scheduled trainings for the delegate agency
<p>Presentation</p> <ul style="list-style-type: none"> • Transition to Kindergarten 	<p>Ron Pipa, Education Manager, provided a school readiness presentation - <i>Transition to Kindergarten</i>.</p> <p>Ron started the presentation by asking participants “what transition means” to them. Participants responses included: changing, switching staff, and/or classrooms. The change could be subtle. First time transitions in a child’s life include when a new baby arrives in the family or when a child goes to preschool for the first time.</p> <p>Ron asked participants what type of home activities they can do to extend education at home. Participants responded with: reading, watching Sesame Street, and coloring. Activities that help children learn song, develop social-emotional skills, increase small muscle development and reading are activities parents can do at home to help their children get ready for kindergarten. <i>Ready, Set, Go – Beginning Kindergarten Skills</i> handout identifying skills kindergarten teachers consider important was provided to the parents</p> <p>Preparing for the transition to kindergarten will help your children by:</p> <ul style="list-style-type: none"> ▪ Increasing their self-confidence ▪ Supporting relation building with other children and adults ▪ Increasing their motivation and openness to new experiences <p>Social skills are the most important skills that your children need when entering kindergarten and will help them with:</p> <ul style="list-style-type: none"> ▪ Making friends ▪ Following directions and rules ▪ Listening to the teacher <p><i>Your home is a Learning Center</i> handout was distributed. Parents were reminded that they are their child’s first teacher and that there are many learning opportunities within the home to engage in with children.</p>

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<p>Presentation</p> <ul style="list-style-type: none"> Obesity Trends in America and Rethinking Your Drink 	<p>Sophia Talbot, Nutritionist, provided a presentation on Obesity Trends in America and Rethinking Your Drink.</p> <p>Sophia started the presentation reviewing the definition of Obesity: Body Mass Index (BMI) of 30 or higher.</p> <ul style="list-style-type: none"> BMI ≥ 30, or ~ 30 lbs. overweight for 5' 4" person <p>Body Mass Index (BMI): A measure of an adult's weight in relation to his or her height.</p> <p>Sophia showed a sample of what 5lbs body fat looks like.</p> <p>Obesity data from 1985 to 2010 indicates that obesity level increase from less than 10% to more than 30% BMI</p>  <p>Trends in obesity prevalence among adults aged 20 and over and youth aged 2-19 years:</p>

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	 <p>WIC conducted a study from 2010-2014 on 2-4 year olds, in which there was a decrease in BMI from 18.4% to 16.6% in a 4-year period. Participants had a group activity to rethink your drink by calculating how much sugar is in a drink.</p> <p style="text-align: center;">Calculation:</p> <p style="text-align: center;">Grams of Sugar ÷ 4 = Teaspoons of Sugar</p> <p style="text-align: center;">69 Grams ÷ 4 ≈ 17 Teaspoons</p> <p style="text-align: center;">(Note: if the container has more than one serving, multiply the number of teaspoons by the number of servings to get the Total Teaspoons of sugar in the container. For example, 10 teaspoons x 2 servings = 20 teaspoons in total)</p> <p>Participants engaged in an activity and calculated the amount of sugar contained in various drinks.</p>
<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the February 20, 	<p>The minutes of the February 20, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the February 20, 2019, Policy Council minutes was made by Andres Torres and seconded by Lee Ross. The motion was approved.</p>



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Site Reports	<p>Ambrose:</p> <ul style="list-style-type: none"> Site celebrated Dr. Seuss. Children participated in several activities to celebrate one of our best children’s authors. Children had the opportunity to cook and eat “Green Eggs and Ham”. Children also had the opportunity to explore live chickens in the garden. Teachers continue to clean and organize their classrooms to make the environment more inviting, pleasant and efficient. A break room for staff has been approved, teachers will soon have comfortable place to take their breaks. Parents have agreed to having a “Spring Cleaning” day at the center on April 13th. Ms. Lynda shared different ways families can take a break to take care of themselves. Ms. Martha shared the progress of the garden. Ms. Lizzette, Comprehensive Services Clerk, put together a wide selection of brochures with resources for families. They will be available upon request. Parents gave their input on how to celebrate the “Week of the Young Child”. Parents also nominated Ms. Lynda as an excellent teacher. <p>George Miller Concord:</p> <ul style="list-style-type: none"> Site received an unannounced visit Community Care Licensing visit and passed with flying colors. Ms. Carole shared information and discussed Child Abuse Prevention during our March 21st Parent Meeting. <p>Riverview</p> <ul style="list-style-type: none"> The Quality Monitoring Unit conducted a Fidelity Monitoring- no corrective actions are needed. Positive responses from families were shared during 2nd Home Visits. Parent feedback to teachers validates their hard work. Spring Yard Cleaning: Children picking weeds, raking dead leaves and turning soil to prepare for seedling planting. 			



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	<ul style="list-style-type: none"> • CSU East Bay Nursing Students continue to visit the center and conduct health activities. • Room 2 is now doing a Garden Project and planted their first (large) plant together. Children are taking care of their plant every day and planting seeds in jars to transfer to garden. • Room 1AM is doing a Book Project. Visitors are coming to read stories to the children Ms. Cathy, Site Supervisor read "Wonky Donkey" and Ms. Lupita, CSAM read "The Napping House". The children are making books. • Room 1PM is doing a Car Project; finishing up their recycling study and using left over materials to make cars. • Parent volunteered her time in Room 2 for hands on activities (painting, gluing, and cutting) • Ms. Cathy attended the Quality Matters Leadership Learning Community Seminar, Teaching Pyramid Leadership Team 2nd Cohort meeting, and Opportunity Junction (Job Fair) at Los Medanos to recruit teachers. <p>Crescent Park</p> <ul style="list-style-type: none"> • Ms. Mayra Nieto, former Policy Council representative and current parent in room 1, reached out to Habitat Children’s Museum to find out about preschool field trips. Crescent Park is looking into visiting in the near future. • Dr. Seuss Birthday was a hit. Each classroom decorated their classroom doors as a Dr. Seuss book cover. The children walked around and judged each classroom door. • Wellness Champion Helen Bell, has been working with the Site Supervisor adding motivational quotes to the white board in the staff room weekly to inspire the teaching staff. • Spring is upon us and the classrooms have begun to weed the flower beds and to plant seeds and plants that will attract butterflies to the butterfly garden. • A grandpa came to visit room 1 and showed the children how to plant avocados. The discovery area has a display of fresh avocados. • Project Based Voucher Housing Opportunities have been posted to the Community Resources bulletin at the front entrance of the building. <p>Marsh Creek</p> <ul style="list-style-type: none"> • Site celebrated Dr. Seuss birthday with fun activities every day of the week - parents participated and the children enjoyed every activity. • Children had a field trip to the Recycling Center. Children had the opportunity to bring plastic bottles/cans to sell. The staff at the recycling center answered questions and showed the children how the recycling machine works. • La Clinica discussed Mental Health Stigmas in the Latin Community during our parent meeting. • Financial Fitness, family economic literacy classes will start next Friday.
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared:</p> <ul style="list-style-type: none"> • In-kind video for the month of March and encouraged Policy Council representatives to become more involve to build up in-kind, and also asked that representatives remind other site parents to become involved.



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	<ul style="list-style-type: none"> • Help us Grow with Head Start cards are now available, participants were encouraged to share them with the community. • Make Parenting A Pleasure sessions are currently being held at GMIII, GMC, and Marsh Creek. • English as Second Language (ESL) spring classes start on March 21st at George Miller Concord • Financial Fitness sessions are currently being offered at Balboa and sessions at Marsh Creek will begin on March 29th. • Statement of Economic Interests 700 forms were made available for representatives. • Certificates were presented to participants that attended the Facilitative Leadership training. 	
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Male participation • New representatives 	<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None