

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

Location: 1470 Civic Court, Concord Ca 94520

Date: 3/6/2019

Time Convened: 6:08 p.m.

Time Terminated: 6:50 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Pamela Arrington, Ana Araujo, Katharine Mason and Delphine Smith

Absentees: None

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 6:00 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 February 6, 2019 Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted.</p> <p>A motion to approve February 6, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p>
<p>Parent Recognition of Staff Excellence</p>	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Lisa Maloney, Eligibility/Enrollment Specialist at Martinez Early Child Care and Ronnysha Moore, TAT at Contra Costa College, to receive recognition at the March 20, 2019, Policy Council Meeting for their excellent work. <p>Imelda Prieto-Martinez, Policy Council Clerk will invite both to attend the March 20, 2019, Policy Council meeting to receive their recognition.</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"> CSB is proud announce that Julia Kittle-White, Comprehensive Services Manager, and Ruth Hunter, Site Supervisor have successfully completed their Trauma Informed Fellowship Program, and were recognized at a graduation ceremony hosted by First 5 Contra Costa. On February 3-6, 2019, CSB Director, Managers, and several teaching staff and site supervisors attended the Head Start California Association Conference in Riverside. The conference focused on Parent, Family, and Community Engagement, as well as Education. Congratulations to the Los Arboles team for achieving the five-year term of re-accreditation by the National Association for the Education of Young Children (NAEYC). On February 13, 2019, George Miller Concord (GMC) received an unannounced site visit from Community Care Licensing. The visit was a success and concluded with no findings.

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> • Our Assistant Director, Magda Bedros, lead a group of 12 Partner leadership staff through a 2-day CLASS observation training. The participants will be able to use the knowledge gained toward becoming CLASS reliable. CLASS is just one tool that we use to monitor and support the continuous growth and development of our teaching staff. • Family Financial Fitness classes will be offered again this year in both East and West County beginning this Friday, 3/8/19 at our Balboa Center for our West County families and on 3/29/19 at Marsh Creek for our East County families. • Comprehensive Services Health Manger, Debi Marsee announced her retirement, effective February 28, 2019 following 22 years of service to CSB. Debi was a strong advocate for children and families promoting best health practices within CSB and beyond. • CSB welcomed Michelle Mankewich as our new Mental Health/Disabilities Manager on March 1, 2019. • Nine Mental Health (MH) interns and their two supervising clinicians participated in Play Therapy-Part 2-training to support their work with CSB children and families. <p>Katharine Mason, Division Manager, led a discussion with Executive Members around ways we could enhance Policy Council presentations to include more time for group interaction. The group discussed rearranging the order of agenda items and looked at what information should be presented in a presentation format and what information could be shared in other ways. The group agreed that if representatives were provided as an example, with Monthly Attendance and Enrollment Statistics reports ahead of meetings they could review the information in advance and come to the meeting prepared with any questions they may have. Shorter presentation time for this particular item and other similar items would allow additional time on the agenda for more group engagement.</p>	
<ul style="list-style-type: none"> • Set Agenda for March 20, 2019 Policy Council Meeting 	<ul style="list-style-type: none"> • The group reviewed and set the agenda for March 20, 2019. • To go along with March as Women’s History Month the group decided on the following Icebreaker: “Name and Tell us about a Positive Female Role Model in Your life” 	
<ul style="list-style-type: none"> • Meeting Evaluation 	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Revamping of Agenda • Less is more 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None