

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

Location: 1470 Civic Court, Concord Ca 94520

Date: 4/3/2019

Time Convened: 6:06 p.m.

Time Terminated 6:45 p.m.

Recorder: Imelda Prieto Martinez

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

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Veronica Gutierrez, Chair called the meeting to order at 6:06 p.m. and reviewed the desired outcomes.</li> <li>Emma Duran, Vice Chair, reviewed the meeting ground rules.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve March 6, 2019 Executive Meeting Minutes</li> </ul>	<p>The minutes were reviewed, no corrections were noted.</p> <p><b>A motion to approve March 6, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</b></p>
<p>Parent Recognition of Staff Excellence</p>	<ul style="list-style-type: none"> <li>The group reviewed all nomination forms and selected Maria Ortega, Associate Teacher at Los Nogales and Amtus Farima, Teacher Assistant Trainee at Ambrose, to receive recognition at the May 15, 2019, Policy Council Meeting for their excellent work.</li> </ul> <p>Imelda Prieto-Martinez, Policy Council Clerk will invite both to attend the May 15, 2019, Policy Council meeting to receive their recognition.</p>
<ul style="list-style-type: none"> <li>Staff Report</li> </ul>	<p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> <li>On March 21, 2019, CSB hosted a kick-off orientation for the 20 selected Wellness Champions representing various work classifications. Our Staff Health Improvement Plan (SHIP) focuses on holistically improving staff wellness to increase morale while also insuring a healthy workforce that is able to continue providing high quality services. Wellness Champions will play a key role in creating and enhancing break areas conducive to health and wellness; encouraging participation in agency and department-wide wellness events; and ensuring wellness activities are consistently incorporated and embedded in the units they represent.</li> <li>Many CSB Teaching Staff, Site Supervisors and Senior Managers, along with parents from the community attended the Local Policy Councils' (LPC) Young Children's Forum on March 16<sup>th</sup> to learn about early childhood opportunities. The LPC supports early care and education by coordinating collaborations to strengthen partnerships amongst the early childhood community.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> <li>• Distribution of family and child home engagement activities for Head Start and Early Head Start families began in January and will continue monthly. The focus of these activities are based on child assessment data and relate to children’s development of mathematics skills.</li> <li>• During the month of March, CSB filled the Comprehensive Service Manager open position for Mental Health/Disabilities/Homelessness with an internal candidate, hired three temporary Teacher Assistant Trainees and promoted three temporary Teacher Assistant Trainees to temporary Associate Teachers.</li> <li>• Interviews are underway to fill the following positions: Assistant Director; Comprehensive Services Health Manager; and several temporary and permanent Intermediate clerk positions.</li> <li>• Hats off to Dr. Seuss’s birthday challenge resulted in an overwhelming number of classrooms participating. Teachers, Parents and Site Supervisors actively participated in many fun activities to include reading stories, cooking projects, making hats and decorating classrooms/centers to name a few.</li> <li>• All Centers received butterfly kits that the children and parents alike are fascinated with.</li> <li>• The Education Team is in the process of ordering kindergarten backpacks to be given to our kindergarten bound children at the end of this school year.</li> </ul>	
<ul style="list-style-type: none"> <li>• Review March 20, 2019 Policy Council Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• March 20, 2019 Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes.</li> </ul>	
<ul style="list-style-type: none"> <li>• Set Agenda for April 17, 2019 Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed and set the agenda for April 17, 2019. The length of the meeting will be adjusted to accommodate the Economic Opportunity Council (EOC) Public Hearing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Meeting Evaluation</li> </ul>	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• On time</li> <li>• Everyone present</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• Side bars</li> </ul>