

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

Location: 1470 Civic Court, Concord Ca 94520

Date: 5/1/2019

Time Convened: 6:10 p.m.

Time Terminated 6:45 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Pamela Arrington, Haydee Ilan and Ana Araujo

Absentees: 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. Emma Duran, Vice Chair, reviewed the meeting ground rules. 																										
<p>Action:</p> <ul style="list-style-type: none"> Review and approve April 3, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted.</p> <p>A motion to approve April 3, 2019, Executive Meeting Minutes was made by Katie Cisco and seconded by Emma Duran. The motion passed.</p>																										
<p>Action:</p> <ul style="list-style-type: none"> Review and approve Early Head Start Child Care Partnership #2 Continuation Grant 	<p>Haydee Ilan, Accountant III, reviewed the Early Head Start Child Care Partnership #2 Continuation Grant Budget summary.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Categories:</th> <th style="text-align: right;">FY 2019-2020 EHS Child Care Partnership #2 Operation</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td style="text-align: right;">\$ 616,136</td> </tr> <tr> <td>Fringe Benefits</td> <td style="text-align: right;">\$ 369,357</td> </tr> <tr> <td>T & TA</td> <td style="text-align: right;">\$ 86,354</td> </tr> <tr> <td>Travel</td> <td style="text-align: right;">\$ - 0 -</td> </tr> <tr> <td>Supplies</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Contractual</td> <td style="text-align: right;">\$ 502,746</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$ 1,939,040</td> </tr> <tr> <td>Sub-Total of Direct Charges</td> <td style="text-align: right;">\$3,563,633</td> </tr> <tr> <td>Indirect Costs</td> <td style="text-align: right;">\$ 129,389</td> </tr> <tr> <td>Total Federal Amount Being Requested</td> <td style="text-align: right;">\$3,693,022</td> </tr> <tr> <td><i>Non-Federal Share</i></td> <td style="text-align: right;"><i>\$ 923,256</i></td> </tr> <tr> <td>Total Federal and Non-Federal</td> <td style="text-align: right;">\$4,616,278</td> </tr> </tbody> </table> <p>A motion to approve the Early Head Start Child Care Partnership #2 Continuation Grant was made by Emma Duran and seconded by Katie Cisci. The motion passed.</p>	Budget Categories:	FY 2019-2020 EHS Child Care Partnership #2 Operation	Personnel	\$ 616,136	Fringe Benefits	\$ 369,357	T & TA	\$ 86,354	Travel	\$ - 0 -	Supplies	\$ 50,000	Contractual	\$ 502,746	Other	\$ 1,939,040	Sub-Total of Direct Charges	\$3,563,633	Indirect Costs	\$ 129,389	Total Federal Amount Being Requested	\$3,693,022	<i>Non-Federal Share</i>	<i>\$ 923,256</i>	Total Federal and Non-Federal	\$4,616,278
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<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"> Select CSB staff attended the CHSA Health Institute (4/15-4/14) & Policy & Leadership Conference (4/17-4/19) in Sacramento. Families, management staff and community members joined the centers for Week of the Young Child festivities, 4/10-4/17. All Centers participated with a variety of fun activities that were enjoyed by all. The Health and Nutrition Services Advisory Committee (H&NSAC) spring meeting was held on April 25th at Civic. Sixteen CSB and community partners participated. CHDP hearing and vision practicum and training was held on April 9th and 16th. Twenty-three CSB staff and Community Partners were trained and certified. CPR Training was held April 17th at GMC. Seven CSB staff were trained and certified CSB purchased and received two new OAE Madsen Alpha Hearing Machines for the PartnerUnit for the purpose of screening EHS children. Dental Vans visited the following centers during the month of April: <ul style="list-style-type: none"> Las Deltas – April 9th, 12 Dental Exams were completed Aspiranet – April 12th, 7 Dental Exams were completed GMIII – April 16th, 20 Dental Exams were completed Ambrose – April 18th, 13 Dental Exams were completed Bayo Vista – April 23rd, 24 Dental Exams were completed 	
<ul style="list-style-type: none"> Review April 17, 2019 Policy Council Meeting Minutes 	<ul style="list-style-type: none"> April 17, 2019 Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes. 	
<ul style="list-style-type: none"> Set Agenda for May 15, 2019 Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for May 15, 2019. 	
<ul style="list-style-type: none"> Meeting Evaluation 	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> On time 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> Missing Delphine Room tempature