

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

Location: 1470 Civic Court, Concord Ca 94520

Date: 6/5/2019

Time Convened: 6:00 p.m.

Time Terminated 6:30 p.m.

Recorder: Imelda Prieto Martinez

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

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 6:00 p.m.</li> <li>Katie Cisco, Secretary, reviewed the desired outcomes.</li> <li>Delphine Smith, Parliamentarian, reviewed the meeting ground rules.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve May 1, 2019, Executive Meeting Minutes</li> </ul>	<p>The minutes were reviewed, no corrections were noted.</p> <p><b>A motion to approve May 1, 2019, Executive Meeting Minutes was made by Katie Cisco and seconded by Delphine Smith. 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 Sol Shimmel, Delia Castro, Susan Makhtarzada, and Anita Ruffner, Program Staff at Martinez Early Childhood Center and Patricia Taylor, Site Supervisor at Lone Tree – First Baptist, to receive recognition at the June 19, 2019, Policy Council Meeting for their outstanding work with the children and families.</li> </ul> <p>Imelda Prieto-Martinez, Policy Council Clerk will invite both to attend the June 19, 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>Christina Reich, Division Manager represented CSB as one of several panel experts and shared information about CSB’s social media presence at the National Head Start Association (NHTA) Annual Conference in San Antonio, TX. NHTA invited CSB to participate, along with three other programs in the country, as they had noticed the great job we do.</li> <li>CSB recognized participants of the Teachers Learning and Collaborating (TLC) cohort on 5/17/19. The teachers participated in an 18-month program that focused on teaching practices, reflection, and peer feedback.</li> <li>A new cohort of staff for the Family Development Credential (FDC) program began on May 14, 2019 and will continue through October 2019. The FDC program provides staff who work with families an opportunity to further develop the skills and knowledge they need to enhance their work with families. The program teaches family workers how to coach families to set and reach their goals for healthy self-reliance.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Summer Safety Newsletters containing many excellent tips on how to keep children safe during the summer, were distributed to all CSB and partner families.</li> <li>• Our East County <i>Healthy Fathers, Healthy Children</i> workshop was held at Marsh Creek. Workshops were intentionally planned to support our efforts to increase male involvement in our program and engage fathers and father figures in the healthy development of their children. Nutrition information/cooking projects and fun physical activities were included as part of the workshop.</li> <li>• Staffing Updates include the following: <ul style="list-style-type: none"> <li>○ CSB promoted an employee from an Administrative Analyst to an Administrative Services Assistant II to continue providing support to the Business Operations Unit and its initiatives.</li> <li>○ The Bureau filled the Comprehensive Services Health Manager position with an internal candidate.</li> <li>○ CSB is looking to fill two Building Services Maintenance Worker positions on a temporary basis to provide support to the Business Operations.</li> <li>○ Additionally, CSB continues to search for two permanent Child Nutrition Services Transporters and two temporary Child Nutrition Services Transporter positions.</li> <li>○ CSB has 21 teaching staff vacancies, including for teachers and associate teachers. Staff continue to recruit through a variety of venues in an effort to fill the classrooms with qualified teachers.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Review May 15, 2019 Policy Council Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• May 15, 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 June 19, 2019 Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed and set the agenda for June 19, 2019. Ice Breaker: “Favorite summer activity”</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>• Finished on time</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• Missed Ana</li> </ul>