

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: 1470 Civic Court, Concord Ca 94520

Date: 8/7/2019 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, Christina Reich and Ana Araujo
 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. Emma Duran, Vice Chair, reviewed the desired outcomes. Delphine Smith, Parliamentarian, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve June 5, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted. A motion to approve June 5, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and approve June 24, 2019, Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted. A motion to approve June 24, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Delphine Smith. The motion passed.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and Approve the Non Federal Share for the Program Improvement Grant 	<p>Haydee Ilan, Accountant III, provided an overview of the Non Federal Share for the Program Improvement Grant.</p> <p>Contra Costa County Community Services Bureau (CSB) is requesting a waiver of non federal share amounting to \$492,159 for the carryover request for Early Head Start-CCP Program, Grant #09HP000111. CSB’s request of carryover funds of \$4,273,918 includes operating funds as well as program improvement funds of \$1,968,634. The allocation of program improvement funds is for various purposes including but not limited to the upgrade and enhancement of CSB’s centers and partners facilities to comply with the health and safety requirements of the Head Start Performance Standard. These planned expenditures pertaining to program improvement cannot be met with volunteer hours because they do not involve classroom participation from parents as well as non-involvement of the community at large. It would be difficult for the program to meet the non federal share because of the nature of these expenditures. These consists of the following planned expenditures included in the carryover request:</p> <p style="padding-left: 40px;">Vehicles\$ 238,110 Kitchen Equipment\$ 238,000 Upgrade Facilities-Health and Safety\$1,492,524 TOTAL EXPENDITURES\$1,968,634 NON FEDERAL SHARE WAIVER REQUEST\$ 492,159</p> <p>A motion to approve Non Federal Share for the Program Improvement Grant was made by Delphine Smith and seconded by Katie Cisco. The motion passed.</p>

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Presentation: <ul style="list-style-type: none"> Review Governance, Leadership and Oversight Capacity Screener 	<p>Ana Araujo, CS Manager, provided an overview of the Governance Leadership and Oversight Capacity Screener. The Head Start/Early Head Start base grant is on a 5 year cycle. CSB entered Year 1 of the EHS-CCP1 grant, therefore, it is required to review and complete the Governance Leadership and Oversight Capacity Screener to ensure our agency has strong governance systems in place.</p>
Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Jasmine Henderson, Teacher Assistant at Lone Tree First Baptist and Zermina Zandra, Teacher at Los Nogales, to receive recognition at August 21, 2019, Policy Council Meeting for their outstanding work with the children and families. <p>Imelda Prieto-Martinez, Policy Council Clerk, will invite both to attend the August 21, 2019, Policy Council meeting to receive their recognition.</p>
<ul style="list-style-type: none"> Staff Report 	<p>Christina Reich, Division Manager, provided updates on behalf of Katharine Mason. CSB made the difficult decision to temporarily close our Crescent Park center, it always a difficult decision and a “last resort” to close a center.</p> <ul style="list-style-type: none"> Analyses of root causes, trends, alternative solutions and community needs are considered Impacts include: enrollment holds = failure to meet 100% enrollment mandate; SS in ratio = not attending to necessary admin duties; Teacher stress increases; inconsistent caregivers for children; when ratios not met, children turned away for services. Significant staffing challenges, despite efforts to address at multiple levels, unable to secure adequate staffing for several years. <ul style="list-style-type: none"> High rate of vacancies and leaves in west county <ul style="list-style-type: none"> 31% of positions in west county are vacant or staff on leave; and 58% of positions at Crescent Park. 28 reliable subs in west county for 28 vacant/on leave positions, leaving no available subs for staff time off and sick leave. Steep cost of living Increases, especially in west county. Efforts to increase staffing: TAP – grow our own program; On-going recruitment; Re-allocated slots; Slots reduction. This center closed once before – historically difficult to staff and reach full enrollment <ul style="list-style-type: none"> Closed for 2013-14 PY for similar reasons. Since 2014-15 to 2018-19 have reduced slots from 98 to 64. Only 154 waiting out of 6,373 names on our waitlist; CP is 2nd choice for many.

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	<ul style="list-style-type: none"> ● Center remains open until all children have left for Kindergarten or been transferred to other near-by centers. All continuing families have already selected their new center. <ul style="list-style-type: none"> ○ Aug 12th is last day for preschool children. <ul style="list-style-type: none"> ▪ As of Aug 5th 7 preschool children remaining: 2 Kinder-bound and 5 who will transition to new centers by Aug 12th. ○ Last day for toddlers TBD as we get new room ready and properly licensed for them at Balboa. Fully enrolled currently with 6 toddlers. Teaching staff and SS will stay to continue services as long as necessary. ● All staff will be transitioned to other centers – no loss in jobs or changes in classification. ● Displaced HS & EHS slots will be moved to childcare partners in high need area of the county where staffing is not an issue. ● Anticipate & hope this closure will be temporary and we'll be able to re-open next program year when staffing in west county stabilizes. 	
● Review June 19, 2019 Policy Council Meeting Minutes	● June 19, 2019 Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes.	
● Set Agenda for August 21, 2019 Policy Council Meeting	● The group reviewed and set the agenda for August 21, 2019.	
Meeting Evaluation	<u>Pluses / +</u>	<u>Deltas / Δ</u>
	<ul style="list-style-type: none"> ● Room tempature is good ● Food good 	<ul style="list-style-type: none"> ● Crescent Park Closure