



Contra Costa County



Meeting: Program Services Subcommittee Meeting Date: 12/3/19 Time: 5:00 PM to 6:00 PM

Location: 1470 Civic Ct., Suite 200 Room 221 Facilitator: Magda Bedros Recorder: Daisy Templeton

Attendees: See sign-in sheet

TOPIC	SUMMARY	
<p>Desired Outcomes / Agreements Reached</p>	<ul style="list-style-type: none"> • Reviewing Recruitment Plan: Updated annually 3 recruitment goals: <ol style="list-style-type: none"> 1.) To recruit eligible pregnant women, infants, toddlers, and children. 2.) To recruit children with disabilities. 3.) To recruit special populations as per our community assessment and selection criteria: CPS/At-Risk, Domestic Violence, Limited English, Need for full Day Care. Homeless, TANF/CalWORKS Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents. • Disability add the fact that income limits will be different. • Flyers should be available in different languages to reach more people. • Review of Admission priorities/ selection criteria for 2020-2021 program year. • LMC/DVC meeting to get onsite childcare facility Reviewing Program Improvement Plan for the non- compliance issues • Program Improvement Plan Review: <ul style="list-style-type: none"> • Check child’s interaction with person during picking up. • Review and update pick-up/ drop off policy/ training for all staff & parents • Distribution of safety documentation for parent meetings, staff and teachers. • Suggestion: Use different languages for the safety tips for parents, Magda will coordinate it • After non-parent picks up? Use Text messaging notification. Magda will check with IT, if possible 	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Magda will check with IT about possible send a text message for parent when the pick-up happened by one of the emergency card authorized family or friend member • Magda will get the report of languages of families in the program. Coordinate translation to make sure families receive the safety tips in their own language 	
<p>Meeting Evaluation</p>	<p><u>Plus</u></p> <ul style="list-style-type: none"> • N/A 	<p><u>Deltas</u></p> <ul style="list-style-type: none"> • N/A