



**Policy Council Conference Call Meeting Minutes**  
 Location: 500 Ellinwood Way, Pleasant Hill, CA



**Date:** 5/20/2020

**Time Convened:** 6:05 PM

**Time Terminated:** 7:02 PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>• Katie Cisco, Chair, called the meeting to order at 6:05 p.m.</li> <li>• Daisy Templeton, Vice-Chair, reviewed the desired outcomes</li> <li>• Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules.</li> </ul>
Public Comment	None
Correspondence	<p>Katie Cisco, Chair, read correspondence from Dr. Deborah Bergeron, Director, Office of Head Start:</p> <p>From February 10, 2020, to February 14, 2020, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of the Contra Costa County Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007.</p> <p>The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, we have found your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.</p> <p>Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.</p>
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<p>Camilla Rand, CSB Director, welcomed Policy Council representatives and thanked representatives for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>• Childcare for emergency and essential workers. We are continuing to provide childcare for these workers in 5 classrooms at Balboa, Los Arboles, and George Miller Concord. Seventeen of these children are county employed workers and we have begun this week enrolling CSB families who are essential workers. We still have over 50 teaching staff and Site Supervisors who have stepped up to provide these important services.</li> <li>• Re-opening Plans: Although the stay-at-home order is still in place, many childcare programs are beginning plans of re-opening at some point in the near future. We have also pulled a committee of staff together who are planning our re-opening and what services will look like. We know that when we are able to provide center-based services again, care will look very different. There are still</li> </ul>



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	<p>mandates in place, such as small group sizes of no more than 10 children and social distancing requirements. Re-opening will require many changes that will impact both staff and families.</p> <ul style="list-style-type: none"> <li>• Services to Community Services' Families: As of May 18, all CSB staff are fully deployed and working. We are continuing as we have with individual family touchpoints, grab and go supply distributions, educational activities for families, data entry and planning for the coming year. Our Associate Teachers and some clerks are the last to be deployed and will have a variety of tasks, including remote learning through webinars and assisting in completing the year-end work.</li> <li>• Two critical reports: I am excited to share with you two important reports for your reference. The first is the clearance of the area of non-compliance with regards to the incident at the YMCA, where a child was released to the wrong adult. The second is the Program Performance Summary Report from the Focus Area 2 Review from February 2020. This report shows no area of concern or non-compliances, only highlights. Exciting news!</li> <li>• Head Start Grants: Our administrative team has been working diligently at completing several grant offerings from the Office of Head Start. You will hear about them in more detail at the meeting, but these include a Cost of Living Adjustment (COLA) of approximately 2%; a Quality Improvement grant for the increase of salaries for certain CSB classifications to ensure staff retention; a summer program grant for our part-year program; and a COVID-19 Recovery grant for technology, supplies and facilities' needs as a result of this pandemic.</li> <li>•</li> </ul> <p>Enrollment and Attendance statistics:    April</p> <ul style="list-style-type: none"> <li>• Enrollment: 97.12% for Head Start; 98.70% for Early Head Start; 95.83% for Early Head Start Child Care Program Partnership #1; and 89.5% for Early Head Start Child Care Program Partnership #2.</li> <li>• Attendance: No attendance to report due to Covid-19 Shelter in Place order.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> <li>○ <b>2019-2020 Head Start Program: March 2020</b> year to date cash expenditures were \$3,416,570 YTD, which represents 20% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start Program: March 2020</b> year to date cash expenditures were \$332,924 YTD, which represents 9% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start – CC Partnership: March 2020</b> year to date cash expenditures were \$580,570 YTD, which represents 51% of the program budget.</li> <li>○ <b>2019-2020 Early Head Start – CC Partnership #2: March 2020</b> year to date cash expenditures were \$2,043,598 YTD, which represents 55% of the program budget.</li> </ul>



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	<ul style="list-style-type: none"> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>February 2020</b> were \$13,594.14.</li> <li>○ <b>Child and Adult Care Food Program: February 2020</b> total meal served, including breakfast, lunch, and supplements were 29,518.</li> </ul>														
<p><b>Presentation:</b></p> <ul style="list-style-type: none"> <li>● 2020 Supplemental Funds in Response to Coronavirus Disease (Covid-19)</li> </ul>	<p>Sarah Reich, ASA III, provided an overview of the 2020 Supplemental Funds in Response to Coronavirus Disease (Covid-19). The Administration for Children and Families (ACF) announced funds are available for Head Start programs in response to COVID-19.</p> <p>On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs, and about \$250 million is available for one-time activities in response to COVID-19.</p>														
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Consider Approval of the Head Start Summer Program Grant</li> </ul>	<p>Sarah Reich, ASA III, provided an overview of the Head Start Summer Program grant. Contra Costa County Employment and Human Services Department (EHSD) Community Services Bureau (CSB) is submitting this request for Summer 2020 Supplemental funding, as outlined in the Administration of Children and Families' Program Instruction ACF-PI-HS-20-03, dated April 14, 2020. CSB would like to allocate this supplemental funding to cover expenditures in operating five (5) childcare centers for eight (8) weeks.</p> <p>The Summer Program supplemental funds of \$705,000, will be allocated between CSB and our Delegate Agency, First Baptist Head Start (FBHS). CSB's federal allocation is \$580,000 and FBHS's allocation is \$125,000. Per Program Instruction, a Non-federal match is not required due to these funds being associated with COVID-19.</p> <p><b>Budget</b></p> <table border="0"> <tr> <td>PERSONNEL</td> <td>\$169,117</td> </tr> <tr> <td>FRINGE BENEFITS</td> <td>\$125,146</td> </tr> <tr> <td>SUPPLIES</td> <td>\$ 30,200</td> </tr> <tr> <td>CONTRACTUAL</td> <td>\$ 39,200</td> </tr> <tr> <td>OTHER</td> <td>\$184,205</td> </tr> <tr> <td>TOTAL DIRECT CHARGES</td> <td>\$547,868</td> </tr> <tr> <td>INDIRECT COSTS</td> <td>\$ 32,132</td> </tr> </table>	PERSONNEL	\$169,117	FRINGE BENEFITS	\$125,146	SUPPLIES	\$ 30,200	CONTRACTUAL	\$ 39,200	OTHER	\$184,205	TOTAL DIRECT CHARGES	\$547,868	INDIRECT COSTS	\$ 32,132
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<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of April 15, 2020, Policy Council Minutes</li> </ul>	The minutes of April 15, 2020, Policy Council minutes were reviewed, and no corrections were noted.																																																					
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Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> <li>Form 700 - Statement of Economic Interests was mailed along with the meeting material; representatives were asked to complete the form and mail back on the self-address envelope.</li> <li>Comprehensive Services Team has done an excellent job addressing the needs of the families calling the Family Resource Hotline. Families are mostly requesting resources related to: Financial assistance, Food distribution, and Diapers/Wipes. Families are also being connected with other community agencies such as Catholic Charities and Monument Impact.</li> </ul>			
Meeting Evaluation	<p align="center"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>Good participation</li> </ul>		<p align="center"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul>	