

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours or by contacting Ana.araujo@ehsd.cccounty.us

## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Executive Meeting	
<b>Date:</b> October 7, 2020	<b>Time:</b> 6:00 – 7:00 PM
<b>Zoom Link:</b> <a href="https://cccounty-us.zoom.us/j/91253065336?pwd=NkhyczZDNVFRMk5aVEFEbnA4eFNlQT09">https://cccounty-us.zoom.us/j/91253065336?pwd=NkhyczZDNVFRMk5aVEFEbnA4eFNlQT09</a>	
<b>Meeting Leader:</b> Jasmine Cisneros	
<b>Purpose:</b> To Review PC Items for next meeting	

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.*

*Please contact Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [Ana.araujo@ehsd.cccounty.us](mailto:Ana.araujo@ehsd.cccounty.us)  
Or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.*

**Opportunities for Public Comment:** *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to [Ana.araujo@ehsd.cccounty.us](mailto:Ana.araujo@ehsd.cccounty.us) before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

*All votes taken during a teleconference will be by roll call.*

### Desired Outcomes: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

An overview of Contra Costa County Single Audit Report

A review of PC Bylaws so the officers understand their role on the Policy Council.

Approval of the September 2, 2020, Executive Meeting minutes so that we have an accurate record of the meeting.

An understanding of staff reports so that the group is informed of Bureau highlights and other important events.

A review of the September 30, 2020, Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the October 21, 2020, Policy Council meeting.

A decision regarding Parent Recognition of Staff nomination recipients.

An Evaluation of the meeting so that we may review our strengths and make any improvements as needed.

Attendees: PC Executive Committee and CSB Staff

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Matthew Carlson	2 Minutes
Review Meeting Ground Rules	Present	Karen Medrano	2 Minutes
Public Comment	Present	Public	2 Minutes

<b>Agenda</b>			
<b>What</b> (Content)	<b>How</b> (Process)	<b>Who</b>	<b>Time</b> (Minutes)
Overview of Contra Costa County Single Audit Report by External Auditors Macias, Gini & O'Connel for Fiscal period ended June 30, 2019.	Present Check for understanding Check for agreement	Haydee Ilan	5 Minutes
<b>Review:</b> Policy Council Bylaws	Present Clarify Check for understanding	Group	20 Minutes
<b>Action:</b> Review and Approve September 2, 2020, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Group	5 Minutes
Staff Reports	Present Clarify Check for understanding	Staff	10 Minutes
Review September 30, 2020 Policy Council Minutes	Present Clarify Check for understanding	Group	5 Minutes
Set Agenda for October 21, 2020 Policy Council Meeting	Present Clarify Check for Understanding	Executive Committee and Staff	5 Minutes
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Group	2 Minutes
Meeting Evaluation	Plus/Delta	Group	2 Minutes