

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

Date: 9/2/2020

Time Convened: 6:07 p.m.

Time Terminated 6:49 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Katie Cisco, Daisy Templeton, Andres Torres, Jasmine Cisneros, Christina Reich, Amy Wells, Ana Araujo, Rob Castillo, and Warren Lautz

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Katie Cisco, Chair, called the meeting to order at 6:07 p.m. Daisy Templeton, Vice-Chair, reviewed the desired outcomes. Jasmine Cisneros, Parliamentarian, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve August 5, 2020, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve August 5, 2020, Executive Meeting Minutes was made by Andres Torres and seconded by Daisy Templeton. The motion passed.</p>
<p>Staff Report</p>	<p>Amy Wells, Interim Division Manager, provided updates on the following items:</p> <ul style="list-style-type: none"> CSB is prepared to re-open on September 8, 2020, in accordance with the revised operational plan based on the current county guidance. County data showing a downward trend in cases; numbers are no longer increasing as they did in months prior, there is a drop in the percentage of positive cases 8.8% on August 6 to 7.4% on August 24, number of patients hospitalized has dropped from 103 to 96 on August 4. We will continue with cohort care; small cohorts to be able to isolate COVID incidences should they occur. CSB created taskforce reviewed many resources that are within the plan. Staff will be trained on the Re-opening plan and the related documents within the plan (revision of health screening questions for staff and families). CSB has secured additional PPE for staff and the classrooms (masks, smocks for all teachers, hand sanitizer). <p>Christina Reich, Division Manager, provided updates on the following items:</p> <ul style="list-style-type: none"> CSB is working diligently on making improvements to increase protection to directly operated and partner sites, such as installing additional sinks to make handwashing accessible, dividers, facemask, and anti-fog face shield. Kudos to Ana for coordination the Communication Survey. The results indicate that the primary method of communication is telephone call; second preference of communication is Facebook. This information will help us cater our program materials for distance learning in accordance with the parent communication preferences
<ul style="list-style-type: none"> Review August 19, 2020, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed August 19, 2020, Policy Council Minutes.

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<ul style="list-style-type: none"> Review the September 26 Orientation and set Agenda for September 30, 2020, Policy Council Meeting 	<p>Ana Araujo, PFCE Comprehensive Services Manager, reviewed the process of the September 26, 2020 Orientation. This year the Policy Council Orientation is divided into two parts. The First Part is the Self-Study - September 18 to 25. Self-guided review of video trainings. The Second Part is the Virtual Meeting – September 26. We will host a Zoom meeting with a chance to meet each other, hear a training video summary, and clarify any questions.</p> <p>The group reviewed and set the agenda for September 30, 2020, Policy Council Meeting. Ice Breaker: “Astronaut activity.”</p>	
Meeting Evaluation	<p><u>Pluses / +</u></p> <ul style="list-style-type: none"> Good participation Public guest Good information 	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> Last Exec meeting for 2019-20 Exec Meeting