



Policy Council Meeting Minutes
 Location: Hilton Concord, 1970 Diamond Blvd, Concord, CA



Date: 9/30/2020

Time Convened: 6:05 PM

Time Terminated: 7:50 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Katie Cisco, Chair, called the meeting to order at 6:05 PM Nivette Moore-Abalo, Past Parent Representative, reviewed the desired outcomes. Jasmine Cisneros, Parliamentarian, reviewed the meeting ground rules.
Public Comment	None
Correspondence	None
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none"> • CSB Interim Director • Interim Division Manager • Fiscal 	Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked representatives for attending. Administrative updates: <ul style="list-style-type: none"> • CSB directly operated centers re-opened September 8, again in a phased approach and with limited group sizes. Amy will share more details in her report. First Baptist Head Start has also re-initiated services in alignment with CSB. CSB partner centers re-opened in June and July are continuing to provide services and are closing classrooms as needed based on Health Department guidance. Our partner unit is providing support and technical assistance to them as needed. • CSB has received over \$4,400,000 in funds to support the needs of our Bureau's clients and programs during the pandemic; \$1,690,825 from Head Start and Early Head Start alone. These funds support facility modifications and the purchase of PPEs (Personal Protective Equipment) and cleaning supplies, specialized cleaning services, and materials, supplies, and equipment used for distance learning. • CSB received notice from Head Start that there will be some changes to the Designated Renewal System (DRS) effective October 27, 2020. (DRS is the process by which grantees must re-compete for their grant). Highlights include: <ol style="list-style-type: none"> a. A single deficiency no longer requires re-competition; it is now two; b. Removal of CLASS condition to re-compete based on being in the lowest 10% nation-wide in that year; c. Established quality thresholds for CLASS: minimum score of 6 for Emotional Support, 6 for Classroom Organization and 3 for Instructional Support; falling below will trigger support for quality improvement; d. Raised competitive thresholds for CLASS: Emotional Support is 5, Classroom Organization is 5, and Instructional Support is 2.3, and after August 1, 2025, is 2.5;

e. The established fiscal threshold for re-competition if there are two or more audit findings.

Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of August as follows:

- Enrollment for the month was 87.2% for Head Start, 97.11% for Early Head Start, 95.83% for Early Head Start Child Care Partnership #1, and 87.89% for Early Head Start Child Care Partnership #2.
- Attendance for the month was 79.95% for Head Start, 73.69% for Early Head Start, 93.49% for Early Head Start Child Care Partnership #1, and 68.01% for Early Head Start Child Care Partnership #2.

Program updates:

- CSB directly operated centers reopened for children and families on September 8.
- We have reopened at a much smaller capacity than we previously operated due to an updated MB/PIN (early September) for Community Care Licensing and guidance from the from the California Dept of Public Health; for in-class learning, group sizes are 8 children for Pre-School, 4 toddlers, 3 infants.
- We will continue with the smaller cohort sizes for now; smaller cohorts allow for less transmission of illness or exposure to illness.
- Unfortunately, we did have a positive case at one of our sites in West County that recently resulted in two cohort closures but was limited to just these two cohorts (6 families affected-not the whole site). These two cohorts will be reopening for children and families on Monday, October 5.
- As I mentioned, we will continue with the smaller cohorts for now, but will look to gradually increase our in-class services to potentially align with the county tier system of reopening. CCC remains in the Purple tier and would next move into the Red tier. The increase would still be in alignment with the MB/PIN released in early September (still within the number of allowed individuals per classroom). More info to come shortly regarding this.
- As noted in the attendance report, we are not yet 100% enrolled for in-class services. The CEU (Centralized Eligibility Unit) and site supervisors are working thoughtfully and collaboratively to continue enrolling children for in-class services, in addition to the families requesting support via distance learning.
- Our education team has created a Distance Learning plan to support families and children at home and continue to make modifications to the plan according to regulations and the families' individual needs.
- All childcare partners have reopened to some capacity, and our Partner unit continues to provide the appropriate support as needed; FBHS followed CSB's closure and reopening plans as well.
- Comprehensive Services staff continues to contact parents/caregivers to provide resources and to update the Family Partnership Agreement (FPA), health history, and the Program Information Report (PIR).
- CS staff provided Census bags to families that included: WIC, SNAP(CalFresh), and Farmers markets information, cookbooks, Parent Power (READ for preschool) materials, Itsy Bitsy (ReadMe a Story for ages 0-3) materials, Watchful Willi (Pedestrian

Safety), developmental milestones information, Low Income Home Energy Assitance Program information (LIHEAP), oral health education, coloring books from LIHEAP, toothpaste, age-appropriate books, and age-appropriate toothbrushes.

- All teaching staff participated in a Comprehensive Services Refresher training in late August, which focused on the areas of health, nutrition, mental health/disabilities, and Parent Family Community Engagement. Teachers also participated in the annual education in-service training, which included training supports on social/emotional support, individualization, curriculum, and how to support families with distance learning. Wonderful that we are able to continue with professional development for our staff.

Haydee Ilan, Accountant III, presented the following fiscal reports:

- 2019-2020 Head Start Program: July 2020** year to date cash expenditures were \$7,604,039 YTD, representing 40% of the program budget.
- 2019-2020 Early Head Start Program: July 2020** year to date cash expenditures were \$1,535,528 YTD, representing 37% of the program budget.
- 2019-2020 Early Head Start – CC Partnership #1: July 2020** year to date cash expenditures were \$1,205,821 YTD, representing 87% of the program budget.
- 2019-2020 Early Head Start – CC Partnership #2: July 2020** year to date cash expenditures were \$3,242,893 YTD, representing 57% of the program budget.
- Credit Card expenditures** for all programs, including Head Start and Early Head Start, for the month of **July 2020**, were \$11,479.51.
- Child and Adult Care Food Program: August 2020**, total meal served, including breakfast, lunch, and supplements were 4,633.

Action:
Review and consider approval of Community and Past Parent Representatives

Katie Cisco, Chair, provided Community Representatives & Past Parents wishing to serve on the 2020-21 Policy Council the opportunity to read their letters of interest.

- Community Representatives letters of interest were received from: Devlyn Sewell from Economic Opportunity Council, and Deanna Carmona from First 5 Contra Costa to join the Policy Council.
- Past Parent letters of interest were received from: Nivette Moore-Abalo

A motion to approve the Community and Past Parent Representatives noted above was made by Andres Torres and seconded by Joel Nickelson-Shanks. The motion was approved.

Ayes		Nays	Abstentions	Not Present
Jasmine Cisneros	Taylor Hardy			Deniedre Henry
Joel Nickelson-Shanks	Evelyn Garcia			Maria Roxana Alvarado
Charles Latham	Folakemi Omole			Jamillah Monroe
Delia Zarges	Maria Palestino			Daisy Martinez
Matthew Carlson	Andres Torres			Priscilla Proteau

	Kara Simmons	Luis Acuna			
	Maria Barrios	Katie Cisco			
	Karen Medrano				

Action:
Conduct 2020-2021 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers

Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2020-2021 PC Executive officers are as follows:

1. Chair: Jasmine Cisneros
2. Vice-Chair: Matthew Carlson
3. Secretary: Andres Torres
4. Parliamentarian: Karen Medrano

A motion to approve the 2020-2021 Executive Committee Officers was made by Joel Nickelson-Shanks and seconded by Jasmine Cisneros. The motion was approved.

Ayes		Nays	Abstentions	Not Present
Jasmine Cisneros	Evelyn Garcia			Deniedre Henry
Joel Nickelson-Shanks	Folakemi Omole			Maria Roxana Alvarado
Charles Latham	Maria Palestino			Jamillah Monroe
Delia Zarges	Andres Torres			Daisy Martinez
Matthew Carlson	Luis Acuna			Priscilla Proteau
Kara Simmons	Katie Cisco			
Maria Barrios	Devlyn Sewell			
Karen Medrano	Deanna Carmona			
Taylor Hardy	Nivette Moore-Abalo			

Action:
Consider Approval of the June 17, 2020, Policy Council Minutes

The minutes of the June 17, 2020, Policy Council meeting were reviewed and no corrections were noted.

A motion to approve the minutes from the June 17, 2020, Policy Council meetings was made by Andres Torres and seconded by Nivette Moore-Abalo. The motion was approved.

Ayes		Nays	Abstentions	Not Present
Jasmine Cisneros	Evelyn Garcia			Deniedre Henry
Joel Nickelson-Shanks	Folakemi Omole			Maria Roxana Alvarado
Charles Latham	Maria Palestino			Jamillah Monroe
Delia Zarges	Andres Torres			Daisy Martinez
Matthew Carlson	Luis Acuna			Priscilla Proteau
Kara Simmons	Katie Cisco			
Maria Barrios	Devlyn Sewell			
Karen Medrano	Deanna Carmona			

	Taylor Hardy	Nivette Moore-Abalo			
Action: Consider Approval of the August 19, 2020, Policy Council Minutes	The minutes of the August 19, 2020, Policy Council meeting were reviewed and no corrections were noted. A motion to approve the minutes from the August 19, 2020, Policy Council meetings was made by Charles Latham and seconded by Andres Torres. The motion was approved.				
	Ayes		Nays	Abstentions	Not Present
	Jasmine Cisneros	Evelyn Garcia			Deniedre Henry
Joel Nickelson-Shanks	Folakemi Omole			Maria Roxana Alvarado	
Charles Latham	Maria Palestino			Jamillah Monroe	
Delia Zarges	Andres Torres			Daisy Martinez	
Matthew Carlson	Luis Acuna			Priscilla Proteau	
Kara Simmons	Katie Cisco				
Maria Barrios	Devlyn Sewell				
Karen Medrano	Deanna Carmona				
Taylor Hardy	Nivette Moore-Abalo				
Announcements	Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements: <ul style="list-style-type: none"> • Orientation forms (Standard of Conducts, Code of Ethics, and Training Verification) will be sent via Adobe Sign for completion in the next few days. • Form 700 - Statement of Economic Interests was mailed along with the meeting material; representatives were asked to complete the form and mail back in the self-address envelope. • Representatives are encouraged to nominate and recognize center staff for their quality work by completing the CSB342 Parent Recognition - Staff Nomination form. Representatives are asked to share the nomination form with parents at their sites and encourage them to recognize staff. The form is now available via Adobe Sign. • Representatives are encouraged to work with their Site Supervisors to complete and submit Site Reports form CSD336. Reports are shared out during monthly PC meetings on a rotating basis. The form is now available via Adobe Sign. • Subcommittee recruitment and sign up will be held next month. Handouts with the various subcommittee's responsibilities will be mailed to representatives to review, so representatives come prepared to sign up for the committee of their interest 				
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • New Representatives • Positive Environment • Fiscal Report Presentation • Good Participation 			<u>Deltas / Δ</u> <ul style="list-style-type: none"> • None 	