



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 10/21/2020

**Time Convened:** 6:00 PM

**Time Terminated:** 7:56 PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:00 PM. Matthew Carlson, Vice Chair, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
Staff Recognition	The following staff was recognized for going above and beyond in her work with the children and the families: <ul style="list-style-type: none"> <li>• Julia Pastor, Family Child Care Provider for CocoKids, was presented with a certificate and a book to acknowledge her dedication to the children and families.</li> </ul>
Ice Breaker	Policy Council Representatives participated in an icebreaker “What strategies do you use to keep you calm?” activity to open communication and build connections among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Interim Director</li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked them for attending. Administrative updates: <ul style="list-style-type: none"> <li>• Annually in October since 1982, we celebrate Head Start Awareness month. Teachers, parents, and alumni take this opportunity to recognize the impact of Head Start on themselves, the children, and the families. Please check our Facebook page and the National Head Start Association’s webpage for Head Start Success Stories and other highlights.</li> </ul> <b>2019-2020 Year-end Updates</b> CSB’s accomplishments in the 2019-2020 program year and what will be on the horizon for the upcoming year. <ul style="list-style-type: none"> <li>• 2% COLA increase for all HS/EHS and CCP Programs</li> <li>• Quality Initiative funding for HS/EHS and CCP Programs</li> <li>• Successful 2020 Federal Focus Area 2 Review</li> <li>• No findings in Single Audit and State Child Development Audit</li> <li>• \$4,402,517 COVID-19 CARES Act funding</li> </ul> Program <ul style="list-style-type: none"> <li>• 27 Family Development Credential graduates (19 CSB, 8 Partner)</li> <li>• 7 Teacher Apprenticeship Program graduates</li> <li>• 26 staff completed the Reflective Supervision program</li> <li>• 113 New Hires (41 Permanent &amp; 72 Temporary)</li> <li>• 45 promotions and temporary upgrades</li> <li>• Teaching staff successfully learned best practices to support Distance learning</li> </ul>

- 40 first responders and essential workers received Emergency Childcare for 3 months
- 218 children of essential workers were placed in community childcare with State-funded vouchers
- Over 1000 children enrolled in HS, EHS, and State Child Development programs through distance-learning
- Appointed 19 staff as Wellness Champions
- Over 300 employees attended the All Staff Summit / Staff Retreat
- Created a Trauma Support Team
- 5 preschool and 3 infant-toddler teachers participated in TLC (Teachers Learning & Collaborating) initiative
- Lead, Learn, Excel program to all of our Site Supervisors and Education Managers
- Weekly “grab & go” distribution of educational supplies, diapers, wipes, and formula
- All 13 centers are rated 4 or 5 on the Quality Counts rating metric system, which is the highest markers of quality and excellence
- 19 parents registered for ESL classes
- Partner-Strong Families initiative
- Successful Make Parenting a Pleasure® program

Business Systems Facilities:

- All facilities are furnished with hand sanitation stations, distance markers, and COVID-19 safety postings, and front desk barriers where applicable
- Electrostatic cleanings are scheduled twice a month or as needed
- Necessary renovations and enhancements completed

Technology:

- Piloting scan QR Codes for drop off and pick up times with families
- Tablet usage
- Interactive Voice Response (IVR) and Short Message Service, (SMS) capabilities
- Kiosks (on hold due to pandemic)

2021 Horizon:

- Continuous assessment and adjustment as needed of childcare and comprehensive services during pandemic
- New Kitchen
- Secured a space in Richmond
- Structural modifications underway
- Renovations scheduled to begin in April 2021

New Programs:

- Teeth for Tots
- Fathering in 15™

Continued investment in our staff:

- Growing our own and TAP
- Advocating for national, state, and local investment in the workforce
- Marketing and advertising in new and innovative ways
- Retention strategies
- Wellness Initiative and SHIP continue

	<ul style="list-style-type: none"> <li>• Continue Reflective Supervision training for managers/supervisors</li> </ul> <p>Review:</p> <ul style="list-style-type: none"> <li>• Contract Monitoring Review by California Department of Education (CDE)</li> </ul> <p>Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of September as follows:</p> <ul style="list-style-type: none"> <li>• Enrollment for the month was 52.66% for Head Start, 86.80% for Early Head Start, and 91.20% for Early Head Start Child Care Partnership #2.</li> <li>• Attendance for the month was 82.0% for Head Start, 87.48% for Early Head Start, and 84.4% for Early Head Start Child Care Partnership #2.</li> </ul> <p>Program updates:</p> <ul style="list-style-type: none"> <li>• All CSB, First Baptist Head Start, and Partner sites reopened for the 2020-2021 school year; 48% of all slots are being offered for in-class services. Contra Costa County is in the red tier, and we are gradually increasing the in-class services and increasing support services for distance learners.</li> <li>• Due to COVID-19, sites will not be hosting the Fall Harvest Festival and Back to School Nights. Teachers are finding alternative ways to celebrate Fall in the classrooms.</li> <li>• Comprehensive Services staff are conducting virtual meetings to assist with family meetings regarding IEPs &amp; IFSP's, health, nutritional needs, and transition meetings.</li> <li>• On September 30, 2020, CSB held its first Partner Learning Community Meeting. Participants had the opportunity to discuss child outcomes reports, distance learning plans, strengths, highlights, refresher training, guidelines, and items related to child development.</li> <li>• A revised Early Closure schedule was sent to families enrolled in directly operated sites. There will be an additional closure in November to provide staff with professional development.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> <li>• <b>2020-2021 Head Start Program: August 2020</b> year to date cash expenditures were \$8,837,544 YTD, representing 47% of the program budget.</li> <li>• <b>2020-2021 Early Head Start Program: August 2020</b> year to date cash expenditures were \$1,674,253 YTD, representing 40% of the program budget.</li> <li>• <b>2020-2021 Early Head Start – CC Partnership #1: August 2020</b> year to date cash expenditures were \$1,233,043 YTD, representing 89% of the program budget.</li> <li>• <b>2020-2021 Early Head Start – CC Partnership #2: August 2020</b> year to date cash expenditures were \$3,625,886 YTD, representing 64% of the program budget.</li> <li>• <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>August 2020</b>, were \$9,288.62.</li> <li>• <b>Child and Adult Care Food Program: September 2020</b>, total meal served, including breakfast, lunch, and supplements, were 6,770.</li> </ul>
<p><b>Report:</b> Single Audit Results FY 2019</p>	<p>Haydee Ilan, Accountant III, provided an overview of the 2019 Single Audit Report. External auditors performed a countywide audit as a Federal requirement. The Single Audit included all County programs, including Head Start and Early Head Start, direct programs</p>

	under the U.S. Dept. of Health and Human Services. There were no findings in programs administered by the Community Services Bureau.
Subcommittee Membership recruitment	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), reviewed the purpose of the subcommittees and member’s roles and responsibilities. A brief overview of the subcommittees was read and questions were addressed.</p> <p>Jasmine Cisneros, Chair, encouraged parent representatives to sign up for the subcommittees and are listed below:</p> <p><b>Program Services Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Jamillah Monroe **</li> <li>• Matthew Carlson</li> <li>• Taylor Hardy</li> <li>• Joel Nickelson-Shanks</li> </ul> <p><b>Fiscal Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Jasmine Cisneros **</li> <li>• Devlyn Sewell</li> <li>• Taylor Hardy</li> <li>• Nivette Moore-Abalo</li> </ul> <p><b>Monitoring/Self-Assessment Ad-Hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Charles Latham **</li> <li>• Deanna Carmona</li> <li>• Nivette Moore-Abalo</li> <li>• Delia Zarges</li> </ul> <p><b>Advocacy Ad-hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Nivette Moore-Abalo **</li> <li>• Delia Zarges</li> <li>• Matthew Carlson</li> <li>• Jasmine Cisneros</li> </ul> <p><b>Bylaws Ad-hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Karen Medrano**</li> <li>• Charles Latham</li> <li>• Matthew Carlson</li> <li>• Taylor Hardy</li> </ul>
<b>Action:</b>	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), presented the following Subcommittee leads as appointed by Policy Council Chair:</p> <p><b>Program Services Subcommittee:</b> Jamillah Monroe</p>

<p>Consider Approval of Subcommittee Leads</p>	<p><b>Fiscal Subcommittee:</b> Jasmine Cisneros  <b>Monitoring/Self-Assessment Subcommittee:</b> Charles Latham  <b>Bylaws Subcommittee:</b> Nivette Moore-Abalo  <b>Advocacy Subcommittee:</b> Karen Medrano</p> <p><b>A motion to approve the Subcommittee Leads was made by Nivette Moore-Abalo and seconded by Matthew Carlson. The motion was approved.</b></p> <table border="1" data-bbox="390 326 1967 686"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Taylor Hardy</td> <td></td> <td>Maria Chavez</td> <td>Deniedre Henry</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Folakemi Omole</td> <td></td> <td></td> <td>Maria Barrios</td> </tr> <tr> <td>Charles Latham</td> <td>Maria Palestino</td> <td></td> <td></td> <td>Evelyn Garcia</td> </tr> <tr> <td>Delia Zarges</td> <td>Jamillah Monroe</td> <td></td> <td></td> <td>Priscilla Proteau</td> </tr> <tr> <td>Maria Roxana Alvarado</td> <td>Luis Acuna</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Matthew Carlson</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Kara Simmons</td> <td>Deanna Carmona</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Karen Medrano</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Jasmine Cisneros	Taylor Hardy		Maria Chavez	Deniedre Henry	Joel Nickelson-Shanks	Folakemi Omole			Maria Barrios	Charles Latham	Maria Palestino			Evelyn Garcia	Delia Zarges	Jamillah Monroe			Priscilla Proteau	Maria Roxana Alvarado	Luis Acuna				Matthew Carlson	Devlyn Sewell				Kara Simmons	Deanna Carmona				Karen Medrano	Nivette Moore-Abalo			
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<p><b>Action:</b> Consider Approval of the 2020-2021 Planning Calendar</p>	<p>Theodore Trinh, ASA III (TU), provided an overview of the 2020-2021 Planning Calendar. The CSB Planning Calendar provides chronological guidance and timelines for critical events such as reviews, audits, and reports that occur within the program year. The planning calendar ensures continuity within the program as well as throughout the Bureau. Included in the calendar are methods to provide consultation and collaboration with the program’s governing body, policy groups, and program staff.</p> <p><b>A motion to approve the 2020-2021 Planning Calendar was made by Charles Latham and seconded by Nivette Moore-Abalo. The motion was approved.</b></p> <table border="1" data-bbox="390 927 1967 1289"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Folakemi Omole</td> <td></td> <td></td> <td>Deniedre Henry</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Maria Palestino</td> <td></td> <td></td> <td>Maria Roxana Alvarado</td> </tr> <tr> <td>Charles Latham</td> <td>Jamillah Monroe</td> <td></td> <td></td> <td>Maria Barrios</td> </tr> <tr> <td>Delia Zarges</td> <td>Maria Chavez</td> <td></td> <td></td> <td>Evelyn Garcia</td> </tr> <tr> <td>Matthew Carlson</td> <td>Luis Acuna</td> <td></td> <td></td> <td>Priscilla Proteau</td> </tr> <tr> <td>Kara Simmons</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Karen Medrano</td> <td>Deanna Carmona</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Taylor Hardy</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Jasmine Cisneros	Folakemi Omole			Deniedre Henry	Joel Nickelson-Shanks	Maria Palestino			Maria Roxana Alvarado	Charles Latham	Jamillah Monroe			Maria Barrios	Delia Zarges	Maria Chavez			Evelyn Garcia	Matthew Carlson	Luis Acuna			Priscilla Proteau	Kara Simmons	Devlyn Sewell				Karen Medrano	Deanna Carmona				Taylor Hardy	Nivette Moore-Abalo			
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<p><b>Action:</b> Consider Approval of the September 30, 2020, Policy Council Minutes</p>	<p>The minutes of the September 30, 2020, Policy Council meeting were reviewed and no corrections were noted.</p> <p><b>A motion to approve the minutes from the September 30, 2020, Policy Council meetings was made by Matthew Carlson and seconded by Taylor Hardy. The motion was approved.</b></p> <table border="1" data-bbox="390 1406 1967 1484"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Folakemi Omole</td> <td></td> <td></td> <td>Deniedre Henry</td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Jasmine Cisneros	Folakemi Omole			Deniedre Henry																																			
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<p><b>Report:</b> Head Start Eligibility</p>	<p>Tracy Lewis, ASA III, provided training on CSB Head Start Eligibility policies to include:</p> <ul style="list-style-type: none"> <li>• Methods of collecting complete and accurate eligibility information</li> <li>• Strategies for treating families with dignity and respect</li> <li>• Individuals who attempt to provide or intentionally provide false information</li> </ul> <p><b>Eligibility Documentation</b></p> <p>Request and assist families with obtaining documentation to verify eligibility based on:</p> <p><u>Child's age</u></p> <ul style="list-style-type: none"> <li>• Head Start: ages 3-5</li> <li>• Early Head Start: ages 0-3 and pregnant mothers (FCC ages 0-48 months)</li> </ul> <p><u>Family income</u></p> <ul style="list-style-type: none"> <li>• Public assistance recipients, below federal poverty guidelines</li> </ul> <p><u>Homelessness</u></p> <p><u>Foster Care</u></p> <p><b>Eligibility Process</b></p> <ul style="list-style-type: none"> <li>• One-on-one interviews with families to determine eligibility</li> <li>• Use of consent forms to contact third parties to assist families with obtaining eligibility documentation</li> </ul> <p><b>Confidentiality</b></p> <p>Policies to ensure confidentiality of all sensitive information</p> <ul style="list-style-type: none"> <li>• CSB's Confidentiality Policy</li> <li>• Child files maintained in locked cabinets with access logs used</li> <li>• Staff trained on HIPAA (Health Information Portability Accountability Act) requirements</li> </ul> <p><b>Code of Conduct</b></p> <p>Staff, consultants, and volunteers sign CSB's Code of Conduct, which states:</p> <ul style="list-style-type: none"> <li>• The unique identity of each child and family will be respected and promoted</li> <li>• Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services</li> <li>• Failure to adhere to these policies may be cause for disciplinary actions up to and including termination</li> </ul> <p><b>Caregiver's Responsibility</b></p> <p>Application for Services</p> <ul style="list-style-type: none"> <li>• Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge</li> </ul> <p>Family Handbook</p>
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	<ul style="list-style-type: none"> <li>• Slot(s) for childcare services may be vacated for falsification of information on enrollment forms</li> </ul> <p><b>Family Support</b></p> <ul style="list-style-type: none"> <li>• Individualized enrollment process allows for in-person interviews and needs assessments</li> <li>• Comprehensive Services such as family support begins during the eligibility process</li> <li>• On an ongoing basis, the support provided through family partnership agreements, family meetings, Mental Health Unit services, etc.</li> </ul> <p>CSB ensures that all families are treated with respect and dignity</p>
Site Reports	<p><b>Ambrose</b></p> <ul style="list-style-type: none"> <li>• The center is full, complete with a 6-week old infant.</li> <li>• Teachers are supporting distance learners through Zoom.</li> <li>• There is a new Assistant Director, Jessie Black.</li> <li>• The new staff breakroom is finished. The staff has a private, quiet, and comfortable place to recharge. It has been furnished with a table/chair, sofa, recliner, small refrigerator, microwave oven, and a coffee maker.</li> <li>• On October 13, 2020, the new Assistant Director met the staff, children, and toured the facility.</li> <li>• On October 14, 2020, grab-n-go bags were distributed to families with resources and children’s books.</li> </ul> <p><b>Bayo Vista</b></p> <ul style="list-style-type: none"> <li>• The center celebrated returning to school from having been closed for a while due to COVID. Children enrolled for in-class services have been attending regularly with good attendance.</li> <li>• Teachers received new tablets to help with distance learning students using Zoom for activities and group time.</li> <li>• The WIFI system was upgraded for better use throughout the building.</li> <li>• The staff lounge is in progress for the near future and will be upgraded with more space for teachers use.</li> <li>• Activities are sent to families through emails and Facebook.</li> </ul> <p><b>George Miller</b></p> <ul style="list-style-type: none"> <li>• Parents along with their children picked up grab-n-go materials for home activities for their children.</li> <li>• Jessie Black is the new Assistant Director for Cluster B.</li> <li>• Ms. Bangone and Ms. Balsam, teachers, shared the classroom curriculum and project approach during the parent meeting. Monica Castro, Site Clerk, talked about stress management during the parent meeting.</li> </ul> <p><b>Los Arboles</b></p> <ul style="list-style-type: none"> <li>• We had a successful first parent meeting in September; Parent Committee and Policy Council Representatives were elected for our center.</li> <li>• The center is fully enrolled in both classrooms.</li> <li>• Staff and visitors complete self-screening and daily wellness check questionnaire and attest to ensure they are well and free of COVID symptoms before entering the building.</li> <li>• Teachers are using surfaces to obtain parent signatures at the door.</li> <li>• We share many resources with the parent through the CSB Facebook page, emails and YouTube videos, and flyers.</li> <li>• Distance learning children are provided with lesson plans and materials to work on at home.</li> </ul> <p><b>Riverview</b></p> <ul style="list-style-type: none"> <li>• Teachers received five additional studies from creative curriculum.</li> </ul>

	<ul style="list-style-type: none"> <li>The new community board is in the process of being installed. Parent will be able to see classroom information (Lesson Plan, Artwork, etc.)</li> </ul>	
Announcements	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), provided the following announcements:</p> <ul style="list-style-type: none"> <li>Secretary Elections will be held during our November meeting.</li> <li>Reminder to complete and return the 700 - Statement of Economic Interests form in the self-address envelope provided.</li> <li>Reminder to complete the Orientation forms (Standard of Conducts, Code of Ethics, and Training Verification) sent via Adobe Sign.</li> <li>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.</li> <li>CSB is offering Online ESL Classes in Partnership with Martinez Adult Education. Parents are encouraged to contact the Comprehensive Services Staff to register.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>Great facilitation from Jasmine Cisneros</li> <li>Meeting was efficient and ended early</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>None</li> </ul>