

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

Date: 10/7/2020 Time Convened: 6:03 p.m. Time Terminated 7:00 p.m. Recorder: Imelda Prieto Martinez

Attendees: Jasmine Cisneros, Matthew Carlson, Andres Torres, Karen Medrano, Rita Loza, Haydee Ilan, Isabel Renggenathen and Michelle Mankewich

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Jasmine Cisneros, Chair, called the meeting to order at 6:03 p.m. Karen Medrano, Parliamentarian, reviewed the desired outcomes and the meeting ground rules.
<ul style="list-style-type: none"> Review Contra Costa County Single Audit Report 2019 	<p>Haydee Ilan, Accountant III, provided an overview of the 2019 Single Audit Report. External auditors perform countywide audit as a Federal requirement. The Single Audit included all County programs including Head Start and Early Head Start, which are direct programs under the U.S. Dept. of Health and Human Services. There were no findings on programs administered by Community Services Bureau.</p>
<p>Executive Team Roles and Responsibilities</p>	<p>Rita Loza, Comprehensive Services Manager, reviewed the Bylaws and Roles & Responsibilities with the Executive Officers.</p> <p>The Executive Committee presides over by the Executive Officers whom are nominated by PC representatives and are voted in annually to become Executive Committee Officers. The Committee’s role is to act as leadership over the full body and to oversee the monthly Policy Council meetings. The Executive Committee meets monthly to participate in the planning of the general meetings, review the agenda, and review the meeting minutes from the previous month. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program decision.</p> <ul style="list-style-type: none"> The officers are elected yearly at the PC meeting in September. Executive officers shall attend all PC and Executive Committee meetings. No more than two absences from the PC and Executive Committee meetings for the entire term will be allowed. Exceptions to this rule will be handled on a case-by-case basis by the Chairperson. Arriving 15 minutes late to Executive Committee meeting will be considered an unexcused absence. Officers will be the official representatives to conferences. Alternates will be appointed as needed. Each officer must be an active member, Chair or Vice-Chair of at least one subcommittee. <p>Responsibilities for each position were reviewed with the Executive Officers.</p>

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Action: <ul style="list-style-type: none"> Review and approve September 2, 2020, Executive Meeting Minutes 	The minutes were reviewed; no corrections were noted. A motion to approve September 2, 2020, Executive Meeting Minutes was made by Jasmine Cisneros and seconded by Matthew Carlson. The motion passed.	
Staff Report	Isabel Renggenathen, Assistant Director, provided updates on the following items: <ul style="list-style-type: none"> 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. Site Supervisors and teaching staff will receive a training on how to implement the distance learning curriculum. The training will be conducted during the October 14th Early Closure. Interviews are in process for vacancies in Site Supervisor I and III positions, both in Richmond. Michelle Mankewich, ASA III (TU), welcomed the Executive Committee members and introduced herself. Michelle will oversee the Comprehensive Services Content Areas and Policy Council.	
<ul style="list-style-type: none"> Review September 30, 2020, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed September 30, 2020, Policy Council Minutes. 	
<ul style="list-style-type: none"> Review and set Agenda for October 21, 2020, Policy Council Meeting 	The group reviewed and set the agenda for October 21, 2020, Policy Council Meeting. Ice Breaker: “Strategies to keep you calm throughout the day”.	
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Mrs. Julia Pastor, Family Child Care Provider to receive recognition at October 21, 2020, Policy Council Meeting for her outstanding work with the children and families. Imelda Prieto-Martinez, Policy Council Clerk, will invite her to attend the October 21, 2020, Policy Council meeting to receive her recognition.	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> The new Exec team Looking forward to new collaborations Good information Michelle Mankewich 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> Looking forward to meeting in-person soon