



Policy Council Meeting Minutes
Virtual Meeting



Date: 11/18/2020

Time Convened: 6:00 PM

Time Terminated: 8:00 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. Karen Medrano, Parliamentarian, reviewed the desired outcomes. Jasmine Cisneros, Chair, reviewed the meeting ground rules.
Public Comment	None
Correspondence	None
Staff Recognition	None
Ice Breaker	Policy Council Representatives participated in an icebreaker activity - "What are you thankful for?" - to open communication and build connections among members.
Administrative Reports <ul style="list-style-type: none"> • CSB Interim Director • Interim Division Manager • Fiscal 	<p>Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • CSB was recognized by the California State Association of Counties (CSAC) for the Merit Award under the Government Finance, Administration & Technology section for its use of technology to enhance communication with families during COVID-19. CSB was among 363 programs that were honored this year. This is the second Merit Award that CSB has received for CLOUDS. A big thank you to Sung Kim and the entire CSB staff for contributing to this award. • PI (Program Instruction) Administrative Simplification for Consolidating Head Start Grants, Including Early Head Start Child Care Partnership. CSB has the option to consolidate our EHS-CCP and base HS/EHS grant so that we would have only one grant (one grant application, one set of reporting, etc.). • Holiday COVID-19 Safety reminder handout, "Know Your Risk – Social Gathering" for parents was provided to emphasize the importance of COVID-19 safety during the holidays. <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"> • Enrollment for the month was 54.94% for Head Start, 82.64% for Early Head Start, and 66.03% for Early Head Start Child Care Partnership #2. • Attendance for the month was 83.0% for Head Start, 84.87% for Early Head Start, and 85.30% for Early Head Start Child Care Partnership #2. <p>Program updates:</p> <ul style="list-style-type: none"> • All classrooms remain open, and we continue to operate at a smaller capacity, as previously mentioned. Classrooms have now operated for ten weeks with only one cohort closure (in September).

- As you all may know, Contra Costa County is now back in the Purple tier; thus, we will not be placing additional children into our in-class instruction at this time. We will revisit gradually adding children for in-class instruction when we move back up to the Orange tier. We will continue to enroll new families for DL.
- CSB staff held a call with the Office of Head Start T/TA Specialist, Croshoun Austin, on Thursday, October 29. CSB was given the opportunity to share the many strengths and accomplishments within the various content areas of our program, including Education, Comprehensive Services, Partnerships, Wellness, ERSEA, and Technology. Croshoun was very pleased with what CSB is doing to meet the needs of children, families, and staff, and plans to share some of our strategies with other Grantees. No T/TA needs were identified or recommended.
- CSB held its first virtual Health and Nutrition Services Advisory Committee Meeting, a meeting required by the Head Start Performance Standards. There were many health professionals from the county and community-based programs. The agenda included presentations by WIC, Health Services Testing Program, Help Me Grow, and Regional Center of the East Bay, Anthem Blue Cross, and Cal State East Bay Nursing Program.
- We were so pleased to offer the opportunity for virtual Program for Infant Toddler Care (PITC) training to three of our CSB staff. The goal of PITC is to help infant/toddler care teachers/staff recognize and implement crucially important relationship-based practices and design care environments that are responsive to infants, toddlers, and their families. In these unprecedented times, the implementation of PITC principles is crucial in the care and well-being of caregivers, teachers, families, and children.
- All of CSB's Site Supervisors and Education Managers attended the third in a series of trainings provided by the Ounce of Prevention called Lead, Learn, and Excel. Lead, Learn, and Excel is a professional learning program that helps early childhood education leaders develop skills to support everyday learning and continuous improvement. The most recent training focused primarily on "Team Lesson Planning" and how to incorporate the "parent voice" in all aspects of classroom planning.
- CSB had several staff who participated in the wonderful department-wide wellness initiative called the I Walk Challenge. Congrats to Contra Costa College, who took home first place! In addition, to our awesome Bayo Vista team who took home second place! Congrats to all the top individual walkers/honorable mentions, all of whom are from CSB! We were also the bureau with the most walkers, and shout out to GMC for winning the "most spirited" building! These wonderful "walkers" are such an inspiration to us all.

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

- **2020-2021 Head Start Program: September 2020** year to date cash expenditures were \$10,115,187 YTD, representing 54% of the program budget.
- **2020-2021 Early Head Start Program: September 2020** year to date cash expenditures were \$1,958,554 YTD, representing 47% of the program budget.
- **2020-2020-2021 Early Head Start – CC Partnership #2: September 2020** year to date cash expenditures were \$178,093 YTD, representing 0% of the program budget.
- **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for the month of **September 2020**, were \$8,832.41.

	<ul style="list-style-type: none"> • Child and Adult Care Food Program: October 2020, total meals served, including breakfast, lunch, and supplements were 10,849. 																																																				
<p>Action: Conduct Executive Committee Secretary Election consider approval of elected PC Executive Committee Secretary</p>	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), supported in conducting the Executive Committee Secretary Election. Nomination forms to be considered for the election of secretary were read. Nomination for the secretary was seconded before voting took place. The 2020-2021 PC Executive Secretary is as follows:</p> <ul style="list-style-type: none"> • Secretary: Jamillah Monroe <p>A motion to approve the 2020-2021 Executive Committee Secretary was made by Matthew Carlson and seconded by Delia Zarges. The motion was approved.</p>																																																				
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<p>Action: Consider Approval of the October 21, 2020, Policy Council Minutes</p>	<p>The minutes of the October 21, 2020, Policy Council meeting were reviewed and no corrections were noted.</p> <p>A motion to approve the minutes from the October 21, 2020, Policy Council meetings was made by Joel Nickelson-Shanks and seconded by Matthew Carlson. The motion was approved.</p>																																																				
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<p>Subcommittee Updates</p>	<p>Program Services: Matthew Carlson shared the information presented and discussed during the meeting, including the 2021-2022 Recruitment & Enrollment Plan and Admission Priority/Selection Criteria.</p>																																																				

	<p>Fiscal: Devlyn Sewell shared the information reviewed during their meeting, including Fiscal reports from September, which were reviewed in depth.</p>
<p>Training: CalFresh and Public Charge Rule</p>	<p>Robert Gama, CalFresh ABAWD Navigator, and Lizette Avalos, CalFresh Outreach Coordinator, Contra Costa & Solano Food Bank presentation on CalFresh and Public Charge Rule:</p> <p>Overview</p> <ul style="list-style-type: none"> • CalFresh Basics • The Application Process • CalFresh Perks • Food Programs <p>SNAP/CalFresh</p> <ul style="list-style-type: none"> • Federal nutrition assistance program to help low-income households buy groceries each month • Formerly known as Food Stamps • Benefits loaded on an EBT card <p>EBT= Electronic Benefits Transfer</p> <ul style="list-style-type: none"> • Comes with a PIN number • Gets reloaded at the beginning of every month • Can be used at most stores, including Costco, Trader Joe's, and Safeway • Cannot buy alcohol or cigarettes with CalFresh benefits • Cannot buy prepared food or fast food with CalFresh benefits <p>CalFresh Household</p> <ul style="list-style-type: none"> • Household is defined as an individual(s), couple, or family that purchase and prepare food together <p>Mandatory Households - People who must apply together:</p> <ul style="list-style-type: none"> • A married couple who live together • Children under 22 living with their biological, adoptive, or stepparent(s) • An unmarried couple living together with a common child <p>Immigrant Eligibility - A household can get CalFresh if at least one person:</p> <ul style="list-style-type: none"> • Has US citizenship • Has a green card (is a Lawful Permanent Resident, LPR) • Has refugee status, asylum, or withholding of deportation/removal status • Has, or is applying for, a U-Visa or T-Visa • Is an applicant for VAWA (Violence Against Women Act) relief <p>Student Work Requirement/Exemptions</p> <p>CalFresh student rules apply if you are 18-49 years old and are enrolled at least half-time. These rules do not apply to you if you are mentally or physically unable to meet the work requirement.</p> <p>Students need to meet AT LEAST ONE of the following:</p> <ul style="list-style-type: none"> • Working at least 20 hours per week OR a total of 80 hours per month on average • Approved for federal or state work-study • Receiving Cal Grant A or B • Enrolled in a state-funded program that increases employability

	<ul style="list-style-type: none"> ○ EOPS, DSPS, CARE, MESA, Year UP • Enrolled in a program that increases employability for current and former foster youth <ul style="list-style-type: none"> ○ START • Parents <ul style="list-style-type: none"> ○ Parent of a child under 6 years old ○ Parent of a child between 6 and 12 years old with no adequate childcare ○ Single parent of a child under 12 years old <p>Application Process</p> <ul style="list-style-type: none"> • County will contact the client within 10 business days from the application date • Determination should be made by the county within 30 days from the application date • Some documents may be required for verification purposes <ul style="list-style-type: none"> ○ Picture ID ○ Income information ○ Housing Costs <ul style="list-style-type: none"> ▪ Verbal Verification ▪ Deductions for Utilities • Follow up w/Client 2-3 weeks after application <p>CalFresh and Farmers' Markets</p> <ul style="list-style-type: none"> • Many Farmers' Markets will accept CalFresh EBT • Find out about your local markets at FMFinder.org or EatFresh.org • Market Match • Freshest Cargo <p>Other Benefits of an EBT Card</p> <ul style="list-style-type: none"> • PG&E CARE Program • California Lifeline • Free or reduced entry to museums • Amazon Prime membership discount • Online Shopping (Wal-Mart & Amazon) • Access from AT&T <p>Food Programs/Resources</p> <ul style="list-style-type: none"> • Community Produce Program • Food Assistance Program • Food for Children Program • Senior Food Program • Food Pantries/Soup Kitchens <ul style="list-style-type: none"> ○ Foodbankccs.org/frdccc <p>Food Bank of Contra Costa & Solano www.foodbankccs.org CalFresh Outreach Team- (925) 603-3316 calfresh@foodbankccs.org</p>
Site Reports	Ambrose

	<ul style="list-style-type: none"> • The center is full. • Teachers have been enjoying their new break room. • Teachers keep supporting Distance Learners through ZOOM and weekly check-ins. • Amy Wells and Isabel Renggenathen came to tour the classrooms and the new She-Shed. • Grab N Go bags with family activities and playdough were distributed on 11/12/20. • Diapers were donated to one of our families. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista celebrates good attendance from the children participating in in-service instruction and the Distance Learning children at home. Teachers have been working with both groups planning fun activities and working on assessments. • QR Code technology was set up and is implemented at the center. Children are signed in to CLOUDS using the QR code system and it is going well. • Cameras have been installed on computers for teachers to use during Zoom meetings with families and for teachers to use during Zoom educational training on Early Closure training days. • The teacher’s staff lounge is still in progress. • Activities are sent to families through emails and Facebook. <p>Los Arboles</p> <ul style="list-style-type: none"> • The team at Los Arboles completed the Lead, Learn and Excel 3.1 workshop. • Children celebrated the Harvest festival; each child took a pumpkin home. • The site explored the QR codes, a scanning system for parents to sign in and out with less personal contact. • We have many distance learning children. They receive virtual education through emails, zoom meetings individually and in groups, and Grab N Go packets with the bi-weekly lesson plans. • The families are receiving group resources from the Comp Services team and individual resources based on families’ needs. <p>Riverview</p> <ul style="list-style-type: none"> • We have started a Wellness Wednesday where we send home flyers made by Sophia Talbot about food, exercise, and other nutrition information. • Both classrooms have started new studies. Room 1 is doing small machines, and Room 2 is doing insects. • Our new community board is still in progress. We also received new tablets to support our distance learning students. • We recently handed out new information on free lunches and where to get flu shots in the community.
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"> • There will not be a PC meeting in December; our next meeting will be on January 20, 2021. • Parents are encouraged to nominate staff from their centers to be recognized for their outstanding work with the children during the monthly PC Meetings by submitting the CSB342 Parent Recognition of Staff form. <p>Resources Provided:</p> <ul style="list-style-type: none"> • English as Second Language (ESL) online classes in partnership with Martinez Adult Education are available. The classes are open to all and interested parents are encouraged to contact their Comprehensive Services team to register for classes. • The Grab N Go programs, free meals from the public elementary, junior high and high schools for ANY and ALL children 18 years and younger, have been extended until June 30, 2021. • CSB is recruiting for the Student Intern position.

Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none">• Excellent facilitation from Jasmine Cisneros• New Executive Committee Secretary• CalFresh presentation	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none">• None
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