

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: March 17, 2021	Time: 6:00-8:00 PM
Zoom Meeting ID: 82911447514 Password: 303022	
Meeting Leader: Jasmine Cisneros	
Purpose: Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings.

Please contact Rita Loza at least 48 hours before the meeting at (925) 864-0837 or at garaujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to garaujo@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

All votes taken during a teleconference will be by roll call.

Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An icebreaker to open communication and build connection among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An understanding of the Bureau's Strategic Goals so that Policy Council members can share this information at parent meetings and be aware of CSB's priorities and direction as they make decisions and provide program input.

An election and approval of a Policy Council Executive Officer-Secretary to fill vacancy.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An approval of the 2020 Self-Assessment Plan of Corrections.

An approval of the February 17, 2020 Policy Council Minutes.

An understanding of the 1st DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for the 2020-2021 program so that Policy Council members are aware of agency-wide baseline data of children's assessments.

An understanding of Site Reports so that we may celebrate our children, families, and staff co-partnering efforts to build partnerships and community.

An understanding of announcements so that we may be informed of Bureau news and/or available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Matthew Carlson	2 Minutes

	Clarify Check for understanding		
Meeting Ground Rules	Present Clarify Check for understanding	Matthew Carlson	1 Minute
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Jasmine Cisneros	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Jasmine Cisneros	7 Minutes
Administrative Reports: <ul style="list-style-type: none"> • CSB Interim Director • Interim Division Manager • Fiscal 	Present Clarify Check for understanding	Katharine Mason Amy Wells Haydee Ilan	20 Minutes
Presentation: <ul style="list-style-type: none"> • Bureau's Strategic Goals 	Present Clarify Check for understanding	Katharine Mason	15 Minutes
Action: <ul style="list-style-type: none"> • Conduct Election of PC Executive Officer –Secretary and consider approval 	Present Clarify Check for understanding	Michelle Mankewich Ana Araujo	15 Minutes
Report: <ul style="list-style-type: none"> • Subcommittee Updates 	Present Clarify Check for understanding	Subcommittee Leads	5 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of 2020 Self-Assessment Plan of Corrections 	Present Clarify Check for understanding Check for Agreement	Monica DeVera	10 Minutes
Action: <ul style="list-style-type: none"> • Consider approval of February 17, 2020 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Matthew Carlson	3 Minutes
Report: <ul style="list-style-type: none"> • 1st DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for the 2020-2021 	Present Clarify Check for understanding	Ron Pipa Afi Fiaxe	25 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	3 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute

Video Conference Meeting – Ground Rules

1. **Join Meeting on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
 - Review documents ahead and be ready to participate as required.
 - Familiarize yourself with your phone settings, mute/unmute buttons.
 - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
 - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
 - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
 - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
 - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
 - A YES (list names of members voting aye)
 - NOES (list names of members voting no)
 - ABSTAIN (list names of members who abstained)
 - ABSENT (list names of members absent)
 - The chair will announce the proposed decision by stating(Samples):
 - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
 - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
 - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

Director's Report
Policy Council
March 17, 2021

1. **New Director and Fiscal Officer:** Interviews for CSB Director are scheduled for March 17, 2020 and we hope to know the final selected candidate in April. Interviews for Fiscal Officer may happen as soon as April; the announcement is expected to go out the week of March 15th.
2. **Coming soon.... COLA and COVID response funding:** We will receive from Office of Head Start (OHS) a 1.22% COLA and additional COVID response funds for 2021 in amount still to be determined. We are waiting for guidance from OHS around how and when to apply for this; at that time we'll know how much COVID Response funding has been made available to us. We plan to apply.
3. **Racial Equity and Social Justice efforts:** The County has established an Office of Racial Equity and Social Justice, and activities are happening at all levels of the Department and Bureau around this important issue including: EHSD Equity & Inclusion Core Team to guide the work of the department; Advancing Equity training series for Head Start staff to explore and understand issues of equity, racialized bias, and disparities and the impact on early childhood settings; and Gateways 4 Growth initiative to promote immigrant inclusion in our community.
4. **CSB Strategic Priorities update:** As a separate agenda item, I'll provide an update on our three Bureau Strategic priorities.

Enrollment and Attendance Report to Policy Council February 2021

Enrollment:

- **HS – 58.25%**
- **EHS –87.46%**
- **EHS-CCP2 –73.0%**

Attendance:

- **HS – 78.68%**
- **EHS – 82.81%**
- **EHS-CCP2 – 80.68%**

Low enrollment and attendance numbers due to Covid-19 concerns & class size restrictions.

Enrollment reflects both in-class and distance learners. Attendance reflects ONLY in-class children.

Informe de Inscripción y Asistencia al Consejo de Políticas Febrero 2021

Inscripción:

- ***HS – 58.25%***
- ***EHS –87.46%***
- ***EHS-CCP2 –73.0%***

Asistencia:

- ***HS – 78.68%***
- ***EHS – 82.81%***
- ***EHS-CCP2 – 80.68%***

Bajos números de inscripción y asistencia debido a preocupaciones de Covid-19 y restricciones de tamaño de clase.

Inscripción refleja tanto a los alumnos en clase como a distancia. La asistencia refleja SOLAMENTE a los niños en clase

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2021 HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2021

AS OF JANUARY 2021

DESCRIPTION	JANUARY YTD Actual	Total Budget	Remaining Budget	8% %YTD
a. PERSONNEL	\$ 295,729	\$ 4,147,590	\$ 3,851,861	7%
b. FRINGE BENEFITS	198,291	2,834,447	2,636,156	7%
c. TRAVEL	-	22,060	22,060	0%
d. EQUIPMENT	-	30,000	30,000	0%
e. SUPPLIES	44,383	213,000	168,617	21%
f. CONTRACTUAL	5,120	4,027,919	4,022,799	0%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	26,890	5,545,028	5,518,138	0%
I. TOTAL DIRECT CHARGES	\$ 570,413	\$ 16,820,044	\$ 16,249,631	3%
j. INDIRECT COSTS	-	788,042	788,042	0%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 570,413	\$ 17,608,086	\$ 17,037,673	3%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 142,603</i>	<i>\$ 4,402,022</i>	<i>\$ 4,259,418</i>	<i>3%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2021 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2021

AS OF JANUARY 2021

DESCRIPTION	JANUARY YTD Actual	Total Budget	Remaining Budget	8% %YTD
a. PERSONNEL	\$ 29,003	\$ 479,714	\$ 450,711	6%
b. FRINGE BENEFITS	17,661	295,675	278,014	6%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	1,058	17,100	16,042	6%
f. CONTRACTUAL	1,280	1,877,348	1,876,068	0%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	505	1,114,151	1,113,646	0%
I. TOTAL DIRECT CHARGES	\$ 49,506	\$ 3,785,988	\$ 3,736,482	1%
j. INDIRECT COSTS	-	91,146	91,146	0%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 49,506	\$ 3,877,134	\$ 3,827,628	1%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 12,376</i>	<i>\$ 969,284</i>	<i>\$ 956,907</i>	<i>1%</i>

CONTRA COSTA COUNTY - EHSD COMMUNITY SERVICES BUREAU
EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM
BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH AUGUST 31, 2021
AS OF JANUARY 2021

DESCRIPTION	JANUARY YTD Actual	Original Budget Sep 20-Aug 21	Remaining Budget Jan-Aug 21	42% % YTD
a. PERSONNEL	478,099	1,044,684	566,585	46%
b. FRINGE BENEFITS	296,793	676,672	379,879	44%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	14,633	27,000	12,367	54%
f. CONTRACTUAL	189,842	1,181,455	991,613	16%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	462,378	1,918,123	1,455,745	24%
I. TOTAL DIRECT CHARGES	1,441,746	4,854,934	3,413,188	30%
j. INDIRECT COSTS	-	175,440	175,440	0%
k. TOTAL-ALL BUDGET CATEGORIES	1,441,746	5,030,374	3,588,628	29%

Note: Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
JANUARY 2021**

Stat. Date	Amount	Program	Purpose/Description
01/22/21	219.90	Indirect Admin Costs	Office Exp
01/22/21	912.80	EHS-Child Care Partnership #2	Office Exp
	1,132.70		
01/22/21	45.03	Head Start T & TA	Books, Periodicals
01/22/21	1,330.35	HS CARES COVID-19	Books, Periodicals
01/22/21	1,330.35	EHS Basis Grant	Books, Periodicals
01/22/21	2,202.00	HS CARES COVID-19	Books, Periodicals
	4,907.73		
01/22/21	31.62	Riverview Site Costs	Minor Furniture/Equipment
01/22/21	91.31	HS Basic Grant	Minor Furniture/Equipment
01/22/21	3,172.95	HS CARES COVID-19	Minor Furniture/Equipment
	3,295.88		
01/22/21	3,998.00	HS Basic Grant	Training & Registration
01/22/21	125.00	Head Start T & TA	Training & Registration
	4,123.00		
01/22/21	85.86	EHS-Child Care Partnership #2	Educational Supplies
	85.86		
01/22/21	1,431.05	HS Basic Grant	Other Special Dpmtal Exp
01/22/21	613.30	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
	2,044.35		
TOTAL	15,589.52		

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2020-21

January 2021

13 Approved Sites



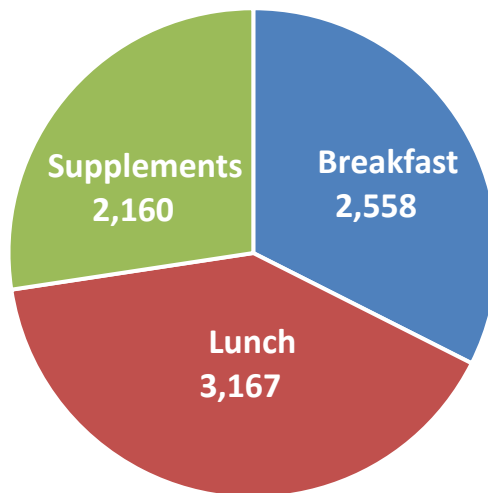
19 Days Meals Served



167 Daily Participation



7,885 Meals Served



Claim Reimbursement

Total: \$ 18,166

Community Services Bureau 2020 Self-Assessment Report

7 December – 11 December 2020

Overview of Methods

The purpose of the annual self-assessment is to determine the effectiveness of CSB’s efforts in meeting program goals and objectives and in implementing Federal regulations. CSB’s self-assessment was conducted the week of December 7th 2020 and was made up of the following:

- Covered select Directly-Operated and Partner sites, including Family Childcare Providers (FCC)
- Teams were comprised of both grantee and delegate staff, board members, community partners and parents
- This self-assessment was conducted using the 2021 FA1 Monitoring Protocol and the COVID Addendum
- A total of 10 Centers/areas were assessed during the week of the self-assessment:

Program Area	Centers
Program Management & Quality Improvement	CSB Administration & FBHS Administration
Quality Health Services	GMC & Belshaw
Education & Child Development	Las Deltas & Aspiranet (Welcome Home Baby)
Family & Community Engagement	Marsh Creek & Julia Pastor (FCC)
ERSEA/Fiscal	CSB Administration & FBHS Administration
Health & Safety Checklist	Contra Costa College & Lone Tree

Components, Instruments, and Measures

The six self-assessment program components were reviewed utilizing six instruments:

Components	Instruments	Measures
1. Program Management & Quality Improvement	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & Partner Interviews
2. Quality Health Services	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & Partner Interviews
3. Education & Child Development	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & Partner Interviews
4. Family & Community Engagement	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee & 1 Family Childcare (FDCC) Interviews
5. ERSEA/Fiscal Infrastructure	FY 2021 Office of Head Start Focus Area 1 Monitoring Protocol & COVID Addendum	Grantee and Delegate Interviews
6. Health & Safety	A locally designed center monitoring tool based on Office of Head Start health and safety guidelines	Grantee and Delegate Interviews

Key Findings

Areas of Strength:

Components	Areas of Strength
Program Management & Quality Improvement	<ul style="list-style-type: none"> • Communication Systems: Management system and organization structure allows for two-way information sharing with staff and governing bodies; effective systems for communicating with families remotely. • Adaptations to service design during the pandemic: virtual socialization opportunities connecting in-class and distance learning children.
Quality Health Services	<ul style="list-style-type: none"> • Staff knowledge of key policies and procedures, and collaborative efforts between staff and parents. • Training around COVID, extra measures set in place: i.e. to eliminate cross contamination in high touch point areas.
Education & Child Development	<ul style="list-style-type: none"> • Staff shift and adaptation to distance learning and its techniques, preserving effective engagement with families. • Implementation of evidence-based curriculum at critical times of a new parent's and child's life that provides comprehensive support.
Family & Community Engagement	<ul style="list-style-type: none"> • Transparent communication with parents; diverse ways in implementing parent engagement throughout all service areas. • Strong and effective communication between staff and parents regarding resources, engagement opportunities and wellness check-ins.
ERSEA/Fiscal	<ul style="list-style-type: none"> • Both ERSEA & Fiscal teams employ multiple layers of oversight and checks and balances to ensure the accuracy of their respective work. Fiscal includes data and input from the various groups within CSB when developing the budget.
Health & Safety Checklist	<ul style="list-style-type: none"> • Health and safety practices observed and followed well, including implementation of COVID health and safety guidelines and other measures set in place to enhance health and safety for our staff and families.

Areas of concern:

There were no areas of concern or non-compliances identified during the 2020 Self-Assessment.



Policy Council Meeting Minutes
Virtual Meeting



Date: 2/17/2021

Time Convened: 6:01 PM

Time Terminated: 8:04 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:01 PM. Matthew Carlson, Vice Chair, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> Aghogho Chinwike, Associate Teacher at Lavonia Allen, and Divina Tiamzon, Teacher at Bayo Vista, were presented with a certificate and a book to acknowledge their dedication to the children and families.
Ice Breaker	Policy Council Representatives participated in an icebreaker activity - "What creative activity do you do with your children now that they are home all the time?" - 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 Central Kitchen-tonight, you will be asked to consider approval of our "1303 Facilities Application", which is the funding plan for the central kitchen. I encourage you to ask any questions you may have. Upcoming Review by the State- CSB received a 60-Day Notice for the State's review of our childcare programs, some of which are blended with our Head Start and Early Head Start programs. It will take place in the first two weeks of April and will be virtual. Reviewers will look at child files and services provided to children and families, as well as attendance, enrollment, eligibility, and more. On January 19, the Board of Supervisors approved salary increases for eight (8) job classifications: Teacher Associate in Training (TAT), Associate Teacher (preschool and infant/toddler), Building Service Workers, Food Transporters, and Child Nutrition Worker I, II & III. These increases will help us be more competitive employers to hire and retain employees in these positions while supporting our staff to be more financially stable. <p>Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of January as follows:</p> <ul style="list-style-type: none"> The month's enrollment was 58.92% for Head Start, 88.42% for Early Head Start, and 73% for Early Head Start Child Care Partnership #2. The month's attendance was 73.80% for Head Start, 78.40% for Early Head Start, and 75.60% for Early Head Start Child Care Partnership #2. <p>Program updates:</p>

	<ul style="list-style-type: none"> • Contra Costa County Stay at Home order was lifted. CSB is currently enrolling families to reach max classroom capacity at this time (3, 4, 8, and 10). Further enrollment increases and modifications to the Reopening Plan will occur as we move to a less restrictive tier. Currently in Purple tier. At present, CSB goes above and beyond any requirements from the CA Dept. of Public Health and CCHSD-such as when to close, cleaning procedures, etc. • Last week, Pride in Food Service Week! Centralized Nutrition Unit, (CNU) preps and serves/delivers almost 1000 meals a day to our children! Usually more, but due to pandemic, we serve less children on-site. Staff and children recognized the CNU with a hand print bouquet of flowers and beautiful drawings. Visits were made from Katharine, Isabel, and Amy. Lots of social media recognition. Thank you to Isabel for her support of CNU. • Air purifiers in each classroom-many were provided already, but some still in progress. The air purifier covers up to 800 square feet. Thank you to Jay and Business Systems for leading those efforts! • CSB Connect-web portal for families/staff. Hoping for completion by the end of February. Public info-such as site names and locations, how to apply for services, and request eligibility appointments. Also would allow current families to log in to see specific child and classroom information. Teachers will have the ability to post lesson plans and activities, including links for stories and read-aloud, including gross motor activities (such as YouTube). Chat features and much more! More details to come as we roll this out shortly. • Continued focus on wellness throughout CSB. Monday & Wednesday wellness activities. 5-minute cognitive breaks. Also-space for staff; Bayo Vista break room is now complete. • Members of Senior Administrative Managers, (SAM) are continuing with their participation in the 21-day Racial Equity Challenge. Each meeting, we reflect on what we have done to further our own knowledge and how to implement what was learned in the workplace thoughtfully. • Reminders-Follow us on Facebook and YouTube <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> • 2020-2021 Head Start Program: December 2020 year-to-date cash expenditures were \$14,388,653 YTD, representing 77% of the program budget. • 2020-2021 Early Head Start Program: December 2020 year-to-date cash expenditures were \$2,527,739 YTD, representing 61% of the program budget. • 2020-2021 Early Head Start – CC Partnership: December 2020 year-to-date cash expenditures were \$1,179,207 YTD, representing 23% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of December 2020 were \$10,661.10. • Child and Adult Care Food Program: December 2020, total meals served, including breakfast, lunch, and supplements, were 6,607.
Subcommittee Updates	Program Services: Myriah Herrington shared the information presented and discussed during the subcommittee meeting, including the 2018-2022 Goals & Objectives updates, Child Outcomes report and 1303 Facilities Application.

	<p>Fiscal: Myriah Herrington shared the information reviewed during their subcommittee meeting, including Fiscal reports from December, 2019 Head Start/Early Head Start Unobligated Funds and 2019-2020 Early Head Start Child Care Partnership 2 Unobligated Funds.</p> <p>Bylaws: Rita Loza, CS Manager shared on behalf of Karen, Parliamentarian, the information reviewed during their subcommittee meeting, including the 2021 Policy Council Bylaws summary of changes.</p>																																																		
<p>Action: Consider approval of 2019 Head Start/Early Head Start Unobligated Funds</p>	<p>Haydee Ilan, Accountant III, reviewed the 2019 Head Start/Early Head Start request for carryover of unobligated balance. CSB is requesting carryover of unspent/unobligated funds of \$853,265 from the year 2019 grant to the year 2021 Head Start and Early Head Start Programs, Grant #09CH010862/04. These carryover funds will be used to finance a portion of the new Kitchen project as outlined in the 1303 facility application to be submitted to Administration For Children and Families (ACF).</p> <p>A motion to approve the 2019 Head Start/Early Head Start Unobligated Funds was made by Delia Zarges and seconded by Matthew Carlson. The motion passed</p> <table border="1" data-bbox="390 542 1969 938"> <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>Maria Palestino</td> <td></td> <td>Jason Streffery</td> <td>Deniedre Henry</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Jasmine Jackson</td> </tr> <tr> <td>Delia Zarges</td> <td>Deanna Carmona</td> <td></td> <td></td> <td>Evelyn Garcia</td> </tr> <tr> <td>Dana Von Austin</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td>Jamillah Monroe</td> </tr> <tr> <td>Matthew Carlson</td> <td></td> <td></td> <td></td> <td>Maria Chavez</td> </tr> <tr> <td>Kara Simmons</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Karen Medrano</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Folakemi Omole</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Jasmine Cisneros	Maria Palestino		Jason Streffery	Deniedre Henry	Joel Nickelson-Shanks	Devlyn Sewell			Jasmine Jackson	Delia Zarges	Deanna Carmona			Evelyn Garcia	Dana Von Austin	Nivette Moore-Abalo			Jamillah Monroe	Matthew Carlson				Maria Chavez	Kara Simmons					Karen Medrano					Myriah Herrington					Folakemi Omole				
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<p>Action: Consider approval of 2019-2020 Early Head Start Child Care Partnership 2 Unobligated Funds</p>	<p>Haydee Ilan, Accountant III, reviewed the 2019-2020 Early Head Start Child Care Partnership #2 request for carryover of unobligated balance. CSB is requesting carryover of unspent/unobligated funds of \$1,457,564 from FY2019-20 grant to FY2020-21 Early Head Start-CCP2 Program, Grant #09HP000111/04. These carryover funds will be used to finance projects with Public Works that are already in the pipeline to improve CSB's various facilities, which have the status of work in progress. Likewise, a portion of the carryover funds will be used to finance the new Kitchen project as well as to support other necessary program expenditures.</p> <p>A motion to approve the 2019-2020 Early Head Start Child Care Partnership 2 Unobligated Funds was made by Matthew Carlson and seconded by Delia Zarges. The motion passed</p> <table border="1" data-bbox="390 1192 1969 1468"> <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>Maria Palestino</td> <td></td> <td></td> <td>Deniedre Henry</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Jasmine Jackson</td> </tr> <tr> <td>Delia Zarges</td> <td>Deanna Carmona</td> <td></td> <td></td> <td>Evelyn Garcia</td> </tr> <tr> <td>Dana Von Austin</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td>Jamillah Monroe</td> </tr> <tr> <td>Matthew Carlson</td> <td></td> <td></td> <td></td> <td>Maria Chavez</td> </tr> <tr> <td>Kara Simmons</td> <td></td> <td></td> <td></td> <td>Folakemi Omole</td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present	Jasmine Cisneros	Maria Palestino			Deniedre Henry	Joel Nickelson-Shanks	Devlyn Sewell			Jasmine Jackson	Delia Zarges	Deanna Carmona			Evelyn Garcia	Dana Von Austin	Nivette Moore-Abalo			Jamillah Monroe	Matthew Carlson				Maria Chavez	Kara Simmons				Folakemi Omole															
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Action: Consider approval of 1303 Facilities Application for the Central Kitchen	Sarah Reich, ASA III, reviewed the 1303 Facilities Application for the Central Kitchen. CSB is requesting to utilize Head Start funds to contribute to the cost of the relocation and renovation of the CSB's Central Kitchen. The Central Kitchen provides over 30,000 meals a month to 14 centers serving children and families in need, resulting in 2/3 of a child's daily nutritional needs. A motion to approve the 1303 Facilities Application for the Central Kitchen was made by Matthew Carlson and seconded by Dana Von Austin. The motion passed																																																				
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Action: Consider approval of 2021 Policy Council Bylaws	Christina Reich, Division Manager, reviewed the summary of changes for the 2021 Policy Council Bylaws. The Policy Council serves as a governing body using a shared decision-making process with the County Board of Supervisors in all matters relating to the Head Start and Early Head Start programs operated by the Community Services Bureau. A motion to approve the 2021 Policy Council Bylaws was made by Matthew Carlson and seconded by Nivette Moore-Abalo. The motion passed																																																				
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Action:	The minutes of the January 20, 2021, Policy Council meeting were reviewed and no corrections were noted.																																																				

<p>Consider Approval of January 20, 2021, Policy Council Minutes</p>	<p>A motion to approve the minutes from the January 20, 2021, Policy Council meetings was made by Delia Zarges and seconded by Matthew Carlson. The motion was approved.</p>			
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<p>Report: 2018-2022 Goals & Objectives – January updates</p>	<p>Sarah Reich, ASA III, provided an overview of the 2018-2022 Goals & Objectives – January updates.</p> <p>Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high-quality service delivery.</p> <p>Objective 1: By June 30, 2021, CSB will take a program-wide approach to identify a platform that allows families to access individualized child and family information remotely.</p> <p><i>Outcome 1: CSB will identify a web-based application providing families a platform for accessing information specific to their child and family needs. This will improve communication between families and staff across all content areas and support family engagement.</i></p> <p>January Update: <i>CSB is in the process of developing a website inclusive of all programs to interact with families, community partners, and staff. The web design has been completed, and developers are in the process of linking functions to the CLOUDS database.</i></p> <p>Objective 2: By June 30, 2021, CSB will use technologies to design a contact-less sign-in/out process that supports safety for families and staff while maintaining accurate records.</p> <p><i>Outcome 2: CSB will implement a touchless attendance process through the use of QR codes to record daily electronic signatures, reducing the risk of spreading illness through communal use of hardware. Utilizing QR codes will expedite the sign-in/out process and support child attendance data management.</i></p> <p>January Update: <i>The QR code system for sign-in/out has been developed and is currently being used at all CSB centers. CSB has collected input from initial implementation and is currently working with developers to refine the process to ensure efficiencies.</i></p> <p>Objective 3: By June 30, 2021, CSB will employ new innovative strategies to support communication with clients conducive to a remote workspace, including the CLOUDS calling feature.</p> <p><i>Outcome 3: CSB will ensure staff can effectively connect with families remotely through the implementation of an embedded calling feature to allow staff working from home to communicate with families through the CLOUDS application. Recordkeeping will be enhanced through automated records kept by the database showing contact history.</i></p>			

January Update: CSB has developed a calling feature in CLOUDS, which maintains automated records. The feature has been tested and presented to the CLOUDS user group. A training video has been created, and staff training will be conducted by Spring 2021 to support families' communication, especially as we continue to engage families remotely.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

Objective 1: By June 2021, CSB will implement an oral health curriculum for families and staff to support dental health practices at home and at school.

Outcome 1: Parent evaluations at two directly operated and two partner sites will indicate which curriculum is best received and demonstrate that parents have a great understanding of the need to attend to oral health at birth to reduce the risk of early onset dental decay in children under three years old.

January Update: Oral Health Curriculum "Teeth for Two" and "Mouth Healthy-Pregnancy" are scheduled for February's parent meeting/workshop at Aspiranet and Crossroads. "Teeth for Tots" and "Mouth Healthy-Babies and Kids" are scheduled for February's parent meeting at Ambrose and Contra Costa College. CSB will evaluate success to inform program-wide implementation.

Objective 2: By December 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.

Outcome 2: Evaluations from training will show that staff knowledge of best practices increased due to this training. Ongoing education monitoring results will show improvement in adult/child interactions.

January Update: Infant/Toddler CLASS coaching was initially put on hold due to our county shelter-in-place. We resumed coaching using a virtual format in October 2020. The program is extended through Spring 2021. At that time, we will provide the participants with an evaluation form to encourage the participants to reflect on their experience. Once in-class monitoring resumes, our monitoring team will continue with ongoing education monitoring.

Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

Objective 1: By December 2020, 7 additional Teacher Assistant Trainees (TAT) will complete the core 12 units by participating in the ECE Work-Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.

Outcome 1: Seven TATs will have completed the program and be eligible to apply for the Associate Teacher Permit and for promotion as an Associate Teacher within our agency, thereby alleviating the teacher shortage.

January Update: Two TATs have completed the program and are in the process of applying for the Associate Teacher permit. Three TATs continue in Spring 2021 and are set to complete the program by the end of that semester. With the pandemic affecting this program's execution, the recruitment plan is being redesigned to adapt to the new climate.

Objective 2: By December 2020, the Staff Health Improvement Plan, in partnership with the Wellness Champions, will incorporate wellness activities unique to each unit or center's needs. The impact of efforts will be measured by the annual workforce satisfaction survey.

Outcome 2: The workforce satisfaction survey will show an increase in the areas of joy at work, good self-care, and work balance, feeling heard, engaging in reflective practice, and receiving recognition and appreciation.

	<p>January Update: Due to several surveys that were issued in 2020 to assess stress, anxiety, and feedback from staff to ensure support for staff in delivering services during sweeping shifts and changes, the workforce satisfaction survey has been postponed to Summer 2021.</p> <p>Objective 3: By June 2021, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.</p> <p><i>Outcome 3: CSB's TAT and AT staff will increase by 10%, translating into a reduction in vacancies, ensuring CSB's ability to achieve full enrollment and serve all enrolled children. This reduces workloads and stress levels of existing staff increases the ability to use subs for staff illness and vacation rather than in long-term vacancy placement, and increases the number of candidates for the ECE Work-Study programs.</i></p> <p>January Update: A total of the following were hired: Three Associate Teachers and six Teacher Assistant Trainees.</p> <p>Goal 4: CSB will implement data-driven Parent, Family, and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the organization's mission.</p> <p>Objective 1: By June 2021, CSB will practice "Strong Partners/Strong families," a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.</p> <p><i>Outcome 1: This approach to parent meetings will foster an authentic partnership with families. Site Supervisors and Comprehensive Services will complete training on organizing and hosting meaningful virtual parent meetings. CSB will validate family and staff participation through documentation of meeting sign-in.</i></p> <p>January Update: The parent meeting re-design is planned for Spring 2021.</p> <p>Objective 2: By June 2021, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15^(TM): Online Learning for Dads.</p> <p><i>Outcome 2: CSB will pilot the program with two directly centers by the fall. Through analysis of pilot outcomes, CSB will then offer Fathering in 15TM bureau-wide by June 2021. Usage data and other reports provided by the tool and evaluations will demonstrate the impact this program has had on the fathers/father figures.</i></p> <p>January Update: The pilot of the pro-fathering online learning will be facilitated in Spring 2021.</p> <p>Objective 3: By June 2021, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.</p> <p><i>Outcome 3: CSB will improve the identification of families meeting the McKinney Vento definition of homelessness, implement ECLKC training for comprehensive services staff, and develop streamlined referral processes with CSB's housing partners in the Community Action Program.</i></p> <p>January Update: All Comprehensive Services staff completed the ECLKC training on homelessness in October 2019. By March 2021, Comprehensive Services staff will participate in refresher training focused on McKinney Vento definitions and the ECLKC training. By April 2021, the referral process will be developed and implemented with Community Action Partners. By May 2021, the Centralized Enrollment Unit will implement a screening questionnaire as part of the new families' enrollment process.</p>
Report:	The DRDP Child Outcomes & School Readiness Report was tabled to the next meeting due to time restraints.

<p>1st DRDP Child Outcomes & School Readiness Report</p>	
<p>Site Reports</p>	<p>Ambrose</p> <ul style="list-style-type: none"> • DRDP's were completed for all children, including Distance Learners. • Teachers keep supporting Distance Learners through ZOOM and weekly check-ins. • Ms. Patty Moreno is participating in the Teaching Learning Community (TLC) program. • Three (3) Air Purifiers were installed at Ambrose last week. • Teachers and children created "Thank you Cards" for our wonderful Nutrition Services Unit. • Grab-N-Go bags with family activities were distributed. • Diapers were donated to two of our families. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista is celebrating Black History Month and Chinese New Year with activities and books celebrating both cultures. • The Preschool classroom received new games and activities to be used for the children, and all rooms received new books. • Alarms for the gates on the playground were replaced. • The Teachers Staff lounge is now complete. The next phase is to begin setting up the lounge with furnishings. • Parents received information regarding Kindergarten Registration and TK Transfer deadlines for school districts. <p>Contra Costa College</p> <ul style="list-style-type: none"> • We are celebrating the success of being fully enrolled. • This month is Black History Month. We have many different projects going on in each classroom about the History of African Americans. The toddler room has made buses represent Rosa Parks and her bravery, not sitting in the back of the bus. The infant room has colored pictures of Fredrick Douglas and Barack Obama, some of the most famous black men in History. The teachers have also put up a display board of African American inventors, writers, poets, actors, and activists who made a difference in African Americans' History. • We share our resources with the parents about Food Bank opportunities and COVID vaccines at the college. <p>George Miller III</p> <ul style="list-style-type: none"> • GMIII staff have come together to show their greatness in developing a plan to help parents sign in their children each morning without a long wait, making the process run more efficiently. • Teachers have received new literacy materials for their classrooms to support the children's learning. • Displayed in our front lobby is a poster that shares the History of great African American inventors made by classroom #3. • The teaching staff receives virtual training sessions from CA Teaching Pyramid Program and personalized team coaching from Teaching Pyramid coach Ruth Rodriguez. • Parents have received information about the Dual Language Learning Program with the WCCUSD, which is open for registration this month. <p>Lavonia Allen</p> <ul style="list-style-type: none"> • We welcomed Ms. Doretha back from her leave of Absence. • The teaching staff received new educational supplies and IPADs for distance learning students • New air purifiers were installed at Lavonia Allen.

	<ul style="list-style-type: none"> Classrooms received new plants and a betta fish. <p>Los Arboles</p> <ul style="list-style-type: none"> Staff and children are well and healthy- no illness. Children are getting more comfortable wearing their masks throughout the day. The Preschool classroom is full, and we are working on enrolling a couple of children for the toddler room. One of the children previously in distance learning came back to in-class services. We are re-introducing some of the closed areas that weren't available due to COVID, such as: dramatic play areas, sand and water areas. Teachers individualized play by having their own dramatic play bag for each child with a container of individual sand and water. QR scanning codes are working well for the staff and the families. Children will be working on an insects project starting in March. Monthly educational packets are going home to distance learning children. <p>Riverview</p> <ul style="list-style-type: none"> We reopened and are following strict CDC Guidelines. We frequently wash hands, encourage children to wear a mask, and social distance. We gave out a tablet for a child to have individualized speech therapy; we received new shelves for beds and flashlights for each classroom and office. The yard was cleaned, discard old toys and some old equipment, and arranged the kitchen to keep it clean and comfortable to prepare meals. Classroom 1 is working on a Zoo animals project, and classroom 2 is working on a Farm animals project. Parents received information about kindergarten registration and ESL Online parenting classes. 				
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 and resources:</p> <ul style="list-style-type: none"> Supporting Father Involvement Workshop, to register call (925) 689-5811 or online at www.copefamilysupport.org Contra Costa County Office of Education – 2021 Virtual Job Fair (Saturday, February 27, 2021) https://hopin.com/events/cccoe-2021-virtual-job-fair TK and Kindergarten Registration (flyers will be emailed) Strengths Breakthrough Workshop in May 2021 – a survey will be sent to check availability <p>The next meeting is scheduled for March 17, 2021.</p>				
Meeting Evaluation	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Pluses / +</td> <td style="width: 50%; text-align: center;">Deltas / Δ</td> </tr> <tr> <td> <ul style="list-style-type: none"> Excellent facilitation Informative discussion </td> <td> <ul style="list-style-type: none"> The order of the approval items will be reviewed carefully when setting up the agenda </td> </tr> </table>	Pluses / +	Deltas / Δ	<ul style="list-style-type: none"> Excellent facilitation Informative discussion 	<ul style="list-style-type: none"> The order of the approval items will be reviewed carefully when setting up the agenda
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