

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: Zoom Virtual Meeting

Date: 6/2/2021 Time Convened 6:03 p.m. Time Terminated 6:20 p.m. Recorder: Imelda Prieto Martinez
 Attendees: Jasmine Cisneros, Karen Medrano, Carmina Hernandez, Matthew Carlson, Aaron Alarcon-Bowen, Christina Reich, Ana Araujo 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 pm. Matthew Carlson, Vice Chair, reviewed the desired outcomes and the meeting ground rules.
<ul style="list-style-type: none"> Welcome from the new CSB Executive Director 	<p>Aaron Alarcon-Bowen, CSB Executive Director, welcomed the Executive Committee members and staff in attendance. He expressed his gratitude and excitement for being on board with CSB and is looking forward to working with the Policy Council Committee.</p>
<p>Action:</p> <ul style="list-style-type: none"> Review and approve May 5, 2021, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve May 5, 2021, Executive Meeting Minutes was made by Matthew Carlson and seconded by Karen Medrano. The motion passed.</p>
<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 a group nomination from GMIII that included the following teachers: Ms. Veronica Monroy-Master Teacher, Ms. Alaysia Turner-Teacher Assistant Trainee, and Ms. Lorena Molina-Teacher Assistant Trainee, to receive recognition on June 16, 2021, Policy Council Meeting for their outstanding work with the children and families. <p>Imelda Prieto Martinez, Senior Clerk, will invite them to attend the June 16, 2021, Policy Council meeting to receive their recognition.</p>
<ul style="list-style-type: none"> Staff Reports 	<p>Michelle Mankewich, ASA III, provided updates on the following items:</p> <ul style="list-style-type: none"> CSB welcomed new director Aaron Alarcon-Bowen on June 1, 2021; he will be taking the next few weeks to get to know the Community Service Bureau staff, procedures, and the Policy Council. A new Departmental Fiscal Officer has been identified, and a proposal will be presented at the next Policy Council meeting to approve hiring this candidate. Keep an eye out for more information in your Policy Council Packets. In an effort to be a trauma informed agency, last week, 2 CSB staff presented trauma training for 25 of our employees. This was the second session of a three part training. This training helps staff learn how to be more sensitive in response to behaviors that arise from traumatic experiences. Our agency goal is to have all staff trained in all three parts of this training module.

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	<ul style="list-style-type: none"> On May 20, during the countywide center closure day, Early Head Start teachers were able to participate in a training on CLASS (Classroom Assessment Scoring System); this is an observational assessment that evaluates the quality of interactions between teachers and children. In addition, the Head Start teachers were able to participate in training on ECERS (Early Childhood Environmental Rating Scale); this is an observational assessment that evaluates the quality of the classroom environment. Both of these assessments are used at CSB, and these trainings help teachers better understand how to use the results from these assessments. On May 12, the Child Nutrition Unit hosted a countywide parent meeting to give a better understanding of the food program. This was a very successful training, and thanks to the positive parent feedback, we will be looking at offering quarterly Nutrition trainings on topics such as: when to introduce new food to infants and how to help support picky eaters at home. 	
<ul style="list-style-type: none"> Review May 19, 2021, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed May 19, 2021, Policy Council Minutes. 	
<ul style="list-style-type: none"> Review and set Agenda for June 16, 2021, Policy Council Meeting 	The group reviewed and set the agenda for June 16, 2021, Policy Council Meeting. Ice Breaker: "Share what your family plans are for summer."	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> Finished on time New Executive Director All Exec members attended Good presentation & facilitation from Jasmine and Carmina 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> None