

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

Date: 8/4/2021                      Time Convened 6:00 p.m.                      Time Terminated 6:20 p.m.                      Recorder: Angie Guzman

Attendees: Jasmine Cisneros, Karen Medrano, Matthew Carlson, Aaron Alarcon-Bowen, Ana Araujo and Michelle Mankewich

Absentees: Carmina Hernandez

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Jasmine Cisneros, Chair, called the meeting to order at 6:00 pm.</li> <li>Matthew Carlson, Vice Chair, reviewed the desired outcomes and the meeting ground rules.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve June 2, 2021 Executive Meeting Minutes</li> </ul>	<p>The minutes were reviewed; no corrections were noted.</p> <p><b>A motion to approve June 2, 2021, Executive Meeting Minutes was made by Karen Medrano and seconded by Jasmine Cisneros. The motion passed.</b></p>
<ul style="list-style-type: none"> <li>Staff Reports</li> </ul>	<p>Michelle Mankewich, ASA III, provided updates on the following items:</p> <ul style="list-style-type: none"> <li>Last Saturday, CSB’s fourth Teaching Pyramid cohort completed their yearlong training. Over 40 teachers and staff were trained to support children’s behaviors, prevent challenging behaviors and address any problematic behavior. This approach promotes social and emotional development and teaches children and staff to work through situations with a positive, developmentally appropriate approach. We are excited to start two more cohorts in September.</li> <li>CSB is looking to create safe reopening plans, as the Office of Head Start requires all programs to be back to full in-person capacity by January 2022. A task force of teachers, site supervisors, and comprehensive service staff are developing a plan to safely bring families back to the centers.</li> <li>Policy Council, as a governing body under Contra Costa County, must follow the Ralph M. Brown Act, which outlines how public meetings must function. Currently, there is an emergency order allowing agencies to meet virtually. This emergency order ends on September 30, and if not renewed, Policy Council will shift back to an in person meeting in October.</li> <li>CSB currently has many preschool openings; if you know any families in need of childcare, please have them call our recruitment line at 925-272-4727.</li> <li>We also have teaching openings. If you know anyone interested in making a difference in the lives of young children, no experience needed, we will provide training and can assist with schooling. Please encourage them to apply online <a href="http://www.cccounty.us/hr">www.cccounty.us/hr</a> or they can call 925-608-5020.</li> </ul>

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TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> <li>Review June 16, 2021 Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed June 16, 2021 Policy Council Minutes.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and set Agenda for August 18, 2021 Policy Council Meeting</li> </ul>	The group reviewed and set the agenda for August 18, 2021 Policy Council Meeting.	
Meeting Evaluation	<b><u>Pluses / +</u></b>	<b><u>Deltas / Δ</u></b>
	<ul style="list-style-type: none"> <li>Nice to have the director attend meeting</li> <li>Good facilitation from Jasmine</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>