



Policy Council Meeting Minutes
Virtual Meeting



Date: 11/17/2021

Time Convened: 6:08 PM

Time Terminated: 8:06 PM

Recorder: Angie Guzman

TOPIC	RECOMMENDATION / SUMMARY																																															
Review Desired Outcomes and Meeting Rules	Juan Batiz, Vice-Chair, called the meeting to order at 6:08 PM and reviewed the desired outcomes. Myriah Herrington, Parliamentarian, reviewed meeting ground rules.																																															
Public Comment	None																																															
Correspondence	None																																															
Parent 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"> Ms. Ana De Parra, Teacher, at GM III and Mrs. Imelda Prieto-Martinez, Comprehensive Services Assistant Manager, were presented with a certificate and a book to acknowledge her dedication to the children and families. 																																															
<p>Action: Review and consider approval of Past Parent Representatives</p>	<p>Juan Batiz, Vice-Chair, provided Past Parent wishing to serve on the 2021-22 Policy Council the opportunity to read their letters of interest.</p> <ul style="list-style-type: none"> Past Parent letter of interest was received from: Jasmine Cisneros <p>A motion to approve the Past Parent Representatives noted above was made by Myriah Herrington and seconded by Amy Mockoski. The motion was approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Ayes</th> <th style="width: 25%;">Nays</th> <th style="width: 25%;">Abstentions</th> <th style="width: 25%;">Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Lorena Mercham</td> <td></td> <td>Jessica Clendenning</td> </tr> <tr> <td>Andrea Bajandas</td> <td>Maira Garcia</td> <td></td> <td>Sinay Castanon</td> </tr> <tr> <td>Brianna Flores</td> <td>Myriah Herrington</td> <td></td> <td>Deniedre Henry</td> </tr> <tr> <td>Devlyn Sewell</td> <td>Maria Palestino</td> <td></td> <td>Alma De La Mora</td> </tr> <tr> <td>Dulce Cisneros</td> <td>Melanie Graves</td> <td></td> <td>Joel Nickelson-Shanks</td> </tr> <tr> <td>Jamillah Monroe</td> <td>Vilma Gaytan</td> <td></td> <td>Ebony Hughes</td> </tr> <tr> <td>Patricia De Queiroz</td> <td></td> <td></td> <td>Laura Brum</td> </tr> <tr> <td>Rafael Franco</td> <td></td> <td></td> <td>Karla Urrutia</td> </tr> <tr> <td>Juan Batiz</td> <td></td> <td></td> <td>Kimberly Nieve</td> </tr> <tr> <td>Karen Medrano</td> <td></td> <td></td> <td>Deanna Carmona</td> </tr> </tbody> </table>				Ayes	Nays	Abstentions	Not Present	Amy Mockoski	Lorena Mercham		Jessica Clendenning	Andrea Bajandas	Maira Garcia		Sinay Castanon	Brianna Flores	Myriah Herrington		Deniedre Henry	Devlyn Sewell	Maria Palestino		Alma De La Mora	Dulce Cisneros	Melanie Graves		Joel Nickelson-Shanks	Jamillah Monroe	Vilma Gaytan		Ebony Hughes	Patricia De Queiroz			Laura Brum	Rafael Franco			Karla Urrutia	Juan Batiz			Kimberly Nieve	Karen Medrano			Deanna Carmona
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<p>Action: Consider approval of</p>	<p>Haydee Ilan, Accountant III, reviewed the 2020 Head Start/Early Head Start request for carryover of unobligated balance. CSB is requesting carryover of unspent/unobligated funds of \$3,389,865 from the year 2020 grant to the year 2022 Head Start and Early Head Start Programs. These carryover funds will be used to finance a portion of:</p>																																															

2020 Head Start/Early Head Start Unobligated Funds

- Salaries and Benefits for 27 new Associate Teachers
- Upgraded Hearing and Vision screening equipment
- Heavy duty picnic tables for outdoor eating
- Dishwashers for all the sites that don't have CCP2 funds
- Enhance oral health through purchase of books for take home gifts, replace toothbrushes and sanitizers in classrooms
- New mats for Infants and Toddlers nap time
- Improvement of breakrooms in selected sites
- Members of the SHIP/TIC/TST teams will complete the Train the Trainer Program
- Train the Trainer module for Professional Growth and Development
- Allocated cost for New Kitchen Project
- Books for families, branded bags to hand out with books, funds to host reading nights etc.
- Make Parenting A Pleasure curriculum set for each CSAM (\$1200 each) & training for 2 CSAMs (\$400 each), incentives for parent participation
- Training for management and Fiscal staff for new regulations related to CARES funding
- Indirect Cost rate is 19% of Salaries

A motion to approve the 2020 Head Start/Early Head Start Unobligated Funds was made by Melanie Graves and seconded by Devlyn Sewell. The motion passed.

Ayes		Nays	Abstentions	Not Present
Amy Mockoski	Lorena Mercham			Jessica Clendenning
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Brianna Flores	Myriah Herrington			Deniedre Henry
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Action:
Consider approval of 2020 Early Head Start Child Care Partnership 2 Unobligated Funds

Haydee Ilan, Accountant III, reviewed the 2020 Early Head Start Child Care Partnership #2 request for carryover of unobligated funds. CSB is requesting carryover of unspent/unobligated funds of \$1,457,564 from 2020 grant to 2022 Early Head Start-CCP2 Program, Grant #90HP000111. These carryover funds will be used to finance supplies, contractual, construction and other.

A motion to approve the 2020 Early Head Start Child Care Partnership 2 Unobligated Funds was made by Melanie Graves and seconded by Joel Nickelson-Shanks. The motion passed.

Ayes		Nays	Abstentions	Not Present
Amy Mockoski	Lorena Mercham			Jessica Clendenning

	Andrea Bajandas Brianna Flores Devlyn Sewell Dulce Cisneros Jamillah Monroe Patricia De Queiroz Rafael Franco Juan Batiz Karen Medrano	Maira Garcia Myriah Herrington Maria Palestino Melanie Graves Vilma Gaytan Deanna Carmona Joel Nickelson-Shanks			Sinay Castanon Deniedre Henry Alma De La Mora Kimberly Nieve Ebony Hughes Laura Brum Karla Urrutia Jasmine Cisneros	
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Action: Consider Approval of October 20, 2021, Policy Council Minutes	The minutes of the October 20, 2021, Policy Council meeting were reviewed, and no corrections were made.					
	A motion to approve the minutes from October 20, 2021, Policy Council meetings was made by Melanie Graves and seconded by Devlyn Sewell. The motion passed.					
	Ayes		Nays	Abstentions	Not Present	
	Amy Mockoski Andrea Bajandas Brianna Flores Deanna Carmona Devlyn Sewell Dulce Cisneros Jasmine Cisneros Jamillah Monroe Juan Batiz Vilma Gaytan	Patricia De Queiroz Lorena Mercham Maira Garcia Myriah Herrington Joel Nickelson-Shanks Karen Medrano Maria Palestino Melanie Graves Rafael Franco			Laura Brum Jessica Clendenning Deniedre Henry Alma De La Mora Ebony Hughes Erika Farjat Kimberly Nieve Karla Urrutia Sinay Castanon	

Administrative Reports <ul style="list-style-type: none"> CSB Executive Director Interim Division Manager 	Dr. Aaron Alarcon-Bowen, CSB Executive Director, welcomed Policy Council representatives and thanked them for attending. Administrative updates: <ul style="list-style-type: none"> INSPIRATIONAL STORY: Les Brown Update on Recruitment of Teaching Staff Recruitment and Retention Bonuses CSB Employees Project vs. Permanent Collaboration among other EHSD Bureaus DeJean Family Navigator Partnership (Richmond, CA) Self-Care Day at our Balboa Site CSB Director attending the Head Start Director Credential Institute offered by NHTSA Update on Central Kitchen Meeting with Assembly member Grayson
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Amy Wells, Interim Division Manager, reported:

- The month's enrollment was 57.74% for Head Start, 92.28% for Early Head Start, and 74.81% for Early Head Start Child Care Partnership #2.
- The month's attendance was 75.11% for Head Start, 70.75% for Early Head Start, and 76.69% for Early Head Start Child Care Partnership #2.

Program updates:

- **Classroom Operations**-Increases to in-class capacity where staffing allows on the following dates:
 - **December 1st**-Increase all waiver rooms to full capacity (22 or 24 children).
 - **CSB experiencing staffing shortage**; as such classrooms have had to close with very little notice for a day or two recently; we understand the hardship of this and are working tremendously to recruit additional teaching staff.

Reminders:

- Daily Health Questions-Answering honestly. Please ensure to connect with your SS should your child stay home due to illness, etc.
- Children 2 years of age and up must wear a mask while on site.
- The Comprehensive Services team has resumed health screenings for preschool children, which were halted due to the pandemic. These include hearing, vision, heights, and weights.
- I Walk Challenge-Congratulations to two of CSB's very own teams, the Verde VIPs and Queen of Soles, for their winning steps! Verde VIPs had the highest walking percentage, and the Queen of Soles were one of the top three winning teams overall! ***Promoting wellness**
- Select CSB teaching staff and Site Supervisors participated in the 2021 Family Engagement and Cultural Effectiveness conference sponsored by the Office of Head Start. The virtual training was designed to celebrate the different cultures, traditions, and practices that are reflected in the modern family. In doing so, CSB participants are learning how to use the strengths and attributes of culture to aid a child's own successful walk through the world.
- CSB's Balboa Children's Center hosted a special Community Outreach and Self-Care Day on Wednesday, October 27th for all enrolled families, staff, and members of community. The event included valuable opportunities to learn more about CSB's varying programs, job opportunities, grocery giveaways, diaper giveaways, music, and more! Resources were offered by many Richmond community partners including, NAMI Contra Costa, Richmond Fire Department, Contra Costa Behavioral Health Services, Lincoln Families, Faith Campbell Learning Center, Wets Contra Costa Adult Ed, and La Familia. Many enjoyed this wonderful event and we look forward to future planning to include more CSB sites in such events.

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

- Fiscal

- **2020-2021 Head Start Program: September 2021**, year-to-date cash expenditures were \$9,116,234 YTD, representing 52% of the program budget.
- **2020-2021 Early Head Start Program: September 2021**, year-to-date cash expenditures were \$2,345,388 YTD, representing 60% of the program budget.
- **2020-2021 Early Head Start – CC Partnership: September 2021**, year-to-date cash expenditures were \$5,370,328 YTD, representing 87% of the program budget.

	<ul style="list-style-type: none"> • Credit Card expenditures for all programs, including Head Start and Early Head Start, for September 2021, were \$11,276.30. • Child and Adult Care Food Program: September 2021, total meals served, including breakfast, lunch, and supplements, were 15,925.
Subcommittee Updates	None
Wellness Activity	Policy Council Representatives participated in an icebreaker activity- “What are you grateful and thankful for?”- to open communication and build connection among members.
Training: Head Start Eligibility	<p>Tracy Lewis, ASA II, provided training on CSB Head Start Eligibility policies to include:</p> <ul style="list-style-type: none"> • Methods of collecting complete and accurate eligibility information • Strategies for treating families with dignity and respect • Individuals who attempt to provide or intentionally provide false information. <p>Eligibility Documentation Request and assist families with obtaining documentation to verify eligibility based on:</p> <p><u>Child’s age</u></p> <ul style="list-style-type: none"> • Head Start: ages 3-5 • Early Head Start: ages 0-3 and pregnant mothers (FCC ages 0-48 months) <p><u>Family income</u></p> <ul style="list-style-type: none"> • Public assistance recipients, below federal poverty guidelines <p><u>Homelessness</u></p> <p><u>Foster Care</u></p> <p>Eligibility Process</p> <ul style="list-style-type: none"> • One-on-one interviews with families to determine eligibility • Use of consent forms to contact third parties to assist families with obtaining eligibility documentation. <p>Family Support</p> <ul style="list-style-type: none"> • Individualized enrollment process allows for in-person interviews and needs assessments • Comprehensive Services such as family support begins during the eligibility process • On an ongoing basis, the support provided through family partnership agreements, family meetings, Mental Health Unit services, etc. <p>CSB ensures that all families are treated with respect and dignity.</p> <p>Confidentiality</p> <ul style="list-style-type: none"> • CSB’s Confidentiality Policy • Child’s files maintained in locked cabinets with access logs used • Staff trained on HIPAA (Health Information Portability Accountability Act) requirements • Access is limited to staff that are directly involved with a family or child. <p>Code of Conduct</p>

	<p>Staff, consultants, and volunteers sign CSB’s Code of Conduct, which states:</p> <ul style="list-style-type: none"> • The unique identity of each child and family will be respected and promoted • Staff will not intentionally violate federal program eligibility determination regulations by enrolling pregnant women and children that are not eligible to receive services • Failure to adhere to these policies may be cause for disciplinary actions up to and including termination. <p>Caregiver’s Responsibility</p> <p>Application for Services</p> <ul style="list-style-type: none"> • Caregivers sign declaring under penalty of perjury that the information is true and correct to the best of their knowledge <p>Family Handbook</p> <ul style="list-style-type: none"> • Slot(s) for childcare services may be vacated for falsification of information on enrollment forms.
<p>Training: Pillars of Health</p>	<p>Sophia Talbot, Comprehensive Services Manager, reviewed the essential pillars of health to maintain a healthy lifestyle. The three most important pillars are healthy living, an active lifestyle, and restorative sleep.</p> <ul style="list-style-type: none"> • For healthy living, it is recommended to have a balanced plate with fruits, vegetables, grains, protein foods, and dairy. • For an active lifestyle, it is recommended to have physical activity every day for health benefits. • Lastly, restorative sleep. To avoid the effects of sleep deprivation is recommended to have 7-9 hours of uninterrupted sleep.
<p>Site Reports</p>	<p>Balboa</p> <ul style="list-style-type: none"> • We had an excellent turnout for the first "Self Care Day" here at Balboa with several great community partners, Supervisor John Gioia, and staff members of our CSB leadership team, Amy Wells and Dr. Aaron Alarcon-Bowen. Families were able to get free food, diapers, books, and much more. • We have begun to partner with TANDEM for literacy activities and books to send home with the infants and toddlers. • Work has begun on installing our new ramps for the infant and toddler buildings. They are looking great so far! • The staff has been participating in the Teaching Pyramid to enhance their skills, which has sparked some great conversations. They have also been in collaboration with coaches in the classrooms. • During our "Self Care Day," we had several resources from the community that parents were able to connect with. <p>Bayo Vista</p> <ul style="list-style-type: none"> • Bayo-Vista will be celebrating Professional Day for Staff. In the morning, staff will participate in training on Culturally Responsive Self-Care. In the afternoon, the self-care will continue with teachers creating vision boards, aprons, tote bags, line dancing, and designing photo frames with a group photo taken to remember the day. • New floor seat chairs for teachers in the toddler rooms have been installed. These chairs allow teachers to sit comfortably on the floor with the children. • The kitchen sink has been repaired, so there’s no more water splashing everywhere. • Old furnishings in the staff breakroom have been replaced, and we are still awaiting new furniture. • Sydney Rucker, Preschool Mental Health Therapist, stopped by to introduce herself and provided information and resources about the Early Childhood Mental Health Program services. • Parents received Friday Flyers inviting them to community events, resources for COVID vaccinations, and information for the Food Bank that visits Bayo Vista every 2nd Tuesday of the month. <p>GMC</p>

	<ul style="list-style-type: none"> • The California Shake Out Drill on October 21, 2021 went well and everyone participated in the drill. • Fall and Thanksgiving activities for the children are being done in the classrooms. • On November 23, 2021 GM Concord will have its Parent meeting and the resources to be shared are from TANDEM. • Parent meeting for the month of November was held on the 23rd, 2021 at 4:00 to 5:00pm. <p>Los Arboles</p> <ul style="list-style-type: none"> • Celebrate the fall harvest with multicultural music, books, and cooking recipes at the end of October. • Teachers were working on fall projects as they discussed the time change and the color of leaves. They have done observational drawings, collages with real leaves, cooking with fall season vegetables, counting seeds, and read many books. • A specialist Stacy Boydell from Early Learning TANDEM will be reading aloud for children in the toddler room. • Resources given this month on COVID-19 vaccines, Information about self-care, and Rent Relief <p>Los Nogales</p> <ul style="list-style-type: none"> • Our teacher Zermina Zadran was nominated to receive the Parent Recognition of Staff Award at the Policy Council meeting for her outstanding performance in servicing children and families. • Room 1 and room 2 are doing a project on trees. Some of the activities they have done are making 3D art trees, observational drawings of trees, collecting leaves letting them dry out and observing them through magnifying glasses, watching the process of trees being trimmed. • Public Works workers were cutting and trimming trees in the park behind Los Nogales. The workers took the time and talked to the children through the fence and explained what they were doing and answered the children's questions. • We have had multiple resources that have went out to the parents. Some of them were: COVID-19 vaccines (including information about the vaccine itself, self-care) and Rent Relief. <p>Verde</p> <ul style="list-style-type: none"> • The staff completed their Early Childhood Environmental Rating Scale ECERS review on November 8th • Teacher Yolanda continues decorating and updating our staff's workroom and bathroom to help build teachers' morale. • We are exploring pumpkins inside and out. • Every Monday and Wednesday: White Pony Express brings free groceries to the Verde campus between 10:30 am and 11:30 am. <p>GM III</p> <ul style="list-style-type: none"> • Our agency celebrated the GMIII site staff by inviting teachers to an "All Staff Wellness" event held at Balboa Center. Teachers participated in various wellness activities such as painting on canvas in the Art room, joining in on an outdoor drum session, doing some Yoga exercises in the Zen space, playing outdoor team building games on the school playground, lounge, and watching a movie in the Media Room! The GMIII teaching staff received teacher aprons, teacher hero keychains, stress balls with positive affirmations, personal tote bags containing a water bottle, a book, and a self-care notebook. The Site Supervisors will provide an ice breaker activity/game with the staff and will play music for the team to dance to. • In classroom 3, the children are doing a "Tree Study" where they learn about the different kinds of trees, including the Japanese bonsai tree, which the teachers brought in a live tree for the children to observe.
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following reminders and announcements:</p>

	<p>Reminders:</p> <ul style="list-style-type: none"> • CSB Family Newsletter- expect deliver at your sites within the next few weeks. • 700 Form due October 29 for New PC Representatives <p>Announcements</p> <ul style="list-style-type: none"> • Next Policy Council business meeting is January 19, 2021. • Next Policy Council Executive Meeting is January 5, 2021. 	
Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Great facilitation from Juan Batiz 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • None