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 Executive Meeting | |
| **Date:** February 7, 2024 | **Time:** 6:00 – 6:35 PM |
| **Meeting Location:** 1470 Civic Court Suite 200, Concord CA 94520 – CSB Administrative Building | |
| **Meeting Leader:** Juan De Dios Batiz-PC Vice- Chair | |
| **Purpose:** To Review Policy Council Items for Next 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 Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at [aaraujo@ehsd.cccounty.us](mailto:aaraujo@ehsd.cccounty.us) or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

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

|  |
| --- |
| 1. Agreement on desired outcomes and ground rules so that our meeting is productive. |
| 1. Opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the community’s needs. |
| 1. Understanding of staff reports so that the group is informed of bureau highlights and other important events. |
| 1. A review and discussion to determine nomination for Executive Community vacancy |
| 1. Approval of November 1, 2023 Executive Meeting minutes so that we have an accurate record of the meeting. |
| 1. A decision regarding Parent Recognition of staff nomination recipients. |
| 1. Agreement on the agenda February 21, 2024 Policy Council meeting. |
| 1. Evaluation of the meeting so we may review our strengths and make any necessary improvements. |

| **Agenda** | | | |
| --- | --- | --- | --- |
| **What**  (Content) | **How**  (Process) | **Who** | **Time**  (Minutes) |
| 1. Review Desired Outcomes | Present | Juan De Dios Batiz | 1 |
| Review Meeting Ground Rules | Present | Tuliisa Miller | 1 |
| 1. Public Comments | Present | Public | 1 |
| 1. **Report:**   Staff Reports-Program | Present  Clarify  Check for understanding | Michelle Mankewich | 5 |
| 1. **Discussion:**   Executive Team Vacancy | Present  Clarify  Check for understanding | All | 5 |
| 1. **Action:**   Review and Approve November 1, 2023, Executive Meeting Minutes | Present  Clarify  Check for understanding  Check for Agreement | Karen Medrano | 4 |
| 1. Review and Decide on Parent Recognition of Staff | Present  Clarify  Check for understanding  Check for Agreement | Executive Team | 5 |
| 1. Set Agenda for February 21, 2024, Policy Council Meeting | Present  Clarify  Check for Understanding | All | 7 |
| 1. Meeting Evaluation | Plus/Delta | Volunteer | 1 |

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.

* HOW TO JOIN THE MEETING VIA ZOOM:

Zoom Meeting ID: 832 0122 7641 Password: 962298

* HOW TO JOIN THE MEETING VIA CALL-IN:

Conference Call: USA 8882780254 8882780254 (US Toll Free) Conference Code: 379008

**HOW TO PROVIDE PUBLIC COMMENT**:

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at [aaraujo@ehsd.cccounty.us](mailto:aaraujo@ehsd.cccounty.us) or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.