



**Policy Council Meeting Minutes**  
 Location: 500 Ellinwood Way, Pleasant Hill, CA



**Date:** 3/15/17

**Time Convened:** 6:03PM

**Time Terminated:** 7:41PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>Veronica Gutierrez, Vice Chair, called the meeting to order at 6:03p.m. and reviewed the desired outcomes and ground meeting rules.</li> </ul>
Public Comment	None
Correspondence	None
Ice Breaker	Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members.
Staff Recognition	<p>The following staff was recognized for their excellent work with the children and the families:</p> <ul style="list-style-type: none"> <li>Maria Rios, Master Teacher from Marsh Creek Children Center was presented with a certificate and book to acknowledge her dedication to the children and their families.</li> <li>Erika Uriarte De Solis, Associate Teacher from Crescent Park Children Center was not able to be present; her certificate and book will be sent to her center.</li> </ul> <p>Special thank you was given to CSB staff providing support during March 15, 2017, Policy Council meeting.</p>
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>Division Manager</li> <li>Fiscal</li> </ul>	<p>Camilla Rand, CSB Director, welcomed Policy Council representatives in attendance and thanked parents for nominating staff receiving recognition this month.</p> <p>Program updates:</p> <ul style="list-style-type: none"> <li>Economic Opportunity Council (EOC) will conduct three public hearing to discuss community needs and give feedback on the Community Services Block Grant (CSBG) at:             <ul style="list-style-type: none"> <li>Richmond Public Library on Tuesday, April 4, 2017</li> <li>Los Medanos College on Thursday, April 6, 2017</li> <li>Ellinwood after CSB-Policy Council on Wednesday, April 19, 2017. Policy Council Representatives are encouraged to attend and provide feedback.</li> </ul> </li> <li>Early Head Start Partnership Expansion grant implementation plans will be presented during April 19, 2017, Policy Council meeting.</li> <li>CSB is encouraging parents to become familiar with local legislators and district supervisors and get involved and let their voices be heard. Local legislators can be found by zip code on <a href="http://www.legislature.ca.gov/">http://www.legislature.ca.gov/</a></li> </ul>

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	<p>Katharine Mason, Division Manager, presented the following program updates:</p> <ul style="list-style-type: none"> <li>• Communication Circles are being conducted at centers countywide to share program updates and hear feedback from staff.</li> <li>• Senior Management is meeting with Content Area Managers to hear their visions and innovative plans to enhance their content areas.</li> <li>• During the months of February through April, Slots Planning Team meets to review program data and the needs assessment to determine if and where changes in slots may be necessary for the next program year.</li> <li>• Site Supervisors are planning Spring Cleaning Days / Parent Work Days to enhance and beautify centers. Participation by all is very much welcomed.</li> <li>• Site Supervisors are planning activities and special events in celebration of Week of the Young Child during the week of April 24<sup>th</sup>.</li> <li>• Part-Day Part-Year programs Spring Breaks will happen the end of March and early April.</li> <li>• Sophia Talbot &amp; Debi Marsee, Comprehensive Service Managers will attend and present at the California Head Start Association Health Institute Conference in April.</li> <li>• Lead teachers will participant in an all-day Reflective Supervision &amp; Reflective Practice training in early April.</li> </ul> <p>CSB enrollment and attendance statistics for the month of February:</p> <ul style="list-style-type: none"> <li>➤ Enrollment: 100.55% for Head Start and for Early Head Start and Early Head Start Child Care Program Partnership combined is 101.6%.</li> <li>➤ Attendance: 80.7% for Head Start; 78% of absence were due to illness. 86.6% for Early Head Start and Early Head Start Child Care Program Partnership combined.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> <li>○ <b>2016-2017 Head Start Program: January 2017</b> year to date cash expenditures were \$503,957 YTD, which represents 3% of the program budget.</li> <li>○ <b>2016-2017 Early Head Start Program: January 2017</b> year to date cash expenditures were \$64,481 YTD, which represents 2% of the program budget.</li> <li>○ <b>2016-2017 Early Head Start – CC Partnership: January 2017</b> year to date cash expenditures were \$374,074 YTD, which represents 27% of the program budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>January 2017</b> were \$12,288.14.</li> <li>○ <b>Child and Adult Care Food Program: January 2017</b> CACFP report will be presented in April’s Policy Council meeting.</li> </ul>
<p><b>Training:</b> The Impact of Loss and Trauma on Young Children</p>	<p>Magda Bedros, Education Manager, provided training on The Impact of Loss and Trauma on Young Children. Adverse Childhood Experiences (ACEs) are the “not ok” events that sometimes happen in our lives. These events can:</p> <ul style="list-style-type: none"> <li>• Negatively affect our brain growth and development and often have long-term negative health outcomes</li> <li>• Research shows that negative experiences affect our ability to learn</li> <li>• These experiences can have lasting effects on both the structure and function of the brain</li> </ul> <p>Adverse childhood experiences may influence the health and well-being throughout one’s lifespan in some of the following ways:</p> <ul style="list-style-type: none"> <li>• Disrupted neurodevelopment</li> <li>• Social, Emotional, and Cognitive impairment</li> <li>• Adoption of Health-risk Behaviors</li> </ul>

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	<ul style="list-style-type: none"> <li>• Disease, Disability, and Social Problems</li> <li>• Early Death</li> </ul> <p>What is Trauma:</p> <ul style="list-style-type: none"> <li>• Significant or ongoing events that threaten survival and produce overwhelming feelings of fear.</li> <li>• Trauma may or may not be a response to a crisis situation.</li> </ul> <p>How do children react to crises and trauma - A Survival mode response is:</p> <ul style="list-style-type: none"> <li>• Increases heart rate</li> <li>• High blood pressure</li> <li>• Increase breathing and muscle tension</li> </ul> <p>When a child is in survival mode, self-protection is their priority. In other words: “I can’t hear you, I can’t respond to you, I am just trying to be safe.”</p> <p>Typical Reactions to grief and loss - what are some of the typical reactions children have to grief and loss:</p> <ul style="list-style-type: none"> <li>• Early grief, Acute grief, and Reintegration</li> </ul> <p>The Spectrum of Trauma:</p> <ul style="list-style-type: none"> <li>• Environmental trauma tends to be <i>impersonal</i></li> <li>• Relational trauma is <i>interpersonal</i></li> <li>• Relational trauma tends to have a greater impact on children and their development</li> </ul> <p>The good news is that the negative effects of Adverse Childhood Experiences ACEs can be minimized as resiliency is increased.</p> <ul style="list-style-type: none"> <li>• Build Safe, nurturing relationships</li> <li>• Help children regulate emotions</li> <li>• Help children express emotions</li> <li>• Help children feel Safe loved, valued, and successful</li> <li>• Help children learn to make choices, problem-solve</li> </ul> <p>Fostering Security/Resiliency in the life of young Children</p> <ol style="list-style-type: none"> <li>1. Attunement</li> <li>2. Reflection</li> <li>3. Repair</li> <li>4. Comfort and understanding</li> <li>5. Using emotions</li> </ol> <p><u>What it looks like When Children are Resilient</u></p> <ul style="list-style-type: none"> <li>• Feel safe</li> <li>• Build attachments/ relationships</li> <li>• Build Trust</li> <li>• Using narrative</li> </ul>

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	<ul style="list-style-type: none"> <li>• Have confidence</li> <li>• Communicate feelings</li> <li>• Problem-solving</li> </ul> <p>Understanding Adverse Childhood Experiences handout and Feelings Charts were given to participants.</p>																																																											
<b>Subcommittee Updates</b>	<p><b>Nutrition Subcommittee:</b> Veronica Gutierrez, Vice Chair, shared that during the meeting they discussed “Present Portion Distortion” article that reviewed how food portion sizes have gotten bigger over the past 20 years to the present time. The subcommittee reviewed the April menu - children are trying various new fruits this month. All centers have the opportunity to apply for Window Box, Potted Garden, and/or Garden Plot grant. March is National Nutrition month; menu feedback boxes are available at sites and all families are encouraged to provide feedback.</p>																																																											
<p><b>Action:</b> Consider Approval of the 2017-2018 Early Head Start-Child Care Partnership Year 2 Continuation Grant</p>	<p>Carolyn Nguyen, ASAIII, provided an overview of the 2017-2018 Early Head Start-Child Care Partnership Year 2 Continuation Grant Funding application - Executive Summary Income Funds Narrative statement.</p> <table border="0" data-bbox="317 521 1247 1300"> <tr> <td><b>Budget Categories:</b></td> <td colspan="3"><b>FY 2017-18 EHS Child Care Partnership Operation</b></td> </tr> <tr> <td>Personnel</td> <td>\$</td> <td>302,166</td> <td></td> </tr> <tr> <td>Fringe Benefits</td> <td>\$</td> <td>201,208</td> <td></td> </tr> <tr> <td>T &amp; TA</td> <td>\$</td> <td>25,907</td> <td></td> </tr> <tr> <td>Travel</td> <td>\$</td> <td>- 0 -</td> <td></td> </tr> <tr> <td>Supplies</td> <td>\$</td> <td>4,800</td> <td></td> </tr> <tr> <td>Contractual</td> <td>\$</td> <td>455,000</td> <td></td> </tr> <tr> <td>Other</td> <td>\$</td> <td>30,792</td> <td></td> </tr> <tr> <td><b>Sub-Total of Direct Charges</b></td> <td></td> <td><b>\$1,019,873</b></td> <td></td> </tr> <tr> <td>Indirect Costs</td> <td>\$</td> <td>60,956</td> <td></td> </tr> <tr> <td><b>Total Federal Amount Being Requested</b></td> <td></td> <td><b>\$1,080,829</b></td> <td></td> </tr> <tr> <td><b>Non-Federal Share</b></td> <td></td> <td><b>\$ 270,207</b></td> <td></td> </tr> <tr> <td><b>Total Federal and Non-Federal</b></td> <td></td> <td><b>\$1,351,036</b></td> <td></td> </tr> </table> <p><b>A motion to approve the 2017-2018 Early Head Start-Child Care Partnership Year 2 Continuation Grant was made by Karla Banks and seconded by Amber Beshears. The motion was approved.</b></p> <table border="1" data-bbox="317 1409 1604 1453"> <tr> <td style="text-align: center;">Ayes</td> <td style="text-align: center;">Nays</td> <td style="text-align: center;">Abstentions</td> <td style="text-align: center;">Not Present</td> </tr> </table>				<b>Budget Categories:</b>	<b>FY 2017-18 EHS Child Care Partnership Operation</b>			Personnel	\$	302,166		Fringe Benefits	\$	201,208		T & TA	\$	25,907		Travel	\$	- 0 -		Supplies	\$	4,800		Contractual	\$	455,000		Other	\$	30,792		<b>Sub-Total of Direct Charges</b>		<b>\$1,019,873</b>		Indirect Costs	\$	60,956		<b>Total Federal Amount Being Requested</b>		<b>\$1,080,829</b>		<b>Non-Federal Share</b>		<b>\$ 270,207</b>		<b>Total Federal and Non-Federal</b>		<b>\$1,351,036</b>		Ayes	Nays	Abstentions	Not Present
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<b>Action:</b> Consider approval of New Hires	Reni Radeva, PSA III, presented the recommended new hires. <b>Site Supervisor III:</b> ➤ Katherine Rhames – Balboa Children Center <b>Intermediate Clerk:</b> ➤ Suzanne Johnson – Brookside Children Center ➤ Katie Salvador – George Miller III <b>A motion to approve the recommended new hires was made by Kathleen Barr and seconded by Susana Ponce. The motion was approved.</b> <table border="1" data-bbox="317 753 1604 1159"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amber Beshears</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Anna Saefong</td> </tr> <tr> <td>Karla Banks</td> <td>Dawn Dailey</td> <td></td> <td></td> <td>Suraj Shah</td> </tr> <tr> <td>Kathleen Barr</td> <td>Devlyn Sewell</td> <td></td> <td></td> <td>Dikla Gutierrez</td> </tr> <tr> <td>Esmeralda Cisneros</td> <td>Katie Melara</td> <td></td> <td></td> <td>Monica Avila</td> </tr> <tr> <td>Guadalupe Amigon De La Cruz</td> <td>Roxanne Ross Flowers</td> <td></td> <td></td> <td>Laura Angel</td> </tr> <tr> <td>Susana Ponce</td> <td>Emma Duran</td> <td></td> <td></td> <td>Gerardo Aguiniga</td> </tr> <tr> <td>Teri Pedersen</td> <td>Yesenia Alvarez</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Veronica Gutierrez</td> <td>Diana Bierer</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Ayes		Nays	Abstentions	Not Present	Amber Beshears	Paige Chatman			Anna Saefong	Karla Banks	Dawn Dailey			Suraj Shah	Kathleen Barr	Devlyn Sewell			Dikla Gutierrez	Esmeralda Cisneros	Katie Melara			Monica Avila	Guadalupe Amigon De La Cruz	Roxanne Ross Flowers			Laura Angel	Susana Ponce	Emma Duran			Gerardo Aguiniga	Teri Pedersen	Yesenia Alvarez				Veronica Gutierrez	Diana Bierer			
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<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of the February 15, 2017, Policy Council Minutes</li> </ul>	The minutes of February 15, 2017, Policy Council minutes were reviewed and no corrections were noted. <b>A motion to approve February 15, 2017, Policy Council minutes was made by Amber Beshears and seconded by Kathleen Barr. The motion was approved.</b> <table border="1" data-bbox="317 1328 1604 1453"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Amber Beshears</td> <td>Paige Chatman</td> <td></td> <td></td> <td>Anna Saefong</td> </tr> <tr> <td>Karla Banks</td> <td>Dawn Dailey</td> <td></td> <td></td> <td>Suraj Shah</td> </tr> </tbody> </table>					Ayes		Nays	Abstentions	Not Present	Amber Beshears	Paige Chatman			Anna Saefong	Karla Banks	Dawn Dailey			Suraj Shah																														
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<b>Site Reports</b>	<p><b>Bayo Vista:</b></p> <ul style="list-style-type: none"> <li>• Lots of preparing for Kindergarten readiness activities happening.</li> <li>• Bayo Vista Housing Development partnered with the Contra Costa County Sherriff's Office to open Sherriff's substation few blocks away, we'll be seeing a new Sherriff Deputy reaching out to kids.</li> <li>• Center applied for Garden grant for Bayo Vista children.</li> <li>• Exploring the world of the Butterfly; children have been watching cocoons turn into butterflies. On March 16 the classrooms will be releasing the butterflies.</li> </ul> <p><b>Balboa:</b></p> <ul style="list-style-type: none"> <li>• Make Parenting a Pleasure was introduced at the parent meeting.</li> <li>• New toys and equipment were purchased for Early Head Start classrooms.</li> <li>• Parents participated in the Reading Advantage workshops, and children received books.</li> <li>• Camilla Rand, CSB Director came in to lead the communication circle sessions with our teachers.</li> <li>• The teaching staff is attending the Trauma-informed training.</li> </ul> <p><b>Brookside:</b></p> <ul style="list-style-type: none"> <li>• We have a new student worker, his name is Koffi and he works at the front desk.</li> <li>• Ongoing groundwater monitoring, part of the ongoing environmental assessment requested by the San Francisco Bay Regional Water Quality Control Board.</li> <li>• March National Nutrition month, parents were asked to give their feedback on the menu by completing the feedback form located in the lobby.</li> <li>• Gwen White, from Contra Costa Health Services, was the special guest speaker at our parent meeting. She did a presentation on Physical Activities.</li> <li>• Shared resources from Food Bank of Contra Costa &amp; Solano County CalFresh program and First 5 offering sports classes.</li> </ul> <p><b>Nurse-Family Partnership:</b></p> <ul style="list-style-type: none"> <li>• Representatives from California Department of Public Health conducted a site visit at George Miller Concord to review the Early Head Start classrooms. They were impressed with the interaction amongst the children and teaching staff.</li> </ul> <p><b>Los Arboles:</b></p> <ul style="list-style-type: none"> <li>• Twenty five children received dental exams by La Clinica dental van.</li> <li>• Parents received CPR training by Judy Ventling.</li> <li>• Comprehensive Services staff conducted Height &amp; Weight screens for the children. Most of our children are in the healthy weight range.</li> </ul>				

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	<ul style="list-style-type: none"> <li>• Ms. Manjeet got promoted to Infant/Toddler Teacher.</li> <li>• Classrooms received new toys and classroom material to add more excitement to children’s learning.</li> <li>• Site applied for a Garden grant to enhance beautify our garden.</li> </ul> <p><b>George Miller III:</b></p> <ul style="list-style-type: none"> <li>• GMIII children were able to explore butterfly metamorphosis. Two live Butterfly kits were placed in the lobby area for the children to observe, take pictures and draw their observations of the amazing life cycle of the butterflies. A butterfly release ceremony was planned for the children to enjoy the first flight of their very own butterflies. All of our classrooms celebrated.</li> <li>• A week of literacy rich activities to honor Dr. Seuss birthday. Children participated in rhyming, sing along, and read long activities, they enjoyed reading Dr. Seuss books and created rhyming words boards, collages, and cooked their own green eggs and ham. Children created their own hats with a cat in a hat signs.</li> <li>• New tricycles and outdoor materials arrived to offer active learning and large motor development.</li> <li>• Ceiling leaks are fixed. Front lobby door is fixed.</li> <li>• Children in Rm#10 are interested in dinosaur’s bones and are creating Jurassic Parks. They are also exploring about the acts of kindness. They shared their stories of gentle and kind acts with their peers on a classroom board.</li> <li>• Camilla Rand, CSB Director came in to lead the communication circle sessions with our teachers.</li> <li>• Make Parenting a Pleasure meeting was very successful. Parents are excited to enhance their parenting skills and are eager to learn the new ways to help and guide their children.</li> <li>• Diego from Fresh Choice came to our parent meeting to present on Eating Healthy on a Low Budget.</li> </ul> <p><b>Crescent Park:</b></p> <ul style="list-style-type: none"> <li>• Corrinne Williams-Lindsey, Site Supervisor will be attending the CAEYC conference in Southern California March 22-25, 2017.</li> <li>• Discussion is in progress regarding opening a 2 year-old classroom at Crescent Park under the new fiscal year.</li> <li>• The families are working hard with the Garden Project and enhancing the center play yards.</li> <li>• Week of the Young Child planning is in the bloom. The festivities will occur outdoors from 9:45-10:45 April 24-28.</li> <li>• Visiting expert was challenged to a dance battle in room 2.</li> <li>• Parent volunteers helped fold laundry and garden in room 3.</li> <li>• Parent volunteers donated potting soil and used tires for the garden project in room 1.</li> <li>• Staff has been providing applications to parents who are interested in working as TAT’s.</li> <li>• Reading Advantage books arrived to be disbursed to families who participated in the workshops.</li> </ul> <p><b>Child Care Council:</b></p> <ul style="list-style-type: none"> <li>• All 50 children are enrolled at one of the 17 EHS CCP family child care programs. We are seeking additional subsidized families to fill enrollment.</li> <li>• Four Family Child Care homes had the self-assessments last week. They are waiting anxiously for the results. They report that it was a very good experience.</li> <li>• Due to the drastic weather, fences have blown down at some sites and are in the process of being fixed.</li> <li>• The 23<sup>rd</sup> Annual Early Learning Conference is March 25 at Diablo Valley College. Topic: Recognizing Trauma: The Art of Helping One Another Heal. The conference is open to parents, providers, and the community. Please visit Child Care Council website: <a href="http://cocokids.org">cocokids.org</a> for more details.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The Child Care Council is holding a Scientific Inquiry for Young Children workshop on April 1<sup>st</sup> from 9am to 2:30pm.</li> </ul> <p><b>Riverview:</b></p> <ul style="list-style-type: none"> <li>• Teachers shared Second Step curriculum with parents during the second parent/teacher conference and invited parents to provide input on ideas for the lesson plan.</li> <li>• Children received books from the Second Step curriculum.</li> <li>• First 5 staff shared programs and activities that they offer during the parent meeting.</li> <li>• Parents were reminded about Kindergarten registration during the parent meeting.</li> </ul> <p><b>Marsh Creek:</b></p> <ul style="list-style-type: none"> <li>• March National Nutrition month, parents were asked to give their feedback on the menu by completing the feedback form located in the lobby.</li> <li>• Make Parenting a Pleasure sessions are being held every Friday. Parents are excited to enhance their parenting skills and are eager to learn the new ways to help and guide their children.</li> </ul>	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements information:</p> <ul style="list-style-type: none"> <li>• George Miller Concord will have a graduating ceremony next week for families that participated in Family Financial Fitness workshops.</li> <li>• Family Financial Fitness workshops for West County will be held at GMIII starting April 4, 2017.</li> <li>• ESL classes are being offered at GMC starting March 28, 2017.</li> <li>• Fact sheet for “Limitations on Department of Homeland Security (DHS) Immigration Enforcement Actions at Sensitive Locations” was shared with families.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Good site report</li> <li>• Enjoyed training</li> <li>• Veronica facilitating as the meeting</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>