



Policy Council Meeting Minutes
 Location: Crowne Plaza Hotel, 45 John Glenn Drive, Concord, CA



Date: 9/29/2018

Time Convened: 11:55 AM

Time Terminated: 12:40 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Veronica Gutierrez, Chair called the meeting to order at 11:55 a.m. and reviewed the desired outcomes. Emma Duran, Parliamentarian, reviewed the ground meeting rules.
Public Comment	None
Correspondence	None
Administrative Reports <ul style="list-style-type: none"> • Division Manager • Fiscal 	<p>Katharine Mason, Division Manager welcomed new Policy Council representatives and provided enrollment and attendance statistics for the month of August are as follows:</p> <ul style="list-style-type: none"> • Enrollment for the month was at 73% for Head Start, 95.65% for Early Head Start, 94.44% for Early Head Start Child Care Partnership #1, and 83.70% for Early Head Start Child Care Partnership #2. • Attendance for the month was at 85% for Head Start, 84.42% for Early Head Start, 94.58% for Early Head Start Child Care Partnership #1, and 85% for Early Head Start Child Care Partnership #2. <p>The Head Start program is mandated by the Office of Head Start (OHS) to have at least 85% attendance in all program models. In the event that attendance falls below 85%, the ERSEA Coordinator conducts an analysis and develops a corrective action for improving attendance. Low attendance is typical during summer months and over the holidays. Reasons for low attendance are illness due to cough, colds and flus. Research shows that in order for children to succeed in school and life at least 97% attendance is needed, which is only about 7 or 8 days absent during the year.</p> <p>Katharine shared program updates:</p> <ul style="list-style-type: none"> • CSB’s Part-Day/Part-Year Head Start teaching staff returned to their classrooms to prepare for the new school year. • CSB is preparing for the Federal Review on Focus Area 1 occurring this program year. <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: July 2018 year to date cash expenditures were \$6,504,938 YTD, which represents 40% of the program budget.

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	<ul style="list-style-type: none"> ○ 2018-2019 Early Head Start Program: July 2018 year to date cash expenditures were \$2,170,985 YTD, which represents 61% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership: July 2018 year to date cash expenditures were \$61,381 YTD, which represents 5% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: July 2018 year to date cash expenditures were \$2,139,940 YTD, which represents 30% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of July 2018 were \$28,704.67. ○ Child and Adult Care Food Program: July 2018 total meal served including breakfast, lunch, and supplements were 21,857. 																																																																				
<p>Action: Review and consider approval of Community and Past Parent Representatives</p>	<p>Veronica Gutierrez, Chair gave an opportunity for Community Representatives & Past Parent wishing to serve on the 2018-19 Policy Council to read their letters of interest.</p> <p>Community Representative letters of interest were received from: Dawn Dailey from Nurse Family Partnership, Dawn Miguel from Economic Opportunity Council, and Lee Ross from First 5 Commission to join the Policy Council.</p> <p>Past Parent letters of interest were received from: Lucia Mendez, Mayra Rodriguez, Katie Cisco and Veronica Gutierrez.</p> <p>A motion to approve the Community and Past Parent Representatives noted above was made by Latasha Hernandez and seconded by Delphine Smith. The motion was approved.</p> <table border="1" data-bbox="493 902 1780 1425"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Monica Barajas</td> <td>Mariam Okesanya</td> <td></td> <td></td> <td>Raejael Morning</td> </tr> <tr> <td>Jazmine Brown</td> <td>Esperanza Ortega</td> <td></td> <td></td> <td>Tiffany Posey</td> </tr> <tr> <td>Cindy Dolores</td> <td>Priscilla Proteau</td> <td></td> <td></td> <td>Damaris Santiago</td> </tr> <tr> <td>Emma Duran</td> <td>Teresa Rodriguez</td> <td></td> <td></td> <td>Vanessa Zamora</td> </tr> <tr> <td>Quewanishi Felder</td> <td>Nancy Santos</td> <td></td> <td></td> <td>Elisha Jefferson</td> </tr> <tr> <td>Miguel Gonzalez</td> <td>Delphine Smith</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rosemery Guevara</td> <td>Andres Torres</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Veronica Gutierrez</td> <td>Christina Pedraza</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Latasha Hernandez</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Susana Huizar</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Jason Moll</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Nivette Moore</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Monica Barajas	Mariam Okesanya			Raejael Morning	Jazmine Brown	Esperanza Ortega			Tiffany Posey	Cindy Dolores	Priscilla Proteau			Damaris Santiago	Emma Duran	Teresa Rodriguez			Vanessa Zamora	Quewanishi Felder	Nancy Santos			Elisha Jefferson	Miguel Gonzalez	Delphine Smith				Rosemery Guevara	Andres Torres				Veronica Gutierrez	Christina Pedraza				Latasha Hernandez					Susana Huizar					Jason Moll					Nivette Moore				
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<p>Action:</p>	<p>The minutes of the August 15, 2018 Policy Council meeting were reviewed and no corrections were noted.</p>																																																																				

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Consider Approval of the August 15, 2018 Policy Council Minutes	<p>A motion to approve the minutes from the August 15, 2018 Policy Council meetings was made by Delphine Smith and seconded by Lee Ross. The motion was approved.</p> <table border="1" data-bbox="485 217 1780 732"> <thead> <tr> <th colspan="2" data-bbox="485 217 978 256">Ayes</th> <th data-bbox="984 217 1157 256">Nays</th> <th data-bbox="1163 217 1360 256">Abstentions</th> <th data-bbox="1367 217 1780 256">Not Present</th> </tr> </thead> <tbody> <tr> <td data-bbox="485 261 768 300">Monica Barajas</td> <td data-bbox="774 261 978 300">Mariam Okesanya</td> <td data-bbox="984 261 1157 300"></td> <td data-bbox="1163 261 1360 300"></td> <td data-bbox="1367 261 1780 300">Raejael Morning</td> </tr> <tr> <td data-bbox="485 305 768 344">Jazmine Brown</td> <td data-bbox="774 305 978 344">Esperanza Ortega</td> <td data-bbox="984 305 1157 344"></td> <td data-bbox="1163 305 1360 344"></td> <td data-bbox="1367 305 1780 344">Tiffany Posey</td> </tr> <tr> <td data-bbox="485 349 768 388">Cindy Dolores</td> <td data-bbox="774 349 978 388">Priscilla Proteau</td> <td data-bbox="984 349 1157 388"></td> <td data-bbox="1163 349 1360 388"></td> <td data-bbox="1367 349 1780 388">Damaris Santiago</td> </tr> <tr> <td data-bbox="485 393 768 431">Emma Duran</td> <td data-bbox="774 393 978 431">Teresa Rodriguez</td> <td data-bbox="984 393 1157 431"></td> <td data-bbox="1163 393 1360 431"></td> <td data-bbox="1367 393 1780 431">Vanessa Zamora</td> </tr> <tr> <td data-bbox="485 436 768 475">Quewanishi Felder</td> <td data-bbox="774 436 978 475">Nancy Santos</td> <td data-bbox="984 436 1157 475"></td> <td data-bbox="1163 436 1360 475"></td> <td data-bbox="1367 436 1780 475">Elisha Jefferson</td> </tr> <tr> <td data-bbox="485 480 768 519">Miguel Gonzalez</td> <td data-bbox="774 480 978 519">Delphine Smith</td> <td data-bbox="984 480 1157 519"></td> <td data-bbox="1163 480 1360 519"></td> <td data-bbox="1367 480 1780 519">Lucia Mendez</td> </tr> <tr> <td data-bbox="485 524 768 563">Rosemery Guevara</td> <td data-bbox="774 524 978 563">Andres Torres</td> <td data-bbox="984 524 1157 563"></td> <td data-bbox="1163 524 1360 563"></td> <td data-bbox="1367 524 1780 563">Mayra Rodriguez</td> </tr> <tr> <td data-bbox="485 568 768 607">Veronica Gutierrez</td> <td data-bbox="774 568 978 607">Christina Pedraza</td> <td data-bbox="984 568 1157 607"></td> <td data-bbox="1163 568 1360 607"></td> <td data-bbox="1367 568 1780 607">Dawn Dailey</td> </tr> <tr> <td data-bbox="485 612 768 651">Latasha Hernandez</td> <td data-bbox="774 612 978 651">Dawn Miguel</td> <td data-bbox="984 612 1157 651"></td> <td data-bbox="1163 612 1360 651"></td> <td data-bbox="1367 612 1780 651"></td> </tr> <tr> <td data-bbox="485 656 768 695">Susana Huizar</td> <td data-bbox="774 656 978 695">Lee Ross</td> <td data-bbox="984 656 1157 695"></td> <td data-bbox="1163 656 1360 695"></td> <td data-bbox="1367 656 1780 695"></td> </tr> <tr> <td data-bbox="485 699 768 738">Jason Moll</td> <td data-bbox="774 699 978 738"></td> <td data-bbox="984 699 1157 738"></td> <td data-bbox="1163 699 1360 738"></td> <td data-bbox="1367 699 1780 738"></td> </tr> <tr> <td data-bbox="485 743 768 782">Nivette Moore</td> <td data-bbox="774 743 978 782"></td> <td data-bbox="984 743 1157 782"></td> <td data-bbox="1163 743 1360 782"></td> <td data-bbox="1367 743 1780 782"></td> </tr> </tbody> </table>				Ayes		Nays	Abstentions	Not Present	Monica Barajas	Mariam Okesanya			Raejael Morning	Jazmine Brown	Esperanza Ortega			Tiffany Posey	Cindy Dolores	Priscilla Proteau			Damaris Santiago	Emma Duran	Teresa Rodriguez			Vanessa Zamora	Quewanishi Felder	Nancy Santos			Elisha Jefferson	Miguel Gonzalez	Delphine Smith			Lucia Mendez	Rosemery Guevara	Andres Torres			Mayra Rodriguez	Veronica Gutierrez	Christina Pedraza			Dawn Dailey	Latasha Hernandez	Dawn Miguel				Susana Huizar	Lee Ross				Jason Moll					Nivette Moore				
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Review of updates for PC Bylaws and Policy Council Handbook	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement provided an overview of updates to the Policy Council Bylaws. She informed that the updates are currently being reviewed by County Counsel and will be presented for approval on October’s meeting.</p> <p>PC bylaws updates/changes include the following:</p> <ul style="list-style-type: none"> • Section III – Executive Committee: <ul style="list-style-type: none"> ▪ Nominated PC representatives are voted to be part of the PC Executive team during PC meeting in October. • Section III – Executive Committee – Subsection E - Election of Officers: <ul style="list-style-type: none"> ▪ Officers shall be elected annually at the October general meeting. • Section IV – Policy Council Membership – Past Parent Representatives: <ul style="list-style-type: none"> ▪ Past Parent Representatives may request to participate on the PC, provided they have not exceeded the term limit of five years. Past parents submit a letter of interest and are voted during the PC Orientation Meeting. • Section IV – Policy Council Membership – Subsection B - Term of Membership: <ul style="list-style-type: none"> ▪ PC Exec team serves one-year and supports election of new offices in October. • Section IV – Policy Council Membership – Subsection G – Vacancy: <ul style="list-style-type: none"> ▪ Past Parent vacancies are announced by the PC chair during PC business meeting. Interested past parents follow section IV.A.2 of the Policy Council Bylaws. • Section V – Subcommittees: <ul style="list-style-type: none"> ▪ Two standing subcommittees - Program Services and fiscal committee, and three Ad-Hoc subcommittees – Bylaws, Advocacy, and Ongoing Monitoring/Self-Assessment. • Section IX – Resolution of Disputes: 																																																																				

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	<ul style="list-style-type: none"> ▪ The Chairpersons of the Board of Supervisors and the Policy Council will monitor actions and decisions of each body as they relate to their respective responsibilities. It is the policy of Contra Costa County to resolve any disagreements between the Board of Supervisors and the Head Start Policy Council fairly and within required timelines. Whenever possible, disagreements will be resolved through processes of mediation and conciliation, including discussion, compromise, and consensus-seeking between parties, and, if necessary, professional mediation. <p>Following County Counsel’s review and approval; updated bylaws will be presented to Policy Council for final approval.</p>
Site Reports	<p>George Miller Concord:</p> <ul style="list-style-type: none"> • George Miller has new Parent Committee Officers and new Policy Council Representatives for school year 2018-2019. • Part Day students in classroom 5’s new school year started on September 4, 2018. • Two new trees were planted in front of building 6. • Infant room has new classroom setting. • Ms. Kimberly Clay & Carmen Vanni from the Centralized Eligibility Unit discussed the enrollment process during our Parent Meeting. Pedestrian Safety training and booklets were given to the parent as well. <p>George Miller III:</p> <ul style="list-style-type: none"> • The first Parent meeting of the year was very successful and new Policy Council Representatives were elected to represent the center. • Classrooms were provided with new tablets that allow teachers to easily submit in meal counts for each class. Two classrooms also received Engage 2 Tablets from Kaplan. • Playground was enhanced to include power washing. • Classrooms have begun working on projects and will once again this year visit the Bay Discovery Museum learning and exploring all things science. • GMIII welcomed visitors Sarah Neville-Morgan, California Department of Education Early Learning and Care Division Director, and Stephanie Myers from the Head Start Collaboration Office along with CSB Director Camilla Rand and Division Manager, Katharine Mason • Lifelong Dental Van provided the children with dental screenings. • GMIII provided library applications to our families and shared information regarding the fun things happening at the libraries in our communities. • Group orientation was held for new and returning parents. <p>Bayo Vista:</p> <ul style="list-style-type: none"> • We welcomed new students and transitioning students from Early Head Start to Head Start. • Grass maintenance & foliage improvements at the center continues. • Working on special project - safety while crossing the street.
Announcements	Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement provided the following announcements:

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	<ul style="list-style-type: none"> • Calendar with scheduled meetings was handed and briefly reviewed with representatives. • Discussed childcare options and mileage reimbursement and reviewed completion of CSB-325 “Demand on Policy Council Child Care Fund” to request reimbursement. • Encouraged representatives to nominate and recognize Center staff by completing CSB-342 Parent Recognition of Staff Nomination form. She asked that they share the nomination form with other site parents and encourage them to also recognize staff • Executive Nomination form was provided for representatives to review and prepare for October’s Executive Committee elections. <p>Thank you to all staff who supported during this event and thank you to all participants for your attendance and participation. Special thank you also to the GMIII, GMC, Verde, Marsh Creek, Riverview, Los Nogales, and Las Deltas sites for providing children’s art work for our centerpieces.</p>	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Presentations • Good information • Food was good • Ended the meeting on time 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Missing Vice Chair • Bacon was over cooked