

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 Meeting | |
| Date: August 21, 2019 | Time: 6:00-8:00 PM |
| Location: 500 Ellinwood Way, Pleasant Hill, CA | |
| Meeting Leader: Veronica Gutierrez | |
| Purpose: Conduct Regular Monthly 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 PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons, who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

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

- Agreement on desired outcomes and ground rules so that our meeting is productive.

- Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

- Monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

- A ratification of approval of Non Federal Share for the Program Improvement Grant Portion.

- Subcommittee updates so all representatives are informed of discussion items and outcomes.

- A ratification of approval of Departmental Fiscal Officer for the Community Services Bureau.

- An approval of the 2019-2021 Policies & Procedures.

- An understanding of the 2018-2022 Goals & Objectives semi-annual updates.

- An understanding of the Mid-Year & Final DRDP Outcomes Reports and School Readiness report so that we are aware of the children's educational progress.

- An understanding of the Semi-Annual Monitoring report for Period 2 in order to be informed of CSB's strengths and areas needing improvement.

- Recognition of the 2018-2019 Policy Council as this is the last meeting for this PC year.

- Announcements so that we may be informed of Bureau news and available community resources.

- A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

| Agenda | | | |
|-------------------------|---|----------------------|----------------|
| What (Content) | How (Process) | Who | Time (Minutes) |
| Review Desired Outcomes | Present Clarify Check for understanding | Emma Duran | 3 Minutes |
| Meeting Ground Rules | Present Clarify Check for understanding | Delphine Smith | 2 Minutes |
| Public Comment | Present | Member of the Public | 1 Minute |
| Correspondence | Present Clarify | Katie Cisco | 1 Minute |

| | | | |
|---|--|--|------------|
| Parent Recognition of Staff Excellence Award recognition | Present Clarify | Veronica Gutierrez | 5 Minutes |
| Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal | Present Clarify Check for understanding | Camilla Rand Katharine Mason Haydee Ilan | 20 Minutes |
| Action: <ul style="list-style-type: none"> Consider Ratification of Approval of Non Federal Share for the Program Improvement Grant Portion | Present Clarify Check for understanding Check for Agreement | Haydee Ilan | 5 Minutes |
| Report: <ul style="list-style-type: none"> Subcommittee Updates | Present Clarify Check for understanding | Subcommittee Leads | 5 Minutes |
| Action: <ul style="list-style-type: none"> Consider Ratification of Approval of Departmental Fiscal Officer for the Community Services Bureau | Present Clarify Check for understanding Check for Agreement | Katharine Mason | 2 Minutes |
| Action: <ul style="list-style-type: none"> Consider Approval of June 19, 2019 Policy Council Minutes | Present Clarify Check for understanding Check for Agreement | Veronica Gutierrez | 2 Minutes |
| Action: <ul style="list-style-type: none"> Consider Approval of 2019-2021 Policies & Procedures | Present Clarify Check for understanding Check for Agreement | Nasim Eghlima | 5 Minutes |
| Report: <ul style="list-style-type: none"> 2018-2022 Goals & Objectives Semi-annual update | Present Clarify Check for understanding | Nasim Eghlima | 15 Minutes |
| Report: <ul style="list-style-type: none"> Mid-Year & Final 2018-2019 DRDP Outcomes and School Readiness results | Present Clarify Check for understanding | Ron Pipa Afi Fiaxe | 20 Minutes |
| Report: <ul style="list-style-type: none"> Semi-Annual Monitoring report for Period 2 | Present Clarify Check for understanding | Nelly Ige | 15 Minutes |
| 2018-2019 Policy Council Recognition | Present | Camilla Rand Katharine Mason | 15 Minutes |
| Announcements | Present Clarify Check for Understanding | Ana Araujo | 3 Minutes |
| Meeting Evaluation | Plus/Delta | Volunteer | 1 Minute |

Enrollment and Attendance Report to Policy Council July 2019

Enrollment:

- **HS – 67.21% (open classes 97.17%)**
- **EHS – 97.2%**
- **EHS-CCP – 92%**
- **EHS-CCP2 –98%**
-

Attendance:

- **HS – 76.40%**
- **EHS – 85.31%**
- **EHS-CCP – 93.00%**
- **EHS-CCP2 –80.80%**

Informe de Inscripción y Asistencia al Consejo de Políticas Julio 2019

Inscripción:

- ***HS – 67.21% (open classes 97.17%)***
- ***EHS – 97.2%***
- ***EHS-CCP – 92%***
- ***EHS-CCP2 –98%***

Asistencia:

- ***HS – 76.40%***
- ***EHS – 85.31%***
- ***EHS-CCP – 93.00%***
- ***EHS-CCP2 –80.80%***

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2019

AS OF JUNE 2019

| DESCRIPTION | JUNE YTD Actual | Total Budget | Remaining Budget | 50% %YTD |
|---------------------------------------|----------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL | \$ 2,199,818 | \$ 4,450,813 | \$ 2,250,995 | 49% |
| b. FRINGE BENEFITS | 1,416,975 | 2,769,062 | 1,352,087 | 51% |
| d. EQUIPMENT | - | 24,000 | 24,000 | 0% |
| e. SUPPLIES | 132,693 | 235,500 | 102,807 | 56% |
| f. CONTRACTUAL | 1,351,735 | 2,770,400 | 1,418,665 | 49% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 762,717 | 5,761,049 | 4,998,332 | 13% |
| I. TOTAL DIRECT CHARGES | \$ 5,863,938 | \$ 16,010,824 | \$ 10,146,886 | 37% |
| j. INDIRECT COSTS | 586,432 | 903,555 | 317,123 | 65% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 6,450,371 | \$ 16,914,379 | \$ 10,464,008 | 38% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 2,074,530</i> | <i>\$ 4,228,594</i> | <i>\$ 2,154,064</i> | <i>49%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF JUNE 2019

| DESCRIPTION | June YTD Actual | Total Budget | Remaining Budget | 50% % YTD |
|---------------------------------------|---------------------|---------------------|---------------------|--------------|
| a. PERSONNEL | \$ 118,627 | \$ 294,506 | \$ 175,879 | 40% |
| b. FRINGE BENEFITS | 76,877 | 146,451 | 69,574 | 52% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 9,764 | 17,300 | 7,536 | 56% |
| f. CONTRACTUAL | 605,658 | 1,284,300 | 678,642 | 47% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 206,244 | 1,897,915 | 1,691,671 | 11% |
| I. TOTAL DIRECT CHARGES | \$ 1,017,170 | \$ 3,640,472 | \$ 2,623,302 | 28% |
| j. INDIRECT COSTS | 39,424 | 50,672 | 11,248 | 78% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 1,056,594 | \$ 3,691,144 | \$ 2,634,550 | 29% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 257,435</i> | <i>\$ 922,786</i> | <i>\$ 665,351</i> | <i>28%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START CHILD CARE PARTNERSHIP #1
BUDGET PERIOD JULY 2018 - JUNE 2019
AS OF JUNE 2019

| DESCRIPTION | June YTD Actual | Total Budget | Remaining Budget | 83% % YTD |
|---------------------------------------|---------------------|---------------------|---------------------|--------------|
| a. PERSONNEL | \$ 312,955 | \$ 297,675 | \$ (15,280) | 105% |
| b. FRINGE BENEFITS | 190,853 | 206,426 | 15,573 | 92% |
| c. TRAVEL | - | - | - | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 8,698 | 9,600 | 902 | 91% |
| f. CONTRACTUAL | 345,709 | 467,260 | 121,551 | 74% |
| g. CONSTRUCTION | | | - | 0% |
| h. OTHER | 55,979 | 71,999 | 16,020 | 78% |
| I. TOTAL DIRECT CHARGES | \$ 914,194 | \$ 1,052,960 | \$ 138,766 | 87% |
| j. INDIRECT COSTS | 109,594 | 66,120 | (43,474) | 166% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 1,023,788 | \$ 1,119,080 | \$ 95,292 | 91% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 279,770</i> | <i>\$ 279,770</i> | <i>\$ (0)</i> | <i>100%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START CC PARTNERSHIP #2

BUDGET PERIOD SEPTEMBER 2018 - AUGUST 2019

AS OF JUNE 2019

| DESCRIPTION | Jun-19 YTD Actual | Total Budget | Remaining Budget | 75% % YTD |
|---------------------------------------|------------------------------|-------------------------|-----------------------------|----------------------|
| a. PERSONNEL | \$ 537,643 | \$ 622,636 | \$ 84,993 | 86% |
| b. FRINGE BENEFITS | 330,513 | 372,885 | 42,372 | 89% |
| c. TRAVEL | - | - | - | 0% |
| d. EQUIPMENT | 682,741 | 1,545,395 | 862,654 | 44% |
| e. SUPPLIES | 101,364 | 415,907 | 314,543 | 24% |
| f. CONTRACTUAL | 648,939 | 1,253,405 | 604,466 | 52% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 1,177,223 | 3,324,270 | 2,147,047 | 35% |
| I. TOTAL DIRECT CHARGES | \$ 3,478,424 | \$ 7,534,498 | \$ 4,056,074 | 46% |
| j. INDIRECT COSTS | 127,945 | 131,714 | 3,769 | 97% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 3,606,369 | \$ 7,666,212 | \$ 4,059,843 | 47% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 700,009</i> | <i>\$ 1,953,601</i> | <i>\$ 1,253,592</i> | <i>36%</i> |

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
VISA/U.S.BANK
JUNE 2019**

| Acct. code | Stat. Date | Card Account # | Amount | Program | Purpose/Description |
|------------|------------|----------------|---------------------|------------------------------------|---------------------------|
| 2100 | 06/24/19 | xxxx5045 | 231.56 | Indirect Admin Costs | Office Exp |
| 2100 | 06/24/19 | xxxx1907 | 559.37 | EHS-Child Care Partnership #2 | Office Exp |
| | | | \$ 790.93 | | |
| 2102 | 06/24/19 | xxxx4959 | 3,019.80 | EHS-Child Care Partnership #2 | Books, Periodicals |
| 2102 | 06/24/19 | xxxx1416 | 229.08 | EHS-Child Care Partnership #2 | Books, Periodicals |
| 2102 | 06/24/19 | xxxx1907 | 1,188.00 | Indirect Admin Costs | Books, Periodicals |
| 2102 | 06/24/19 | xxxx1907 | 384.00 | HS Basic Grant | Books, Periodicals |
| 2102 | 06/24/19 | xxxx8798 | 63.48 | Indirect Admin Costs | Books, Periodicals |
| | | | \$ 4,884.36 | | |
| 2131 | 06/24/19 | xxxx4959 | 1,098.68 | EHS-Child Care Partnership #2 | Minor Furniture/Equipment |
| 2131 | 06/24/19 | xxxx1907 | 245.50 | EHS-Child Care Partnership #2 | Minor Furniture/Equipment |
| 2131 | 06/24/19 | xxxx8798 | 108.16 | CCTR Infant-Toddler / EHS Enhanced | Minor Furniture/Equipment |
| 2131 | 06/24/19 | xxxx0494 | 455.43 | Child Nutrition Food Services | Minor Furniture/Equipment |
| | | | \$ 1,907.77 | | |
| 2260 | 06/24/19 | xxxx1416 | 125.00 | EHS-Child Care Partnership #2 | Rents & Leases - Property |
| | | | \$ 125.00 | | |
| 2300 | 06/24/19 | xxxx1416 | 2,495.84 | EHS-Child Care Partnership #2 | Transportation & Travel |
| | | | \$ 2,495.84 | | |
| 2303 | 06/24/19 | xxxx4959 | (206.38) | EHS-Child Care Partnership #2 | Other Travel Employees |
| 2303 | 06/24/19 | xxxx4959 | 1,005.84 | EHS-Child Care Partnership #2 | Other Travel Employees |
| 2303 | 06/24/19 | xxxx1907 | 7,402.20 | EHS-Child Care Partnership #2 | Other Travel Employees |
| 2303 | 06/24/19 | xxxx3016 | 1,415.30 | FACS Mental Health Program | Other Travel Employees |
| | | | \$ 9,616.96 | | |
| 2467 | 06/24/19 | xxxx3016 | 1,780.00 | FACS Mental Health Program | Training & Registration |
| 2467 | 06/24/19 | xxxx8777 | 125.00 | EHS-Child Care Partnership #2 | Training & Registration |
| | | | \$ 1,905.00 | | |
| 2479 | 06/24/19 | xxxx1899 | (99.00) | Indirect Admin Costs | Other Special Dpmtal Exp |
| 2479 | 06/24/19 | xxxx1899 | 5,278.42 | Indirect Admin Costs | Other Special Dpmtal Exp |
| | | | \$ 5,179.42 | | |
| 2490 | 06/24/19 | xxxx1416 | 57.93 | EHS-Child Care Partnership #2 | Misc Services/Supplies |
| 2490 | 06/24/19 | xxxx3016 | 413.03 | HS Basic Grant | Misc Services/Supplies |
| 2490 | 06/24/19 | xxxx3016 | 306.31 | FACS Mental Health Program | Misc Services/Supplies |
| 2490 | 06/24/19 | xxxx3016 | 871.56 | EHS-Child Care Partnership #2 | Misc Services/Supplies |
| 2490 | 06/24/19 | xxxx8777 | 31.92 | EHS-Child Care Partnership #2 | Misc Services/Supplies |
| | | | 1,680.75 | | |
| | | Total | \$ 28,586.03 | | |

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2018-2019

June 2019

14 Approved Sites



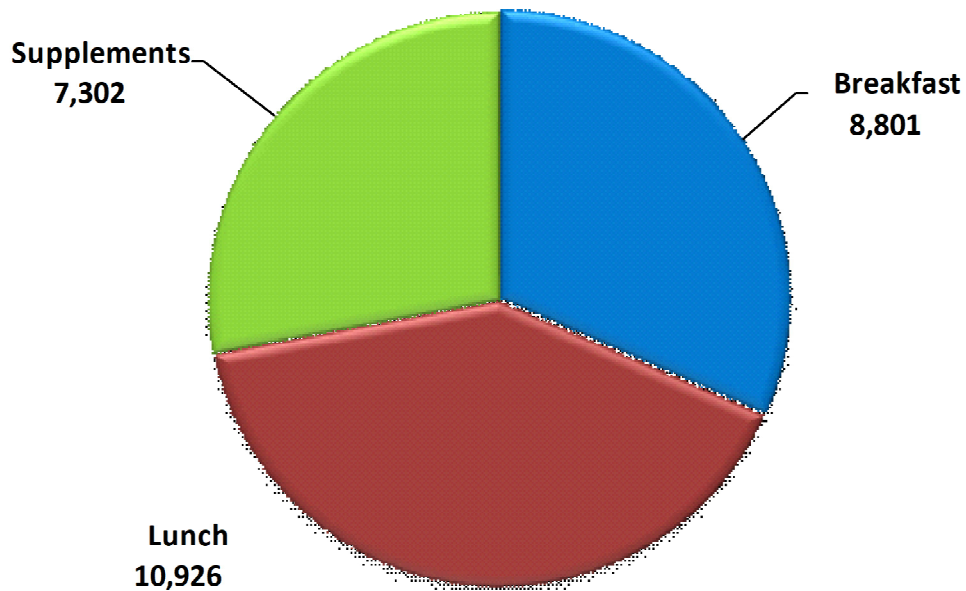
20 Days Meals Served



546 Daily Participation



27,029 Meals Served



CONTRA COSTA COUNTY-EHSD-COMMUNITY SERVICES BUREAU

EARLY HEAD START-CCP PROGRAM – 09HP000111

REQUEST FOR WAIVER OF NON FEDERAL SHARE

Contra Costa County Community Services Bureau (CSB) is requesting a waiver of non federal share amounting to \$492,159 for the carryover request for Early Head Start-CCP Program, Grant #09HP000111. CSB's request of carryover funds of \$4,273,918 includes operating funds as well as program improvement funds of \$1,968,634. The allocation of program improvement funds is for various purposes including but not limited to the upgrade and enhancement of CSB's centers and partners facilities to comply with the health and safety requirements of the Head Start Performance Standard. These planned expenditures pertaining to program improvement cannot be met with volunteer hours because they do not involve classroom participation from parents as well as non-involvement of the community at large. It would be difficult for the program to meet the non federal share because of the nature of these expenditures. These consists of the following planned expenditures included in the carryover request:

| | |
|---|---------------------------|
| Vehicles | \$ 238,110 |
| Kitchen Equipment | \$ 238,000 |
| Upgrade Facilities-Health and Safety | <u>\$1,492,524</u> |
| TOTAL EXPENDITURES | <u>\$1,968,634</u> |
| NON FEDERAL SHARE WAIVER REQUEST | <u>\$ 492,159</u> |

A detailed breakdown of these program improvement expenditures are in the attached schedule.

CONTRA COSTA COUNTY - EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
 COMMUNITY SERVICES BUREAU
 EARLY HEAD START CHILD CARE PARTNERSHIP #2
 REQUEST FOR WAIVER OF NON-FEDERAL SHARE (July 5, 2019)

EXPENDITURES

d. EQUIPMENT (Object Class 6d)

| | | |
|-----------------------------|---|-------------------|
| 1. Vehicles | Purchase of four (4) cargo vans and four cars to meet the transportation needs of the program. | \$ 238,110 |
| 3. Kitchen Equipment | Includes a refrigerator system, a walk-in cooler, a tray make-up conveyor, mixers and shelving. | 238,000 |

h. OTHER (Object class 6h)

1. Upgrade Facilities - Health and Safety

| | | |
|-----------------------------|--|---------|
| | - Install additional shade structure in playground area | |
| | - Install card reader for back door of building | |
| Ambrose Center | -Install SOD/Irrigation/Shed with Concrete | 64,000 |
| | - Drop Ceiling Panels | |
| | - Fake grass for infants | |
| Baby Yale Center | - Fence/playground, Flooring, Tile, Carpet | 218,600 |
| | - Repave asphalt entry/exit walkway (rear parking lot). | |
| | - Resurface and stripe staff parking lot | |
| | - Removal and replacement of current entry/exit ramps with new aluminum ramps for modular building's a & b | 209,973 |
| Bayo Vista Center | - New PS, Pour & Play and Garden Equipment, add signages | 64,000 |
| Contra Costa College Center | - Lay down new sod for playground area | |
| | - Remove and replace current shed in playground area, turf for Playground, new carpet | 55,000 |
| | - Add small toddler structure to middle playground area | |
| | - Add storage unit for educational supplies | |
| | - Playground play equip./surfacing, remove commercial stove and replace with new (non-commercial), paint area behind old existing stove, install new cabinetry, and dishwasher in kitchen area | 80,000 |
| Crescent Park Center | - Ergo Funitures (Offices) - Sit-Stand Funitures at (1) Ambrose, (2) Balboa, (3) Bayo Vista, (4) CC College, (5) Crescent Park, and (6) Los Arboles | |
| 6 Directly Operated Centers | - Kitchen renovations for directly operated centers | 265,051 |
| | - Resurface and re-stripe parking lot | |
| Kid's Castle Center | - Roof repair | 185,000 |
| KinderCare Mahogany Center | - Cots and Sheets | |
| | - Play structure and fall cushion | 66,900 |
| | - Carpet in break room, install small toddler structure, surfacing, and fence in playground area | |
| Los Arboles Center | - Replacement of current fall cushion that has deteriorated areas (pour & play) | 85,000 |
| Tiny Toes Center | - Back and front play structures | 99,000 |
| Center | - Security fence, exterior doors, replace flooring | 30,000 |
| YMCA Richmond Center | - Security fence, repl. ramp, reconfigure ramp for room one, increase toddler yard size, privacy wall, reconfig storage, add security | 30,000 |
| YMCA Rodeo Center | visibility | 40,000 |

Total Upgrade Facilities - Health and Safety **1,492,524**

TOTAL EXPENDITURES **\$ 1,968,634**

NON FEDERAL MATCH (IN-KIND) WAIVER REQUEST **\$ 492,159**



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



Date: 6/19/2019

Time Convened: 6:03 PM

Time Terminated: 8:02 PM

Recorder: Imelda Prieto Martinez

| TOPIC | RECOMMENDATION / SUMMARY |
|--|---|
| Review Desired Outcomes and Meeting Rules | <ul style="list-style-type: none"> • Veronica Gutierrez, Chair, called the meeting to order at 6:03 p.m. • Emma Duran, Vice Chair, reviewed the desired outcomes. • Delphine Smith, Parliamentarian, reviewed the ground meeting rules. |
| Public Comment | None |
| Correspondence | <p>Katie Cisco, Secretary, read correspondence received from the Administration for Children & Families.</p> <p>On May 31, 2019, Community Services Bureau received a letter stating that Focus Area 1 monitoring review conducted from March 11, 2019 to March 15, 2019 was a success and all areas were in compliance.</p> <p>Katharine Mason, Division Manager, made a special recognition to Veronica Gutierrez for her valuable participation in the Focus Area 1 review.</p> |
| Staff Recognition | <p>The following staff were recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> • Anita Ruffner, Sol Shimmel, Delia Castro, Susan Makhtarzada, Teachers at Martinez Early Childhood Center were presented with a certificate and a book to acknowledge their dedication to the children and families. • Patricia Taylor, Site Supervisor at First Baptist – Lone Tree was not present; her certificate and book will be sent to her site. <p>Special thank you was given to CSB staff providing support during June 19, 2019 Policy Council meeting.</p> |
| Ice Breaker | Policy Council Representatives participated in an icebreaker group activity to open communication and build connections among members. |
| Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal | <p>Katharine Mason, Division Manager, welcomed Policy Council representatives and presented the following administrative updates on behalf of Camilla Rand:</p> <ul style="list-style-type: none"> • Eric Pormento, CFO, will be leaving CSB and moving on to Health Services as of July 1st. CSB has identified a candidate to fill the CFO vacancy. The Executive Committee will hold a meeting and the new candidate will be presented for approval. Ratification will occur during August Policy Council Meeting. |



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



| TOPIC | RECOMMENDATION / SUMMARY |
|--|---|
| | <ul style="list-style-type: none"> • Family Development Credential (FDC) Cohort 2 began on May 14, 2019, and will continue through October 2019. The FDC program provides staff who work with families an opportunity to further develop the skills and knowledge they need to enhance their work with families. The program teaches family workers how to coach families to set and reach their goals for healthy self-reliance. • Nine partner unit staff members completed the Classroom Assessment Scoring System (CLASS) training and passed the rigorous reliability certification test to become Pre-K CLASS Observers. <p>Katharine Mason, Division Manager, presented enrollment and attendance statistics for April:</p> <ul style="list-style-type: none"> • Enrollment: 99.5% for Head Start; 101.93% for Early Head Start; 100% for Early Head Start Child Care Program Partnership #1; and 102.11% for Early Head Start Child Care Program Partnership #2. • Attendance: 84.24% for Head Start; 83.14% for Early Head Start; 92.03% for Early Head Start Child Care Program Partnership #1; and 85.54% for Early Head Start Child Care Program Partnership #2. <p>Haydee Ilan, Accountant III and Delphine Smith, Fiscal Subcommittee member, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2018-2019 Head Start Program: April 2019 year to date cash expenditures were \$4,294,794 YTD, which represents 33% of the program budget. ○ 2018-2019 Early Head Start Program: April 2019 year to date cash expenditures were \$859,891 YTD, which represents 33% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership: April 2019 year to date cash expenditures were \$863,040 YTD, which represents 83% of the program budget. ○ 2018-2019 Early Head Start – CC Partnership #2: April 2019 year to date cash expenditures were \$2,065,197 YTD, which represents 67% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of April 2019 were \$26,626.60. ○ Child and Adult Care Food Program: April 2019 total meal served including breakfast, lunch, and supplements were 37,821. |
| Subcommittee Updates | <p>Advocacy: Delphine Smith encouraged all representatives to become involved and share ideas on ways to raise awareness about Head Start and services provided by our program. She asked reps to support families at their sites to do the same and provided an Advocacy Committee central telephone number and email address for sharing ideas.</p> |
| Training: <ul style="list-style-type: none"> • Make Parenting a Pleasure | <p>Shawn Powers, Site Supervisor II and Stephanie Canulli, Site Supervisor III, provided an overview of one of the sessions from the Make Parenting a Pleasure parenting curriculum – <i>Understanding Stress and Taking Care of Ourselves</i>.</p> |



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



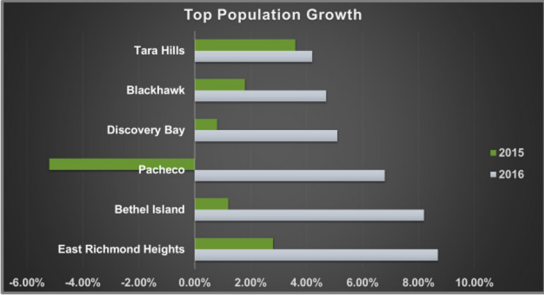
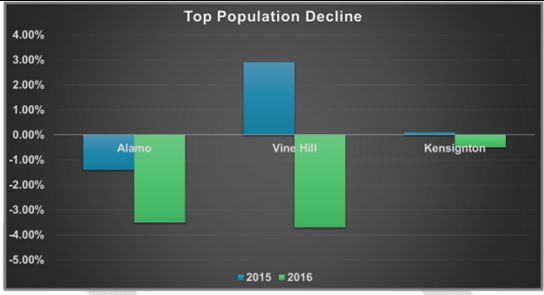
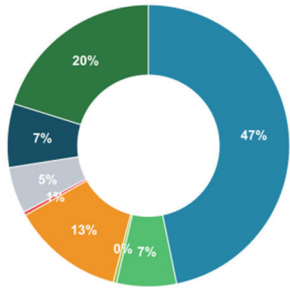
| TOPIC | RECOMMENDATION / SUMMARY |
|-------|---|
| | <p>Taking care of ourselves is important for our well-being and when we take care of ourselves we feel better, stronger, happier, and are more in control of our lives. Taking care of ourselves reduces the stress of being a parent. Only when we can give positive attention to ourselves, can we give the positive attention to our children that they need. The group participated in a “Filling the Glass” activity to demonstrate the importance of taking care of ourselves and how we become depleted with little to give when we fail to do so.</p> <p>Our body responds differently to stress and stress can lead to serious health problems. Learning to manage stress is an important part of maintaining good physical and emotional health and for maintaining healthy relationships. Before we can successfully reduce stress, we need to know what our own daily stressors are. We can learn how to reduce and manage stress in our lives by recognizing its symptoms.</p> <p>Identify areas of Stress - participants were asked what are some of the things that can cause stress:</p> <ul style="list-style-type: none"> • Teenager attitude • Lack of Money • Kids (Attention, need, lack of time for yourself) • Traffic • Gas • Bills • Separation • Spouses • Work <p>Identify symptoms of Stress - participants were asked what are the symptoms to recognize stress:</p> <ul style="list-style-type: none"> • Body shuts down • Mood swings • Headaches/migraines • Confusion/Loss of Focus • Insomnia <p>At the close of the training participants were given an “Activity Card” and asked to pledge to do something nurturing for themselves and write it down on the card. Participants were encouraged to share with each other what they pledged to do to during the following week to take care of themselves.</p> <p>The following handouts/resources were distributed: <i>Stress Buster</i>, <i>Stress Strategies</i>, and <i>99 Ways to Cope with Stress</i>.</p> |

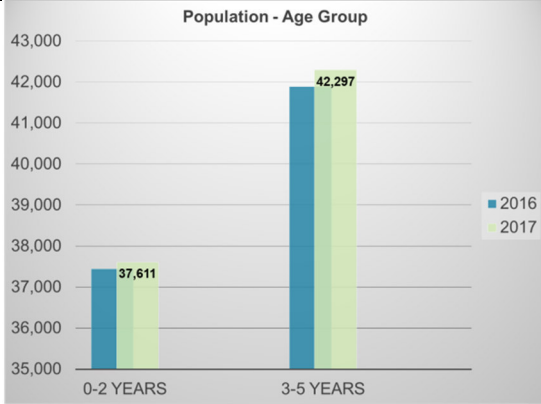


Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA




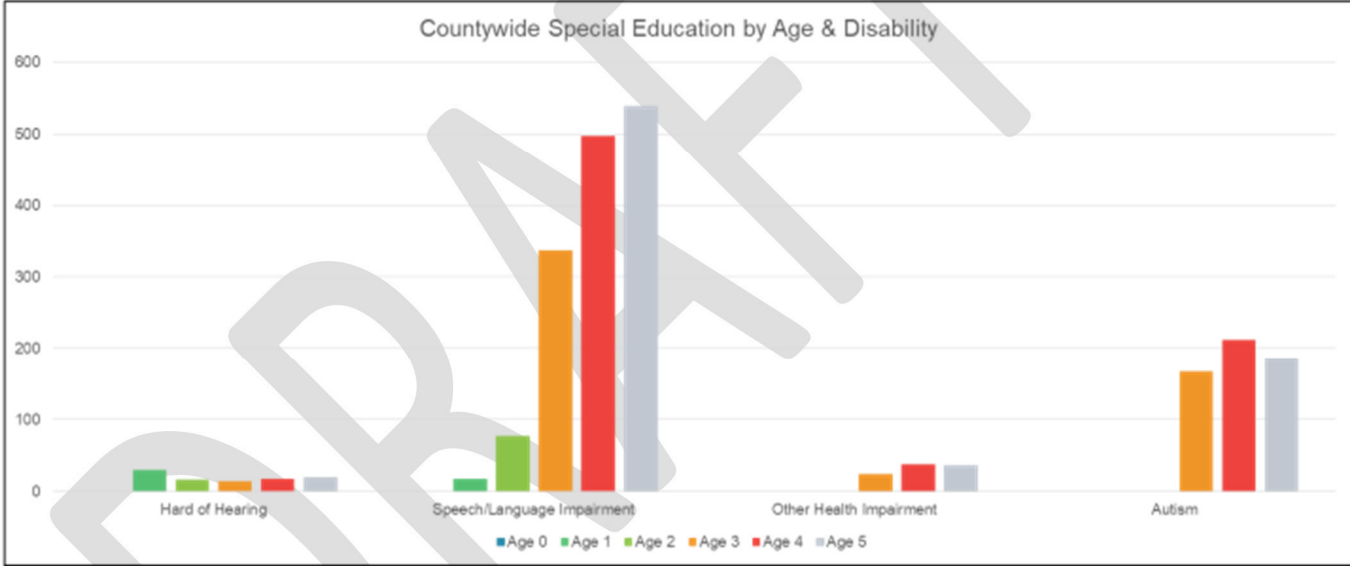
| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------|-------------|---------------------|-----------------|--|------|-------------|-------------|--|---------------|-------------|--|--|--------------|------------|----------------|------------------|--|--|-------------|----------------|--------------|--|--|--|---------------------|----------------|-----------------|--|--|--|------------------|---------------|------------------|--|--|--|-----------------|---------------|-------------------|--|--|--|---------------|--------------|-----------------|--|--|--|------------------|-------------|----------|--|--|--|------------|-----------------|--------------------|--|--|--|-----------------|--|
| <p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the May 15, 2019 Policy Council Minutes | <p>The minutes of the May 15, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the May 15, 2019, Policy Council minutes was made by Andres Torres and seconded by Delphine Smith. The motion was approved.</p> <table border="1" data-bbox="361 539 1648 982"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Andres Torres</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nancy Santos</td> <td>Emma Duran</td> </tr> <tr> <td>Delphine Smith</td> <td>Esperanza Ortega</td> <td></td> <td></td> <td>Cindy Chiem</td> <td>Monica Barajas</td> </tr> <tr> <td>Monica Avila</td> <td></td> <td></td> <td></td> <td>Nivette Moore-Mason</td> <td>Curtis Royster</td> </tr> <tr> <td>Daisy Templeton</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td>Cindy Dolores</td> </tr> <tr> <td>Teresa Rodriguez</td> <td></td> <td></td> <td></td> <td>Miguel Gonzalez</td> <td>Tiffany Posey</td> </tr> <tr> <td>Priscilla Proteau</td> <td></td> <td></td> <td></td> <td>Susana Huizar</td> <td>Sarah Dicken</td> </tr> <tr> <td>Erica Contreras</td> <td></td> <td></td> <td></td> <td>Santos Rodriguez</td> <td>Dawn Miguel</td> </tr> <tr> <td>Lee Ross</td> <td></td> <td></td> <td></td> <td>Karla Lara</td> <td>Mayra Rodriguez</td> </tr> <tr> <td>Veronica Gutierrez</td> <td></td> <td></td> <td></td> <td>Mariam Okesanya</td> <td></td> </tr> </tbody> </table> | | | | Ayes | | Nays | Abstentions | Not Present | | Andres Torres | Katie Cisco | | | Nancy Santos | Emma Duran | Delphine Smith | Esperanza Ortega | | | Cindy Chiem | Monica Barajas | Monica Avila | | | | Nivette Moore-Mason | Curtis Royster | Daisy Templeton | | | | Damaris Santiago | Cindy Dolores | Teresa Rodriguez | | | | Miguel Gonzalez | Tiffany Posey | Priscilla Proteau | | | | Susana Huizar | Sarah Dicken | Erica Contreras | | | | Santos Rodriguez | Dawn Miguel | Lee Ross | | | | Karla Lara | Mayra Rodriguez | Veronica Gutierrez | | | | Mariam Okesanya | |
| Ayes | | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andres Torres | Katie Cisco | | | Nancy Santos | Emma Duran | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Delphine Smith | Esperanza Ortega | | | Cindy Chiem | Monica Barajas | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monica Avila | | | | Nivette Moore-Mason | Curtis Royster | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Daisy Templeton | | | | Damaris Santiago | Cindy Dolores | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Teresa Rodriguez | | | | Miguel Gonzalez | Tiffany Posey | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Priscilla Proteau | | | | Susana Huizar | Sarah Dicken | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Erica Contreras | | | | Santos Rodriguez | Dawn Miguel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lee Ross | | | | Karla Lara | Mayra Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Veronica Gutierrez | | | | Mariam Okesanya | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Report:</p> <ul style="list-style-type: none"> Community Assessment | <p>Nelly Ige, ASA II, provided an overview of the Community Assessment year 3 updates. CSB conducts a Community Assessment every year to comply with the Head Start Program Performance Standards HSPPS 1302.11(b)(1) and 1302.11 (b)(2):</p> <p><i>“To design a program that meets community needs, and build on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period...must annually review and update the community assessment to reflect any significant changes...”</i></p> <p>Top 5 Population Cities – 48% of 0-2 year olds live in top 5 population cities.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

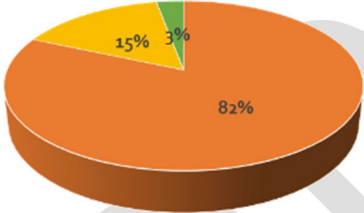
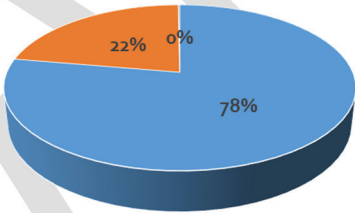
| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|---|----------|----------|----------|------------|------|------|-----------|------|------|---------------|------|------|---------|------|------|---------------|------|------|-----------------------|------|------|------|----------|----------|-------|-------|-------|-----------|------|-------|------------|------|-------|----------------|------------|-----------|-----|------------------|-----|---------------------------------|----|-------|-----|------------------------------------|----|-------------------|----|-----------------|----|--------------------|----|
| | <div style="display: flex; justify-content: space-around;"> <div data-bbox="363 370 903 662"> <p>Top Population Growth</p>  <table border="1"> <caption>Top Population Growth Data</caption> <thead> <tr> <th>Area</th> <th>2015 (%)</th> <th>2016 (%)</th> </tr> </thead> <tbody> <tr> <td>Tara Hills</td> <td>~3.5</td> <td>~4.5</td> </tr> <tr> <td>Blackhawk</td> <td>~2.5</td> <td>~4.5</td> </tr> <tr> <td>Discovery Bay</td> <td>~1.5</td> <td>~4.5</td> </tr> <tr> <td>Pacheco</td> <td>~5.5</td> <td>~7.5</td> </tr> <tr> <td>Bethel Island</td> <td>~1.5</td> <td>~8.5</td> </tr> <tr> <td>East Richmond Heights</td> <td>~2.5</td> <td>~8.5</td> </tr> </tbody> </table> </div> <div data-bbox="934 370 1474 662"> <p>Top Population Decline</p>  <table border="1"> <caption>Top Population Decline Data</caption> <thead> <tr> <th>Area</th> <th>2015 (%)</th> <th>2016 (%)</th> </tr> </thead> <tbody> <tr> <td>Alamo</td> <td>~-1.5</td> <td>~-1.5</td> </tr> <tr> <td>Vine Hill</td> <td>~3.0</td> <td>~-4.0</td> </tr> <tr> <td>Kensington</td> <td>~0.5</td> <td>~-1.5</td> </tr> </tbody> </table> </div> </div> <div style="margin-top: 20px;"> <p>Race/Ethnicity</p>  <table border="1"> <caption>Race/Ethnicity Distribution</caption> <thead> <tr> <th>Race/Ethnicity</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Caucasian</td> <td>47%</td> </tr> <tr> <td>African American</td> <td>20%</td> </tr> <tr> <td>American Indian / Alaska Native</td> <td>7%</td> </tr> <tr> <td>Asian</td> <td>13%</td> </tr> <tr> <td>Pacific Islander / Native Hawaiian</td> <td>1%</td> </tr> <tr> <td>Two or more races</td> <td>5%</td> </tr> <tr> <td>Some other race</td> <td>0%</td> </tr> <tr> <td>Hispanic or Latino</td> <td>7%</td> </tr> </tbody> </table> </div> <div style="margin-top: 20px;"> <p>Race/Ethnicity Rate of Growth Within the Last Year</p> <p>Increase:</p> <ul style="list-style-type: none"> • Other Race – 8.15% • Two or More Races – 5.3% • Asian Residents – 4.78% • Hispanic Residents – 2.8% <p>Decrease:</p> <ul style="list-style-type: none"> • African Americans – (-0.71%) • Caucasian – (-0.50%) </div> | Area | 2015 (%) | 2016 (%) | Tara Hills | ~3.5 | ~4.5 | Blackhawk | ~2.5 | ~4.5 | Discovery Bay | ~1.5 | ~4.5 | Pacheco | ~5.5 | ~7.5 | Bethel Island | ~1.5 | ~8.5 | East Richmond Heights | ~2.5 | ~8.5 | Area | 2015 (%) | 2016 (%) | Alamo | ~-1.5 | ~-1.5 | Vine Hill | ~3.0 | ~-4.0 | Kensington | ~0.5 | ~-1.5 | Race/Ethnicity | Percentage | Caucasian | 47% | African American | 20% | American Indian / Alaska Native | 7% | Asian | 13% | Pacific Islander / Native Hawaiian | 1% | Two or more races | 5% | Some other race | 0% | Hispanic or Latino | 7% |
| Area | 2015 (%) | 2016 (%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tara Hills | ~3.5 | ~4.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blackhawk | ~2.5 | ~4.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Discovery Bay | ~1.5 | ~4.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pacheco | ~5.5 | ~7.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bethel Island | ~1.5 | ~8.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| East Richmond Heights | ~2.5 | ~8.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Area | 2015 (%) | 2016 (%) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alamo | ~-1.5 | ~-1.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vine Hill | ~3.0 | ~-4.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kensington | ~0.5 | ~-1.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Race/Ethnicity | Percentage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caucasian | 47% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| African American | 20% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| American Indian / Alaska Native | 7% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Asian | 13% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pacific Islander / Native Hawaiian | 1% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Two or more races | 5% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Some other race | 0% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hispanic or Latino | 7% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

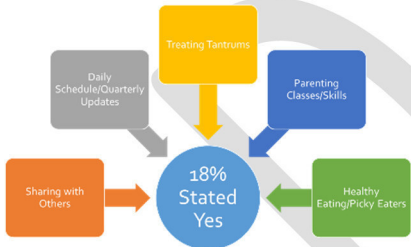
| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | |
|-----------|---|-----------|------|------|-----------|--------|--------|-----------|--------|--------|
| | <div data-bbox="361 370 898 771">  <table border="1"> <caption>Population - Age Group</caption> <thead> <tr> <th>Age Group</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>0-2 YEARS</td> <td>37,611</td> <td>37,611</td> </tr> <tr> <td>3-5 YEARS</td> <td>42,297</td> <td>42,297</td> </tr> </tbody> </table> </div> <p data-bbox="361 816 764 846">Economy – Compared to last year</p> <ul data-bbox="407 854 1373 1218" style="list-style-type: none"> • Live below federal poverty -9.8 % • 0-2 year olds – 7,950 and 3-5 year olds – 6577 may be EHS/HS income eligible • Medium Annual Income - \$76,975 • County Median Family Income - \$103,598 • 2018 Self Sufficient Standards - \$123,877 • Unemployment is at 3.0% (down 0.2%) • CalWorks down by 10% • SSI Increased by 137 • Rent \$2109 per month down 9% • 17 below County Medium Family Income <p data-bbox="361 1258 531 1284">Homelessness</p> | Age Group | 2016 | 2017 | 0-2 YEARS | 37,611 | 37,611 | 3-5 YEARS | 42,297 | 42,297 |
| Age Group | 2016 | 2017 | | | | | | | | |
| 0-2 YEARS | 37,611 | 37,611 | | | | | | | | |
| 3-5 YEARS | 42,297 | 42,297 | | | | | | | | |

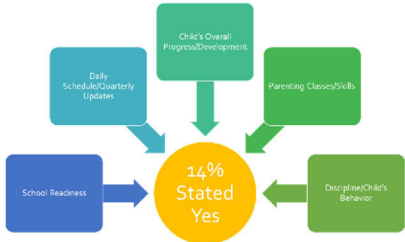
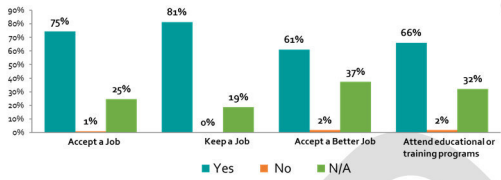
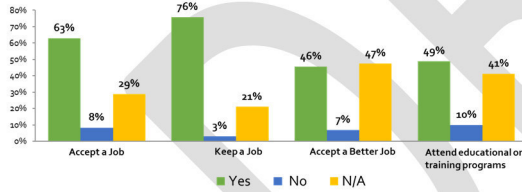
| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | |
|---------------------------------|---|------------------|----|--------------|----|-------------|---|------------------|----|--------------------------|-------|----------------|-------|---------------------------------|------|----------------|------|
| Children & Families | <div style="text-align: center;"> <h2>2018</h2> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>2,234</p> <p>Persons experiencing homelessness January 23, 2018</p> </div> <div style="width: 30%;"> <p>84 homeless adults had children sleeping in foster care or with relative</p> </div> <div style="width: 30%;"> <p>2,295 (includes 191 children)</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="width: 30%;"> <p>39% ↑ from 2017</p> </div> <div style="width: 30%;"> <p>668 persons sheltered</p> <ul style="list-style-type: none"> 11% families (n=62) 89% single adults (n=476) </div> <div style="width: 30%;"> <p>1,627 persons unsheltered</p> <ul style="list-style-type: none"> 3% families (n=37) 97% single adults (n=1,192) </div> </div> <div style="margin-top: 20px;"> <p>89 Adults with 165 Children</p> <p style="background-color: black; color: white; padding: 5px; display: inline-block;">East: 45% Central: 34% West: 21%</p> </div> <div style="margin-top: 20px;"> <p>Length of Residency in Contra Costa (%)</p> <table border="1"> <tr><td>Less than a year</td><td>24</td></tr> <tr><td>1 to 9 years</td><td>20</td></tr> <tr><td>10-19 years</td><td>6</td></tr> <tr><td>20 years or more</td><td>50</td></tr> </table> </div> <div style="margin-top: 20px;"> <p>Sleep Setting for Unsheltered</p> <table border="1"> <tr><td>Encampment/park/sidewalk</td><td>59.9%</td></tr> <tr><td>Vehicle/camper</td><td>30.4%</td></tr> <tr><td>Abandoned building/attic/garage</td><td>6.6%</td></tr> <tr><td>Warming Center</td><td>3.0%</td></tr> </table> </div> | Less than a year | 24 | 1 to 9 years | 20 | 10-19 years | 6 | 20 years or more | 50 | Encampment/park/sidewalk | 59.9% | Vehicle/camper | 30.4% | Abandoned building/attic/garage | 6.6% | Warming Center | 3.0% |
| Less than a year | 24 | | | | | | | | | | | | | | | | |
| 1 to 9 years | 20 | | | | | | | | | | | | | | | | |
| 10-19 years | 6 | | | | | | | | | | | | | | | | |
| 20 years or more | 50 | | | | | | | | | | | | | | | | |
| Encampment/park/sidewalk | 59.9% | | | | | | | | | | | | | | | | |
| Vehicle/camper | 30.4% | | | | | | | | | | | | | | | | |
| Abandoned building/attic/garage | 6.6% | | | | | | | | | | | | | | | | |
| Warming Center | 3.0% | | | | | | | | | | | | | | | | |

| TOPIC | RECOMMENDATION / SUMMARY |
|-------|--|
| | <p>Child Abuse</p> <ul style="list-style-type: none"> Substantiated Child Abuse Rate is at 3.8 per 1,000 children 16% Substantiated Child Abuse under age of 1 # of Substantiated Child Abuse Case down to 711 in 2018 <p>20,109 children with Asthma are at special risk from low air quality</p> <p>Asthma Diagnosis rose to 23.6%</p> <p>Air Quality "F"</p> <p>Contra Costa ranks 40th in State with 24% of low income children visiting dentist</p> <p>2% of 0-5 year olds are uninsured down 665</p> <p>42% of children 2-17 eat fast food more than once/week</p> <p>Contra Costa County California Healthy Kids Survey indicated 13% did not eat breakfast when surveyed</p> <p>7.2% residents are uninsured</p> <p>Foster Care</p> <p>Children in foster care decrease 0.1%</p> <p>Did you know?</p> <p>57% of children 0-5 represent first entries into foster care</p> <p>Special Education</p> |

| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------|--|---------------------|-------|-------|-------|-------|-------|-------|-----------------|---|---|---|---|---|---|----------------------------|---|---|---|---|---|---|-------------------------|---|---|---|---|---|---|--------|---|---|---|---|---|---|
| | <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  <p>Overall 21,322 students receive Special Education</p> </div> <div style="text-align: right;"> <div style="background-color: black; color: yellow; padding: 5px; border-radius: 10px; display: inline-block;">5% Increase</div> <p>2,307 children under 6 requiring Special Education</p> </div> </div> <div style="text-align: center; margin-top: 20px;">  <p>Countywide Special Education by Age & Disability</p> <table border="1" style="display: none;"> <caption>Approximate data from Countywide Special Education by Age & Disability chart</caption> <thead> <tr> <th>Disability Category</th> <th>Age 0</th> <th>Age 1</th> <th>Age 2</th> <th>Age 3</th> <th>Age 4</th> <th>Age 5</th> </tr> </thead> <tbody> <tr> <td>Hard of Hearing</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Speech/Language Impairment</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Other Health Impairment</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Autism</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> </div> <p>Education & Child Care</p> <ul style="list-style-type: none"> • Request for licensed child care rose 48% for 0-2 year olds. Of these 75% sought full-time care • Preschool Centers increased 2% - 18,988 • Infant Centers increased 1% - 2023 • Families seeking child care are working, in school or undergoing job training – 51% • Transitional Kindergarten enrollment is down 5% <p>Annual average child care cost</p> | Disability Category | Age 0 | Age 1 | Age 2 | Age 3 | Age 4 | Age 5 | Hard of Hearing | 0 | 0 | 0 | 0 | 0 | 0 | Speech/Language Impairment | 0 | 0 | 0 | 0 | 0 | 0 | Other Health Impairment | 0 | 0 | 0 | 0 | 0 | 0 | Autism | 0 | 0 | 0 | 0 | 0 | 0 |
| Disability Category | Age 0 | Age 1 | Age 2 | Age 3 | Age 4 | Age 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hard of Hearing | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Speech/Language Impairment | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Health Impairment | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Autism | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | |
|---|---|--------------------|------------|----------------|-----|-----------|-----|----------------------|----|--------------------|------------|----------------|-----|-----------|-----|---------------|----|
| <p>Report:</p> <ul style="list-style-type: none"> 2018-2019 Parent Survey Results | <ul style="list-style-type: none"> Infant - \$11,394 for Family Child Care Home and \$17,690 for Centers Preschool - \$10,880 for Family Child Care Home and \$12,589 for Centers <p>Amy Wells, Assistant Director, provided an overview of the 2018-2019 Parents Survey Results. Each year CSB's parents are asked to complete a survey to gauge families' satisfaction with our services.</p> <p>Parent Surveys are distributed to all CSB's state programs:</p> <ul style="list-style-type: none"> General Child Care (Infants/Toddlers) State Preschool (Preschool) Other programs-(CalWORKS Stage 2 & Alternative Payment Program) The results are reviewed by staff to determine what we are doing well and where there may be areas we could improve <p>How satisfied are you with the overall quality of the program?</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="428 816 865 846"> <p>General Child Care-Infants/Toddlers</p>  <table border="1"> <tr><th>Satisfaction Level</th><th>Percentage</th></tr> <tr><td>Very Satisfied</td><td>82%</td></tr> <tr><td>Satisfied</td><td>15%</td></tr> <tr><td>No Response Provided</td><td>3%</td></tr> </table> </div> <div data-bbox="1125 816 1325 846"> <p>State Preschool</p>  <table border="1"> <tr><th>Satisfaction Level</th><th>Percentage</th></tr> <tr><td>Very Satisfied</td><td>78%</td></tr> <tr><td>Satisfied</td><td>22%</td></tr> <tr><td>Not Satisfied</td><td>0%</td></tr> </table> </div> </div> <p> ■ Very Satisfied ■ Satisfied ■ No Response Provided ■ Very Satisfied ■ Satisfied ■ Not Satisfied </p> <p>Do you feel that your child is safe and happy in the program?</p> <div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="365 1182 638 1276"> <p>General Child Care</p> <p>Safe • 100%</p> <p>Happy • 100%</p> </div> <div data-bbox="365 1300 638 1395"> <p>State Preschool</p> <p>Safe • 99%</p> <p>Happy • 100%</p> </div> </div> <p>General Child Care - Have you received information from the program about the following?</p> | Satisfaction Level | Percentage | Very Satisfied | 82% | Satisfied | 15% | No Response Provided | 3% | Satisfaction Level | Percentage | Very Satisfied | 78% | Satisfied | 22% | Not Satisfied | 0% |
| Satisfaction Level | Percentage | | | | | | | | | | | | | | | | |
| Very Satisfied | 82% | | | | | | | | | | | | | | | | |
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| TOPIC | RECOMMENDATION / SUMMARY | | | | | |
|--|--|---|---|--|---|------------------------------------|
| | <p>100%</p> <p>How child is growing and developing</p> <p>How child is doing in the program</p> <p>How parent can get involved with your child's program</p> | <p>99%</p> <p>What parents can do to help their child learn and develop</p> | <p>98%</p> <p>How children develop at different ages (e.g., walk, talk, etc.)</p> | <p>97%</p> <p>Schedule of daily activities</p> <p>Where to report health or safety concerns and complaints</p> <p>Experience and training of program staff</p> <p>Discipline procedures</p> | <p>96%</p> <p>How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)</p> | <p>95%</p> <p>Parenting skills</p> |
| <p>State Preschool - Have you received information from the program about the following?</p> | | | | | | |
| <p>99%</p> <p>How child is doing in the program</p> <p>What parents can do to help their child learn and develop</p> | <p>97%</p> <p>How children grow and develop</p> <p>How parents can get involved with child's program</p> | <p>96%</p> <p>Schedule of daily activities</p> <p>Parenting skills</p> | <p>95%</p> <p>How children develop at different ages (e.g., walk, talk, etc.)</p> | <p>94%</p> <p>How to find other services in the community (e.g., employment and training opportunities, parenting classes, health care)</p> <p>Where to report health or safety concerns and complaints</p> <p>Experience and training of program staff</p> <p>Discipline procedures</p> | | |
| <p>General Child Care - Would you like more information about any topics related to your child's care and development?</p> | | | | | | |
|  | | | | | | |
| <p>State Preschool - Would you like more information about any topics related to your child's care and development?</p> | | | | | | |

| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|----------|-----|----|-----|--------------|-----|----|-----|------------|-----|----|-----|---------------------|-----|----|-----|---|-----|----|-----|----------|-----|----|-----|--------------|-----|----|-----|------------|-----|----|-----|---------------------|-----|----|-----|---|-----|-----|-----|
| | <div data-bbox="359 386 760 625">  <p>14% Stated Yes</p> </div> <p data-bbox="359 651 1180 683">Has your child's enrollment in this program made it easier for you to:</p> <p data-bbox="499 695 743 727">General Child Care</p> <div data-bbox="386 760 884 938">  <table border="1"> <thead> <tr> <th>Category</th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>Accept a Job</td> <td>75%</td> <td>1%</td> <td>25%</td> </tr> <tr> <td>Keep a Job</td> <td>81%</td> <td>0%</td> <td>19%</td> </tr> <tr> <td>Accept a Better Job</td> <td>61%</td> <td>2%</td> <td>37%</td> </tr> <tr> <td>Attend educational or training programs</td> <td>66%</td> <td>2%</td> <td>32%</td> </tr> </tbody> </table> </div> <p data-bbox="359 948 1180 980">Has your child's enrollment in this program made it easier for you to:</p> <p data-bbox="541 992 764 1024">State Preschool</p> <div data-bbox="386 1057 905 1247">  <table border="1"> <thead> <tr> <th>Category</th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>Accept a Job</td> <td>63%</td> <td>8%</td> <td>29%</td> </tr> <tr> <td>Keep a Job</td> <td>76%</td> <td>3%</td> <td>21%</td> </tr> <tr> <td>Accept a Better Job</td> <td>46%</td> <td>7%</td> <td>47%</td> </tr> <tr> <td>Attend educational or training programs</td> <td>49%</td> <td>10%</td> <td>41%</td> </tr> </tbody> </table> </div> <p data-bbox="359 1256 1222 1289">How satisfied are you with these characteristics of your child's program?</p> | Category | Yes | No | N/A | Accept a Job | 75% | 1% | 25% | Keep a Job | 81% | 0% | 19% | Accept a Better Job | 61% | 2% | 37% | Attend educational or training programs | 66% | 2% | 32% | Category | Yes | No | N/A | Accept a Job | 63% | 8% | 29% | Keep a Job | 76% | 3% | 21% | Accept a Better Job | 46% | 7% | 47% | Attend educational or training programs | 49% | 10% | 41% |
| Category | Yes | No | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accept a Job | 75% | 1% | 25% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Keep a Job | 81% | 0% | 19% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accept a Better Job | 61% | 2% | 37% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Attend educational or training programs | 66% | 2% | 32% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Category | Yes | No | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accept a Job | 63% | 8% | 29% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Accept a Better Job | 46% | 7% | 47% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | |
|---|---|--|--|--|------|-----|-----|-----|--|--|--|--|------|-----|-----|---|--|--|
| | <p style="text-align: center;">General Child Care</p> <table border="1" data-bbox="363 423 900 740"> <thead> <tr> <th>100%</th> <th>99%</th> <th>98%</th> <th>97%</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Location of program Background and experience of staff Languages spoken by staff Meeting the individual needs of the child Interaction between staff and children Parent involvement Cultural activities </td> <td> <ul style="list-style-type: none"> Number of adults working with children How program staff communicate with parents Interaction with other parents Parent involvement Daily activities Nutrition Health and safety policies and procedures </td> <td> <ul style="list-style-type: none"> Equipment and materials Cultural activities </td> <td> <ul style="list-style-type: none"> Hours of operation </td> </tr> </tbody> </table> <p>How satisfied are you with these characteristics of your child's program?</p> <p style="text-align: center;">State Preschool</p> <table border="1" data-bbox="363 850 871 1170"> <thead> <tr> <th>100%</th> <th>99%</th> <th>98%</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> Location of program Background & experience of staff Equipment & materials Daily activities Environment Health and safety policy & procedures How the program promotes learning and development </td> <td> <ul style="list-style-type: none"> Number of adults working with children Languages spoken by staff How the program staff communicates with you Parent involvement Cultural activities Nutrition </td> <td> <ul style="list-style-type: none"> Hours of operation Interaction between staff & children Interaction with other parents </td> </tr> </tbody> </table> <p>Is there anything else you would like to say about how this program meets your family's needs?</p> <ul style="list-style-type: none"> “This has been a tremendous experience for my son. It has helped me to advance myself into my second career. Thank you to the kind and helpful staff at this location” “I have noticed a great change in my daughter. Especially socializing” “Without this program, it would be so much more difficult” “I love the center and staff they are great” “This program has helped my daughter's overall development and life skills that she needs for her everyday use. It has brought her out of her comfort zone and made a difference on how she approaches challenges” | | | | 100% | 99% | 98% | 97% | <ul style="list-style-type: none"> Location of program Background and experience of staff Languages spoken by staff Meeting the individual needs of the child Interaction between staff and children Parent involvement Cultural activities | <ul style="list-style-type: none"> Number of adults working with children How program staff communicate with parents Interaction with other parents Parent involvement Daily activities Nutrition Health and safety policies and procedures | <ul style="list-style-type: none"> Equipment and materials Cultural activities | <ul style="list-style-type: none"> Hours of operation | 100% | 99% | 98% | <ul style="list-style-type: none"> Location of program Background & experience of staff Equipment & materials Daily activities Environment Health and safety policy & procedures How the program promotes learning and development | <ul style="list-style-type: none"> Number of adults working with children Languages spoken by staff How the program staff communicates with you Parent involvement Cultural activities Nutrition | <ul style="list-style-type: none"> Hours of operation Interaction between staff & children Interaction with other parents |
| 100% | 99% | 98% | 97% | | | | | | | | | | | | | | | |
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



| TOPIC | RECOMMENDATION / SUMMARY |
|----------------------------|--|
| | <p>Do you have any suggestions about how this program could be improved?</p> <ul style="list-style-type: none"> • “Continue with the benefits for Stage 2. Paying for childcare is expensive” • “More staff” • “Field Trips to the zoo or museum” • “Meals - better options” • “Larger Parking Lot” • “Digital timecard/sign in sheets would help a ton” • “I am happy with the staff but if school will open at 6:00 to 6:00 would be perfect” • “Only more support. May this program never end, because it's amazing & loved from all my family” |
| <p>Site Reports</p> | <p>Ambrose:</p> <ul style="list-style-type: none"> • Ms. Ligia Ortiz, SS attended a 3-day Director's conference in San Francisco where she gained knowledge and built relationships with other Directors from around the country. • End of the year celebration is scheduled on Thursday, June 27th. • AD Isabel Renggenathen visited our center and delighted us by reading two wonderful books during story time. • Parents were given information about community resources such as free medical clinic for adults, 211 resources, and the Holy Rosary Church Mobile Mall- free clothing for families. <p>Balboa:</p> <ul style="list-style-type: none"> • End of the Year celebrations for our transitioning children and families were held. • Eligibility clinics are being held to enroll new children and prepare returning children for the new school year. • Children are engaged in nature exploration through planned nature walks. • The new roof project for Balboa is completed. • Newly paved staff parking lot. • Deep cleaning and rearrangements of the classrooms and storage areas will happen by end of June. • QMU monitoring to ensure healthy and safe environments of our children, families and staff is occurring. • Children in Rm 3 are exploring multicultural dresses and learning about the dressmaking process. Other classrooms are interested in exploring nature and are engaged in planting activities. • A group of educators from St. John preschool visited to learn about our inviting learning environments and creative learning experiences that are offered at Balboa. • Parent meeting/training on Make Parenting a Pleasure. • Resources were shared with the parents on various summer programs and learning opportunities available in the community. |



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| | <p>Bayo Vista:</p> <ul style="list-style-type: none"> • On June 14th, children in room #3 celebrated with an “End of the Year Event” • The teachers lounge is in the process of being completed. • Room 1 will be down to 8 toddler slots, the classroom will remove its dividers to create a bigger room for Toddlers to explore. • Toddlers will begin transitioning to other classrooms as they age out. Some of our toddlers will be heading to preschool, we wish them the best. • Comprehensive Services is sharing resources for Summer Fun activities with families. <p>Crescent Park:</p> <ul style="list-style-type: none"> • Preschool children enjoyed their field trip to the Discovery Museum. • New roof was completed. • During Community Workday, parents helped in Garden area. • As part of the “Construction Project”, the children took many nature walks and learned about construction from a visiting dad who came to the classroom to discuss his job in construction. • Children visited the Library for story time. • All children created special gifts for their moms. <p>Crossroads:</p> <ul style="list-style-type: none"> • Celebrated end of the school year, we had Seven (7) graduates. We ended the school year with an annual BBQ and School Carnival. • A new water fountain was installed. We will have new chairs and desk coming next year. • Every Wednesday we have “Walks for Moms” all mommies’ participant in the walk. • New slide for toddlers was installed in the play area. • New art projects: moms are making necklaces and bracelets. • The site welcomed special guest from Planned Parenthood, First 5 and Public Health. • Resources shared with parents: First 5 and summer activities to keep the mommies & babies busy during the summer. <p>George Miller III:</p> <ul style="list-style-type: none"> • MPAP will conclude this month with parents enjoying the last session together and receiving certificates for their participation in this awesome parenting class. • Children and families at GMIII will enjoy the last visit of the school year at Bay Area Discovery Museum. • GMIII Classrooms received more activities and materials for the children to enjoy. • Volunteer dads, cleaned the children's Sandbox located on the playground. Thanks Dads! • The outdoor corridor is showcasing creative expressive artwork from children. |



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| | <ul style="list-style-type: none"> • GMIII hosted Healthy Fathers/Healthy Children. Dads were invited to participate in learning more about healthy habits and practice some fun father-child activities. • Boorman Park Community Workshop took place on June 3, 2019, GMIII families and staff were encouraged to attend. • Friday Flyers are given out weekly to parents encouraging fun and educational resources happening in the surrounding communities. <p>Las Deltas:</p> <ul style="list-style-type: none"> • Las Deltas celebrated the fantastic staff who come each day to support the families while allowing the children to have a rich learning experience. Parents and Site Supervisor salute the teaching staff of Las Deltas. • The Infant/Toddler yard has a new climbing structure with two slides. • The preschoolers have taken an interest in math, science and technology. They are playing more math games and having a great time using the stacking cups. • The toddlers are working with sea animals, sand and seashells; they are discovering what is in the ocean. • Parents received flyer with current activities happening around the community. <p>Lavonia Allen:</p> <ul style="list-style-type: none"> • With the change in weather, the children have enjoyed playing soccer outside and watering the plans and flowers. • The Lavonia Allen children honored their mothers with a Mother’s Day Tea, the children prepared gifts and cards for their mothers, and helped to decorate the table with handmade designs, each child served their mother tea and healthy snacks during pick up time. • The nurses from CSEUB presented a curriculum of health and safety activities for children, such as pedestrian safety, and yoga exercises. • We received flyers from the Ambrose Recreation Center for low-cost Ballet lessons. Several of our children have enrolled into this class. • As this school year, heads to a close, the teachers are conducting parent conferences with the parents to discuss the child’s growth and development during this school year. <p>Los Arboles:</p> <ul style="list-style-type: none"> • Los Arboles had their end of year celebration on June 14, 2019. All parents participated and the celebration was a huge success. Children sang songs and received certificates. In addition, many parents received certificate of award for working and volunteering in the classroom. • Site welcomed new Teacher Assistant Trainee, Natividad Perez. • Work is being done to finish the rest of the fence with private screen. • We are working on ordering new outdoor toys. • Toddler will be getting a new play structure. <p>Los Nogales:</p> |



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| | <ul style="list-style-type: none"> • Our Associate Teacher Carmen Castillo-Valladares graduated and received her Associates Degree. • We welcomed new children who were enrolled and started in our new school year. • Community Work Day was held on June 8, 2019. Parents and teachers did a great job cleaning inside & outside of our center. Flowers were donated and planted outside. • We had our "End of the Year Celebration" for both classrooms. • Lindsay D., librarian with Contra Costa County Library, came and read stories to the children. She gave out resources about the library and programs that the children can be involved in during the summer. • Friday Flyers were shared for Job Training/Career Fair, Homeless & Health resources, etc. <p>Marsh Creek:</p> <ul style="list-style-type: none"> • On June 7, 2019, we had the "End of the Year Celebration" for AM & PM class. We had a great participation of the families. The children had a wonderful time sharing and showing the knowledge they gained during the school year. It was a great success. • Marsh Creek staff were provided with a water Britta filter, a toaster, and an electric kettle to make coffee or tea from the Wellness Champions program. Teachers are very grateful for these items. • Marsh Creek Apartment’s Manager agreed to fix the cement crack outside on the playground during the summer. She promised that it would be repaired by the time the children returned to school. • On June 6, 2019, the program Nutritionist Sophia Talbot, led the "Healthy fathers/Healthy Children workshop. Eight parents and children participated. They had the opportunity to read, practice some movement activities as well as share in a cooking project. • During May’s Parent Meeting, we had a special guest. Ms. Ana Villalobos talked about "Healthy Eating", with great information about the importance of eating healthy. Parents who attended (11 parents) received a recipe book and many resources that they can use to start new healthy habits with their families. They also made some smoothies. • On May 30, 2019, we took a field trip to Marsh Creek Elementary School to visit a kindergarten classroom, and after the visit we took the children to the "Blue Goose Park" for a picnic. Most of the parents participated in the field trip. Children had a wonderful time getting wet. <p>YMCA Giant Road:</p> <ul style="list-style-type: none"> • Fifteen (15) children are moving on to Kindergarten. Our “End of the Year” celebration will be on June 27, 2019. • We welcomed Ms. Andleeb Anjam as the new teacher in Room 1. • Teachers were trained in the used of the Learning Genie. The Learning Genie is a system used by many Childcare centers to assist with daily reports, development progress & portfolio observation entries. • The money received from QRIS for our center advancing from a 3-star rating to a 4-star rating, will be spent over the summer to add new learning materials and upgrade the current developmental areas. • Summer lunch program started in Contra Costa County. Signs were posted at the center front windows for all to view. |



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| Announcements | <p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, shared in-kind video for June and thanked Policy Council representatives for the participation.</p> <ul style="list-style-type: none"> • There is no Policy Council meeting in July; we will re-convene in August. • Make Parenting a Pleasure full curriculum trainings and English as a Second Language (ESL) spring classes concluded. • Sophia Talbot, CS Manager for Nutrition and Michelle Mankewich, CS Manager for Disabilities held the “Health Fathers, Healthy Children” trainings at Marsh Creek, George Miller III and George Miller Concord. Father figures and their child had the opportunity to learn about “I am Moving, I am Learning” and participate in a cooking project with their child. | |
| Meeting Evaluation | <p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • End on time • Good participation | <p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Cold air |

DRAFT

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| Part I: Program Governance → Governance |
| <ul style="list-style-type: none"> • Part I. C-5, C6 & C7 <ul style="list-style-type: none"> ○ Added maintaining communications in parent committee ○ Added ERSEA in PC responsibilities ○ Added School readiness goals data (part K in table) • Part I, C-10-iii & iv <ul style="list-style-type: none"> ○ Added notification within 30 days for informal resolution ○ Changed verbiage for mediation ○ Added the Arbitration section |
| Part I: Program Governance → Communications |
| <ul style="list-style-type: none"> • Part II.B,E <ul style="list-style-type: none"> ○ Added Internal Communications expectation ○ Added CSB’s E-mail Protocol ○ Added Social Media Posting guidelines |
| Part 2: Program Operations → ERSEA |
| <ul style="list-style-type: none"> • Part 1-A, G, H, M, AA, DD & HH <ul style="list-style-type: none"> ○ Updated matrix Maintaining Ongoing Eligibility for CSPP and CCTR and Maintaining Ongoing Need for CSPP and CCTR to align with 24 month eligibility ○ Deleted sentence under Documentation of Employment stating “Until such time as the employment patter becomes predictable, need for services shall be updated at least every four months” to align with 24 month eligibility ○ Updated the following need criteria to align with 24 month eligibility: Seeking Employment (remains 12 months), Documentation of Training toward Vocation Goals, Documentation of Parental Incapacity, Documentation of Seeking Permanent Housing ○ Added Initial Certification definition ○ Added Recertification definition ○ Updated documentation to be saved in child’s electronic file on CLOUDS: clarified age verification and removed Child Care Data Privacy Notice and Consent Form ○ Added Site Supervisor responsibility for reviewing the file after the file has been determined eligible and prior to enrollment ○ Updated timelines for the waitlist purge procedures ○ Added “program year” to clarify the two program year eligibility duration requirement for Head Start ○ Updated the threshold for family fee to reflect the current family fee schedule. ○ Updated the Emergency Information form number and name (CSB214 Student Emergency Card) ○ Updated immunization requirement at program entry to include exception for homeless children ○ Updated Hotline Recruitment procedure ○ Procedures for maintaining Eligible / Accepted families on Waitlist, assigning children to the purge caseload ○ Added state requirement to establish relation to the child ○ Deleted purge eligible/accepted list on CLOUDS record of over age children ○ Updated Section 5, parents eligibility period and deleted irrelevant paragraphs ○ Deleted Section 7. School Breaks for Parents Training Toward a Vocation Goal to align |

Community Services Bureau
2019-21 Policies & Procedures
Summary of Changes

- with 12 month eligibility
- Added – English Learners, HS diploma & GED to need categories
- Updated certification of eligibility and recertification to include new requirements for the parent’s responsibility to report a change, file updates and 24 month certification guidelines (seeking employment remains 12 months)
- Added new Recertification eligibility criteria for general childcare and full day state preschool
- Added – English Learners, HS diploma & GED to need categories
- Added loss of subsidy policy for EHS-CCP
- Changed the responsible party to CEU Assistant Manager
- Added changes at parents request. Deleted “increase in parent fees”
- Added “written decision shall contain procedure for submitting an appeal to EESD” under Client’s Request for a Hearing and Procedures to align with Title 5 Regulations
- Added either electronic or hard copy maintained at center; added additional authorized signer
- Added June 30th as withdrawal date for CSPP eligible 4 year olds
- Updated form name for the 9400 process to CDNFS 9500 and CDNFS 8501
- A bullet added under fee assessment in regards to reduction of family fees
- Updated the timeline of fee exceptions from three to twelve months
- Added checks electronically deposited to be locked for 14 days
- Updated Receipts/Banking Procedures to clarify steps for voided receipts

Part 2: Program Operations → Education & Child Development Program Services

- Part III-Subpart 1-C,H &G
 - Changed dates in the parent/teacher conference section to reflect new due dates/timeframes, added sharing kindergarten readiness information with families
 - Assessment-Added work samples; added child portfolio information
 - Updated Kindergarten transition section to reflect HSPPS and other ways CSB supports the transition (Creative Curriculum/Second Step)
- Subpart 2-A, B, G, I
 - Child Development and Education Approach-added head Start Outcomes Early Learning Framework
 - Classrooms-Added Creative Curriculum; added section specifically for Infant and Toddler environments
 - Classroom Transitions-Added maintaining caregiver groups during transitions, when possible
 - Updated Project Approach mandate, added information on Creative Curriculum Studies
 - Added hourly head counts to be added in CLOUDS
 - Updated home visit section to reflect mid-year home visit
 - Parent Involvement into Curriculum-added section on parent input into the weekly lesson plans/curriculum
 - Adults Signing Their Child In or out...-Revised section to align with updated procedures regarding parents being in an impaired physical condition
 - Field Trip Policy Procedures-Added information regarding child safety seats and seat belts; updated procedure
- Part IV-Subpart 1-E ,G & H
 - Deleted a few paragraphs in Referral section
 - Added protocol in mental health recommendation’s

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- Updated staff information
- Added self-reflection tool guidance
- Added information regarding expelling and suspending children
- Added parent involvement in creating the plan
- Changed verbiage “Family Partnership Agreement” to “Strength Building Family Partnership Agreement”
- Part IV-Subpart II-B, C
 - Added schedule family meeting before child starts program if food allergy is life threatening
 - Added notify nutrition office when children who need modified meals have left the program
 - Added teaching staff must check latest meal modification daily
 - Added Comp Services Assistant Manager must write family meeting notes in CLOUDS
 - Added nutrition clerk is responsible for verifying current enrollment rosters in CLOUDS are correct
 - Added Site Supervisor to check enrollment roster is current
- Part IV-Subpart III-C, CC
 - Added caffeinated drinks including teas will not be served
 - Added complying with CSB Licensing requirements for Volunteer’s
 - Added CSB partners: Families CAN, CCC Health Services and deleted Healthy Families and Cooking matters
- Part V- Subpart I-B:
 - The initial SB-FPA is completed within 60 days of family enrollment; the second one is a follow-up of the initial SB-FPA and is completed 30 days prior to the end of their program year.
- Part VIII-E
 - Added recognition of staff efforts and that expenditures directly relate to and support health & wellness

Part 2: Program Operations → Human Resources Management

- Part VIII-D, E, F, G, X, Z, AA, EE, FF & HH
 - Added employees must obtain finger clearance without or with exemption approved by Community Care Licensing
 - Added when a candidate needs to apply for exemption, CSB’s Personnel works with the candidate to complete the required documentation
 - Added that the DOJ letter or Exemption notification is kept in the candidate’s Personnel File
 - Added self-reflection as strategy for assessing staff needs
 - Added Parent participation in staff recruitment/screening
 - Added guidance for conducting 2nd interview
 - Added language about excessive absenteeism and handling of absenteeism
 - Added Photo Consent Policy
 - Added Probationary Protocol in Probationary Period section
 - Added Performance Evaluation Appeal Letter will be attached to the Performance Review and kept in the employee’s Personnel File
 - Added ECE Work Study Program description
 - Updated the New Employee Orientation

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| <ul style="list-style-type: none"> ○ Added Appeal Procedures for Current and Prospective Delegate Agencies |
| <p>Part 2: Program Operations → Child Health and Safety</p> |
| <ul style="list-style-type: none"> ● Part IV-Subpart III- U <ul style="list-style-type: none"> ○ Updated Emergency Protocols |
| <p>Part 3: Alternative Payment Program</p> |
| <ul style="list-style-type: none"> ● Part I-A-F <ul style="list-style-type: none"> ○ Added Provider Packet for items to bring at intake appointment ○ Deleted time sensitive documents to align with 24 month eligibility ○ Updated income eligibility at initial certification and at recertification (strikethrough items was updated last year, however, this will no longer apply effective 07/01/19) to reflect 85% of State Median Income ○ Updated Family Fees to align with Management Bulletin 17-11 ○ Updated procedures when transferring from Stage 1 to Stage 2 to align with 24 month eligibility ○ Deleted probable duration for incapacitation ○ Updated timeline of requirement for participant to provide most recent grades to align with 24 month eligibility ○ Deleted sixty working days from Actively Seeking Employment to align with 12 month eligibility ○ Updated Seeking Permanent Housing to align with 12 month eligibility ○ Updated Family Fee procedures to align with Management Bulletin 17-11 and 24 month eligibility ○ Updated recertification to align with 12 24 month eligibility ○ Updated Reporting Changes to align with 12 24 month eligibility ● Part II-A-E <ul style="list-style-type: none"> ○ Updated Definition of Broadly Consistent to align with 12 24 month eligibility ○ Deleted Absence Policies as Alternative Payment Program is not required to track absences ○ Updated Reduction in Reimbursements to align with 12 24 month eligibility ○ Updated Denial of Reimbursement to align with 12 24 month eligibility and broadly consistent definition ○ Deleted Updated and changed from Limited Term Service Leave to Temporary Suspension of Services to align with 12 24 month eligibility ○ Replaced “terminated” to “dis-enrolled” ● Part III-A-J <ul style="list-style-type: none"> ○ Added an exception clause for CAPP families to providers that include religious instruction or worship ○ Updated minimum number of children for In Home Licensed Exempt Providers ○ Updated Regional Market Rate to reflect current regional market rate survey ● Part IV-A-E <ul style="list-style-type: none"> ○ Updated EESD to ELCD to reflect CDE’s updated name |
| <p>Part 4: Low Income Home Energy Assistance Program</p> |
| <ul style="list-style-type: none"> ● Part B.4 <ul style="list-style-type: none"> ○ Added REAL ID Card as acceptable verification ○ Revised language on California Driver’s Licenses and identification cards with “Federal Limits Apply” for applicants that are ineligible to apply ● Part B.6 |

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- Added photo identification and completion of Account Holder Authorization and Consent Form (CSD 081) when name on the utility account is different from the name of on the application
- Part B. 9
 - Added Account Holder Authorization and Consent Form (CSD 081)
- Part G.1
 - Updated number of files to be reviewed each month

Part 5: Financial & Administrative Requirements → Business Systems

- Part I-C
 - Under reimbursement-changed ASA III to authorized CSB Manager
 - Added reimbursement for community partners attending conferences
- Part II-C.3i
 - Updated revalidation procedures
- Part II-C.3ii
 - Updated Education Monitoring to reflect Curriculum Fidelity
- Part IV-B, D & E
 - Added County property should be used for official business only
 - Added County equipment should be used for official business only
 - Added County vehicle usage only for official business