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Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: February 19, 2020	Time: 6:00-8:00 PM
Location: 500 Ellinwood Way, Pleasant Hill, CA	
Meeting Leader: Katie Cisco	
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 Imelda Prieto-Martinez at least 48 hours before the meeting at (925) 646-5595.

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.

An ice breaker to open communication and build connection among Policy Council members.

An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An approval of EHS-CCP1 Continuation Grant

An approval to request a Change in Scope to add home visiting services to the Early Head Start Child Care Partnership 2 grant.

An approval of the 2019 Self-Assessment Plan of Corrections.

An approval of January 15, 2020 Policy Council Minutes.

An understanding of the 2018-2022 Program Goals & Objectives semi-annual update in order to be aware of progress in meeting milestones.

An understanding of the 1st DRDP Child Outcomes Baseline Assessment report for the 2019-2020 program so that Policy Council members are aware of agency-wide baseline data of children's assessments.

An understanding of School Readiness Goals so that Policy Council members are aware of the agency-wide focus to support children's growth and development.

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Heard 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	Daisy Templeton	2 Minutes

Meeting Ground Rules	Present Clarify Check for understanding	Jasmine Cisneros	3 Minutes
Public Comment	Present	Public	1 Minute
Correspondence	Present Clarify	Katie Cisco	1 Minute
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Katie Cisco	5 Minutes
Ice Breaker	Present Clarify Check for understanding	Katie Cisco	8 Minutes
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	Present Clarify Check for understanding	Camilla Rand Katharine Mason Angela Winn	20 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of EHS-CCP1 Continuation Grant 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of Change in Scope request for EHS-CCP2 	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of the 2019 Self-Assessment Plan of Corrections 	Present Clarify Check for understanding Check for Agreement	Monica DeVera	10 Minutes
Action: <ul style="list-style-type: none"> Consider Approval of January 15, 2020 Policy Council Minutes 	Present Clarify Check for understanding Check for Agreement	Katie Cisco	3 Minutes
Report: <ul style="list-style-type: none"> Goals & Objectives Updates 	Present Clarify Check for understanding	Sarah Reich	10 Minutes
Report: <ul style="list-style-type: none"> 1st DRDP Child Outcomes Assessment 	Present Clarify Check for understanding	Jessie Black Ron Pipa	15 Minutes
Training: <ul style="list-style-type: none"> School Readiness Goals 	Present Clarify Check for understanding	Jessie Black Ron Pipa	15 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	3 Minutes
Announcements	Present Clarify Check for Understanding	Katharine Mason	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

Enrollment and Attendance Report to Policy Council January 2020

Enrollment:

- **HS – 100.3%**
- **EHS – 101.61%**
- **EHS-CCP – 101.39%**
- **EHS-CCP2 –97.89%**

Attendance:

- **HS – 81.65%**
- **EHS – 83.01%**
- **EHS-CCP – 90.52%**
- **EHS-CCP2 –82.58%**

Informe de Inscripción y Asistencia al Consejo de Políticas Enero 2020

Inscripción:

- ***HS – 100.3%***
- ***EHS – 101.61%***
- ***EHS-CCP – 101.39%***
- ***EHS-CCP2 –97.89%***

Asistencia:

- ***HS – 81.65%***
- ***EHS – 83.01%***
- ***EHS-CCP – 90.52%***
- ***EHS-CCP2 –82.58%***

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2019

AS OF DECEMBER 2019

DESCRIPTION	DECEMBER YTD Actual	Total Budget	Remaining Budget	100% %YTD
a. PERSONNEL	\$ 4,321,206	\$ 4,450,813	\$ 129,607	97%
b. FRINGE BENEFITS	2,743,204	2,769,062	25,858	99%
d. EQUIPMENT	-	24,000	24,000	0%
e. SUPPLIES	281,824	235,500	(46,324)	120%
f. CONTRACTUAL	2,664,098	2,843,120	179,022	94%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,381,976	5,688,329	1,306,353	77%
I. TOTAL DIRECT CHARGES	\$ 14,392,307	\$ 16,010,824	\$ 1,618,517	90%
j. INDIRECT COSTS	900,853	903,555	2,702	100%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 15,293,160	\$ 16,914,379	\$ 1,621,219	90%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 4,285,227</i>	<i>\$ 4,228,595</i>	<i>\$ (56,632)</i>	<i>101%</i>

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

DESCRIPTION	December YTD Actual	Total Budget	Remaining Budget	100% % YTD
a. PERSONNEL	\$ 253,896	\$ 294,506	\$ 40,610	86%
b. FRINGE BENEFITS	167,375	146,451	(20,924)	114%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	19,921	17,300	(2,621)	115%
f. CONTRACTUAL	742,281	2,049,140	1,306,859	36%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	750,705	1,133,075	382,370	66%
I. TOTAL DIRECT CHARGES	\$ 1,934,178	\$ 3,640,472	\$ 1,706,294	53%
j. INDIRECT COSTS	34,182	50,672	16,490	67%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,968,360	\$ 3,691,144	\$ 1,722,784	53%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 494,777</i>	<i>\$ 922,786</i>	<i>\$ 428,009</i>	<i>54%</i>

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #1

BUDGET PERIOD JULY 2019 - JUNE 2020

AS OF DECEMBER 2019

DESCRIPTION	DECEMBER YTD Actual	Total Budget	Remaining Budget	50% % YTD
a. PERSONNEL	\$ 102,648	\$ 305,109	\$ 202,461	34%
b. FRINGE BENEFITS	66,701	212,143	145,442	31%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	2,569	24,100	21,531	11%
f. CONTRACTUAL	141,922	460,020	318,098	31%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	34,052	65,984	31,932	52%
I. TOTAL DIRECT CHARGES	\$ 347,890	\$ 1,074,356	\$ 726,466	32%
j. INDIRECT COSTS	13,157	64,073	50,916	21%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 361,047	\$ 1,138,429	\$ 777,382	32%
<i>In-Kind (Non-Federal Share)</i>	\$ 86,031	\$ 289,444	\$ 203,413	30%

CONTRA COSTA COUNTY
COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #2

December 2019 Expenditures

DESCRIPTION	DECEMBER YTD Actual	Total Budget	Remaining Budget	33% % YTD
a. PERSONNEL	\$ 213,310	\$ 710,668	\$ 497,358	30%
b. FRINGE BENEFITS	134,292	504,605	370,313	27%
c. TRAVEL	10,272	10,000	(272)	103%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	7,823	26,000	18,177	30%
f. CONTRACTUAL	327,847	707,579	379,732	46%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	429,415	1,584,930	1,155,515	27%
I. TOTAL DIRECT CHARGES	\$ 1,122,959	\$ 3,543,782	\$ 2,420,823	32%
j. INDIRECT COSTS	47,626	149,240	101,614	32%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,170,585	\$ 3,693,022	\$ 2,522,437	32%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 256,345</i>	<i>\$ 923,256</i>	<i>\$ 666,911</i>	<i>28%</i>

**SUMMARY CREDIT CARD EXPENDITURE
CREDIT CARD REPORT - VISA/U.S. BANK
December 2019**

Fund Org	Acct. code	Amount	Program	Purpose/Description
1432	2102	248.00	HS Basic Grant	Books, Periodicals
1464	2102	998.33	EHS-Child Care Partnership #2	Books, Periodicals
		1,246.33		
1432	2131	38.04	HS Basic Grant	Minor Furniture/Equipment
1464	2300	(693.87)	EHS-Child Care Partnership #2	Transportation & Travel
		(655.83)		
1432	2467	125.00	HS Basic Grant	Training & Registration
1432	2467	125.00	HS Basic Grant	Training & Registration
1432	2467	125.00	HS Basic Grant	Training & Registration
1432	2477	378.55	HS Basic Grant	Educational Supplies
1464	2477	1,495.59	EHS-Child Care Partnership #2	Educational Supplies
		2,249.14		
1432	2479	62.76	HS Basic Grant	Other Special Dpmtal Exp
1464	2479	224.45	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
1464	2479	19.51	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
		306.72		
1432	2490	(71.76)	HS Basic Grant	Misc Services/Supplies
1432	2490	166.74	HS Basic Grant	Misc Services/Supplies
1432	2490	358.54	HS Basic Grant	Misc Services/Supplies
1464	2490	23.91	EHS-Child Care Partnership #2	Misc Services/Supplies
		477.43		
	TOTAL	\$ 3,623.79		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2019-2020

December 2019

13 Approved Sites



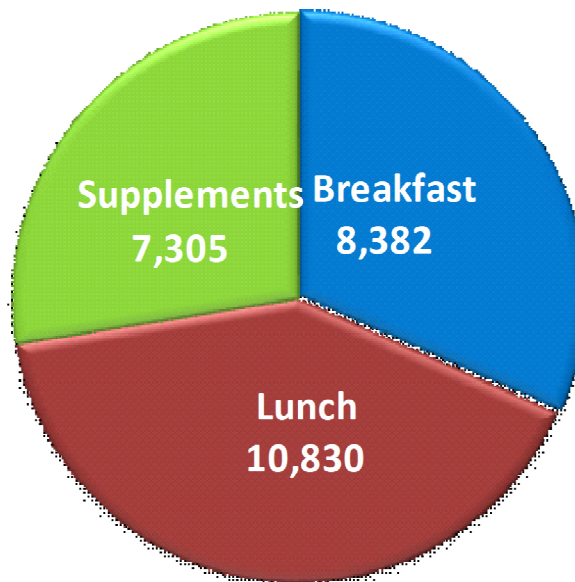
21 Days Meals Served



516 Daily Participation



26,517 Meals Served



**Claim Reimbursement
Total: \$61,792**

**Contra Costa County Employment & Human Services Department
Community Services Bureau
2020-2021 Early Head Start-Child Care Partnership 1 Program Continuation Grant Funding
Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

- 1. PROJECT/PROGRAM TITLE.** Early Head Start-Child Care Partnership 1 Program Continuation Grant Funding Application for Budget Period 7/1/2020 through 6/30/2021.
- 2. FUNDING AGENCY.** Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).
- 3. SUBMITTAL STATUS.** This is a submission of application for continuation grant funding for FY 2020-2021.
- 4. PROPOSED TERM.** Funding must be requested annually. The standard one budget period is from 7/1/2020 through 6/30/2021. The budget summary below is for year 2 of the five year grant period.
- 5. CURRENT FUNDING.** Funding for Early Head Start-Child Care Partnership is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.
- 6. FUTURE FUNDING.** An application for continuation grant funding must be submitted each year.
- 7. BUDGET SUMMARY**

Budget Categories:	FY 2020-2021 EHS Child Care Partnership
Personnel	\$305,109
Fringe Benefits	\$212,143
T & TA	\$25,907
Travel	\$0
Supplies	\$24,100
Contractual	\$460,020
Other	\$47,077
Sub-Total of Direct Charges	\$1,074,356
Indirect Costs	\$64,073
Total Federal Amount Being Requested	\$1,138,429
Non-Federal Share	\$284,607
Total Federal and Non-Federal	\$1,423,036

- 8. STAFFING REQUIREMENTS.** As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department,

Community Services Bureau.

9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs. under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)

Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.

12. STATED OBJECTIVES.

- By June 30, 2020, CSB will implement the use of an interactive self-service kiosks, web portal, and mobile application with user-friendly interface and software that interacts with CSB's data management system.
- By June 30, 2020, CSB will develop communication protocols to maximize the use of Short Message System (SMS) and e-mails through CSB's data management system to enhance communication with families and staff.
- By June 30, 2020, CSB will expand the use of the Interactive Voice Response (IVR) system that allows the database to interact with families for purposes of automated alerts to support recordkeeping.
- In February 2020, CSB will pilot Early Head Start oral health curriculum during Oral Health Month to determine which curriculum will be used in our program moving forward.
- By June 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.
- By June 2020, both CSB and the partners and will increase family collaborating and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report.
- By December 2020, 15 additional Teacher Assistant Trainees will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.

- By December 2020, 10 teachers will acquire classes in pursuit of degrees and earning a higher-level permit.
- By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will improve CSB's holistic wellness in the areas of: 1) Consistent information dissemination 2) Nutrition and physical activity 3) Effective Stress Management.
- By December 2020, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.
- By June 2020, CSB staff will participate in a learning series targeted at boosting staff confidence and enthusiasm in working with parents to achieve meaningful and appropriate engagement in program activities.
- By June 2020, CSB will introduce "*Strong Partners/Strong families*," a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.
- By June 2020, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15^(TM): Online Learning for Dads.
- By June 2020, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.

13. ACTIVITY SUMMARY. Program continues to provide high-quality services.

14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council will approve submission of this grant at their February 19, 2020 meeting.

Change in Scope Request for Early Head Start-Child Care Partnership 2

What is a Change in Scope?

A Change in Scope is an amendment to the Head Start/Early Head Start grant application. A Change in Scope request is required whenever the program is planning to provide a new program type. Examples of program types include home-based and center-based programs.

Why are we making the request?

Community Service Bureau (CSB) currently provides center-based services through the Early Head Start-Child Care Partnership 2 (EHS-CCP2) grant. CSB would like to add the home-based option to this grant so that pregnant women and infants/toddlers can be served through a partnership with Aspiranet.

Baby Yale Academy was identified as a partner who was continually not able to demonstrate safe, quality services to children as required by Early Head Start policies and practices. As a result, we are requesting to place fifteen (15) of these EHS-CCP2 slots with Aspiranet. There will be no disruption of childcare services to enrolled children and families at Baby Yale.

What information does Policy Council need to make the decision?

Aspiranet is a current quality Early Head Start partner who provides home visiting services for pregnant mothers, infants and toddlers. Aspiranet consistently reaches full enrollment and has eligible families to fill additional Early Head Start slots.

Aspiranet provides services county-wide and have an emphasis on empowering families to support health and overall wellbeing. The 2019 Community Assessment indicates a continued need for prenatal services as only 77% of pregnant women in the county receive adequate or better prenatal services.

Community Assessment data also shows a decline in women who gave birth who were also in the labor force, a 5% reduction from 2016 to 2017. In 2019, Aspirant entered into a collaboration with the county's public assistance (CalWORKS) agency to more systematically reach low income and high need first time mothers.

Twenty-five (25) percent of the county's population is composed of Hispanic residents and according to the Educational Profile 77.8% of all English Learners are Spanish Speakers. Aspiranet is responsive to these needs as all home visitors are bilingual with primary instruction given in Spanish.

County of Contra Costa/Community Services Bureau 2019-20 Annual Program Self-Assessment

Executive Summary

Overview

The Community Services Bureau (CSB) conducted its annual Program Self-Assessment for the 2019-20 year on December 10 – 13, 2019. Four external consultants with experience in Federal monitoring joined CSB managers and staff to conduct this year's assessment. The Office of Head Start (OHS) FY 2020 Monitoring Protocol was used to review Federal Performance Measures. Local tools and monitoring procedures were also utilized to conduct more in-depth reviews of children's files, safe environments, and in management and fiscal systems.

A sample of classrooms, including partners and home-based units, were observed and reviewed. Management team members, Board of Supervisor members, and Policy Council members were interviewed by the consultants. The agency's goals and objectives for the program were reviewed and progress assessed.

A total of 23 Performance Measures were evaluated and determinations made in the following three areas:

- Performance Measure was Fully Met
- Performance Measure was Met with Concern(s)
- Performance Measure was Not Met

Results

The Self-Assessment found that 19 of the 23 Performance Measures were fully met and four (4) of the 23 Performance Measures were met with concern(s). There was no designation for a Performance Measure not met. A summary of the Performance Measures and results by service area follows.

Additionally, the CSB program had a total of 77 overall strengths and positive observations. This is an incredibly large number of strengths for a program. The program had a total of 14 non-compliances and 11 areas of concern. "Concerns" are defined as areas that are compliant but could use strengthening.

Jerry Gomez
Self-Assessment Team Facilitator

Service Area: **Program Management and Governance**

Performance Measures:

There were four OHS Performance Measures that addressed management structure, data management, Board oversight, and Policy Council engagement and participation.

Team Determination:

The team determined that all four Performance Measures were fully met.

Summary of Strengths:

The team found 18 strengths and positive observations including the following:

- Excellent organizational structure.
- An experienced management team.
- Qualified staff at all levels of the organization.
- Comprehensive training and professional development for staff.
- 100% completion of annual performance evaluations.
- Comprehensive written policies and procedures.
- Major strength in program's use of technology and the CLOUDS system.
- Sophisticated ongoing monitoring process resulting in quality services.
- Exemplary data reports.
- Comprehensive planning process.
- Supportive, knowledgeable and involved Board of Supervisors.
- Active and engaged Policy Council.
- Excellent training for PC Members and excellent reports for them.

Summary of Compliance Issues or Concerns:

There was only one non-compliance due to record keeping and data entry inaccuracies in enrollment and eligibility. (16% of files sampled.)

There were no other concerns identified.

Service Area: **Child Development & Education**

Performance Measures:

There were four OHS Performance Measures that addressed school readiness, teaching practices, prepared teachers for implementing curriculum, and home-based services that provide high quality learning experiences.

Team Determination:

The team determined that all four Performance Measures were fully met.

Summary of Strengths:

The team found 22 strengths and positive observations including the following:

- Work with 17 school districts to implement Memorandum of Understanding.
- Annual meeting held with 4 largest school district to clarify process and expectations of receiving schools.
- Children have individual school readiness goals after first assessment.
- Goals are based on results of data and are present to Board and PC.
- Transition activities take place to prepare children for Kindergarten.
- Staff support parents of children with disabilities in being familiar with classroom activities.
- Classrooms are individualized based on children's interests and goals.
- EHS classroom teachers encourage children's efforts.
- Fifty percent of grantee-operated centers are NAEYC accredited.
- Program supports partner sites with advocates and coaches.
- Creative Curriculum is utilized along with other enhancements.
- Home-based program is implemented well.

Summary of Compliance Issues or Concerns:

There were no concerns or non-compliances identified.

Service Area: **Health Services**

Performance Measures:

There were four OHS Performance Measures that addressed monitoring of children's health status, care and follow-up, promotion of mental health and social and emotional well being, effective oral health and nutritional practices, and quality services for pregnant women. There was a fifth OHS Performance Measure regarding safe environments and that is addressed in the next section.

Team Determination:

The team determined that all four Performance Measures were fully met.

Summary of Strengths:

The team found 10 strengths and positive observations including the following:

- An effective monitoring system in place to ensure health requirements are met.
- Community oral health partners are engaged to support family needs.
- The CHDP program provides frequent hearing and vision training for staff.
- The program utilizes additional instruments for sensory screening of children.
- Teaching pyramid is implemented along with teacher training to support children's social and emotional well being.
- A staff lounge was built at Ambrose center to give staff space for lunch, breaks, etc.
- Food allergy signage and photos of children readily posted for teaching staffs.
- Ambrose center had an extensive garden that children, parents, and staff maintain.
- All areas observed in classrooms were clean.
- Teachers observed followed and safety practices and knowledgeable of safety postings.
- Pleasant teacher-child interactions observed during site visits.
- Excellent support observed for pregnant women.

Summary of Compliance Issues or Concerns:

There were no concerns or non-compliances identified.

Service Area: **Safe Environments**

Performance Measures:

There was one OHS Performance Measure under Health Services that addressed monitoring and maintenance of healthy and safe environments at all sites.

Team Determination:

The team determined that this Performance Measure was met with concerns.

Summary of Strengths:

The team found four (4) strengths and positive observations including the following:

- All areas in classrooms observed including toilets appeared clean and safe.
- Teachers and children observed followed health and safety practices.
- Teachers were knowledgeable of practices and able to identify locations of items that needed monitoring.
- Pleasant teacher-child interaction observed during site visits.

Summary of Compliance Issues or Concerns:

There were 11 instances of non-compliance identified that included:

- Four classrooms were missing seals on disaster/earthquake barrel.
- Eleven classrooms had indoor/outdoor areas that were not kept free of undesirable materials.
- Three classrooms did not have emergency response phone numbers posted by phone.
- Three classrooms did not have tall furniture secured to the floor or wall.
- Two classrooms had cleaning agents that were not stored properly.
- Two classrooms had electrical outlets that were uncovered and within children's reach.
- Two classrooms had cots that were less than the required 18 inches apart.
- One classroom did not have an illuminated exit sign at the main door.
- One classroom did not have plans of actions for health emergencies in backpack.
- One classroom did not have emergency procedures for fire, earthquake, and disaster posted.
- One classroom had a dirty stovetop and ants found on kitchen countertop.

There were two concerns (not a non-compliance)"

- Three classrooms did not have team assignments for cleaning and sanitation posted.
- One classroom did not conduct the "Shelter in Place" on a monthly basis.

Service Area: **Family and Community Engagement**

Performance Measures:

There were three OHS Performance Measures that addressed the program collaborating with families to support parent's aspirations and goals, recognizing parent's roles and encouraging their engagement in child's education, services that strengthen parent-child relationships and parent skills, and recognizing parents' roles as lifelong educators and engaging in their child's education.

Team Determination:

The team determined that all four Performance Measures were fully met.

Summary of Strengths:

The team found nine (9) strengths and positive observations including the following:

- Family partnership agreements initiated early in the year with resources and referrals provided.
- "Friday Flyers" sent to all sites twice a month that offer current resources and community information for families.
- Five staff are certified trainers for "Make Parenting a Pleasure."
- Trainings and workshops are offered in 3 locations and include ESL and financial literacy.
- Father engagement activities support fathers and resources are provided.
- Parents are invited to be "visiting experts" to present on important topics.
- Program has developed strong partnership with Children's Discovery Museum where children visit and where the museum staff come to them.
- Teacher apprenticeship program currently includes four parents.
- Family newsletter is provided three times per year in English and Spanish.

Summary of Compliance Issues or Concerns:

There were no concerns or non-compliances identified.

Service Area: **Fiscal Infrastructure**

Performance Measures:

There were four OHS Performance Measures that addressed program's development and implementation of its budget, planning and implementation of a fiscal management system, financial management system that provides for effective control over and accountability for all funds, property, and other assets, and fiscal compliance with application, prior approval, and reporting requirements.

Team Determination:

The team determined that three Performance Measures were fully met and one Performance Measure was met with concerns.

Summary of Strengths:

The team found six (6) strengths and positive observations including the following:

- The County supports the program by providing staff at the program's location.
- Fiscal duties and responsibilities are described in a calendar of events.
- The County HR department is hiring a consultant to conduct a comprehensive comparability study.
- The indirect rate to the County is partially charged to assure administrative costs do not exceed the legislative mandate.
- Monitoring system assures corrective actions are taken.
- The CSB organization develops well-organized grant proposals with the input, review, and approval of the Board and Policy Council.

Summary of Compliance Issues or Concerns:

There was one non-compliance identified due to 9 of 28 contracts reviewed showing approving signatures dated after the contract began.

There was one concern identified relating to inventory and assuring all assets (including those under \$5,000 are included in the agency's database).

Service Area: **Eligibility, Recruitment, Enrollment, Selection and Attendance (ERSEA)**

Performance Measures:

There were three OHS Performance Measures that addressed programs enrolling children categorically eligible and meet income guidelines, enrolling at least 10% children having a disability, and maintaining enrollment for all participants.

Team Determination:

The team determined that two Performance Measures were fully met and one Performance Measure was met with concerns.

Summary of Strengths:

The team found four (4) strengths and positive observations including the following:

- The program has a very good centralized enrollment system and for tracking status.
- The program enrolled 13.5% of its overall enrollment with children having a disability.
- The program was 99% enrolled as of the review.
- The program has an excellent tracking system through CLOUDS.

Summary of Compliance Issues or Concerns:

There was one non-compliance identified due to the delegate agency, First Baptist, being enrolled at only 91.8% as of the review.

There was one concern identified relating to written enrollment procedures and the need to more specifically outline the procedures for determining income-eligibility.

Contra Costa County/Community Services Bureau
HEAD START & EARLY HEAD START PROGRAM
2019-20 PROGRAM SELF-ASSESSMENT REPORT
 December 10 – 13, 2019

LIST OF NON-COMPLIANCES AND CORRESPONDING CORRECTIVE ACTION PLANS

Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
Program Management & Quality Improvement	PM: The grantee uses data to identify program strengths, needs, and areas needing improvement; to evaluate progress toward achieving program goals and compliance with program performance standards, and to assess the effectiveness of professional development. Performance Measure Fully Met	<u>(1) Non-Compliance</u> A review of 100 enrollment files found that 16 files (16%) had a variety of record keeping issues such as inaccuracies in eligibility status, missing signature, or income entered incorrectly. No one type of inaccuracy exceeded 10% and no family's eligibility was affected by the (three) income inaccuracies. Closer attention to record keeping/data entry is recommended.	Tracy Lewis, ERSEA Content Area Expert	By 1/9/2020 and ongoing, ERSEA Analyst will include an ERSEA training at CEU team meetings to address common record keeping errors. By 1/17/2020, CEU will conduct a 100% file review to ensure record keeping errors in CLOUDS are addressed. By 2/1/2020, CEU Analysts will conduct a second review of 25% eligibility files pulled from the pre-selected FA2 file sample.
Monitoring & Implementing Quality Health Services	PM: Safe Environments The grantee has implemented a process for monitoring and maintaining healthy and safe environments. This includes ensuring all staff has complete background checks. Performance Measure Met with Concern(s)	<u>(2) Non-Compliance</u> The following non-compliances were identified concerning Safe Environments' requirements: Of the 10 classrooms reviewed, 4 classrooms (40%) did not have the seal on the disaster/earthquake barrel intact and or had expired supply. Of the 16 classrooms reviewed, 11 classrooms (69%) had indoor and outdoor areas that were not clean or kept free of undesirable and hazardous materials. Of the 10 classrooms reviewed, 3 classrooms (30%) did not have Emergency	Carlos Ribeiro and Jay Rivera, Safe Environments Content Area Experts	All items identified were addressed and most corrected on the spot. Facilities team is working with other departments on additional follow ups for items that could not be corrected on the spot. For directly operated sites, on January 08, 2020, all items identified during the Self-Assessment were discussed during the Quarterly Health and Safety Officer's meeting. In addition, a refresher training on Health and Safety Environments was conducted for the Health and Safety Officers. By January 31, 2020, eight (8) partner centers will receive a Healthy and Safety monitoring conducted by CSB during the month of January.

Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
		<p>response phone numbers posted by each phone.</p> <p>Of the 10 classrooms reviewed, tall furniture over 4 feet in 3 classrooms (30%) were not secured to the floor or wall.</p> <p>Of the 10 classrooms reviewed, cleaning agents in 2 classrooms (20%) were not stored away from children’s reach and in a locked cabinet.</p> <p>Of the 10 classrooms reviewed, unused electrical outlets in 2 classrooms (20%) were within children’s reach and uncovered.</p> <p>Of the 10 classrooms reviewed, cots for preschoolers in 2 classrooms (20%) were less than 18 inches apart.</p> <p>Of the 10 classrooms reviewed, 1 classroom (10%) did not have “illuminated” exit sign at classroom’s main entry door.</p> <p>Of the 10 classrooms reviewed, 1 classroom (10%) did not have the required policies and plans of actions for health emergencies in the designated emergency backpack.</p> <p>Of the 10 classrooms reviewed, 1 classroom (10%) did not have the Emergency procedures for fire, earthquake and disaster posted in the classroom.</p> <p>Of the 10 classrooms reviewed, 1</p>		<p>Facilities team will provide guidance to the partner unit and partner center on how to correct the items once identified.</p> <p>By March 31, 2020, a refresher training on Health and Safety Environments will be provided to partner centers.</p>

Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
		classroom (10%) had dirty stovetop and ants were found on kitchen's countertop.		
Monitoring & Implementing Fiscal Infrastructure	PM: The grantee's financial management system provides for effective control over and accountability for all funds, property, and other assets. Performance Measure Met with Concern(s)	<p>(3) Non-Compliance A review of 9 of 28 contracts for services showed neither the contractor nor the Board of Supervisors signed and dated the contract prior to the delivery of services. These contracts ranged from several thousand dollars to several million dollars. Contracts must be approved and signed by both parties prior to delivery of services.</p> <p>It should be noted that EHSD was aware of this non-compliance. After a meeting during the self-assessment, the "draft" revised policies and procedures was provided and it now identifies that EHSD will begin the development, approval and execution of all contracts, MOUs and other legal documents requiring Board approval will commence the contracting process a minimum of 180 days before delivery of services. A meeting with the County Administrator's Office (CAO), County Counsel, EHSD Contracts Unit, and other involved parties will be meeting in January 2020 (a previously scheduled meeting in early December was canceled) to discuss the process for contract development and approvals. Strongly recommend that this process move forward as quickly as possible and that the new policy and approval be submitted to the Board of Supervisors for their earliest review and approval.</p>	Vickie Kaplan Wetzel, Fiscal Content Area Expert	Several steps have been taken to address this matter. An internal contract procedure process has been created for submission of contract requests. This contract procedure has been added to CSB's Policies and Procedures handbook. In addition a meeting has been scheduled with EHSD's contract unit on the 16 th of January 2020 to discuss the process for contract development and approvals and ways to make it streamlined and more efficient.

Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
Monitoring ERSEA	PM: The grantee maintains and tracks enrollment for all participants, including pregnant women. Performance Measure Met with Concern(s)	(4) Non-Compliance The First Baptist delegate agency was only 91.8% enrolled as of December 12, 2019.	Tracy Lewis, ERSEA Content Area Expert	By January 2020, First Baptist will meet at least 97% enrollment for Head Start. Enrollment was pending Community Care Licensing approval.

DRAFT



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



Date: 1/15/2020

Time Convened: 6: 05 PM

Time Terminated: 7:47 PM

Recorder: Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Katie Cisco, Chair, called the meeting to order at 6:05 p.m. • Daisy Templeton, Vice Chair, reviewed the desired outcomes. • Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules.
Public Comment	None
Correspondence	None
Parent 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"> • Ohn Samboonsab, Infant/Toddler Teacher at George Miller Concord and Tatanisha Hives, Family Advocates at YMCA received a certificate and book to acknowledge their dedication to the children and families. • Jazmine Carvajal, Family Advocates at YMCA was unable to attend her certificate and book will be sent to the site. • Policy Council recognized Pamela Arrington, Assistant Director, who is retiring on January 17, 2020 after 30 years of service in Contra Costa County. <p>Special thank you were given to CSB staff providing support during January 15, 2020 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>Camilla Rand, CSB Director, welcomed Policy Council representatives and thanked representatives for attending. In addition, she welcomed back Imelda Prieto Martinez, Senior Clerk for Policy Council, and introduced Linda Frazier-Stafford, Assistant Director for Cluster A.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • The Annual Board of Supervisor’s Reorganization Luncheon was held on January 7, 2020. Katie Cisco, Policy Council Chair, Renee Zimmer, Economic Opportunity Council Chair, and Camilla Rand, CSB Director, attended the event. Supervisor Candace Anderson is the new Chair of the Board of Supervisors. • CSB continues recruitment efforts to address teaching staff shortage. CSB is working diligently to resolve this issue to ensure children’s services are not being affected. Parents are encouraged to volunteer in the classroom to meet teacher/child ratios. Policy Council representatives were encouraged to share information with site parents. • CSB completed its annual Self-Assessment on December 13, 2019. CSB received a total of 77 overall strengths and positive observations, and three non-compliances, which are: record keeping and data entry inaccuracies in enrollment and eligibility, 9 out of 28 agency contracts were signed after the date the contract began, and the delegate agency, First Baptist, is under-enrolled at 91.8%. Corrective action plans have been implemented to address these issues.



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TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> Federal Review for Focus Area 2 will be conducted the week of February 10-14, 2020. During the review, a team of federal reviewers will be onsite conducting: Eligibility, Recruitment, Enrollment, Selection and Attendance (ERSEA) Child File Review; Data Tours; Center and Classroom Explorations; Management Team Discussions; Teacher Discussions; Governing Body and Policy Council Discussions; Parent Discussions; and Fiscal Explorations. Additional information will be shared at next month’s meeting. <p>Christina Reich, Division Manager, provided the Enrollment and Attendance statistics for November and December. Head Start program is mandated by the Office of Head Start (OHS) to have at least 85% attendance in all program models.</p> <p><i>November</i></p> <ul style="list-style-type: none"> Enrollment: 97.61% for Head Start; 100.6% for Early Head Start; 98.6% for Early Head Start Child Care Program Partnership #1; and 102.1% for Early Head Start Child Care Program Partnership #2. Attendance: 81.8% for Head Start; 83.4% for Early Head Start; 94.9% for Early Head Start Child Care Program Partnership #1; and 81.2% for Early Head Start Child Care Program Partnership #2. <p><i>December</i></p> <ul style="list-style-type: none"> Enrollment: 100.15% for Head Start; 99.68% for Early Head Start; 97.22% for Early Head Start Child Care Program Partnership #1; and 100.53% for Early Head Start Child Care Program Partnership #2. Attendance: 74.8% for Head Start; 77.21% for Early Head Start; 84.46% for Early Head Start Child Care Program Partnership #1; and 73.80% for Early Head Start Child Care Program Partnership #2. <p>Many of these absences were due to illnesses and Best Interest Days during the holidays.</p> <p>Program Updates:</p> <ul style="list-style-type: none"> Comprehensive Services Staff is working diligently with families to obtain children’s Dental & Physical exams to meet the Head Start health requirements. Program data indicate that we are currently at 62% for Dental exams and 69% for Physical exams. We are required to be at 95% by the end of the program year. In an effort to meet the 95% requirement, CSB continually collaborates with community agencies to ensure children remain healthy. Give Kids a Smile Day to be held on February 21, in which children will receive free oral health services. CSB was selected to participate in the Early Head Start (EHS) Family and Child Experience Survey, known as Baby FACES 2020, in the spring. Mathematica Policy Research, in collaboration with the Administration for Children and Families (ACF), will conduct the survey. A team of Mathematica staff will conduct classroom observations at randomly selected EHS classrooms and will conduct survey interviews with EHS parents, teachers, home visitors, center directors, and the program director. Information collected from CSB and other Baby FACES participants will be summarized in a series of reports that will provide rich information about how Early



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TOPIC	RECOMMENDATION / SUMMARY
	<p>Head Start programs promote the development of infants and toddlers through responsive relationships among caregivers, parents, and children; comprehensive supports for families; and the provision of quality childcare and home visiting.</p> <ul style="list-style-type: none"> • The Early Head Start – Home Based option was identified as a California evidence-based home visiting model. California Home Visiting Program (CHVP) invited CSB to participate in the process that will support CHVP in conducting a comprehensive 2020 Home Visiting Needs Assessment. • Site Supervisors and Education Managers participated in the first series of leadership trainings through Lead, Learn, Excel on December 3 and 4. The training program of one year will focus on developing the knowledge and skills of instructional leaders to fuel everyday learning. • Marsh Creek Center successfully passed the National Association for the Education of Young Children (NAEYC) reaccreditation process. Los Arboles Center was invited to be featured in the California Association for the Education of Young Children (CAAEYC) e-connection journal to be highlighted as an NAEYC accredited site. • The Economic Opportunity Council completed and finalized awarding for the Request for Information (RFI), and have selected the following 13 subcontractors to receive Community Services Block Grant funding for 2020 for a total of \$400,000 to continue supporting low-income programs in the community <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2019-2020 Head Start Program: November 2019 year to date cash expenditures were \$13,566,266 YTD, which represents 80% of the program budget. ○ 2019-2020 Early Head Start Program: November 2019 year to date cash expenditures were \$1,784,224 YTD, which represents 48% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership: November 2019 year to date cash expenditures were \$276,512 YTD, which represents 24% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership #2: November 2019 year to date cash expenditures were \$726,027 YTD, which represents 20% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of October 2019 were \$15,148.69, and November 2019 were \$34,131.43. ○ Child and Adult Care Food Program: October 2019 total meal served including breakfast, lunch, and supplements were 37,295, and November 2019 were 26,998.
Presentation:	Emily Ferne, Martinez ECC Representative and volunteer for Counseling Options & Parent Education (C.O.P.E.) provided an overview of the Positive Parent Awareness Month.



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 Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Positive Parent Awareness Month (COPE) 	<p>What is Positive Parenting Awareness Month (PPAM)? PPAM is a countywide initiative to raise awareness about the critical importance of parent education as well as destigmatize parent education classes and services for all community families. It's important to recognize the vital role that "parents" – including birth, foster, and adoptive parents, grandparents, and other relatives or family friends – play in raising happy, healthy, thriving children. It's a chance to encourage all types of families to seek and accept support from friends, family members, neighbors, and local resources, such as the Triple P – Positive Parenting Program.</p> <p>Why is Parent Education Important? Parent education programs are designed to give parents the skills they need to raise confident, healthy children, and to build strong family relationships. Parent education provides prevention and early intervention for parents at-risk of abusing their children or developing mental health issues. Studies indicate that parent education programs reduce instances of child abuse and neglect, out of home or foster placements, as well as reduces parental depression, anxiety, and stress (Matt Sanders, Triple P). 90% of parents participating in the 2018-19 C.O.P.E. Triple P program reported a reduction in symptoms of depression, anxiety, and stress.</p> <p>Parenting education promotes the use of positive parenting practices, such as using positive language, planned discipline, and family routines. It also encourages nurturing behavior and increases parents' knowledge of child development and communication styles. Thoughts and feelings about child-rearing influence parents to act either positively or negatively towards their children. These beliefs are considered good predictors of parenting behavior because they indicate the emotional climate in which children and parents operate. Parent education influences the belief and behaviors parents' model to their children. Negative parenting makes a child more prone to criminal behaviors. Other common effects of negative or punitive parenting includes failure to thrive and poor growth and development both physically and mentally. It can also lead to poor performance in school because children's needs are not met at home.</p> <p>What is Positive Parenting? There isn't one right way to be a parent, but there are many parenting programs and strategies that have helped families across the world. One program in Contra Costa County is Make Parenting a Pleasure presented at CSB Head Start Centers. Make Parenting a Pleasure is a research and evidence based group-parenting curriculum, which aligns with Head Start Performance Standards.</p> <p>How is PPAM being celebrated in Contra Costa County? Contra Costa County Board of Supervisors to release a Proclamation declaring January 2020 Positive Parenting Awareness Month. Parent Education agencies such as C.O.P.E. Family Support Center, First 5 Contra Costa, Child Abuse Prevention Council, Contra Costa Office of Education, and Community Services Bureau, Head Start partnering to offer a January Calendar of Events for community families. Media and advertising rollout to increase awareness of Parent Education programs offered throughout the county. Advertising on Tri Delta Transit Bus system in East and West County. CSB developed the Positive Parenting Month Calendar of activities to share with ALL PARENTS.</p>



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TOPIC	RECOMMENDATION / SUMMARY
	<p>How to get involved?</p> <ul style="list-style-type: none"> • Join our efforts to raise awareness about the benefits of parent education program by promoting Positive Parenting Awareness Month at your organization • Host parent and family events at your organization during the month of January • Contribute to our advertising and marketing campaign • Educate community families about the parent education and family services available in Contra Costa County
<p>Training:</p> <ul style="list-style-type: none"> • Make Parenting a Pleasure 	<p>LaTonya Saucer, Site Supervisor I, and Blanca Sanchez, Master Teacher, provided an overview of one of the sessions from Make Parenting a Pleasure curriculum - <i>Understanding Stress and Taking Care of Ourselves</i>.</p> <p>Taking care of ourselves is important for our well-being, and when we take care of ourselves, we feel better, stronger, happier, and have better control of our lives. Taking care of ourselves reduces the stress of being a parent. When we give positive attention to ourselves, we can provide positive attention to our children too. To demonstrate the importance of taking care of ourselves, the group participated in a "Filling the Glass" activity.</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, as well as maintaining healthy relationships. Before we can successfully reduce stress, we need to know what our daily stressors are. We can learn how to reduce and manage stress in our lives by recognizing its triggers and how to handle them.</p> <p>Identify areas of Stress - participants were asked to identify daily stressor:</p> <ul style="list-style-type: none"> • Kids (Attention, need, lack of time for yourself) • Traffic • Taking children to multiple schools • Spouses • Work <p>Identify symptoms of Stress - participants were asked what are the signs to recognize stress:</p> <ul style="list-style-type: none"> • Body shuts down • Mood swings • Headaches/migraines • Tension <p>At the closure of the training, participants received an "Activity Card" to write a pledge to do something nurturing for themselves. Participants were encouraged to share what they pledged during the following week and to take care of themselves.</p>



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	The following handouts/resources were distributed: <i>Stress Buster</i> , <i>Stress Strategies</i> , and <i>99 Ways to Cope with Stress</i> .																																																																		
Action: <ul style="list-style-type: none"> Consider Approval of the Program Improvement Plan 	<p>Christina Reich, Division Manager, reviewed the Program Improvement Plan for unauthorized release incident at YMCA’s 8th Street Center as required by the Administration for Children and Families.</p> <p>CSB is in the process of completing the corrective action plan to address the area of non-compliance. Actions taken to address this specific incident:</p> <ul style="list-style-type: none"> Implemented new sign out procedure whereby staff check IDs against pictures in the ChildPlus database, a module previously not used. Immediately updated the Parent Handbook and program policies and procedures to include new procedures for appropriate release and trained staff, parents, and governing bodies. Immediately implemented targeted ongoing monitoring of new sign in and out procedures and transitions of all YMCA centers that have CSB enrolled children. Began participating in Training and Technical Assistance T/TA with STG International for this incident. <p>A motion to approve the Program Improvement Plan was made by Damaris Santiago and seconded by Andres Torres. The motion passed</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Taylor Hardy</td> <td></td> <td></td> <td>Nivette Moore Mason</td> <td>Victoria Vazquez</td> </tr> <tr> <td>Dominique Washington</td> <td>Tracy Keelsing</td> <td></td> <td></td> <td>Nancy Santos</td> <td>Dawn Miguel</td> </tr> <tr> <td>Maria de Lourdes Barrios Sanchez</td> <td>Maria Bautista</td> <td></td> <td></td> <td>Carla Waters</td> <td></td> </tr> <tr> <td>Damaris Santiago</td> <td>Jamillah Monroe</td> <td></td> <td></td> <td>Sonia Quinones</td> <td></td> </tr> <tr> <td>Charles Latham</td> <td>Andres Torres</td> <td></td> <td></td> <td>Yarigza Lopez</td> <td></td> </tr> <tr> <td>Maria Roxana Alvarado</td> <td>Emily Ferne</td> <td></td> <td></td> <td>Elizabeth Rosas</td> <td></td> </tr> <tr> <td>Maldonado</td> <td>Liliana Gonzalez</td> <td></td> <td></td> <td>Emma Bella Swafford</td> <td></td> </tr> <tr> <td>Cristal Rodriguez</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Latrese Hill</td> <td></td> </tr> <tr> <td>Monica Avila</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Jonathan Bean</td> <td></td> </tr> <tr> <td>Earl J. Smith</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Jasmine Cisneros	Taylor Hardy			Nivette Moore Mason	Victoria Vazquez	Dominique Washington	Tracy Keelsing			Nancy Santos	Dawn Miguel	Maria de Lourdes Barrios Sanchez	Maria Bautista			Carla Waters		Damaris Santiago	Jamillah Monroe			Sonia Quinones		Charles Latham	Andres Torres			Yarigza Lopez		Maria Roxana Alvarado	Emily Ferne			Elizabeth Rosas		Maldonado	Liliana Gonzalez			Emma Bella Swafford		Cristal Rodriguez	Katie Cisco			Latrese Hill		Monica Avila	Daisy Templeton			Jonathan Bean		Earl J. Smith					
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Action: <ul style="list-style-type: none"> Consider Approval of CSB Admissions Priorities/Selectio 	<p>Tracy Lewis, ERSEA Analyst II, provided an overview of the 2020-2021 CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan. The Program Services Subcommittee reviewed documents and recommended the following edits:</p> <ul style="list-style-type: none"> CSB Admissions Priorities and Selection Criteria – Move “Currently Homeless or Homeless within the last 18 months” to line two. Recruitment and Enrollment Plan – Added “Centralized Enrollment Unit staff” to the Person(s) Responsible column. 																																																																		



Policy Council Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY																																																																
n Criteria - Recruitment and Enrollment Plan	A motion to approve the CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan was made by Daisy Templeton and seconded by Andres Torres. The motion passed																																																																
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Action: <ul style="list-style-type: none"> Consider Approval of the November 20, 2019 Policy Council Minutes 	The minutes of the November 20, 2019, Policy Council minutes were reviewed and no corrections were noted.																																																																
	A motion to approve the November 20, 2019, Policy Council minutes was made by Charles and seconded by Andres Torres. The motion was approved.																																																																
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY
Site Reports	<p>Ambrose:</p> <ul style="list-style-type: none"> • Our three classrooms were monitored for Infant/Toddler Environment Rating Scale (ITERS). We are excited to report that we did great! No Corrective Actions noted. All scores received were very high! • Construction for the new teachers' lounge is almost done; we will have a Ribbon Cutting Ceremony very soon. • Free diapers were distributed to families at the center. They were graciously donated by Sweet Beginnings Family Resource Center. <p>Contra Costa Collage:</p> <ul style="list-style-type: none"> • The parent meeting was a success; many parents attended and received helpful information. • CC College welcomed the new Assistant Director, Linda Frazier-Stafford, and Olga Garcia new Teacher Assistant in Training (TAT), who helps us a lot, as she is bilingual. • We fixed the shelves where the sleeping mats are kept in to keep them organized. • Ron Pipa, Education Manager, visited our site and brought activities for children to incorporate into their small group lesson plan. • Positive Parent Awareness calendars were distributed. <p>George Miller Concord:</p> <ul style="list-style-type: none"> • On January 15, 2020, Parents of room 6 participated in the Breakfast Celebration for the January's Positive Parent Awareness Month. • On January 22, 2020, Room 7B Infant/Toddler will make their French toast breakfast with their families in celebrating January's Positive Parent Awareness Month as well. • Dental Van will come on January 16, 2020, to provide dental services for our children. <p>Las Arboles:</p> <ul style="list-style-type: none"> • Children have been learning about safety and practicing safety drills with their teachers. They also learned about fire safety from the Oakley Fire Department. • The dental van visited Los Arboles; they were able to see most of the children for dental exams. • The teacher's breakroom was rearranged to provide more comfort to the teachers during their breaks and lunches. • Children have been working on problem-solving skills with their peers. They are trying to communicate/verbalize the problem and talk about solutions with each other. • School Readiness activities were given to families to do at home with their children. • Child Safety training will be held at our next parent meeting. <p>Martinez ECC:</p> <ul style="list-style-type: none"> • The annual licensing visit was perfect; there were no problems nor violations. • The compositing and recycling program was initiated to help children develop long-life habits. • A new roof was installed.



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TOPIC	RECOMMENDATION / SUMMARY	
Announcements	<p>Ana Araujo, Comprehensive Services Manager, thanked the participants and shared the following announcements:</p> <ul style="list-style-type: none"> • Mileage reimbursement rate was reduced from \$0.58 cents to \$0.575 cents effective January 1, 2020. CSB325 Demand form was updated for PC members' use. • Parents are encouraged to nominate staff from their Centers to be recognized for their outstanding work with our children during our monthly PC Meetings by submitting CSB 342 Parent Recognition of Staff form • Facilitative Leadership to be held on February 29, 2020, Policy Council representatives were encouraged to sign-up. • CSB job opportunities • CSB Family Newsletters, January Positive Parent Awareness Calendars, and Keep Child Safe handout were distributed to centers. • Give Kids a Smile Day to be held on February 21, 2020 <p>Isabel shared that Pride in Food Service Week will be celebrated in the first week of February. Parents were encouraged to connect with their Site Supervisor to participate in the activities planned to express appreciation to the Child Nutrition Unit staff.</p>	
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • MPAP activity 	<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None