



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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	<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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	<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.
<p>Presentation:</p>	<p>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.</p> <p>What is Positive Parenting Awareness Month (PPAM)?</p>



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<ul style="list-style-type: none"> Positive Parent Awareness Month (COPE) 	<p>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> <p>How to get involved?</p>



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	<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> <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>



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<p>Action:</p> <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 Maldonado</td> <td>Emily Ferne</td> <td></td> <td></td> <td>Elizabeth Rosas</td> <td></td> </tr> <tr> <td>Cristal Rodriguez</td> <td>Liliana Gonzalez</td> <td></td> <td></td> <td>Emma Bella Swafford</td> <td></td> </tr> <tr> <td>Monica Avila</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Latrese Hill</td> <td></td> </tr> <tr> <td>Earl J. Smith</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Jonathan Bean</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 Maldonado	Emily Ferne			Elizabeth Rosas		Cristal Rodriguez	Liliana Gonzalez			Emma Bella Swafford		Monica Avila	Katie Cisco			Latrese Hill		Earl J. Smith	Daisy Templeton			Jonathan Bean	
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of CSB Admissions Priorities/Selection Criteria - Recruitment and Enrollment Plan 	<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. <p>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</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Ayes	Nays	Abstentions	Not Present																																																								
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Action: <ul style="list-style-type: none"> Consider Approval of the November 20, 2019 Policy Council Minutes 	<p>The minutes of the November 20, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve the November 20, 2019, Policy Council minutes was made by Charles and seconded by Andres Torres. The motion was approved.</p> <table border="1"> <thead> <tr> <th>Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td> Jasmine Cisneros Dominique Washington Maria de Lourdes Barrios Sanchez Damaris Santiago Charles Latham Maria Roxana Alvarado Maldonado Cristal Rodriguez Monica Avila Earl J. Smith </td> <td></td> <td></td> <td> Nivette Moore Mason Nancy Santos Carla Waters Sonia Quinones Yarigza Lopez Elizabeth Rosas Emma Bella Swafford Latrese Hill Jonathan Bean </td> </tr> </tbody> </table>				Ayes	Nays	Abstentions	Not Present	Jasmine Cisneros Dominique Washington Maria de Lourdes Barrios Sanchez Damaris Santiago Charles Latham Maria Roxana Alvarado Maldonado Cristal Rodriguez Monica Avila Earl J. Smith			Nivette Moore Mason Nancy Santos Carla Waters Sonia Quinones Yarigza Lopez Elizabeth Rosas Emma Bella Swafford Latrese Hill Jonathan Bean
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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>											



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	<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 fluent in Spanish. • 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.
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



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	<ul style="list-style-type: none"> • 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