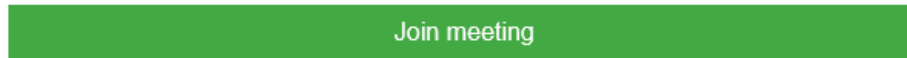


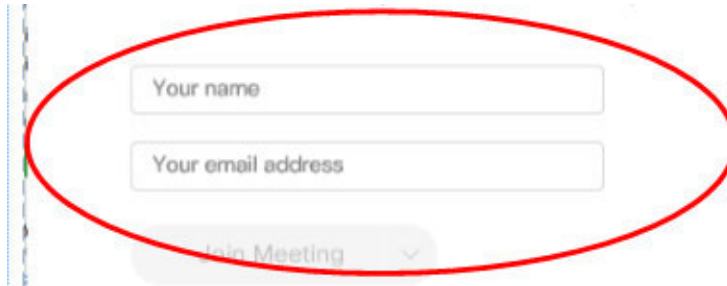
WebEx Meeting

1. Join WebEx meeting from Computer (Surface, Laptop, home PC)

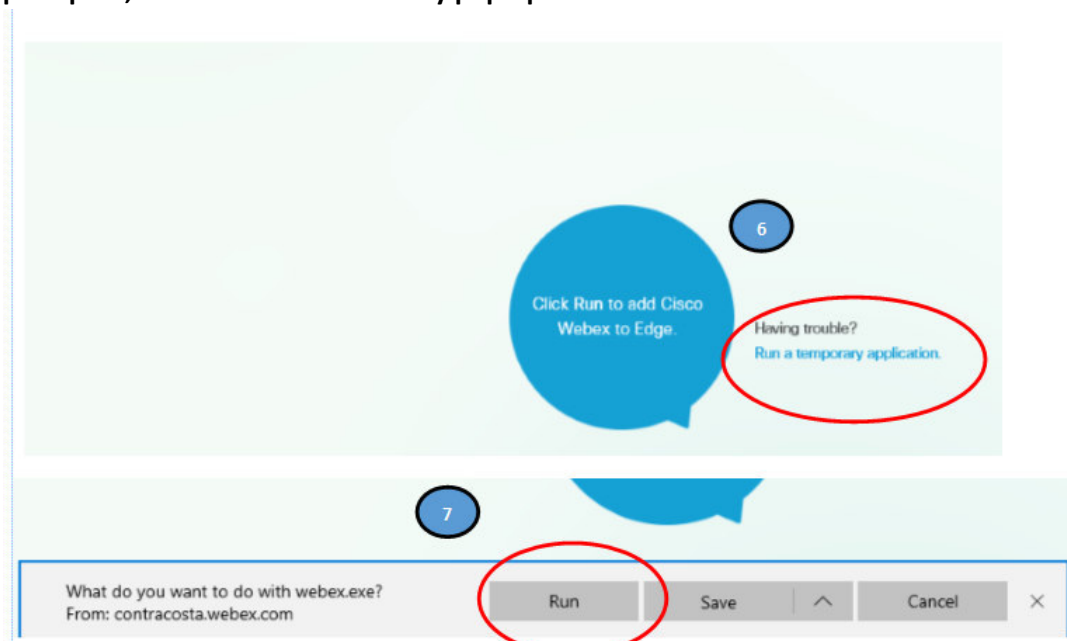
1. Look for WebEx invitation email/or on your calendar if you Accepted, then Click on Join Meeting



2. Enter you Name and email address



3. If prompted, *****Select "Run temporary application" hyperlink*****, then click "Run". If not prompted, WebEx will automatically pop-up.



4. For Audio and Video Connection, Select "Call Using Computer"

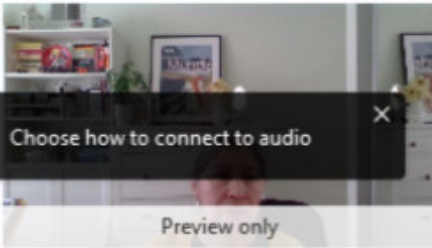
Select Audio Connection

Choose Audio Option ▾

- Call Me
- I Will Call In
- Call Using Computer
- Call My Video System
- No Audio

Select Video Connection

HP 2.0MP High Definition Webca... ▾



Preview only

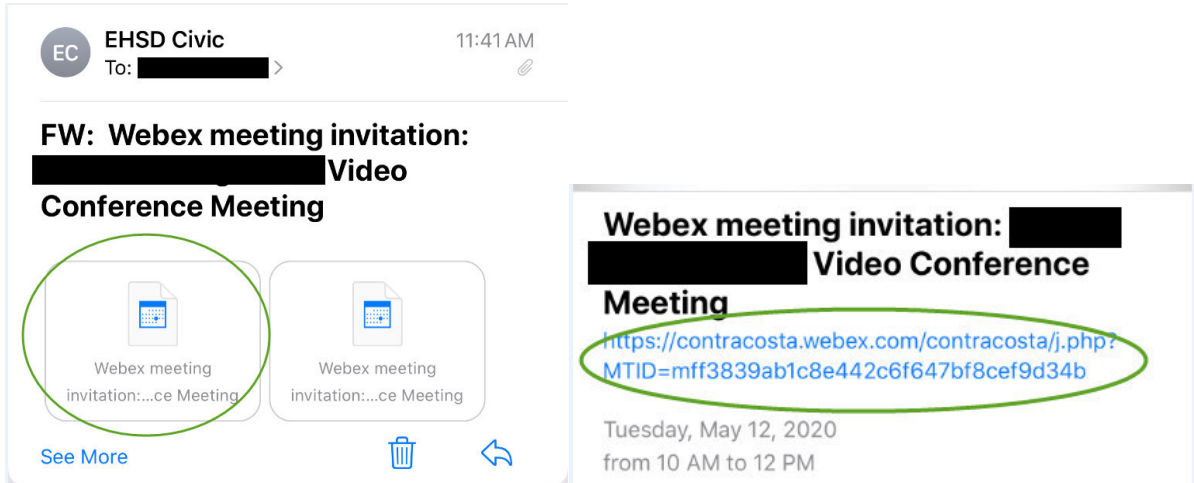
Your video is not showing in the meeting yet. ⓘ

Choose how to connect to audio

Connect Audio and Video

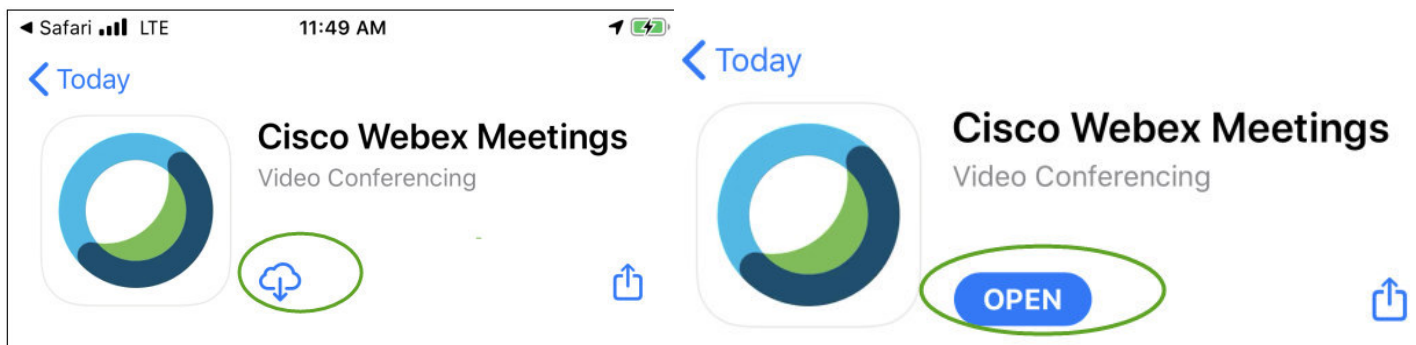
2. Join WebEx meeting from Smart Phone (iPhone, Samsung Galaxy)

1. Click on WebEx meeting Invitation, then click the on the Hyperlink

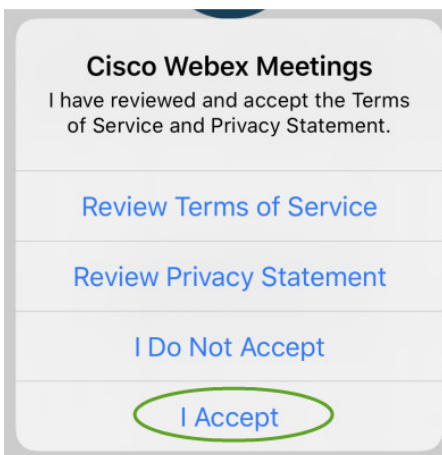


2. You'll need to download "Cisco Webex Meetings" from App Store or Play Store. If you've already downloaded the App, the meeting will automatically load on your phone. Otherwise, do the following to download the App:

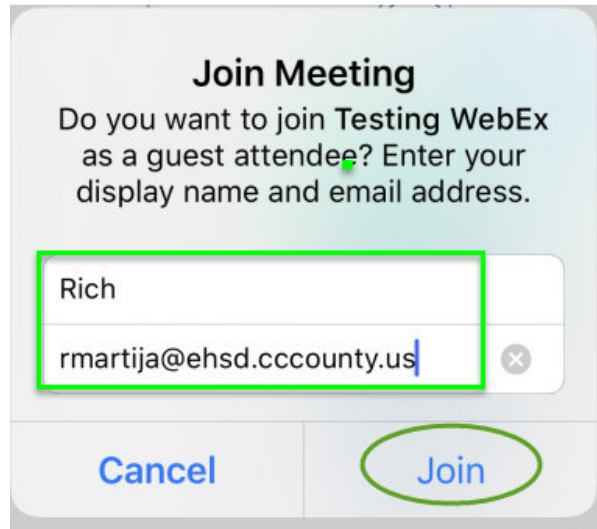
1. Click on Download and Open App



2. Accept Terms of Service/Privacy Statement

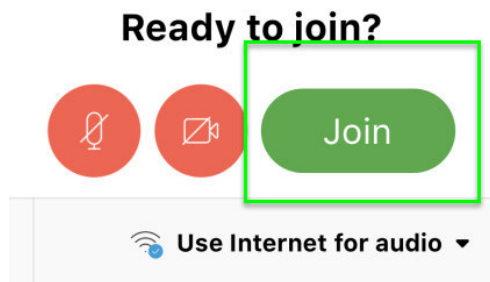


3. Enter you Name and Email and click on Join

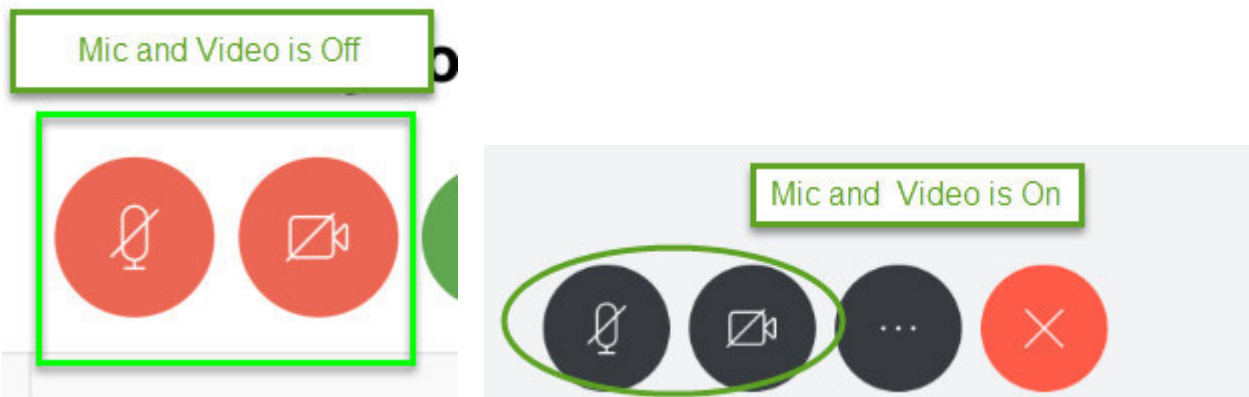


4. When Prompted, Accept and or click on OK to give access to Microphone, Camera and Audio

5. Click on "Join"



6. When prompted, Start Your video and Audio or click on the Red Microphone and Video icons to turn on. Once active, the color should change to white and black:



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 or by contacting Ana.araujo@ehsd.cccounty.us

Agenda

| | |
|---|---------------------------|
| Group/Meeting Name: CSB Policy Council Meeting | |
| Date: May 20, 2020 | Time: 6:00-7:00 PM |
| WebEx - Video Meeting (Refer to the email invite for the link to join the meeting) | |
| 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 Ana Araujo at least 48 hours before the meeting at (925) 864-0837 or at Ana.araujo@ehsd.cccounty.us Or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

Opportunities for Public Comment: *Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item may email their comments to Ana.araujo@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes comment.*

All votes taken during a teleconference will be by roll call.

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

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

An ice breaker to open communication and build connections 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 the Head Start and Early Head Start supplemental application for one-time funds in response to COVID-19.

An approval of the Head Start Summer Program Grant.

An approval of April 15, 2020 Policy Council Minutes.

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 | 2 Minutes |
| Public Comment | Present | Public | 2 Minutes |
| Correspondence | Present Clarify | Katie Cisco | 1 Minute |
| Ice Breaker/Wellness | Present Clarify Check for understanding | Katie Cisco | 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 approval of the Head Start and Early Head Start supplemental application for one-time funds in response to COVID-19 | Present Clarify Check for understanding Check for Agreement | Sarah Reich | 10 Minutes |
| Action: <ul style="list-style-type: none"> • Consider Approval of Head Start Summer Program | Present Clarify Check for understanding Check for Agreement | Sarah Reich | 10 Minutes |
| Action: <ul style="list-style-type: none"> • Consider Approval of April 15, 2020 Policy Council Minutes | Present Clarify Check for understanding | Katie Cisco | 3 Minutes |
| Announcements | Present Clarify Check for Understanding | Ana Araujo | 3 Minutes |
| Meeting Evaluation | Plus/Delta | Volunteer | 2 Minutes |

WebEx videoconference call – Ground Rules

1. **Join Meeting on time** - Set alarm reminders to call in five minutes before starting the meeting. We need to meet quorum (9 Representatives) before 6:00 PM
2. **Be prepared**
 - Review documents ahead and be ready to participate as required.
 - Familiarize yourself with your phone settings, mute/unmute buttons.
 - Choose a quiet location to connect to the call.
3. **When logging-in, state your name first**- This will help us identify who is calling and add you to the participant's role. (e.g., Hi this "XXX Representative" calling for "XXX Center").
4. **Limit background noise** - Mute/Unmute your phone accordingly throughout your participation.
5. **Speak one at a time, slowly and clearly** – Speaker will ask for questions after their presentations. Introduce yourself and briefly state your comment or question.
6. **Voting on Action items** - As you sign in- the Parliamentarian will create a participant's role.
 - Before approving agenda items, a CSB Staff supporting the PC Chair will ask to hear your vote by requesting you to say "Yes," "No" or "Abstain."
 - The Parliamentarian will take a role to listen to your vote. When you hear your name, unmute the phone and respond, "Yes," "No" or "Abstain."
 - Do not leave the call or put your phone on hold, if you are called, and no response is heard, you will be considered "absent."
 - To determine vote decision, a CSB Staff supporting the PC Chair will summarize the vote count:
 - A YES (list names of members voting aye)
 - NOES (list names of members voting no)
 - ABSTAIN (list names of members who abstained)
 - ABSENT (list names of members absent)
 - The chair will announce the proposed decision by stating(Samples):
 - "The motion passes 3-2, with Smith and Jones dissenting. Item X is **approved.**"
 - Or, "The motion passes 4-0, with Smith abstaining. Item X is **approved.**"
 - Or, "The motion fails 3-2, with Smith, Jones, and Black voting against. Item X is **not approved.**"
7. **Avoid multi-tasking** - It's easy to get distracted during a conference call. Our agenda items require your full attention.

May 2020
Policy Council Report
Camilla Rand, Director
Community Services Bureau (CSB)

I am looking forward to seeing you all at the May meeting. We are experimenting with the Web-Ex video conferencing capabilities this month in an effort to be able to see one another throughout the meeting. Please see my updates for this month, to be discussed in greater detail at the May 20 meeting.

- 1. Childcare for emergency and essential workers.** We are continuing to provide childcare for these workers in 5 classrooms at Balboa, Los Arboles and George Miller Concord. Seventeen of these children are county employed workers and we have begun this week enrolling CSB families who are essential workers. We still have over 50 teaching staff and Site Supervisors who have stepped up to provide these important services.
- 2. Reopening Plans:** Although the stay-at-home order is still in place, many childcare programs are beginning plans of reopening at some point in the near future. We have also pulled a committee of staff together who are planning our reopening and what services will look like. We know that when we are able to provide center-based services again, care will look very differently. There are still mandates in place, such as small group sizes of no more than 10 children and social distancing requirements. Re-opening will require many changes that will impact both staff and families.
- 3. Services to Community Services' Families:** As of May 18, all CSB staff are fully deployed and working. We are continuing as we have with individual family touchpoints, grab and go supply distributions, educational activities for families, data entry and planning for the coming year. Our Associate Teachers and some clerks are the last to be deployed and will have a variety of tasks including remote learning through webinars and assisting in completing the year-end work.
- 4. Two critical reports:** I am excited to share with you two important reports for your reference. The first is the clearance of the area of non-compliance with regards to the incident at the YMCA where a child was released to the wrong adult. The second is the Program Performance Summary Report from the Focus Area 2 Review from February 2020. This report shows no area of concerns or non-compliances, only highlights. Exciting news!
- 5. Head Start Grants:** Our administrative team has been working diligently at completing several grant offerings from the Office of Head Start. You will hear about them in more detail at the meeting, but these include a Cost of Living Adjustment (COLA) of approximately 2%; a Quality Improvement grant for the increase of salaries for certain CSB classifications to ensure staff retention; a summer program grant for our part-year program; and a COVID-19 Recovery grant for technology, supplies and facilities' needs as a result of this pandemic.



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 4th Floor – Switzer Memorial Building, 330 C Street SW, Washington DC 20024 eclkc.ohs.acf.hhs.gov

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Candace Andersen
Contra Costa County
1470 Civic Ct
Ste 200
Concord, CA 94520 - 5242

From: Responsible HHS Official

Date: 05/12/2020

Dr. Deborah Bergeron
Director, Office of Head Start

From February 10, 2020 to February 14, 2020, the Administration for Children and Families (ACF) conducted a Focus Area Two (FA2) monitoring review of the Contra Costa County Head Start and Early Head Start programs. This report contains information about the grantee's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, we have found your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following recipients:

Ms. Cynthia Yao, Regional Program Manager
Ms. Kathy Gallagher, Chief Executive Officer/Executive Director
Ms. Camilla Rand, Head Start Director
Ms. Camilla Rand, Early Head Start Director

Glossary of Terms

| | |
|---|---|
| Opportunity for Continuous Improvement (OCI) | An OCI is identified when the grantee is determined compliant in an area; however, through intentional, continuous improvement strategies, the agency has the opportunity to enhance overall program quality. |
| Area of Noncompliance (ANC) | An ANC is identified when the grantee is out of compliance with a specific federal requirement. The grantee is given a specified corrective action timeline wherein the ANC must be fully corrected. If not corrected within the specified timeline, the uncorrected ANC becomes a deficiency. |
| Deficiency | <p>As defined in the Head Start Act, the term "deficiency" means:</p> <p>(A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves:</p> <ul style="list-style-type: none"> (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; <p>(B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or</p> <p>(C) an unresolved area of noncompliance.</p> |



Program Management and Quality Improvement

Program Management

The grantee establishes a management structure consisting of staff, consultants, or contractors who ensure high-quality service delivery; have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their positions; and provide regular supervision and support to staff.

Ongoing Monitoring and Continuous Improvement

The grantee uses data to identify program strengths, needs, and areas needing improvement; evaluate progress toward achieving program goals and compliance with program performance standards; and assess the effectiveness of professional development.

Program Governance

The grantee maintains a formal structure of program governance to oversee the quality of services for children and families and to make decisions related to program design and implementation.

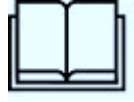
The policy council is engaged in the direction of the program, including program design and planning of goals and objectives.

Program Management and Quality Improvement Highlight

The program established a management structure that provided oversight to ensure quality services. The Management Team had between 7 and 10 years of experience and were trained to facilitate leadership to foster effective teamwork. The Management Team met monthly to discuss all service areas. During the meeting, Managers reviewed the program's organizational chart to ensure all new or changing needs were met. The program divided the organizational and supervision structure into two regions, each with a service team comprising service area experts. Division Managers led each regional team while maintaining individual program-wide responsibilities. For example, one Division Manager oversaw governance, and another Manager managed the home-based model. During team meetings, the team used data sources, such as child and family outcomes and the results from the Self-Assessment to ensure adequate supervision for all staff, coordination of services, and component integration.

The Management Team and program staff used data to monitor service delivery and to track progress towards goals and worked closely with the Quality Management Unit (QMU), who conducted agency-level monitoring. The QMU team provided regular status reports to the center staff and the QMU Assistant Manager. The QMU Assistant Manager assigned a staff member to support the development of a corrective action plan if a non-compliance was identified. The corrective action plan was shared with the governing board (GB) and the policy council (PC) to support decision making regarding the reallocation of resources needed.

The board and the PC also used data from monitoring and service area reports providing effective oversight. For example, working with the county Public Works Department, a building was identified, and board members worked to secure funds for renovations. Work was scheduled to begin in summer 2020, and the board and PC will continue to support the Management Team as they moved forward with the renovation process.



Monitoring and Implementing Quality Education and Child Development Services

Alignment with School Readiness

The grantee's school readiness efforts align with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and State early learning standards.

Effective and Intentional Teaching Practices

The grantee's teaching practices intentionally promote progress toward school readiness and provide high-quality learning experiences for children.

Supporting Teachers in Promoting School Readiness

The grantee prepares teachers to implement the curriculum and support children's progress toward school readiness.

Home-based Program Services

The grantee ensures home-based program services provide home visits, and group socialization activities provide high-quality learning experiences.

Monitoring and Implementing Quality Education and Child Development Services Highlight

The program partnered with the receiving schools to ensure classroom activities aligned with kindergarten expectations. Staff created ten Memorandums of Understanding (MOUs) agreements with each school district that worked with Head Start children and families. The MOUs included defining the roles and responsibilities of each partner to enhance collaboration and coordination of services. The program collaborated with other agencies on the Contra Costa County Local Planning and Advisory Council for Early Care and Education to develop a Road Map to Kindergarten tool. The Road Map provided parents with 16 steps to follow before kindergarten to support successful transitions for their child. The tool included information for parents regarding kindergarten registration and summer activities.

The program also used data to improve quality and to promote continuous improvements. Early closures were implemented to allow staff to attend focused training. Training included the Teaching Pyramid approach, which provided a systematic framework that promoted social and emotional development, provided support for children's appropriate behavior, prevented challenging behavior, and addressed problematic behavior. The Teaching Pyramid was developed from evidence-based practice that aligned with California's Early Learning and Development System, the Head Start Early Learning Framework, and school readiness expectations of California school districts. Implementing the systematic framework helped to support teachers in meeting children's needs and creating environments conducive to learning.

The program's home-based services focused on healthy relationships and parenting skills as the foundation for healthy social and emotional development and school readiness. Home visitors used the Growing Great Kids and Empathy Parenting curriculum. Both curriculums helped families to understand the infant's cues and the parent's ability to respond to their child. Each home visitor included a variety of activities on each home visit, including modeling, activities, reflection, and education in child development. Staff also used the Play by Play program to teach parents to support language development and parent-child bonding by narrating the child's world. The home-based services provided by the program strengthened parenting skills for enrolled families.



Monitoring and Implementing Quality Health Services

Child Health Status and Care

The grantee effectively monitors and maintains timely information on children's health status and care including ongoing sources of health care, preventive care, and follow-up.

Mental Health

The grantee supports a program-wide culture that promotes mental health and social and emotional well-being, and uses mental health consultation to support staff.

Oral Health and Nutrition

The grantee maintains and monitors for effective oral health practices and nutrition services that meet the nutritional needs and accommodate feeding requirements and allergies.

Safety Practices

The grantee implements a process for monitoring and maintaining healthy and safe environments.

Services to Pregnant Women

The grantee provides quality services that facilitate pregnant women's access to health care and provide information to support prenatal, postpartum, maternal, and infant health and emotional well-being.

Monitoring and Implementing Quality Health Services Highlight

The program recently implemented an automated management information system to replace its manual tracking system and helped ensure accurate monitoring of health and dental data. The program used the CLOUDS automated software system, which had built-in prompts that sent reminders to staff on current, upcoming, or expired exams of children. During the intake process, administrative clerks gathered health information from parents and entered it in CLOUDS. The system sent health staff a color-coded reminder of what each child needed and when the follow-up was due. The clerk pulled weekly reports by individual classrooms and worked with families to create an action plan which ensured the health requirement was met. The system could also send families reminders on upcoming appointments. This new reporting system helped to ensure all children had the necessary health and dental services required.

The program partnered with three agencies to provide mental health services. The Mental Health/Disabilities Service Manager worked with classroom staff, families, and the program's Mental Health Consultants (MHCs). The MHCs completed classroom and individual child observations and provided reports and strategies for teachers to use in classrooms. Children with more complex issues were referred to outside mental health agencies. Teachers felt the mental health support provided them with the proper resources and tools they needed to meet the needs of all children in their classrooms.



Monitoring and Implementing Quality Family and Community Engagement Services

Family Well-being

The grantee collaborates with families to support family well-being, parents' aspirations, and parents' life goals.

Strengthening Parenting and Parent-Child Supports

The grantee provides services that strengthen parent-child relationships and support parents in strengthening parenting skills.

Family Engagement in Education and Child Development Services

The grantee provides education and child development services that recognize parents' roles as children's lifelong educators and encourage parents to engage in their child's education.

Monitoring and Implementing Quality Family and Community Engagement Services Highlight

The program worked with each family to create goals based on the Family Assessment and Family Partnership Agreement (FPA) with the assistance of program staff. The staff supported families to attain their goals by providing resources and referrals and tracked each family's progress in the CLOUDS system. Data was used to obtain resources, to plan training, and to improve family support services. For example, at the pregnant and parenting teen program at Crossroads High School, the staff worked closely with families to improve high school graduation rates and strengthen parenting skills. Teen parents attended classes while their children received Early Head Start services. A partnership with the health department secured public health nurses, who completed a 1-week postpartum home visit and continued home services twice per week while the family was in the program.

Staff members also helped to prepare parents to advocate for their children by encouraging parents to be involved in the program. Parents were encouraged to ask questions and to provide input about services. Families shared that frequent communication with program staff made them feel supported and shared staff was open to their ideas and suggestions for program improvements. The program used the Second Step Curriculum and Making Parenting a Pleasure Curriculum to help strengthen parenting skills. Staff offered parent training throughout the year on different aspects of social-emotional wellness, including strategies for supporting children's social and emotional development and families shared they enjoyed these events.



Monitoring and Implementing Fiscal Infrastructure

Budget Planning and Development

The grantee develops and implements its budget to sustain management, staffing structures, and the delivery of services that support the needs of enrolled children and families.

Ongoing Fiscal Capacity

The grantee plans and implements a fiscal management system that supports the organization's ongoing capacity to execute its budget over time and meet the needs of its organization.

Budget Execution

The grantee's financial management system provides for effective control over and accountability for all funds, property, and other assets.

Facilities and Equipment

The grantee complies with application, prior approval, and reporting requirements for facilities purchased, constructed, or renovated with Head Start funds.

Monitoring and Implementing Fiscal Infrastructure Highlight

The program's fiscal staff partnered with the board, the PC, and program staff to develop the budget. The Program Director ensured the budget linked directly to the program's goals. The Director also assured the PC, and GB members understood how the budget supported program services. The PC developed a sub-committee to work on the application and budget, and the members from the sub-committee reported to the larger group at each meeting. The final budget was presented to both the PC and the GB for approval before it was submitted to the Regional Office for approval. The governing bodies received training on roles and responsibilities and stated they felt engaged in the budget and goal development process. The program's fiscal infrastructure ensured effective oversight of financial and program operations.

Monitoring ERSEA: Eligibility, Selection, Enrollment, and Attendance

Determining, Verifying, and Documenting Eligibility

The grantee enrolls children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements.

At least 10 percent of the grantee's total funded enrollment is filled by children eligible for services under IDEA or the grantee has received a waiver.

Enrollment Verification

The grantee maintains and tracks enrollment for all participants including pregnant women.

Monitoring ERSEA: Eligibility, Selection, Enrollment, and Attendance Highlight

The program implemented an automated system to ensure Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) requirements were met. The Centralized Enrollment Unit (CEU) used the CLOUDS automated software system for eligibility determination, validation, identification of open slots, and maintaining the waitlist. The system matched applicant qualifications with program requirements to enroll children in the appropriate and available classrooms. The grantee invested in enrollment kiosks, allowing parents to submit eligibility information directly into the system, triggering a response from the CEU, and beginning the application process. The CLOUDS Interactive Voice Response (IVR) system supported recruited by automating the enrollment hotline to ensure necessary information for enrollment was captured.

Automation of attendance tracked chronic absences and attendance with an alerting feature that prompted staff to reach out to families. Parents used a keypad to sign children in and out, and teachers confirmed attendance on the keypad in the classroom for security. Absences were recognized in the system, and parents received an automatic contact asking for reasons if they didn't contact the center. The data was tracked to determine trends in attendance barriers to allow the program to address attendance issues. The automation of ERSEA provided an ongoing way to track vacancies and ensure the neediest families were enrolled.

----- End of Report -----

Enrollment and Attendance Report to Policy Council April 2020

Enrollment:

- **HS – 97.12%**
- **EHS – 98.70%**
- **EHS-CCP – 95.83%**
- **EHS-CCP2 –89.5%**

Attendance:

No attendance to report due to Covid-19 Shelter in Place order.

Informe de Inscripción y Asistencia al Consejo de Políticas Abril 2020

Inscripción:

- ***HS – 97.12%***
- ***EHS – 98.70%***
- ***EHS-CCP – 95.83%***
- ***EHS-CCP2 –89.5%***

Asistencia:

No hay asistencia para reportar debido al orden de Refugio por el Covid-19.

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF MARCH 2020

| DESCRIPTION | MARCH YTD Actual | Total Budget | Remaining Budget | 25% %YTD |
|---------------------------------------|-----------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL | \$ 1,016,749 | \$ 4,393,637 | \$ 3,376,888 | 23% |
| b. FRINGE BENEFITS | 658,941 | 2,782,810 | 2,123,869 | 24% |
| c. TRAVEL | - | 28,742 | 28,742 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 13,576 | 254,000 | 240,424 | 5% |
| f. CONTRACTUAL | 622,026 | 3,263,489 | 2,641,463 | 19% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 1,105,278 | 5,269,037 | 4,163,759 | 21% |
| I. TOTAL DIRECT CHARGES | \$ 3,416,570 | \$ 15,991,715 | \$ 12,575,145 | 21% |
| j. INDIRECT COSTS | - | 922,664 | 922,664 | 0% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 3,416,570 | \$ 16,914,379 | \$ 13,497,809 | 20% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 854,142</i> | <i>\$ 4,228,594</i> | <i>\$ 3,374,452</i> | <i>20%</i> |

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2020

AS OF MARCH 2020

| DESCRIPTION | MARCH YTD Actual | Total Budget | Remaining Budget | 25% %YTD |
|---------------------------------------|-----------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL | \$ 102,877 | \$ 328,769 | \$ 225,892 | 31% |
| b. FRINGE BENEFITS | 69,153 | 190,906 | 121,753 | 36% |
| c. TRAVEL | - | 2,000 | 2,000 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 631 | 27,800 | 27,169 | 2% |
| f. CONTRACTUAL | 137,799 | 1,649,140 | 1,511,341 | 8% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 22,463 | 1,423,487 | 1,401,024 | 2% |
| I. TOTAL DIRECT CHARGES | \$ 332,924 | \$ 3,622,102 | \$ 3,289,178 | 9% |
| j. INDIRECT COSTS | - | 69,042 | 69,042 | 0% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 332,924 | \$ 3,691,144 | \$ 3,358,220 | 9% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 83,231</i> | <i>\$ 922,786</i> | <i>\$ 839,555</i> | <i>9%</i> |

CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU

EARLY HEAD START- CC PARTNERSHIP #1

BUDGET PERIOD JULY 2019 - JUNE 2020

AS OF MARCH 2020

| DESCRIPTION | MARCH YTD Actual | Total Budget | Remaining Budget | 75% % YTD |
|---------------------------------------|---------------------|---------------------|---------------------|--------------|
| a. PERSONNEL | \$ 177,383 | \$ 305,109 | \$ 127,726 | 58% |
| b. FRINGE BENEFITS | 116,811 | 212,143 | 95,332 | 55% |
| c. TRAVEL | 8 | 7,000 | 6,992 | 0% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 2,762 | 24,100 | 21,338 | 11% |
| f. CONTRACTUAL | 207,067 | 460,020 | 252,953 | 45% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 46,540 | 65,984 | 19,444 | 71% |
| I. TOTAL DIRECT CHARGES | \$ 550,570 | \$ 1,074,356 | \$ 523,786 | 51% |
| j. INDIRECT COSTS | 30,000 | 64,073 | 34,073 | 47% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 580,570 | \$ 1,138,429 | \$ 557,859 | 51% |
| <i>In-Kind (Non-Federal Share)</i> | <i>\$ 140,911</i> | <i>\$ 289,444</i> | <i>\$ 148,533</i> | <i>49%</i> |

**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU
EARLY HEAD START- CC PARTNERSHIP #2
BUDGET PERIOD SEPTEMBER 2019 - AUGUST 2020
AS OF MARCH 2020**

| DESCRIPTION | MARCH YTD Actual | Total Budget | Remaining Budget | 58% % YTD |
|---------------------------------------|---------------------|---------------------|---------------------|----------------------|
| a. PERSONNEL | \$ 299,158 | \$ 710,668 | \$ 411,510 | 42% |
| b. FRINGE BENEFITS | 197,493 | 504,605 | 307,112 | 39% |
| c. TRAVEL | 7,559 | 10,000 | 2,441 | 76% |
| d. EQUIPMENT | - | - | - | 0% |
| e. SUPPLIES | 16,881 | 26,000 | 9,119 | 65% |
| f. CONTRACTUAL | 695,999 | 707,579 | 11,580 | 98% |
| g. CONSTRUCTION | - | - | - | 0% |
| h. OTHER | 734,103 | 1,584,930 | 850,827 | 46% |
| I. TOTAL DIRECT CHARGES | \$ 1,951,194 | \$ 3,543,782 | \$ 1,592,588 | 55% |
| j. INDIRECT COSTS | 92,404 | 149,240 | 56,836 | 62% |
| k. TOTAL-ALL BUDGET CATEGORIES | \$ 2,043,598 | \$ 3,693,022 | \$ 1,649,424 | 55% |
| <i>In-Kind (Non-Federal Share)</i> | \$ 468,803 | \$ 923,256 | \$ 454,453 | 51% |

**COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
FEBRUARY 2020**

| Stat. Date | Amount | Program | Purpose/Description |
|------------|------------------|-------------------------------|--------------------------|
| 02/24/20 | 1,775.25 | EHS-Child Care Partnership #2 | Books, Periodicals |
| 02/24/20 | 83.16 | EHS-Child Care Partnership #2 | Books, Periodicals |
| 02/24/20 | 325.42 | HS Basic Grant | Books, Periodicals |
| 02/24/20 | 325.42 | EHS-Child Care Partnership #2 | Books, Periodicals |
| 02/24/20 | 740.38 | HS Basic Grant | Books, Periodicals |
| | 3,249.63 | | |
| 02/24/20 | 621.76 | HS Basic Grant | Food |
| 02/24/20 | (57.70) | Child Nutrition Food Services | Food |
| | 564.06 | | |
| 02/24/20 | 16.29 | HS Basic Grant | Memberships |
| | 16.29 | | |
| 02/24/20 | (0.15) | EHS-Child Care Partnership #2 | Other Travel Employees |
| 02/24/20 | 476.80 | CSD Liheap PGE Assistance | Other Travel Employees |
| 02/24/20 | 315.92 | HS Basic Grant | Other Travel Employees |
| 02/24/20 | 2,081.64 | HS Basic Grant | Other Travel Employees |
| | 2,874.21 | | |
| 02/24/20 | 750.00 | EHS-Child Care Partnership #2 | Training & Registration |
| 02/24/20 | 75.00 | CSD Liheap PGE Assistance | Training & Registration |
| 02/24/20 | 1,100.00 | HS Basic Grant | Training & Registration |
| | 1,925.00 | | |
| 02/24/20 | 161.51 | EHS-Child Care Partnership #2 | Other Special Dpmtal Exp |
| 02/24/20 | 1,798.36 | Child Care Svs Program | Other Special Dpmtal Exp |
| 02/24/20 | 51.34 | HS Basic Grant | Other Special Dpmtal Exp |
| 02/24/20 | 132.89 | HS Basic Grant | Other Special Dpmtal Exp |
| 02/24/20 | 240.49 | Indirect Admin Costs | Other Special Dpmtal Exp |
| 02/24/20 | (349.00) | Indirect Admin Costs | Other Special Dpmtal Exp |
| | 2,035.59 | | |
| 02/24/20 | (28.31) | EHS-Child Care Partnership #2 | Misc Services/Supplies |
| 02/24/20 | 67.42 | EHS-Child Care Partnership | Misc Services/Supplies |
| 02/24/20 | 1,584.48 | EHS-Child Care Partnership #2 | Misc Services/Supplies |
| 02/24/20 | 10.85 | HS Basic Grant | Misc Services/Supplies |
| 02/24/20 | 181.32 | Child Care Svs Program | Misc Services/Supplies |
| 02/24/20 | 15.21 | HS Basic Grant | Misc Services/Supplies |
| 02/24/20 | 278.78 | Indirect Admin Costs | Misc Services/Supplies |
| 02/24/20 | 346.63 | Fairground Site Costs | Misc Services/Supplies |
| 02/24/20 | 418.71 | EHS Basis Grant | Misc Services/Supplies |
| 02/24/20 | 54.27 | Indirect Admin Costs | Misc Services/Supplies |
| | 2,929.36 | | |
| | 13,594.14 | | |

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

February 2020

13 Approved Sites



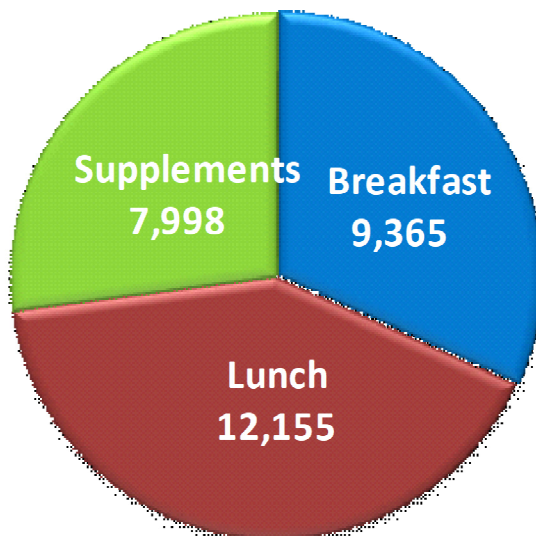
19 Days Meals Served



640 Daily Participation



29,518 Meals Served



**Claim Reimbursement
Total: \$69,085**

2020 Supplemental Funds in Response to Coronavirus Disease 2019 (COVID-19)

Summary of Program Instruction for Policy Council

The Administration for Children and Families (ACF) announced funds are available for Head Start programs in response to COVID-19 and issued the Program Instruction ACF-PI-HS-20-03 (<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-03>).

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to (1) operate supplemental summer programs and about \$250 million is available for (2) one-time activities in response to COVID-19.

1. Summer programs

Many Head Start programs are closed to prevent the spread of COVID-19 in their communities. Closures may result in months of lost learning opportunities and comprehensive services for children and their families. These losses will be compounded for children whose Head Start programs remain closed during summer months (whether in whole or in part). Research has shown that children tend to lose academic gains during the summer months; this is particularly true for children from low-income families. To offset these losses, Head Start programs can operate supplemental summer programs for a portion of their Head Start children who would otherwise not be served over the summer. These summer programs would primarily focus on children transitioning to kindergarten.

2. One-time activities in response to COVID-19

Head Start programs may need to undertake a wide range of one-time, specific actions or activities in response to COVID-19. Activities could include:

1. Mental health services, supports, crisis response, and intervention services.
2. Coordination, preparedness, and response efforts with state, local, tribal, and territorial public health departments and other relevant agencies.
3. Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture (USDA).
4. Training and professional development for staff on infectious disease management.
5. Purchasing necessary supplies and contracted services to sanitize and clean facilities and vehicles.
6. Other actions that are necessary to maintain and resume the operation of programs, such as hiring substitute staff, investing in technology infrastructure, making improvements to air conditioning systems, or other emergency assistance.

Contra Costa County Employment and Human Services Department
Community Services Bureau
Head Start Program
Summer Program Supplement Funding Request

Contra Costa County Employment and Human Services Department (EHSD) Community Services Bureau (CSB) is submitting this request for Summer 2020 Supplemental funding, as outlined in the Administration of Children and Families' Program Instruction ACF-PI-HS-20-03, dated April 14, 2020. CSB would like to allocate this supplemental funding to cover expenditures in operating five (5) childcare centers for eight (8) weeks.

HEAD START BUDGET NARRATIVE:

The following sections provide more detailed information on the proposed use of the Summer Program supplemental funds of **\$705,000** which will be allocated between CSB and our Delegate Agency, First Baptist Head Start (FBHS). CSB's federal allocation is \$580,000 and FBHS's allocation is \$125,000. Per Program Instruction, Non-federal match is not required due to these funds being associated with COVID-19.

(6a) PERSONNEL **\$169,117**

Salaries will be for the following personnel:

1. Teachers \$75,200

These include salaries of ten (10) Teachers who will devote forty (40) hours per week for a period of eight (8) weeks at \$23.50 per hour to the Summer Program. These will be for five (5) CSB childcare centers located at Balboa, George Miller Concord, Marsh Creek, Riverview and George Miller III Richmond. Each physical classroom has one teaching team for morning and afternoon class serving a total of forty (40) children.

2. Teachers Assistant-in-Training \$ 21,584

These include salaries of five (5) Teachers Assistant-in-Training who will devote forty (40) hours per week for a period of eight (8) weeks at \$13.49 per hour to the Summer Program. These will be for the same childcare centers listed for Teachers above.

3. Administrative Services Assistant (ASA) II \$ 5,493

One (1) ASA II will devote twenty (20) hours per week for a period of eight (8) weeks at \$34.33 per hour.

4. Administrative Services Assistant (ASA) III \$ 6,731

One (1) ASA III will devote twenty (20) hours per week for a period of eight (8) weeks at \$42.07 per hour.

5. Accountant III \$ 7,027

One (1) Accountant III will devote twenty hours (20) per week for a period of eight (8) weeks at \$43.92 per hour.

6. Senior Clerks \$17,882

Two (2) Senior Clerks will devote forty (40) hours per week for a period of eight (8) weeks at \$27.94 per hour.

7. Intermediate Clerks \$35,200

Five (5) Intermediate Clerks will devote forty (40) hours per week for a period of eight (8) weeks at \$22.00 per hour.

6b) FRINGE BENEFITS \$125,146

Fringe benefits are calculated at an average of 74% of total salaries. This includes Social Security (FICA), State Disability, Unemployment, Workers' Compensation, Health, Dental, Life Insurance, Retirement and Other Fringe benefits.

(6e) SUPPLIES

\$30,200

Included are office supplies of \$14,200 and children and family services supplies of \$16,200. Children and family services supplies includes transition supplies for children transitioning to kindergarten, computer supplies to support the HS classroom/site,workstations/computers, health/safety, mental health/disabilities, miscellaneous, emergency, and household cleaning supplies.

(6f) CONTRACTUAL

\$39,200

Contractual costs include expenses incurred in outsourcing services such as hiring temporary administrative support and contract for health and disabilities services by a Health Consultant (LVN) as well as FBHS Delegate Agency.

- 1. Administrative Services \$35,300

This represents costs associated with acquiring temporary administrative support from outside for-profit agencies required throughout the eight (8) weeks Summer Program.

- 2. Health / Disabilities Services \$3,900

A specialized health consultant will work with child health and safety, infectious disease prevention and control, disease intervention and management, and tuberculosis testing for parents and staff. The health consultant’s contract is \$78,050 with an hourly rate of \$50.00 for 1,561 hours. HS Summer Program’s share is estimated at 5%.

- 5. Delegate Agency Costs – First Baptist Head Start (FBHS)

FBHS, the only delegate agency of CSB, will provide services to one hundred sixty (160) children and their families in the City of Pittsburg, as well as portions of the adjacent town of Bay Point. FBHS will operate eight (8) classrooms, for eight (8) weeks, at forty (40) hours of operation per week. Details of FBHS budget is provided under the delegate agency submission.

(6h) OTHER

\$184,205

Building Occupancy Costs \$14,500

Site rents are related to HS Summer Program's share of rent costs at the Grantee's Children Sites, partially determined by Contra Costa County's Public Works Department.

2. Utilities and Telephone \$9,200

Projected costs are related to HS Summer Program's share of utility and phone costs based on the available HS slots at the sites.

3. Building & Child Liability Insurance \$500

Building insurance and liability insurance is determined by the County's Risk Management Department.

4. Building Maintenance/Repair & Other Occupancy \$24,300

Buildings are properly maintained and/or repaired to ensure the health and safety of HS children and costs are partially determined by the County's Public Works Department.

5. Local Travel \$1,500

This is to reimburse HS staff for mileage incurred during work related travel for HS Summer Program.

6. Nutrition Services \$10,205

Child Nutrition costs to cover children's meals within the HS Summer Program is estimated to be \$12,800, with a reduction of an estimated CCFP and USDA reimbursement of \$2,595.

8. Accounting and Legal Services \$2,300

This covers HS Summer Program's share of audit, legal and accounting and data processing costs.

9. Publications/Advertising/Printing \$200

Contra Costa County Employment and Human Services Department
Community Services Bureau
Head Start Summer Program Supplement Funding Request

This covers outreach printing costs to be charged to the HS Summer Program.

10. Training and Staff Development \$2,000

This covers training and staff development during the operation of HS Summer Program.

11. Other \$119,500

Site Security Guards (\$5,800): These are HS share of security guard services at sites that are considered at risk and to ensure safety of our children and staff during the HS Summer Program.

Vehicle Operating/Maintenance and Repair (\$15,200): These are estimated cost associated with CSB's county vehicles, partially determined by the County's Public Works Department.

Equipment Maintenance, Repair & Rental (\$20,000): These are HS share of classroom equipment maintenance and repair costs to make sure that equipment is properly maintained and/or repaired, partially determined by the County's Public Works Department.

Other Operating Expenses (\$78,500): These are other allocated costs to the HS Program such as county administration, processing of payroll, contracts, purchasing and other County functions.

(6i) TOTAL DIRECT CHARGES (Summary of lines (6a) – (6h)) \$547,868

(6j) INDIRECT COSTS \$ 32,132

The negotiated Indirect Cost Rate for FY 2020 is 19%. Provision for indirect cost is calculated at 19% of direct salaries and wages.

| | |
|--------------------------------------|------------------|
| (6k) CSB TOTAL FEDERAL BUDGET | \$580,000 |
|--------------------------------------|------------------|

| | |
|---|------------------|
| DELEGATE AGENCY – FIRST BAPTIST HEAD START | \$125,000 |
|---|------------------|

FBHS, the only delegate agency of CSB will provide services to 160 children and their families at their children centers located at Lido Square, Odessa and Belshaw. Non-federal share is not required by ACF because these funds are associated with COVID-19. Details of FBHS’s budget is provided under the delegate agency submission.

| | |
|-----------------------------|------------------|
| TOTAL FEDERAL BUDGET | \$705,000 |
|-----------------------------|------------------|



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



Date: 4/15/2020

Time Convened: 6:05 PM

Time Terminated: 7:38 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 and ground meeting rules. |
| Public Comment | None |
| Correspondence | <p>Katie Cisco, Chair, read correspondence from Chris Pflaumer, Program Specialist for the Administration of Children and Families:</p> <p>The Regional Office of Head Start is supporting Contra Costa County’s decision to merge their two Early Head Start-Child Care Partnership grants into one award that will last from September 1st, 2020, to August 31st, 2021. As part of this, we have worked with our central budget office to confirm the combined funding that will be awarded under this combined grant. These amounts are:</p> <p>Program Operations: \$4,719,190 Training and Technical Assistance: \$112,261 Cost Of Living Adjustment: \$94,383 Quality Improvement Funding: 104,540 Total: \$5,030,374</p> |
| 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.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • On Tuesday, April 14, 2020, CSB opened three emergency childcare classrooms to front line county health care workers. We are proud of the 54 CSB teaching staff and Site Supervisors who have volunteered to be the first to provide this essential service. Balboa, GM Concord and Los Arboles will host these first classrooms, which will each house cohorts of 10 preschool children and will follow strict health and safety guidelines for childcare centers as directed by the CDC, Health Services and Community Care Licensing. We are planning to open two more classrooms at George Miller Concord and Los Arboles by the week’s end. Katharine will discuss in her report all that we are doing to ensure the utmost safety of our staff and cleanliness of the facilities. • The State Department of Education has released a management bulletin to programs with guidance on emergency childcare. This will be for existing families who are essential workers, as described by the Governor on March 16 as well as other essential workers in the county. This will be staffed on a voluntary basis. We have asked for volunteers this week. • Families - We are continuing to support all CSB families in a variety of ways during this time: <ul style="list-style-type: none"> ▪ We have set up a hotline number for families to call with needs. Each week, we receive up to 60 calls. The needs this week were |



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



| TOPIC | RECOMMENDATION / SUMMARY |
|-------|---|
| | <p>Food, diapers, wipes, rental assistance, energy assistance, and educational supplies. All needs have been accommodated.</p> <ul style="list-style-type: none"> ▪ We have set up weekly diaper/wipe/formula “Grab and Go” on Tuesdays at Fairgrounds and George Miller III – 27 families were served in total this week. We are adding educational supplies this week that includes crayons, scissors, pencils, and paper. ▪ George Miller III teaching staff provided 118 families with education supplies and activities on Thursday, April 9. Staff prepared the supplies and families picked them up throughout the day as needed. ▪ We send weekly text and e-mail messages through our CLOUDs system with activities families can do at home ▪ Our Facebook page and Twitter feeds are active with updates and community resources. ▪ Staff continue to personally reach out to directly to families in need <ul style="list-style-type: none"> • Staff - Permanent staff are continuing to get paid per the county and Head Start. Other supports include: <ul style="list-style-type: none"> ▪ The county is providing additional paid leave for permanent and temporary staff during this time, through December 2020 ▪ Wellness Activities are a standard opening for each teleconference meeting and these various activities indicate that staff are resilient and keeping an attitude of gratitude while sharing ideas to overcome challenges of working at home. Weekly wellness messages are sent to staff to help keep morale up. ▪ Teachers have picked up the surface computers from their classrooms to bring home to catch up on paperwork and communicate with families. Those without internet connection are being provided with VPN tokens whenever possible. ▪ Assistant Directors and Site Supervisors are in regular communications with staff to ensure needs are met. <p>Katharine Mason, Division Manager, Enrollment and Attendance statistics:</p> <p>February</p> <ul style="list-style-type: none"> • Enrollment: 98.74% for Head Start; 101% for Early Head Start; 100% for Early Head Start Child Care Program Partnership #1; and 98.8% for Early Head Start Child Care Program Partnership #2. • Attendance: 84.11% for Head Start; 84.31% for Early Head Start; 92.33 % for Early Head Start Child Care Program Partnership #1; and 82.27% for Early Head Start Child Care Program Partnership #2. <p>March</p> <ul style="list-style-type: none"> • Enrollment: 98.37% for Head Start; 98.71% for Early Head Start; 97.22% for Early Head Start Child Care Program Partnership #1; and 98.42% for Early Head Start Child Care Program Partnership #2. • Attendance: 65.60% for Head Start; 54.85% for Early Head Start; 76.89% for Early Head Start Child Care Program Partnership #1; and 63.19% for Early Head Start Child Care Program Partnership #2. <p>Program Updates: <u>Emergency Childcare (ERCC)</u></p> |



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



| TOPIC | RECOMMENDATION / SUMMARY |
|-------|--|
| | <p>The primary goal: to ensure staff and children are healthy, safe, and protected while providing a developmentally appropriate and fun environment for the children.</p> <p>This modified childcare is different from what we are used to: HSPPS does not apply and almost all licensing requirements have been waived. This program is based on infection control guidance from the Health Officer, Child Care License instructions for emergency childcare, and the expertise and creativity of our Content Area Managers, Assistant Directors and Site Supervisors. These dedicated staff have worked closely with Health Services during the last three weeks to develop an emergency childcare (ERCC) program that meets the community’s need for childcare for hospital workers while following and in some cases exceeding best practices for the safety of our staff, including:</p> <p>For childcare:</p> <ul style="list-style-type: none"> • Four-hour shifts to support staff who may need to care for other family members • Small, consistent groups of children and providers with no more than 10 children per group • PPE (personal protective equipment) for all staff that includes masks and gloves, and cover-up for infant caregivers • Strict cleaning and sanitization procedures aligned with CDC guidance • Strict pick-up and drop off procedures that minimize people in/out of classrooms • Policies that screen and monitor children and staff for signs of illness, and strict illness exclusion policies • Training and Q&A opportunity prior to starting <p>Our kitchen will be operating to serve 3 meals a day to the children. For kitchen staff:</p> <ul style="list-style-type: none"> • PPE for all staff • Practicing social distancing, cleaning and sanitation guidelines in the workplace • Policies that screen staff for illness • Safe food handling training for those new to the kitchen <p>ERCC Service plan at this time is to open five (5) classrooms this week, 7am-6pm as needed. Need for childcare and available staffing will determine where we go from there.</p> <ul style="list-style-type: none"> • Balboa: 10 preschool • GMC: 10 preschool; 10 mixed age group family care • Los Arboles: 10 preschool, 10 toddler • Later: more classes possible at Balboa, GMC, and Ambrose, based on need and staffing. • 54 volunteers: teaching staff and site supervisors! • Emphasis placed on teaching & practicing infection control measures detailed in Contra Costa Health Services (CCHS), community |



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



| TOPIC | RECOMMENDATION / SUMMARY |
|-------|--|
| | <p>care licensing (CCL) & Center for Disease Control (CDC) guidance, including handwashing and not touching one's face</p> <ul style="list-style-type: none"> • Educational programming designed to support the teachers in working with young children to teach and practice good hygiene and social distancing <p>Facility cleaning & sanitation:</p> <ul style="list-style-type: none"> • Nightly cleaning by professional janitorial • Designated staff to clean and sanitize throughout the day, specifically commonly used equipment and frequently touched surfaces • Centers will be thoroughly cleaned prior to resuming normal operation <p><u>Services to Enrolled families</u></p> <ul style="list-style-type: none"> • The Family Resource Hotline went live Monday, March 25, and has received 131 calls as of April 13, 2020. The needs are (in priority order): Food, diapers/wipes, financial assistance (rent/energy bills), and educational materials. • Grab-n-Go Diaper/Wipe/Formula Distribution began on March 31 and occurs weekly on Tuesday. As of April 13, 2020, 56 families have received diapers and 1 has received formula. Educational supplies will be added to these events beginning April 12, 2020. • The Comprehensive Services Team, including the Partner unit, have made an average of 111 touchpoints daily with families since March 23, 2020. • Site Supervisors and teachers are contacting families and providing a variety of educational activities such as Grab & Go bags, or video story time or exercise class. • Educational Grab & Go bags have been created for families in need of educational supplies at home, such as crayons, scissors, pencils, & paper. As of April 15, 2020, 24 families have received the materials. <p>Haydee Ilan, Accountant III presented the following fiscal reports:</p> <ul style="list-style-type: none"> ○ 2019-2020 Head Start Program: January 2020 year to date cash expenditures were \$640,110 YTD, which represents 4% of the program budget. ○ 2019-2020 Early Head Start Program: January 2020 year to date cash expenditures were \$45,293 YTD, which represents 1% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership: January 2020 year to date cash expenditures were \$438,639 YTD, which represents 39% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership #2: January 2020 year to date cash expenditures were \$1,567,983 YTD, which represents 42% of the program budget. ○ 2019-2020 Head Start Program: February 2020 year to date cash expenditures were \$1,533,894 YTD, which represents 9% |



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------|------------------|--------------|---|--------------------|---|-----------|---|--------------|---|-------------|---|----------------|------------|-----------------|---|----------|-----------|--------------------------------|--------------------|------|------|-------------|-------------|
| | <p>of the program budget.</p> <ul style="list-style-type: none"> ○ 2019-2020 Early Head Start Program: February 2020 year to date cash expenditures were \$161,471 YTD, which represents 4% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership: February 2020 year to date cash expenditures were \$509,074 YTD, which represents 45% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership #2: February 2020 year to date cash expenditures were \$2,007,613 YTD, which represents 54% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of January 2020 were \$6,259.35. ○ Child and Adult Care Food Program: January 2020 total meal served including breakfast, lunch, and supplements were 31,733. | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of FY 2020 - 21 Carryover Budget for Early Head Start Child Care Partnership #2 | <p>Haydee Ilan, Accountant III, provided an overview of the FY 2020 - 21 Carryover Budget for Early Head Start Child Care Partnership #2. CSB is requesting a carryover of unspent funds of \$1,798,050 from FY 2019 – 20 Early Head Start – CCP 2 program, to finance the facilities work in progress and other necessary expenditures. CSB is also requesting a waiver of the Non-Federal match since most of the building and Facilities improvement cannot generate volunteer activities from the community.</p> <p>The planned expenditures for the unobligated balance will be allocated as follows:</p> <table border="1" data-bbox="361 1019 1041 1352"> <thead> <tr> <th>DESCRIPTION</th> <th>Carryover Budget</th> </tr> </thead> <tbody> <tr><td>a. PERSONNEL</td><td align="right">-</td></tr> <tr><td>b. FRINGE BENEFITS</td><td align="right">-</td></tr> <tr><td>c. TRAVEL</td><td align="right">-</td></tr> <tr><td>d. EQUIPMENT</td><td align="right">-</td></tr> <tr><td>e. SUPPLIES</td><td align="right">-</td></tr> <tr><td>f. CONTRACTUAL</td><td align="right">\$ 586,010</td></tr> <tr><td>g. CONSTRUCTION</td><td align="right">-</td></tr> <tr><td>h. OTHER</td><td align="right">1,212,040</td></tr> <tr><td>I. TOTAL DIRECT CHARGES</td><td align="right">\$1,798,050</td></tr> </tbody> </table> <p>A motion to approve the FY 2020 - 21 Carryover Budget for Early Head Start Child Care Partnership #2 was made by Daisy Templeton and seconded by Andres Torres. The motion passed.</p> <table border="1" data-bbox="361 1442 1650 1484"> <tr> <td align="center">Ayes</td> <td align="center">Nays</td> <td align="center">Abstentions</td> <td align="center">Not Present</td> </tr> </table> | DESCRIPTION | Carryover Budget | a. PERSONNEL | - | b. FRINGE BENEFITS | - | c. TRAVEL | - | d. EQUIPMENT | - | e. SUPPLIES | - | f. CONTRACTUAL | \$ 586,010 | g. CONSTRUCTION | - | h. OTHER | 1,212,040 | I. TOTAL DIRECT CHARGES | \$1,798,050 | Ayes | Nays | Abstentions | Not Present |
| DESCRIPTION | Carryover Budget | | | | | | | | | | | | | | | | | | | | | | | | |
| a. PERSONNEL | - | | | | | | | | | | | | | | | | | | | | | | | | |
| b. FRINGE BENEFITS | - | | | | | | | | | | | | | | | | | | | | | | | | |
| c. TRAVEL | - | | | | | | | | | | | | | | | | | | | | | | | | |
| d. EQUIPMENT | - | | | | | | | | | | | | | | | | | | | | | | | | |
| e. SUPPLIES | - | | | | | | | | | | | | | | | | | | | | | | | | |
| f. CONTRACTUAL | \$ 586,010 | | | | | | | | | | | | | | | | | | | | | | | | |
| g. CONSTRUCTION | - | | | | | | | | | | | | | | | | | | | | | | | | |
| h. OTHER | 1,212,040 | | | | | | | | | | | | | | | | | | | | | | | | |
| I. TOTAL DIRECT CHARGES | \$1,798,050 | | | | | | | | | | | | | | | | | | | | | | | | |
| Ayes | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | |



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------------|------------------------------------|--|----------------------|----------------|--------------|------------|------------------|----------------------------------|-----------|----------|--------------------------|-----------|-----------|----------------------|--|------------------|--------------|------------------|----------------------------------|----------|--------------------------|----------|----------------------|-----------------|--------------|------------------|----------------------------------|----------|--------------------------|----------|----------------------|------------------|------|------|-------------|-------------|----------------------------------|--|--|------------------------------------|
| | Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Monica Avila | Daisy Templeton | | | Dominique Washington | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tracy Keeling | | | | Damaris Santiago | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kim Pham Perez | | | | Maria Alvarado | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Andres Torres | | | | Cristal Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Emily Ferne | | | | Earl Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Dawn Miguel | | | | Maria Bautista | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: <ul style="list-style-type: none"> Consider Approval of 2% Cost of Living Adjustment (COLA) increase for Head Start, Early Head Start, Early Head Start Child Care Partnership #1, Early Head Start Child Care Partnership #2 and Quality Improvement Grant | <p>Haydee Ilan, Accountant III, provided an overview of the Cost of Living Adjustment (COLA) increase for Head Start, Early Head Start, Early Head Start Child Care Partnership #1, Early Head Start Child Care Partnership #2 and Quality Improvement Grant.</p> <table border="1"> <thead> <tr> <th>Funding Type</th> <th>Head Start</th> <th>Early Head Start</th> </tr> </thead> <tbody> <tr> <td>Cost-of-Living Adjustment (COLA)</td> <td>\$334,341</td> <td>\$72,164</td> </tr> <tr> <td>Quality Improvement (QI)</td> <td>\$359,366</td> <td>\$113,826</td> </tr> <tr> <td>Total Funding</td> <td></td> <td>\$879,697</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Funding Type</th> <th>Early Head Start</th> </tr> </thead> <tbody> <tr> <td>Cost-of-Living Adjustment (COLA)</td> <td>\$22,250</td> </tr> <tr> <td>Quality Improvement (QI)</td> <td>\$35,000</td> </tr> <tr> <td>Total Funding</td> <td>\$57,250</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Funding Type</th> <th>Early Head Start</th> </tr> </thead> <tbody> <tr> <td>Cost-of-Living Adjustment (COLA)</td> <td>\$72,133</td> </tr> <tr> <td>Quality Improvement (QI)</td> <td>\$69,540</td> </tr> <tr> <td>Total Funding</td> <td>\$141,673</td> </tr> </tbody> </table> <p>A motion to approve the 2% Cost of Living Adjustment (COLA) increase for Head Start, Early Head Start, Early Head Start Child Care Partnership #1, Early Head Start Child Care Partnership #2 and Quality Improvement Grant was made by Andres Torres and seconded by Liliana Gonzalez. The motion passed.</p> <table border="1"> <thead> <tr> <th>Ayes</th> <th>Nays</th> <th>Abstentions</th> <th>Not Present</th> </tr> </thead> <tbody> <tr> <td>Nancy Santos Liliana Gonzalez</td> <td></td> <td></td> <td>Jasmine Cisneros Jamillah Moore</td> </tr> </tbody> </table> | | | | | | Funding Type | Head Start | Early Head Start | Cost-of-Living Adjustment (COLA) | \$334,341 | \$72,164 | Quality Improvement (QI) | \$359,366 | \$113,826 | Total Funding | | \$879,697 | Funding Type | Early Head Start | Cost-of-Living Adjustment (COLA) | \$22,250 | Quality Improvement (QI) | \$35,000 | Total Funding | \$57,250 | Funding Type | Early Head Start | Cost-of-Living Adjustment (COLA) | \$72,133 | Quality Improvement (QI) | \$69,540 | Total Funding | \$141,673 | Ayes | Nays | Abstentions | Not Present | Nancy Santos Liliana Gonzalez | | | Jasmine Cisneros Jamillah Moore |
| Funding Type | Head Start | Early Head Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost-of-Living Adjustment (COLA) | \$334,341 | \$72,164 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality Improvement (QI) | \$359,366 | \$113,826 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Funding | | \$879,697 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Funding Type | Early Head Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost-of-Living Adjustment (COLA) | \$22,250 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality Improvement (QI) | \$35,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Funding | \$57,250 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Funding Type | Early Head Start | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost-of-Living Adjustment (COLA) | \$72,133 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Quality Improvement (QI) | \$69,540 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Funding | \$141,673 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ayes | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nancy Santos Liliana Gonzalez | | | Jasmine Cisneros Jamillah Moore | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | |
|-------|--------------------------|-----------------|--|--|----------------------|---------------|
| | Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford |
| | Monica Avila | Daisy Templeton | | | Dominique Washington | |
| | Mariam Okesanya | Jonathan Bean | | | Maria Barrios | |
| | Tracy Keeling | | | | Damaris Santiago | |
| | Kim Pham Perez | | | | Maria Alvarado | |
| | Andres Torres | | | | Cristal Rodriguez | |
| | Emily Ferne | | | | Earl Smith | |
| | Dawn Miguel | | | | Maria Bautista | |

- Action:**
- Consider Approval of Early Head Start Child Care Partnership #2 Grant

Haydee Ilan, Accountant III, provided an overview of the Early Head Start Child Care Partnership #2 Grant. The standard one budget period is from 9/1/2020 through 8/31/2021. The Budget summary below is for Year 4 of the five-year grant period.

| Budget Categories: | FY 2020-2021 EHS Child Care Partnership |
|---|--|
| Personnel | \$1,000,000 |
| Fringe Benefits | \$720,000 |
| T & TA | \$95,261 |
| Travel (T & TA) | \$17,000 |
| Supplies | \$64,500 |
| Contractual | \$1,088,387 |
| Other | \$1,855,226 |
| Sub-Total of Direct Charges | \$4,840,374 |
| Indirect Costs | \$190,000 |
| Total Federal Amount Being Requested | \$5,030,374 |
| Non-Federal Share | 1,257,594 |
| | |
| Total Federal and Non-Federal | \$6,287,968 |

A motion to approve the Early Head Start Child Care Partnership #2 Grant was made by Charles Latham and seconded by Dawn. The motion passed.



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------------|-------------|----------------------|----------------------|----------------|------|--|------|-------------|-------------|--|--------------|------------------|--|--|------------------|----------------|----------------|-------------|--|--|---------------------|---------------|--------------|-----------------|--|--|----------------------|--|-----------------|---------------|--|--|---------------|--|---------------|--|--|--|------------------|--|----------------|--|--|--|----------------|--|---------------|--|--|--|-------------------|--|-------------|--|--|--|------------|--|-------------|--|--|--|----------------|--|
| | Ayes | | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Monica Avila | Daisy Templeton | | | Dominique Washington | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Tracy Keeling | | | | Damaris Santiago | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Kim Pham Perez | | | | Maria Alvarado | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Andres Torres | | | | Cristal Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Emily Ferne | | | | Earl Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Dawn Miguel | | | | Maria Bautista | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: <ul style="list-style-type: none"> Consider Approval of CSB Admissions Priorities & Selection Criteria | <p>Sarah Reich, ASAlll, provided an overview of the 2020-2021 CSB Admissions Priorities and Selection Criteria previously approved on January 15, 2020. Edits made on the Infant/Toddler section items 3 and 4 were switched to match the preschool side.</p> <p>A motion to approve the 2020-2021 CSB Admissions Priorities and Selection Criteria was made by Andres Torres and seconded by Emily Ferne. The motion passed.</p> <table border="1"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Nancy Santos</td> <td>Liliana Gonzalez</td> <td></td> <td></td> <td>Jasmine Cisneros</td> <td>Jamillah Moore</td> </tr> <tr> <td>Charles Latham</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nivette Moore Mason</td> <td>Emma Swafford</td> </tr> <tr> <td>Monica Avila</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Dominique Washington</td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td>Jonathan Bean</td> <td></td> <td></td> <td>Maria Barrios</td> <td></td> </tr> <tr> <td>Tracy Keeling</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td></td> </tr> <tr> <td>Kim Pham Perez</td> <td></td> <td></td> <td></td> <td>Maria Alvarado</td> <td></td> </tr> <tr> <td>Andres Torres</td> <td></td> <td></td> <td></td> <td>Cristal Rodriguez</td> <td></td> </tr> <tr> <td>Emily Ferne</td> <td></td> <td></td> <td></td> <td>Earl Smith</td> <td></td> </tr> <tr> <td>Dawn Miguel</td> <td></td> <td></td> <td></td> <td>Maria Bautista</td> <td></td> </tr> </tbody> </table> | | | | | | Ayes | | Nays | Abstentions | Not Present | | Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | Monica Avila | Daisy Templeton | | | Dominique Washington | | Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | Tracy Keeling | | | | Damaris Santiago | | Kim Pham Perez | | | | Maria Alvarado | | Andres Torres | | | | Cristal Rodriguez | | Emily Ferne | | | | Earl Smith | | Dawn Miguel | | | | Maria Bautista | |
| Ayes | | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monica Avila | Daisy Templeton | | | Dominique Washington | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tracy Keeling | | | | Damaris Santiago | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kim Pham Perez | | | | Maria Alvarado | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andres Torres | | | | Cristal Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emily Ferne | | | | Earl Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dawn Miguel | | | | Maria Bautista | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: <ul style="list-style-type: none"> Consider Approval of the | <p>Sarah Reich, ASA III, provided an overview of the Central Kitchen Program Improvement Grant. Community Services Bureau (CSB) is requesting to utilize Head Start funds to contribute to the cost of the relocation and renovation of the Central Kitchen. CSB has identified an alternate location (303 41st St. in Richmond) at an existing county building nearby. We anticipate the total cost of the project to be \$2.3</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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



| TOPIC | RECOMMENDATION / SUMMARY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------|-------------|----------------------|----------------|--|------|-------------|-------------|--|--------------|------------------|--|--|------------------|----------------|----------------|-------------|--|--|---------------------|---------------|--------------|-----------------|--|--|----------------------|--|-----------------|---------------|--|--|---------------|--|---------------|--|--|--|------------------|--|----------------|--|--|--|----------------|--|---------------|--|--|--|-------------------|--|-------------|--|--|--|------------|--|-------------|--|--|--|----------------|--|
| Central Kitchen Program Improvement Grant | <p>million and will be securing the funding through a variety of sources. This request for \$995,000 will go towards the total costs of ensuring we can continue to serve our 14 locations countywide each day.</p> <p>A motion to approve the Central Kitchen Program Improvement Grant was made by Emily Ferne and seconded by Tracy Keesling. 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>Nancy Santos</td> <td>Liliana Gonzalez</td> <td></td> <td></td> <td>Jasmine Cisneros</td> <td>Jamillah Moore</td> </tr> <tr> <td>Charles Latham</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nivette Moore Mason</td> <td>Emma Swafford</td> </tr> <tr> <td>Monica Avila</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Dominique Washington</td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td>Jonathan Bean</td> <td></td> <td></td> <td>Maria Barrios</td> <td></td> </tr> <tr> <td>Tracy Keeling</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td></td> </tr> <tr> <td>Kim Pham Perez</td> <td></td> <td></td> <td></td> <td>Maria Alvarado</td> <td></td> </tr> <tr> <td>Andres Torres</td> <td></td> <td></td> <td></td> <td>Cristal Rodriguez</td> <td></td> </tr> <tr> <td>Emily Ferne</td> <td></td> <td></td> <td></td> <td>Earl Smith</td> <td></td> </tr> <tr> <td>Dawn Miguel</td> <td></td> <td></td> <td></td> <td>Maria Bautista</td> <td></td> </tr> </tbody> </table> | | | | Ayes | | Nays | Abstentions | Not Present | | Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | Monica Avila | Daisy Templeton | | | Dominique Washington | | Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | Tracy Keeling | | | | Damaris Santiago | | Kim Pham Perez | | | | Maria Alvarado | | Andres Torres | | | | Cristal Rodriguez | | Emily Ferne | | | | Earl Smith | | Dawn Miguel | | | | Maria Bautista | |
| Ayes | | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monica Avila | Daisy Templeton | | | Dominique Washington | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tracy Keeling | | | | Damaris Santiago | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kim Pham Perez | | | | Maria Alvarado | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andres Torres | | | | Cristal Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emily Ferne | | | | Earl Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dawn Miguel | | | | Maria Bautista | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the February 15, 2020, Policy Council Minutes | <p>The minutes of February 15, 2020, Policy Council minutes were reviewed and no corrections were noted.</p> <p>A motion to approve February 15, 2020, Policy Council minutes was made by Daisy Templeton and seconded by Liliana Gonzalez. 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>Nancy Santos</td> <td>Liliana Gonzalez</td> <td></td> <td></td> <td>Jasmine Cisneros</td> <td>Jamillah Moore</td> </tr> <tr> <td>Charles Latham</td> <td>Katie Cisco</td> <td></td> <td></td> <td>Nivette Moore Mason</td> <td>Emma Swafford</td> </tr> <tr> <td>Monica Avila</td> <td>Daisy Templeton</td> <td></td> <td></td> <td>Dominique Washington</td> <td></td> </tr> <tr> <td>Mariam Okesanya</td> <td>Jonathan Bean</td> <td></td> <td></td> <td>Maria Barrios</td> <td></td> </tr> <tr> <td>Tracy Keeling</td> <td></td> <td></td> <td></td> <td>Damaris Santiago</td> <td></td> </tr> <tr> <td>Kim Pham Perez</td> <td></td> <td></td> <td></td> <td>Maria Alvarado</td> <td></td> </tr> <tr> <td>Andres Torres</td> <td></td> <td></td> <td></td> <td>Cristal Rodriguez</td> <td></td> </tr> <tr> <td>Emily Ferne</td> <td></td> <td></td> <td></td> <td>Earl Smith</td> <td></td> </tr> </tbody> </table> | | | | Ayes | | Nays | Abstentions | Not Present | | Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | Monica Avila | Daisy Templeton | | | Dominique Washington | | Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | Tracy Keeling | | | | Damaris Santiago | | Kim Pham Perez | | | | Maria Alvarado | | Andres Torres | | | | Cristal Rodriguez | | Emily Ferne | | | | Earl Smith | | | | | | | |
| Ayes | | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nancy Santos | Liliana Gonzalez | | | Jasmine Cisneros | Jamillah Moore | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charles Latham | Katie Cisco | | | Nivette Moore Mason | Emma Swafford | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monica Avila | Daisy Templeton | | | Dominique Washington | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mariam Okesanya | Jonathan Bean | | | Maria Barrios | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tracy Keeling | | | | Damaris Santiago | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kim Pham Perez | | | | Maria Alvarado | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andres Torres | | | | Cristal Rodriguez | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Emily Ferne | | | | Earl Smith | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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



| TOPIC | RECOMMENDATION / SUMMARY | |
|--------------------|---|--|
| | Dawn Miguel | Maria Bautista |
| Announcements | Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement: <ul style="list-style-type: none"> • Statement of Economic Interests Form 700 will be reviewed during our next meeting. • Comprehensive Services Team has done a wonderful job addressing the needs of the families calling the Family Resource Hotline. | |
| Meeting Evaluation | <p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good participation • A recommendation was made to use video call with Zoom or Goggle Hangout | <p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Practice muting call to block background noise • Summarize reports to cut down on meeting time |

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