



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



Date: 8-19-2020

Time Convened: 6:18 PM

Time Terminated: 7:30 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 6:18 pm. • Andres Torres, Secretary, reviewed the desired outcomes • Jasmine Cisneros, Parliamentarian, reviewed the ground meeting rules.
Public Comment	None
Correspondence	None
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<p>Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked representatives for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> • Director Transition: Camilla Rand has transitioned from her position as CSB Director effective July 13, 2020. Katharine is acting as Interim Director while EHSD/CSB goes through the formal hiring process. Camilla is close-by and remains committed to working through this transition for as long as needed, and we have a strong management team that is keeping the work of the Bureau flowing seamlessly. Policy Council leadership will work in partnership with Kathy and the Regional Office in the permanent hiring process. • CSB directly operated centers re-opened July 1 - 13th in a phased approach. Unfortunately, in the two weeks following full re-opening, we had to close centers and multiple classrooms due to COVID-related instances while we sought further guidance from the local health department. After careful and thoughtful consideration, we decided to close all CSB centers for the next several weeks, with a tentative reopening date of Tuesday, September 8, 2020. First Baptist, our Delegate Agency, has also closed during this same period. We feel it is in the best interest of all to temporarily close while additional information is provided to us by the Health Department's newly created local childcare task force regarding how to best operate during these times. We will discuss in further detail at the meeting. CSB partner centers that re-opened in June and July are continuing to provide services and are closing classrooms as needed based on guidance from the Health Department. Our partner unit is providing support and technical assistance to them as needed. • Comprehensive Services staff have resumed Grab & Go's for families in need of diapers and wipes and are working to start virtual parent meetings this month. Teaching staff are working to prepare for the new school year and re-opening September 8th while taking advantage of this closure time to prepare additional Distance Learning materials and for professional development and wellness. • Central Kitchen Construction Phase I Project started as of August 3rd 2020. This is the necessary structural work and is scheduled to complete by the end of Dec 16th 2020. Then we will begin to move kitchen equipment in and get the office spaces ready. • New Head Start Year ahead: this new program year will not look or feel like anything we've experienced before and will most likely continue to have some surprises and shifts due to our local experience with COVID19, ongoing guidance from health officials, and



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	<p>requirements by Head Start and the State. Meanwhile, we will move forward with services to families to the greatest extent allowed and safely, including all essential business of the Bureau. Together we will make it through this time.</p> <p>Enrollment and Attendance statistics: July</p> <ul style="list-style-type: none"> • Enrollment: 95.06% for Head Start; 99% for Early Head Start; 97.22% for Early Head Start Child Care Program Partnership #1; and 87.9% for Early Head Start Child Care Program Partnership #2. • Attendance: 38.51% for Head Start; 54.48% for Early Head Start; 87.19% for Early Head Start Child Care Program Partnership #1; and 42.86% for Early Head Start Child Care Program Partnership #2. Low attendance numbers due to “distance learners” because Covid-19 concerns & class size restrictions <p>Amy Wells, Division Manager (TU), provided an overview of program updates.</p> <ul style="list-style-type: none"> • Overview of reopening process <ul style="list-style-type: none"> ○ CSB recently made the difficult decision to re-close all thirteen childcare centers August 10 through September 7, 2020. This action is due to the surge in cases in the county coinciding with the July re-opening. ○ CSB task force committee was established. This is comprised of teachers, SS, managers, asst. mangers. The plan is to meet weekly over the course of our closure to provide feedback into reopening plans. As of now, we have had one meeting with another scheduled later this week. We had a great discussion and a share out of what everyone felt “worked” during the July phased reopening, what maybe didn’t work, and what we need to consider moving forward. We are in the process of gathering relevant data and information from the CDC and the local HSD to ensure we are kept abreast of all new information as we move forward with our plans. ○ In addition to CSBs task force, the Health Services Department (HSD) has also created a task force that is specific to providing guidance for child care centers (as opposed to k-12). We plan to merge this guidance with CSBs plan to reopen. CSB remains in close contact with the HSD as well. ○ During this time, we are also securing additional Personal Protective Equipment (PPE) and necessary supplies. ○ Teaching staff and Site Supervisors are continuing to work during the closure and centers will be open for this purpose so that staff can access office space, technology and classrooms. ○ We hope that our September 8th reopening date is firm, but we will make a decision no later than August 31st and inform families. At the time of reopening, we hope to have at least preliminary guidance for child care from the HSD, we hope to see a reduction in cases in the county from late July, and to have all additional PPEs in place at the sites. • Grab and Go Diaper distribution for our families is ramping back up with East and West pick up spots; Balboa & FG every Tuesday from 9-12pm



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	<ul style="list-style-type: none"> • Parent meetings go virtual this month – much effort has gone into planning, training, and implementing. • Program Development Updates-Family Development Credential (FDC), 13 staff graduated after completing the January-August trainings. • Many of CSB’s Head Start and Early Head Start sites have completed the Tele-inspections. Tele-inspections are administered by the California Department of Social Services (CDSS) to inspect facilities, and are conducted virtually. The Licensing Program Analysts who conducted the remote inspections were very impressed with how CSB prepared all sites with re-opening plans and ensuring all relative reading materials were posted for families and staff. It made their inspections go fast and pleasant. • All childcare partners are in varying stages of reopening their childcare centers with more than half reopened as of July 1. • The Annual Child Care Partner meeting was held via Zoom on Thursday, July 16, 2020, and was well attended. Training was provided to ensure a successful, yet modified, program year beginning September 8, 2020. <p>Haydee Ilan, Accountant III, presented the following Fiscal Reports:</p> <ul style="list-style-type: none"> ○ 2019-2020 Head Start Program: June 2020 year to date cash expenditures were \$6,755,891 YTD, which represents 36% of the program budget. ○ 2019-2020 Early Head Start Program: June 2020 year to date cash expenditures were \$1,308,952 YTD, which represents 32% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership: June 2020 year to date cash expenditures were \$1,031,894 YTD, which represents 74% of the program budget. ○ 2019-2020 Early Head Start – CC Partnership #2: June 2020 year to date cash expenditures were \$2,798,821 YTD, which represents 49% of the program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of April 2020 were \$9,099.38, for the month of May 2020 were \$10,792.38, and for the month of June 2020 were \$7,407.27. ○ Child and Adult Care Food Program: April 2020 total meal served, including breakfast, lunch, and supplements were 49, for the month of May 2020 were 269, and for the month of June 2020 were 1182.
<p>Report:</p> <ul style="list-style-type: none"> • 2018-2022 Goals & Objectives Semi-Annual updates 	<p>Sarah Reich, ASAI, provided an overview of the 2018-2022 Goals & Objectives Semi-Annual updates.</p> <p>Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p>



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	<p>Objective 1: By June 30, 2020, CSB will implement the use of interactive self-service kiosks, web portal, and mobile application with user-friendly interface and software that interacts with CSB’s data management system.</p> <p><i>January Update:</i> Kiosk installation is in progress with plans to deploy the use of a web application that communicates with the CLOUDS data management system. Additional enhancements have been requested after testing. Families will soon be able to apply for services using the Kiosks. At this time, kiosks are not being fully utilized by the public for these purposes due to center closures and shelter in place mandates.</p> <p><i>June Update:</i> Kiosks have now been installed at George Miller Concord, George Miller III, Marsh Creek and the administrative office in Concord. The web application is accessible on the kiosks for purposes of applying for services.</p> <p>Objective 2: By June 30, 2020, CSB will develop communication protocols to maximize the use of Short Message System (SMS) and e-mails through CSB’s data management system to enhance communication with families and staff.</p> <p><i>January Update:</i> CSB has been exploring use of the SMS and e-mail features available in CLOUDS. A team of CSB managers are in the process of developing protocol to provide guidance for utilizing these forms of communication.</p> <p><i>June Update:</i> Communication Protocol has been developed in collaboration with content area managers. The Protocol provides guidance for staff to use the various methods of communication via CLOUDS. CSB has already been working within the parameters of the protocol through distance learning and remote services as result of the COVID-19 Shelter in Place.</p> <p>Objective 3: By June 30, 2020, CSB will expand the use of the Interactive Voice Response (IVR) system that allows the database to interact with families for purposes of automated alerts to support recordkeeping.</p> <p><i>January Update:</i> The business systems unit is working with CLOUDS developers and the request to expand IVR to support absence reporting is in progress.</p> <p><i>June Update:</i> Use of IVR to support absence reporting is still in progress as project priorities shifted in response to the COVID-19 pandemic. CSB has expanded use of IVR to support access to services to meet emerging needs of families due to the COVID-19 pandemic and Shelter in Place orders. Due to the flexibility of the IVR design, CSB was able to quickly mobilize to create the Family Resource Hotline and Survey for Essential Workers.</p> <p>Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p> <p>Objective 1: In February 2020, CSB will pilot two Early Head Start oral health curricula during Oral Health Month to determine which curriculum will be used in our program moving forward.</p>



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	<p>January Update: Oral Health Curriculum has been purchased and is pending delivery. Teeth for Tots Curricula is designed to support families and caregivers of children birth to three. Teeth for Two Curricula is designed to support staff who work with pregnant women. Presentations will be scheduled during Early Head Start Parent Meetings at Aspiranet, Crossroads, Ambrose and CC College.</p> <p>June Update: Due to FA2 and GKASD in February, the pilot was postponed for March. Due to COVID-19 and the closures of centers the curriculum was not presented.</p> <p>Objective 2: By June 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.</p> <p>January Update: On January 7th, CSB began providing CLASS coaching services for Early Head Start teachers at partners sites. TeachStone consultant, Angela Beeck is leading two groups, Making the Most of Classroom Interaction (MMCI), a face-to-face coaching group, and My TeachStone Direct coaching online group.</p> <p>June Update: Partner Program staff began participating in two coaching groups. Due to Covid-19 Shelter-In-Place requirements from our County, we determined that placing the coaching on hold would best meet the needs of the participants. We will begin coaching again in September with the same participants.</p> <p>Objective 3: By June 2020, both CSB and the partners will increase family collaborating and understanding of school readiness through various family engagement activates based on the first assessment date in the child outcomes report.</p> <p>January Update: Families have participated in the pre-survey to report their comfort level in supporting their child’s learning in the selected area of development. Families have started receiving monthly take-home activities and educational materials.</p> <p>June Update: Families received take-home activities for the months of January and February. Due to Covid-19 Shelter-in-Place requirements, staff prepared grab-and-go educational materials for families, which included an additional activity relating to our goals. We also provided books to families during a book giveaway, which supports our literacy goal. During our Shelter-in-Place order, CSB Education team and teachers provided virtual learning activities to families via our CLOUDS email system and social media. These learning activities included all areas of development with an emphasis on modifying the activities for each developmental level from infancy to Pre-K.</p> <p>Goal 3: CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p> <p>Objective 1: By December 2020, 15 additional Teacher Assistant Trainees will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.</p>



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	<p>January Update: Four Teacher Assistant Trainees were enrolled in classes this past Fall 2019 and all passed their classes. One TAT graduated from the program and is in the process of applying to the AT permit while the other three continue in the program this Spring 2020. Two additional TATs have been accepted into the program and begin classes this Spring as well.</p> <p>June Update: Of the six Teacher Assistant Trainees (TAT) who took classes this past Spring, three passed their classes, two of whom will continue this Fall. One TAT completed the program and is in the process of acquiring an Associate Teacher (AT) Permit and transitioning as an AT with CSB. We continue to recruit new participants to foster their growth personally and professionally with CSB.</p> <p>Objective 2: By December 2020, 10 teachers will acquire classes in pursuit of degrees and a higher-level permit.</p> <p>January Update: Information on the Brandman University accelerated BA program at presented at the November 2019 All Cluster and invites were issued to teachers to attend the January 2020 informational session.</p> <p>June Update: Three teachers within CSB are taking various classes geared towards Associate Degree requirements.</p> <p>Objective 3: By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will improve CSB’s holistic wellness in the areas of: 1) Consistent information dissemination 2) Nutrition and physical activity 3) Effective Stress Management.</p> <p>January Update: The 2019 CDC Scorecard has been conducted at all 3 pilot sites and indicates the following: (1) Organizational Support increased between 10 – 27 points, (2) Physical Activity increased between 7-9 points at two sites and one site remains the same, (3) Stress Management increased at one site, one site remains the same, the other decreased by one point.</p> <p>June Update: During Shelter-In-Place order between March and June due to COVID-19, the Mental Health Manager and Wellness Representative sent a wide range of mental health resources, information and materials twice a week to help staff cope with the unprecedented challenges and manage stress and anxiety. We also developed a Trauma-informed staff survey to identify areas of stress to help create or enhance supports as we work to reopen our centers. The survey data showed us that almost 70% felt comfortable in returning to work, and affirmed our efforts to provide further training in the following areas to ensure staff are prepared and feel supported: Health and Safety and Self-Care and Wellness.</p> <p>Objective 4: By December 2020, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.</p>



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	<p>January Update: CSB is aggressively recruiting utilizing various strategies to attract qualified ATs and TATs. In addition to using traditional methods, the Bureau expended its recruitment to include new sources such as LinkedIn, Lear4Good, Edjoin and some movie theaters. Currently the Bureau is working with the County’s Bus System to use the county busses to advertise for its teaching positions, and other innovative recruitment strategies to attract qualified ATs and TATs. As a result of these increased recruitment efforts for the period July 1st, 2019 – December 31st, 2019, CSB hired 2 permanent and 5 temporary ATs and 1 TAT.</p> <p>June Update: Due to the COVID19 pandemic and the closure of the centers, all hiring within the County was placed on hold. Further, although the bureau’s recruitment activities continued, the Shelter-In-Place situation in the County resulted in less people looking for work and reduced job applications. During the period January 1– May 31, 2020, the Bureau hired 1 permanent Associate Teacher, 6 temporary Teacher Assistant Trainees (TATs) and 2 temporary Associate Teachers (ATs). During this time the Bureau also hired 2 permanent Infant/Toddler Master Teachers (internal promotions), and 6 permanent Master Teachers (internal promotions).</p> <p>Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p> <p>Objective 1: By June 2020, CSB staff will participate in a learning series targeted at boosting staff confidence and enthusiasm in working with parents to achieve meaningful and appropriate engagement in program activities.</p> <p>January Update: Identified staff have registered in Leadership Equity & Opportunity (LEO) trainings to support lasting systems that have the capacity to enhance social, economic and racial equity and improve the well-being of county residents. Trained staff will support CSB with developing the Strong Parents/Strong Families re-design Parent Committee Meetings.</p> <p>June Update: Five Content Area Managers registered to participate in the Leadership Equity & Opportunity (LEO) training that consisted of four sub-training series. Staff completed the first training prior to social distancing mandates. Staff will be informed when the training resumes so that they may complete the full series.</p> <p>Objective 2: By June 2020, CSB will introduce “Strong Partners/Strong families,” a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.</p> <p>January Update: Current positive Parent Committee meeting trends have been identified to support re-designing Parent Committees. Parent Committee meetings data from previous parent meetings has been analyzed by comparing number of participants against agenda topics. Identified topics in need of enhancement to inform changes to support the provisions of robust and engaging parent committee meetings.</p>



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	<p>June Update: CSB has prioritized supporting families with crisis interventions through the use of family referrals and resources during the Shelter-in-Place. We have ensured families remained informed of program events and resources through the use of CLOUDS group messaging and social media (Facebook, twitter and YouTube). Meeting platforms are currently being developed to support our work with families while maintaining social distancing, including exploring use of virtual meetings and trainings to maintain families connected to their centers. The Parent Family Community Engagement Manager has completed training on the best ways to provide virtual meetings and the use of social media to reach all families with resources and trainings.</p> <p>Objective 3: By June 2020, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15^(TM): Online Learning for Dads.</p> <p>January Update: CSB purchased Fathering in 15^(TM), an online program from the National Fatherhood Initiative (FNI). Pilot timelines have been designed to guide the implementation of the pilot, with a representative sample of sites was selected; Contra Costa College, Los Aborles, and Aspiranet. The pilot includes dispersal of marketing material to successfully recruit fathers/father figures. On their own time, fathers will have about five months to complete the 15 on-line training topics and complete the pre/post-training surveys.</p> <p>June Update: Through social media, CSB has linked fathers to the National Fatherhood Initiative, a web-page designed with fathers in mind. The page provides resources, community links, and discussed topics relevant to their interests. CSB plans to re-initiate the Fathering in 15 project as centers re-open and piloting the program at two centers by Fall 2020 to inform roll-out to the entire Bureau by June 2021.</p> <p>Objective 4: By June 2020, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.</p> <p>January Update: All Comprehensive Services staff completed the ECLKC training by October 2019. A referral process with the Contra Costa County Office of Education was developed and disseminated to School districts in December 2019. By April 2020, a referral process will be developed and implemented with Community Action Partners.</p> <p>June Update: Due to the COVID-19 Shelter-in-Place order, creating a referral process with Community Action Partners has been postponed until October 2020.</p>								
<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of 2021 Head 	<p>Sarah Reich, ASA III, provided an overview of the 2021 Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives.</p> <p>BUDGET SUMMARY-</p> <table border="1" data-bbox="340 1458 1467 1489"> <thead> <tr> <th data-bbox="340 1458 873 1489">Budget Categories:</th> <th data-bbox="873 1458 1052 1489">T/TA</th> <th data-bbox="1052 1458 1268 1489">Basic Grant</th> <th data-bbox="1268 1458 1467 1489">TOTAL</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Budget Categories:	T/TA	Basic Grant	TOTAL				
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Start Program Continuation Grant	Personnel		4,240,000	4,240,000																				
	Fringe Benefits		2,650,000	2,650,000																				
	T & TA		-																					
	Travel		-																					
	Supplies		185,000	185,000																				
	Contractual	100,900	3,983,655	4,084,555																				
	Construction		-	-																				
	Other	96,444	5,546,487	5,642,931																				
	Sub-Total of Direct Charges		16,605,142	16,802,486																				
	Indirect Costs		805,600	805,600																				
	Total Federal Amount Requested	197,344	17,410,742	17,608,086																				
	Non-Federal Share	49,336	4,352,686	4,402,022																				
	Total Federal and Non-Federal	246,680	21,763,428	\$22,010,108																				
	A22/PA20 Requested Amount for First Baptist (Delegate Agency) included in Total Amount above	\$8,000	\$2,285,865	\$ 2,293,865																				
<p>A motion to approve the 2021 Head Start Program Continuation Grant was made by Andres Torres and seconded by Daisy Templeton. The motion passed.</p> <table border="1"> <thead> <tr> <th>Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros Maria Barrios Charles Latham Andres Torres Jonathan Bean Damaris Santiago Liliana Gonzalez Katie Cisco</td> <td>Daisy Templeton</td> <td></td> <td>Nivette Moore Mason Nancy Santos Dominique Washington Cristal Rodriguez Maria Roxana Alvarado Monica Avila Mariam Okesanya Tracy Keeling</td> <td>Dawn Miguel Maria Bautista Jamillah Monroe Emily Ferne</td> </tr> </tbody> </table>					Ayes	Nays	Abstentions	Not Present		Jasmine Cisneros Maria Barrios Charles Latham Andres Torres Jonathan Bean Damaris Santiago Liliana Gonzalez Katie Cisco	Daisy Templeton		Nivette Moore Mason Nancy Santos Dominique Washington Cristal Rodriguez Maria Roxana Alvarado Monica Avila Mariam Okesanya Tracy Keeling	Dawn Miguel Maria Bautista Jamillah Monroe Emily Ferne										
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of 2021 Early Head Start Program Continuation Grant 	<p>Sarah Reich, ASA III, provided an overview of the 2021 Early Head Start Program Continuation Grant Application: Including Budgets, T & TA Plan and Program Goals & Objectives.</p> <p>BUDGET SUMMARY</p> <table border="1"> <thead> <tr> <th>Budget Categories:</th> <th>T/TA</th> <th>Basic Grant</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td></td> <td>475,500</td> <td>475,500</td> </tr> <tr> <td>Fringe Benefits</td> <td></td> <td>300,000</td> <td>300,000</td> </tr> <tr> <td>Travel</td> <td>2,000</td> <td>-</td> <td>2,000</td> </tr> <tr> <td>Supplies</td> <td></td> <td>15,500</td> <td>15,500</td> </tr> </tbody> </table>				Budget Categories:	T/TA	Basic Grant	TOTAL	Personnel		475,500	475,500	Fringe Benefits		300,000	300,000	Travel	2,000	-	2,000	Supplies		15,500	15,500
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	Contractual	20,500	1,957,328	1,977,828																																																						
	Construction																																																									
	Other	60,444	955,517	1,015,961																																																						
	Sub-Total of Direct Charges	82,944	3,703,845	3,786,789																																																						
	Indirect Costs		90,345	90,345																																																						
	Total Federal Amount Requested	82,944	3,794,190	3,877,134																																																						
	Non-Federal Share	20,736	948,548	969,284																																																						
	Total Federal and Non-Federal	\$103,680	\$4,742,738	\$4,846,418																																																						
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<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the June 17, 2020, Policy Council Minutes 	<p>The minutes of June 17, 2020, Policy Council minutes were tabled for next meeting because quorum was not met due to two representatives leaving the meeting.</p>																																																									
<p>Report:</p> <ul style="list-style-type: none"> Mid and End Year Outcomes Report 	<p>Julia Kittle-White, Education Manager and Jesse Black, Assistant Director (TU), provided and overview of the Mid and End Year Outcomes Report.</p> <p>Infant and Toddler School Readiness Goals</p> <table border="1"> <tr> <td align="center">RESPONDING EARLIER</td> <td align="center">RESPONDING LATER</td> <td align="center">EXPLORING EARLIER</td> <td align="center">EXPLORING MIDDLE</td> <td align="center">EXPLORING LATER</td> <td align="center">BUILDING EARLIER</td> <td align="center">BUILDING MIDDLE</td> <td align="center">BUILDING LATER</td> <td align="center">INTEGRATING EARLIER</td> </tr> </table>				RESPONDING EARLIER	RESPONDING LATER	EXPLORING EARLIER	EXPLORING MIDDLE	EXPLORING LATER	BUILDING EARLIER	BUILDING MIDDLE	BUILDING LATER	INTEGRATING EARLIER																																													
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Policy Council Conference Call Meeting Minutes
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TOPIC	RECOMMENDATION / SUMMARY								
	Infant/Toddlers Progress & Expected Outcome Domain	Baseline	Mid-Year	SR June 2020					
	Approaches to Learning - <i>Attention Maintenance</i> (ATL-REG 1)	39%	52%	70%					
	Social Emotion Development - <i>Symbolic and Sociodramatic Play</i> (SED 5)	43%	52%	70%					
	Language and Literacy Development - <i>Responsiveness to Language</i> (LLD 2)	46%	56%	75%					
	Cognition Including Math and Science: <i>Number Sense of Quantity</i> (COG 3)	29%	39%	70%					
	Physical Development Health: Personal Care Routine Hygiene (PD-HLTH 6)	45%	56%	75%					
	Infant and Toddler Year-End Data								
	Measure	Year-End Outcome	School Readiness Goal						
	ATL-REG 1	61%	70%						
	SED 5	64%	70%						
	LLD 2	67%	75%						
	COG 3	55%	70%						
	PD-HLTH 6	64%	75%						
	Preschool School Readiness Goals								
	RESPONDING EARLIER	RESPONDING LATER	EXPLORING EARLIER	EXPLORING MIDDLE	EXPLORING LATER	BUILDING EARLIER	BUILDING MIDDLE	BUILDING LATER	INTEGRATING EARLIER
	Preschool Progress & Expected Outcome Domain				Baseline	Mid-Year	SR June 2020		
	Approaches to Learning - <i>Attention Maintenance</i> (ATL-REG 5)				41%	66%	80%		
	Social Emotion Development - <i>Symbolic and Sociodramatic Play</i> (SED 5)				49%	70%	85%		
	Language and Literacy Development - <i>Responsiveness to Language</i> (LLD 6)				32%	60%	80%		
	Cognition Including Math and Science: <i>Number Sense of Quantity</i> (COG 4)				39%	64%	80%		
	Physical Development Health: Personal Care Routine Hygiene (PD-HLTH 4)				59%	75%	90%		
	Preschool Year-End Data								



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	Pre-Kindergarten Progress & Expected Outcome Domain					Baseline	Mid-Year	SR June 2020																		
	Approaches to Learning - <i>Attention Maintenance</i> (ATL-REG 5)					44%	72%	80%																		
	Social Emotion Development - <i>Symbolic and Sociodramatic Play</i> (SED 5)					44%	77%	85%																		
	Language and Literacy Development - <i>Responsiveness to Language</i> (LLD 6)					38%	70%	85%																		
	Cognition Including Math and Science: <i>Number Sense of Quantity</i> (COG 3)					38%	76%	85%																		
	Physical Development Health: <i>Personal Care Routine Hygiene</i> (PD-HLTH 6)					55%	83%	90%																		
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	PD-HLTH 4	91%	90%
Report: <ul style="list-style-type: none"> Community Assessment 	<p>In Conclusion</p> <ul style="list-style-type: none"> ▶ Due to Shelter-In-Place beginning in March, the final assessments were not completed on all children. ▶ Total number of assessments for the final period was lower than the previous assessments, which would result in skewed and inaccurate data. ▶ We are currently in the process of examining our assessment system and School Readiness plans due to changes within our program structure as a result of Covid-19. <p>Nelly Ige, ASA III, provided an overview of the Community Assessment year 4 updates. CSB conducts a Community Assessment every year to comply with the Head Start Program Performance Standards HSPPS 1302.11(b)(1) and 1302.11(b)(2).</p> <p>The importance of a Community Assessment</p> <ul style="list-style-type: none"> • Make informed decisions about service delivery • Understand the need of our families • Recognize demographic changes and address newly identified needs • Identify skills and competences needed • Advance cultural competence • Mobilize community resources and partnerships <p>5 Populous Cities</p> <ul style="list-style-type: none"> • Concord – 128,758 • Antioch – 110,730 • Richmond – 109,340 • San Ramon - 75,384 • Pittsburg – 70,492 <p>Race/Ethnicity</p> <ul style="list-style-type: none"> • Caucasian – 44.4% • Hispanic or Latino – 25.4% • Asian – 16.1% 		

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> African American – 8.3%  <ul style="list-style-type: none"> Pacific Islander/Native Hawaiian – 0.5% Other Race – 0.3% American Indian/Alaska Native – 0.2% <p>Economic Profile (Pre-COVID-19)</p> <ul style="list-style-type: none"> Median Family Income - \$107,907 up 4% Unemployment – 2.7% Rent – Increase 6% to \$2,239 Federal Poverty Level – 9.1% of all individuals live at income levels below FPL Public Assistance – down 541 cases since December 2019 <p>Economic Profile (COVID-19)</p> <ul style="list-style-type: none"> Unemployment – 14.5% by April CalWorks – 3.6% increase in cases by June 2020 CalFresh – 25% new cases April-June 2020 <p>Homelessness – 2277 people were experiencing homelessness in Contra Costa County</p> <ul style="list-style-type: none"> 52% of adults had mental health condition 50% of adults had substance use issue 45% of adults had a chronic health condition 6% of adults were veterans <p>Top three reasons for losing housing:</p> <ul style="list-style-type: none"> 25% due to cost of living/rent



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	<ul style="list-style-type: none"> • 17% due to eviction • 14% due to their substance use <p>Children & Families</p> <ul style="list-style-type: none"> • 10,899 births in 2019 • 19% of low income children 0-5 visited a dentist • 2% of County's 0-5 are uninsured • Up 57.7% Opioid-related overdose deaths • Teen birth at 3.6 per 1000 in 2018 • Down 16% Foster Care since 2018 • Child abuse substantiated rates up 6.9% in 2019 • Decline in Child Abuse reporting during pandemic <p>Special Education – 2,511 children 0-5 requiring special education for Hard to Hearing, Autism, and Speech or Language Impairment.</p>	
Announcements	<p>Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participants and shared the following announcement:</p> <ul style="list-style-type: none"> • Representatives interested in serving another term need to inform their site supervisor and be re-elected during their next site parent meeting in September. • Orientation for new and returning representative will be on September 26, 2020. Presentations will be recorded and sent as videos two weeks prior to the Orientation. • Next Policy Council meeting will be on September 30, 2020. 	
Meeting Evaluation	<p align="center"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good participation, meet quorum • Recognitions 	<p align="center"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None