

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)). To slow the spread of COVID-19, the CSB Policy Council Executive Meeting will be accessible via Zoom as permitted by Government Code section 54953 (e).

# Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> November 17, 2021	<b>Time:</b> 6:00 PM – 8:00 PM
<b>Zoom Meeting ID:</b> 846 2326 0882 <b>Password:</b> 092863	
<b>Meeting Leader:</b> Juan Batiz	
<b>Purpose:</b> 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 [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@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 [aaaraujo@ehsd.cccounty.us](mailto:aaaraujo@ehsd.cccounty.us) before or during the meeting. Please raise your hand in the Zoom app when your item is called and you 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.

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

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- An approval of the Past Parent Representatives so that our council is fully seated.

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- An approval of the 2020 carryover for Head Start and Early Head Start Unobligated funds.

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- An approval of the application to extend the EHS-CCP grant (09HP000111) past its current project end date of December 31, 2021 to allow sufficient time to complete grant activities.

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- An approval of the October 20, 2021, Policy Council Minutes.

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

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- An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

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- Do a wellness activity to open communication and enhance overall wellbeing

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- An understanding of training on Head Start Eligibility, so that the governing body may have an understanding of federal regulations and CSB policies and procedures as are applicable to Head Start eligibility determination.

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- Heard a nutrition presentation from the nutritionist so that we may continue on a path of health and wellness.

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

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- Heard announcements so that we may be informed of Bureau news and/or available community resources.

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- 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	Juan Batiz	2 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Myriah Herrington	2 Minutes
Public Comment	Present	Public	2 Minutes
Correspondence	Present Clarify	Karen Medrano	2 Minute
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Juan Batiz	6 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Review and Consider Approval of Past Parent Representative</li> </ul>	Present Clarify Check for understanding Check for Agreement	Juan Batiz	6 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of the 2020 carryover for HS and EHS Unobligated Funds.</li> </ul>	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	7 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of the application to extend the EHS-CCP grant.</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sarah Reich	7 Minutes (Reserve 3 minutes for roll call)
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of October 20, 2021, Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Karen Medrano	6 Minutes (Reserve 3 minutes for roll call)
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Director</li> </ul>	Present Clarify Check for understanding	Dr. Aaron Alarcon-Bowen	10 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>Interim Division Manager</li> </ul>	Present Clarify Check for understanding	Amy Wells	7 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>Fiscal</li> </ul>	Present Clarify Check for understanding	Haydee Ilan	7 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>Subcommittee Updates</li> </ul>	Present Clarify Check for understanding	Subcommittee Leads	7 Minutes
<b>Wellness Activity</b>	Present Clarify Check for understanding	Juan Batiz	5 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>Head Start Eligibility</li> </ul>	Present Clarify Check for understanding	Tracy Lewis	15 Minutes
<b>Training:</b> <ul style="list-style-type: none"> <li>Nutrition</li> </ul>	Present Clarify Check for understanding	Sophia Talbot	20 Minutes

Site Reports	Present Clarify Check for Understanding	Site Representatives	3 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	4 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

## Video Conference Meeting – 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.

**EHSD - COMMUNITY SERVICES BUREAU**

**2020 HEAD START/EARLY HEAD START UNOBLIGATED FUNDS FOR CARRYOVER**

<b>Object Class Categories</b>	<b>HEAD START</b>	<b>EARLY HEAD START</b>	<b>TOTAL</b>	<b>REMARKS</b>
<b>EXPENDITURES</b>				
<b>a. PERSONNEL (Object Class 6a)</b>	<b>629,304</b>	<b>559,904</b>	<b>1,189,207</b>	Salaries for 27 new Associate Teachers
<b>b. FRINGE BENEFITS (Object Class 6b)</b>	<b>428,673</b>	<b>92,210</b>	<b>520,883</b>	Benefits for 27 new Associate Teachers
<b>TOTAL PERSONNEL AND FRINGE BENEFITS (6a &amp; 6b)</b>	<b>1,057,977</b>	<b>652,114</b>	<b>1,710,091</b>	
<b>d. EQUIPMENT (Object Class 6d)</b>				
Hearing and Vision	25,000		<b>25,000</b>	Upgraded Hearing & Vision screening equipment (more OAE & Plustopitx machines, new cue cards for older machines)
Heavy Duty Picnic Tables	26,000		<b>26,000</b>	Heavy duty picnic tables for outdoor eating
<b>TOTAL EQUIPMENT (6d)</b>	<b>51,000</b>	<b>-</b>	<b>51,000</b>	
<b>e. SUPPLIES (Object Class 6e)</b>				
<b>2. Child and Family Services Supplies</b>				
Dishwasher	20,000	35,000	<b>55,000</b>	Dishwashers for all the sites that don't have CCP2 funds
Oral Health	20,000	5,000	<b>25,000</b>	Enhance oral health through purchase of books for take home gifts, replace toothbrushes and sanitizers in classrooms, and supplemental materials/take home gifts for parent education,
Nap Mats/Mat sheets		5,000	<b>5,000</b>	New mats for Infant and Toddlers nap time
<b>4. Other Supplies</b>			<b>-</b>	
Employee Health and Welfare Costs	5,000	5,000	<b>10,000</b>	Improvement of breakrooms in selected sites
<b>TOTAL SUPPLIES (6e)</b>	<b>45,000</b>	<b>50,000</b>	<b>95,000</b>	
<b>f. CONTRACTUAL (Object Class 6f)</b>				
<b>4. Training &amp; Technical Assistance</b>				
Lorenzo Jones	15,000	15,000	<b>30,000</b>	Members of the SHIP/TIC/TST teams will complete the Train the Trainer Program.
Trauma Informed Practice		8,000	<b>8,000</b>	Train the Trainer module for Professional Growth and Development
<b>TOTAL CONTRACTUAL (6f)</b>	<b>15,000</b>	<b>23,000</b>	<b>38,000</b>	
<b>g. CONSTRUCTION (Object Class 6g)</b>				
<b>1. Major Renovation - New Kitchen Project</b>	<b>1,106,086</b>	<b>129,689</b>	<b>1,235,775</b>	Allocated cost for New Kitchen Project
<b>TOTAL CONSTRUCTION (6g)</b>	<b>1,106,086</b>	<b>129,689</b>	<b>1,235,775</b>	
<b>h. OTHER (Object Class 6h)</b>				
<b>7. Parent Services</b>				
Parent Power Program	5,432	5,000	<b>10,432</b>	Books for families, branded bags to hand out with books, funds to host reading nights etc.
<b>10. Training or Staff Development</b>				
Make Parenting A Pleasure Staff trainings	6,000	4,000	<b>10,000</b>	Make Parenting A Pleasure curriculum set for each CSAM (\$1200 each) & training for 2 CSAMs (\$400 each), incentives for parent participation
State and Federal Trainings due to Covid regulations		13,618	<b>13,618</b>	Training for management and Fiscal staff for new regulations related to CARES funding
<b>TOTAL OTHER (6h)</b>	<b>11,432</b>	<b>22,618</b>	<b>34,050</b>	
<b>i. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	<b>2,286,495</b>	<b>877,421</b>	<b>3,163,916</b>	
<b>j. INDIRECT COSTS</b>	<b>119,568</b>	<b>106,382</b>	<b>225,949</b>	Indirect Cost rate is 19% of Salaries
<b>k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)</b>	<b>2,406,062</b>	<b>983,803</b>	<b>3,389,865</b>	

Grant Extension Request

Contra Costa County Employment and Human Services Department's Community Services Bureau (CSB) is requesting an extension of the project period for the Early Head Start-Child Care Partnership (EHS-CCP) grant, number 09HP000111, currently scheduled to end December 31, 2021. CSB has experienced staffing shortages amid an increase in administrative workload during the COVID-19 pandemic. Additionally, CSB has dedicated a significant amount of administrative time to complete the comprehensive facilities pre-approval process and obtain all required documents for relocation and renovation of the central kitchen. Therefore, CSB is requesting to extend the project period for EHS-CCP for the period of January 1, 2022 through December 31, 2022.

An extension for the EHS-CCP grant will allow CSB sufficient time to complete grant activities and fully obligate funds as budgeted within the pending carry-over application of un-obligated funds from fiscal year 2020, submitted to the Regional Office April 27, 2021 and updated November 3, 2021. EHS-CCP carry-over funds in the amount of \$257,035 have allocated to fund a portion of the major renovation for the new central kitchen facility. Complexities of the pre-approval application requirements, including the lengthy process of securing experts for external assessments, have delayed submission and CSB is awaiting necessary approvals to initiate renovation. Although the project will commence as soon as possible following approval, the estimated duration for project completion is seven (7) months. Attached you can find the EHS-CCP carryover budget previously approved by the Policy Council and Board of Supervisors.

**EHSD - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START - CHILD CARE PARTNERSHIP 2**

**REQUEST FOR CARRYOVER BUDGET OF 2020 UNOBLIGATED FUNDS - REVISED**

Object Class Categories	Revised Budget
<b>EXPENDITURES</b>	
<b>a. PERSONNEL (Object Class 6a)</b>	-
<b>b. FRINGE BENEFITS (Object Class 6b)</b>	-
<b>TOTAL PERSONNEL AND FRINGE BENEFITS (6a &amp; 6b)</b>	-
<b>c. TRAVEL (Object Class 6c)</b>	-
<b>TOTAL TRAVEL (6c)</b>	-
<b>d. EQUIPMENT (Object Class 6d)</b>	-
<b>TOTAL EQUIPMENT (6d)</b>	-
<b>e. SUPPLIES (Object Class 6e)</b>	
2. Child and Family Services Supplies	259,000
3. Computer Supplies, Software Upgrades, Computer Replacements	65,292
4. Other Supplies	-
Household Supplies - Dishwashers	125,000
Employees Health and Welfare costs)	5,000
<b>TOTAL SUPPLIES (6e)</b>	454,292
<b>f. CONTRACTUAL (Object Class 6f)</b>	-
6. Other Contracts	-
Teaching Pyramid	55,500
<b>TOTAL CONTRACTUAL (6f)</b>	55,500
<b>g. CONSTRUCTION (Object Class 6g)</b>	-
1. Major Renovation -Central Kitchen Facility (Schedule 1)	257,035
<b>TOTAL CONSTRUCTION (6g)</b>	257,035
<b>h. OTHER (Object Class 6h)</b>	-
4. Building Maintenance/Repair and Other Occupancy Costs (Schedule 2)	488,605
5. Incidental Alterations/Renovations	60,609
11. Other	-
Electrostatic Cleaning	141,523
<b>TOTAL OTHER (6h)</b>	690,737
<b>i. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	1,457,564
<b>j. INDIRECT COSTS</b>	-
<b>k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)</b>	1,457,564



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 10/20/2021

**Time Convened:** 6:03 PM

**Time Terminated:** 8:06 PM

**Recorder:** Angie Guzman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:03 pm. Juan Batiz, Vice-Chair, reviewed the desired outcomes. Myriah Herrington, Parliamentarian, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
Parent Recognition	The following staff was recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none"> <li>• Ms. Zermira Zadrán, Teacher, at Los Nogales and Ms. Bertha Lopez, Teacher at YMCA, were presented with a certificate and a book to acknowledge her dedication to the children and families.</li> </ul>
Ice Breaker	Policy Council Representatives participated in an icebreaker activity- “What are your favorite fall activities?”- to open communication and build connection among members.
<b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Executive Director</li> <li>• Interim Division Manager</li> <li>• Fiscal</li> </ul>	<b>Aaron Alarcon-Bowen, CSB Executive Director</b> , welcomed Policy Council representatives and thanked them for attending. Administrative updates: <ul style="list-style-type: none"> <li>• <b>INSPIRATIONAL STORY: Les Brown</b></li> <li>• <b>Recruitment of Teaching Staff:</b> <ul style="list-style-type: none"> <li>- Digital Marketing Campaign: McClatchy Recruitment Solutions.</li> </ul> </li> <li>• <b>National Head Start Awareness Month</b> <ul style="list-style-type: none"> <li>- Contra Costa’s Board of Supervisors dedicated October as Head Start Awareness Month!</li> </ul> </li> <li>• <b>First Five Collaboration:</b> <ul style="list-style-type: none"> <li>- CSB Director is Kathy Gallagher’s alternate.</li> <li>- CSB Director is part of the Early Learning Leadership Group (ELLG)</li> </ul> </li> <li>• <b>Head Start Fiscal Training:</b> <ul style="list-style-type: none"> <li>- CSB Director, Nancy Benavidez and Haydee Ilan</li> </ul> </li> <li>• <b>Monitoring of our Delegate Agency, First Baptist Head Start</b> <ul style="list-style-type: none"> <li>- CSB contracted with renown Head Start consultants</li> </ul> </li> <li>• <b>Update on Central Kitchen:</b> <ul style="list-style-type: none"> <li>- Delay</li> </ul> </li> </ul> <b>Amy Wells, Interim Division Manager</b> , reported:



- The month's enrollment was 54.11% for Head Start, 84.57% for Early Head Start, and 66.79% for Early Head Start Child Care Partnership #2.
- The month's attendance was 80.20% for Head Start, 74.78% for Early Head Start, and 81.09% for Early Head Start Child Care Partnership #2.

Program updates:

- **Classroom Operations**-Increases to in-class capacity to serve more where staffing allows on the following dates:
  - **November 1<sup>st</sup>**-Increase to 20 preschools and continue to enroll to full capacity for IT, as needed
  - **December 1<sup>st</sup>**-Increase all waiver rooms to full capacity (22 or 24 children)
- Please be mindful in answering the daily health question thoughtfully & truthfully; not doing so could result in removal from the program. We must all work together to keep all staff, families, and children safe.
- Please also be sure your child (2 and up) are wearing a facemask while at school. Talk with your child about wearing a mask while at school to stay safe. Letter sent home in early October to all CSB families.
- Contra Costa College Early Head start received their QRIS rating from First 5 that increased from a 4 to a 5 this year. A 5-star rating is the highest possible in Quality Matters. Kudos to the teaching staff for their excellent work!
- Connecting literacy with our menu is another strategy we utilize to encourage our children to enjoy meals prepared by our Central Nutrition Unit staff. October 11-15, 2021, was "Tacos week". All of CSB's directly operated toddler and preschool classrooms participated and enjoyed a variety tacos throughout the week. Each preschool classroom read "Dragons Love Tacos" to further celebrate "Tacos Week".
- The Comprehensive Services Team welcomed Marlene Ceballo from WIC (Women, Infant & Children) to their monthly team meeting. Marlene provided training on how to apply for WIC, gave details on the services families can access, and left resources for the CSB team to promote WIC with our families. WIC has newly enhanced social media outlets, and CSB will promote this with our own social media accounts.

Professional Development

- In early October, select CSB staff attended the National Head Start Association Leadership Institute joined by other staff throughout the nation to continue to advocate for Head Start at the congressional level and ensure legislation and policy decisions reflect what is best for our most vulnerable children and families. We are proud to be represented by our Executive Director Dr. Aaron Alarcon-Bowen, Program Analysts Michelle Mankewich and Monica De Vera, and our very own Policy Council Chairwoman and parent, Jasmine Cisneros!
- All infant toddler and preschool teaching staff, and their supervisors attended a refresher training on DRDP on October 8th for Part Day/Part Year staff, and during early closure for full day staff on October 13th. The trainer was First 5 Contra Costa coach, Francisca Hernandez, with support from the CSB Education team.

**Haydee Ilan, Accountant III**, presented the following financial reports:

	<ul style="list-style-type: none"> <li>• <b>2020-2021 Head Start Program: August 2021</b>, year-to-date cash expenditures were \$7,855,902 YTD, representing 44% of the program budget.</li> <li>• <b>2020-2021 Early Head Start Program: August 2021</b>, year-to-date cash expenditures were \$2,070,015 YTD, representing 53% of the program budget.</li> <li>• <b>2020-2021 Early Head Start – CC Partnership: August 2021</b> year-to-date cash expenditures were \$5,112,991 YTD, representing 82% of the program budget.</li> <li>• <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for <b>August 2021</b> were \$10,067.61.</li> </ul>
<p>Subcommittee Membership recruitment</p>	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement</b>, introduced the purpose of the subcommittees. CSB subcommittee coordinators provided a brief overview of the roles and responsibilities of each subcommittee in efforts to recruit participants</p> <p>Parent representatives signed up for the following subcommittees:</p> <p><b>Program Services Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Maira Garcia</li> <li>• Myriah Herrington**</li> <li>• Jasmine Cisneros</li> </ul> <p><b>Fiscal Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Jasmine Cisneros **</li> <li>• Andrea Bajandas</li> <li>• Devlyn Sewell</li> <li>• Ducle Cisneros</li> <li>• Vilma Gaytan</li> </ul> <p><b>Monitoring/Self-Assessment Ad-Hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Deanna Carmona</li> <li>• Laura Brum**</li> <li>• Myriah Herrington</li> </ul> <p><b>Advocacy Ad-hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Amy Mockoski</li> <li>• Juan Batiz**</li> <li>• Laura Brum</li> <li>• Brianna Flores</li> <li>• Myriah Herrington</li> <li>• Jamillah Monroe</li> </ul> <p><b>Bylaws Ad-hoc Subcommittee</b></p> <ul style="list-style-type: none"> <li>• Myriah Herrington**</li> <li>• Juan Batiz</li> </ul>
<p><b>Action:</b></p>	<p><b>Jasmine Cisneros, PC Chair</b>, appointed the following Subcommittee leads:  <b>Program Services Subcommittee:</b> Myriah Herrington</p>

Consider Approval of Subcommittee Leads

**Fiscal Subcommittee:** Jasmine Cisneros  
**Monitoring/Self-Assessment Subcommittee:** Laura Brum  
**Bylaws Subcommittee:** Myriah Herrington  
**Advocacy Subcommittee:** Juan Batiz

**A motion to approve the Subcommittee Leads was made by Myriah Herrington and seconded by Deanna Carmona. The motion was approved.**

Ayes		Nays	Abstentions	Not Present	
Amy Mockoski	Lorena Mercham			Melanie Graves	Patricia De Queiroz
Andrea Bajandas	Maira Garcia			Jessica Clendenning	Sinay Castanon
Brianna Flores	Myriah Herrington			Deniedre Henry	Maria Palestino
Deanna Carmona				Alma De La Mora	Karla Urrutia
Devlyn Sewell				Erika Farjat	
Dulce Cisneros				Ebony Hughes	
Jamillah Monroe				Joel Nickelson-Shanks	
Jasmine Cisneros				Karen Medrano	
Juan Batiz				Rafael Franco	
Laura Brum				Kimberly Nieve	
Vilma Gaytan					

**Action:**  
 Consider Approval of September 29, 2021, Policy Council Minutes

The minutes of the September 29, 2021, Policy Council meeting were reviewed, and no corrections were made.

**A motion to approve the minutes from September 29, 2021, Policy Council meetings was made by Amy Mockoski and seconded by Devlyn Sewell. The motion passed.**

Ayes		Nays	Abstentions	Not Present	
Amy Mockoski	Laura Brum			Melanie Graves	Patricia De Queiroz
Andrea Bajandas	Lorena Mercham			Jessica Clendenning	Sinay Castanon
Brianna Flores	Maira Garcia			Deniedre Henry	Maria Palestino
Deanna Carmona	Myriah Herrington			Alma De La Mora	Karla Urrutia
Devlyn Sewell				Ebony Hughes	
Dulce Cisneros				Erika Farjat	
Jasmine Cisneros				Rafael Franco	
Jamillah Monroe				Joel Nickelson-Shanks	
Juan Batiz				Karen Medrano	
Vilma Gaytan				Kimberly Nieve	

**Report:**  
Bureau's  
Strategic Goals  
Update

**Dr. Aaron Alarcon-Bowen, Executive Director**, provided an update of the Community Services Bureau Strategic Goals.

**Strategic Goal #1: Technology Focus**

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

**Goal #1-Objective 1:**

- By June 2022, CSB will apply a program-wide approach to further developing CSB's new website, CSBConnect.org, allowing families and community members to equitably access program services.
  - Digit Marketing Platform
- Digital marketing strategies will direct potential clients and new employees to CSBconnect to provide information on our agency and start the enrollment and application process.
  - Digital Display/Banner Ads for Staff Recruitment & Student Enrollment
  - Social Media Advertising (Facebook, Instagram, Pinterest)
  - Geofencing Marketing Ad to local area
  - Search Engine Marketing to direct to CSBConnect

**CSB Connect**

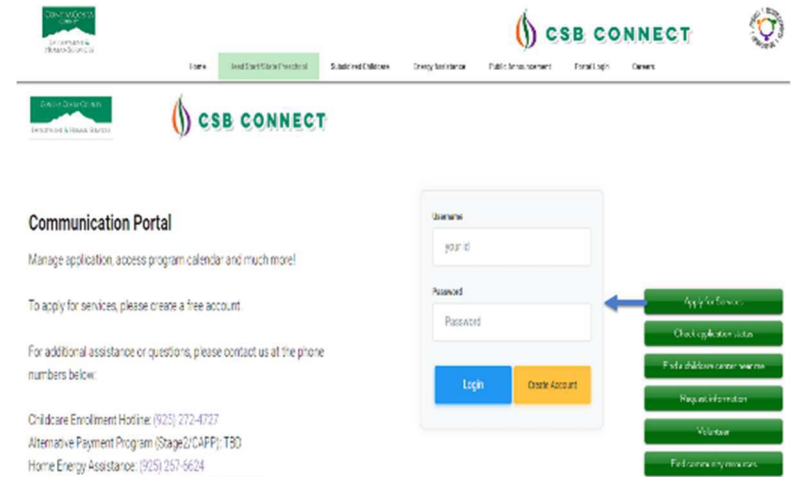
- Clients and the Community can get additional information on Head Start, State Child Care and Energy Assistance
- Clients can create an account to apply for services or check on their applications
- The Community can see current job openings and apply for CSB jobs
- We can post and send events and flyers to clients via Clouds with a link to direct them to our website for additional information
- Parents can schedule an appointment with Case Managers
- Parent can chat with Case Managers to get Status on their application
- Teacher and Parents can communicate with each other in their own private virtual classroom

**Goal#1-Outcome 1:**

- Enhancements will ensure the CSBConnect and corresponding portal is easily accessible on a variety of devices and available in languages representative of the community served which will result in community members more seamlessly accessing any CSB program that meets their needs.
- Customer friendly viewable in multiple browsers and devices

**Goal #1- Objective 2:**

- By June 2022, comprehensive services forms will be available in digital format on the CSBConnect Portal to improve accessibility of forms and timeliness of data collection from parents.



	<p><b>Goal #1-Outcome 2:</b></p> <ul style="list-style-type: none"> <li>• Parent forms, such as the Parent Interest Survey, will be available online for parents to access and complete. This enhancement will improve data collection timelines and support accurate data input into CLOUDS by Comprehensive Services staff.</li> </ul> <p><b>Strategic Goal #2: Staff Retention &amp; Goals</b></p> <ul style="list-style-type: none"> <li>• CSB will develop and implement a comprehensive staff retention and wellness programs to ensure that once hired, staff are invested in the interest of the program and find CSB a healthy and positive work environment.</li> </ul> <p><b>Goal#2- Updates:</b></p> <ul style="list-style-type: none"> <li>• On November 17<sup>th</sup>, Julie Kurtz, trauma expert and author of several trauma-informed books for Early Childhood Education, will be conducting a training for all teaching and comprehensive services staff on the topic of “Culturally Responsive Self-Care Practices for Early Childhood Education” to address the diverse self-care needs of our diverse staff</li> <li>• Wellness/teambuilding activity embedded at all staff meetings</li> </ul> <p><b>Strategic Goal #3: Staffing and Professional Development</b></p> <ul style="list-style-type: none"> <li>• CSB will meet staffing and professional development needs of the bureau by enhancing the Grow-Our-Own programs, addressing compensation, and conducting innovative recruitment practices.</li> </ul> <p><b>Goal #3-Updates:</b></p> <ul style="list-style-type: none"> <li>• After years of extensive efforts and collaborating with key groups and governing bodies in increasing wages to address challenges in hiring and retention, we are proud to report that the following classifications received increases in salaries at the start of this year: <ul style="list-style-type: none"> <li>- <i>Teacher Assistant Trainee</i></li> <li>- <i>Associate Teacher (preschool and infant/toddler)</i></li> <li>- <i>Building Service Worker</i></li> <li>- <i>Child Nutrition Transporter</i></li> <li>- <i>Child Nutrition Worker I, II (who have also been re-titled to Child Nutrition Assistants and Child Nutrition Cooks)</i></li> </ul> </li> <li>• We continue to offer the Early Childhood Education -ECE Work Study Program to advance the careers of our Teacher Assistants and support them in joining the CSB team! In the past year, we had six Teacher Assistants graduate and receive their permits, and became Associate Teachers with us</li> </ul>
<p><b>Presentation: Head Start Eligibility</b></p>	<p><b>Presentation is tabled for 11-17-21 PC Meeting.</b></p>
<p><b>Presentation: Faith Campbell Learning Center</b></p>	<p><b>Isabel Renggenathen, Assistant Director, and Lesley Wagner Faith Campbell Representative,</b> provided an overview of Faith Campbell Learning Center services.</p> <ul style="list-style-type: none"> <li>• The goal of the Faith Campbell Learning Center is to bring low-income and/or single parents together in community and fellowship. This center provides scholarships for candidates who are motivated to complete their education to become more self-sustain.</li> <li>• Interested families may contact the 925-363-5784</li> </ul>

Site Reports

**Ambrose**

- Classroom A was monitored for ITERS (Infant/Toddler Environmental Scale); they did awesomely! Scoring 7 in all categories.
- Classroom B-1 is permanently closed.
- Teachers are participating in the Teaching Pyramid Training.
- Assistant Director, Linda Frazier-Stafford visited our Center on October 1.
- Parents received resources through weekly Friday Flyers.

**Balboa**

- The children enjoyed their special "taco week" and had a great time reading "Dragon's Love Tacos" book. We have also had the dental van come to complete screenings and checkups for some of the children, and they were excited to have goodie bags to take home.
- We are excited to be hosting a community outreach event and vaccination clinic here at Balboa on October 27th, with lots of great resources for the community.
- Staff have begun to participate in the Teaching Pyramid training and are looking forward to connecting with their coaches soon.
- One of the toddler rooms decorated Maracas and had a blast playing them outside and showing them off to the site supervisors.
- Amanda Cleveland came to our preschool rooms and did a read-out-loud of our new book "Dragons Love Tacos."

**Bayo Vista**

- Bayo-Vista is celebrating "Entering into the season of fall". The children have been creating expressive artwork around Fall, learning about the change in weather, and watching the leaves change colors and fall from the trees.
- Playground and entrance were powered washed.
- Room #3 created a pumpkin patch inside of their classroom.
- Cecilia Valdez from Tandem will be reading Read-Aloud to the toddlers in Rm #2. We also welcomed staff Kelly Chun and Qing Xu for a tour of our site.
- Parents received Friday Flyers inviting them to community events, resources for COVID vaccinations, and information for the Food Bank that visits Bayo-Vista every 2nd Tuesday of the month.

**CC College**

- We are celebrating the success of full enrolment; all 21 are enrolled and happy!!
- Contra Costa College received new teacher cabinets and new supplies for the children.

**GMC/GMC**

- There is an increase in enrollment at GMC.
- We welcome a new Teacher Assistant in Training.
- On October 21, 2021, at 10:21 am, GMC participated in the California Shake-Out Drill.
- On October 26, 2021, we will be hosting our next GMC Parent meeting. During the meeting, we'll discuss: Child development- how children learn and develop, Stranger Awareness, and Children's Safety

**Los Arboles**

- Children had fun celebrating Taco week; they were able to make their own taco and learn about different tacos such as veggie taco, chicken taco, carne azada taco, crispy blackened tofu taco, and chicken tinga taco. Also, at the end of the month, the center will celebrate Harvest Festival, and children will decorate their own pumpkins.
- Bulletin board installed in the front of the main door for easy access information for parents.
- Our playground looks greener with fresh-cut grass.

	<ul style="list-style-type: none"> <li>• Children are working on the pumpkin project, they are learning about colors and shapes, they are painting and decorating pumpkins. Children are doing cooking projects such as pumpkin pancakes and pumpkin bread. They are also cutting open pumpkins to discover what is inside.</li> <li>• Provided many resources through Friday Flyers this past month: Free Kids Fishing Derby, Parent Network: Connections &amp; Resources, Hoop Target –Children’s Play, Fall Family Bucket list (Pick Apples, Pumpkin Patch, Gingerbread Playdough), C.O.P.E. Triple P. Family Transitions, Anger Management Class, Support Father Involvement, Triple Parenting Class (Ages 0-12), Group Teen Triple P Parenting Class and DVC Dental Programs Teaching Clinic</li> <li>• First Parent-Teacher conferences are completed for all children.</li> </ul> <p><b>Verde</b></p> <ul style="list-style-type: none"> <li>• The children are adapting and adjusting to the routines and expectations of the classroom.</li> <li>• We have re-introduced blocks, dress-up clothes, and sand tables to our daily classroom routines! Yay!, we have missed these important classroom resources.</li> <li>• The teachers worked hard to improve their working space and their bathrooms.</li> <li>• We continue to grow and see how tall the celery stalk can go!</li> <li>• We had fun during taco week reading the cool book "Dragons Love Tacos" and eating delicious tacos-5 ways!</li> </ul> <p><b>Crescent Park</b></p> <ul style="list-style-type: none"> <li>• We are continuing to enroll children at Crescent Park.</li> <li>• Children have learned how to stay safe if we have an earthquake.</li> <li>• Our toddler yard has had facility improvements.</li> <li>• We read a book this month in the preschool room called “Dragons loves Tacos” in which we had a variation of tacos for every day of the week of 10/11.</li> <li>• On 10/19, Celica from Tandem will read books aloud to the children.</li> </ul>				
Announcements	<p><b>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement</b>, provided the following reminders and announcements:</p> <p><b>Reminders:</b></p> <ul style="list-style-type: none"> <li>• CSB Family Newsletter- expect deliver at your sites within the next few weeks.</li> <li>• Communication Survey/ Interest Survey- Surveys were completed at all CSB sites. This data will provide guidance to better reach and communicate with our families.</li> <li>• 700 Form due October 29 for New PC Representatives</li> <li>• Subcommittees: <ul style="list-style-type: none"> <li>-Program Services first meeting on Nov. 3</li> <li>-Fiscal first meeting on Nov. 17</li> </ul> </li> </ul> <p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Next Policy Council business meeting is November 17, 2021.</li> <li>• First Policy Council Executive Meeting is November 3, 2021.</li> </ul>				
Meeting Evaluation	<table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;"><b>Pluses / +</b></td> <td style="text-align: center; width: 50%;"><b>Deltas / Δ</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Great information</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Too much information to digest in one meeting</li> </ul> </td> </tr> </table>	<b>Pluses / +</b>	<b>Deltas / Δ</b>	<ul style="list-style-type: none"> <li>• Great information</li> </ul>	<ul style="list-style-type: none"> <li>• Too much information to digest in one meeting</li> </ul>
<b>Pluses / +</b>	<b>Deltas / Δ</b>				
<ul style="list-style-type: none"> <li>• Great information</li> </ul>	<ul style="list-style-type: none"> <li>• Too much information to digest in one meeting</li> </ul>				

	<ul style="list-style-type: none"><li>• Having subcommittee members</li><li>• Good participation from members</li></ul>	<ul style="list-style-type: none"><li>• Not knowing where the sites are geographically</li><li>• Losing parents when it comes to voting</li></ul>
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## **Enrollment and Attendance Report to Policy Council October 2021**

### Enrollment:

- **HS – 57.74%**
- **EHS –92.28%**
- **EHS-CCP2 –74.81%**

### Attendance:

- **HS –75.11%**
- **EHS –70.75%**
- **EHS-CCP2 –79.69%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness – non-COVID 19 related.

Enrollment reflects both in-class and distance learners. Attendance reflects ONLY in-class children.

## ***Informe de Inscripción y Asistencia al Consejo de Políticas Octubre 2021***

### *Inscripción:*

- **HS – 57.74%**
- **EHS –92.28%**
- **EHS-CCP2 –74.81%**

### *Asistencia:*

- **HS –75.11%**
- **EHS –70.75%**
- **EHS-CCP2 –79.69%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia debido a enfermedad - no relacionado con COVID 19.

La inscripción refleja tanto a los estudiantes en clase como a distancia. La asistencia refleja SOLAMENTE a los niños de la clase.

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF SEPTEMBER 2021**

<b>DESCRIPTION</b>	<b>SEPTEMBER YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>75% %YTD</b>
a. PERSONNEL	\$ 2,992,036	\$ 4,236,938	\$ 1,244,902	71%
b. FRINGE BENEFITS	1,947,008	2,898,950	951,942	67%
c. TRAVEL	-	22,060	22,060	0%
d. EQUIPMENT	12,552	30,000	17,448	0%
e. SUPPLIES	190,181	213,000	22,819	89%
f. CONTRACTUAL	2,433,715	4,069,324	1,635,609	60%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,196,459	5,545,028	4,348,569	22%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 8,771,951</b>	<b>\$ 17,015,300</b>	<b>\$ 8,243,349</b>	<b>52%</b>
j. INDIRECT COSTS	344,283	805,197	460,914	43%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 9,116,234</b>	<b>\$ 17,820,497</b>	<b>\$ 8,704,263</b>	<b>51%</b>
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 2,279,059</i>	<i>\$ 4,455,124</i>	<i>\$ 2,176,066</i>	<i>51%</i>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF SEPTEMBER 2021**

<b>DESCRIPTION</b>	<b>SEPTEMBER YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>75% %YTD</b>
a. PERSONNEL	\$ 450,924	\$ 496,100	\$ 45,176	91%
b. FRINGE BENEFITS	284,416	307,515	23,099	92%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	36,256	17,389	(18,867)	208%
f. CONTRACTUAL	1,133,160	1,891,976	758,816	60%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	391,070	1,114,151	723,081	35%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 2,295,825</b>	<b>\$ 3,829,131</b>	<b>\$ 1,533,306</b>	<b>60%</b>
j. INDIRECT COSTS	49,563	94,292	44,729	53%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 2,345,388</b>	<b>\$ 3,923,423</b>	<b>\$ 1,578,035</b>	<b>60%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>\$ 586,347</b>	<b>\$ 980,856</b>	<b>\$ 394,509</b>	<b>60%</b>

**CONTRA COSTA COUNTY - EHSD COMMUNITY SERVICES BUREAU**  
**EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM**  
**BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH DECEMBER 31, 2021**  
**AS OF SEPTEMBER 2021**

DESCRIPTION	SEPTEMBRE YTD Actual	Original Budget Sep 20-Dec 21	Remaining Budget Sep-Dec 21	75% Budget % YTD
a. PERSONNEL	1,104,281	1,373,662	269,381	80%
b. FRINGE BENEFITS	691,455	890,603	199,148	78%
c. TRAVEL	-	7,000	7,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	179,835	33,685	(146,150)	534%
f. CONTRACTUAL	1,320,096	1,545,763	225,667	85%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	1,840,613	2,119,179	278,566	87%
<b>I. TOTAL DIRECT CHARGES</b>	<b>5,136,279</b>	<b>5,969,892</b>	<b>833,613</b>	<b>86%</b>
<b>j. INDIRECT COSTS</b>	<b>234,049</b>	<b>237,960</b>	<b>3,911</b>	<b>98%</b>
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>5,370,328</b>	<b>6,207,852</b>	<b>837,524</b>	<b>87%</b>

**Note:** Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
September 2021**

<b>Stat. Date</b>	<b>Amount</b>	<b>Program</b>	<b>Purpose/Description</b>
09/22/21	2.63	Indirect Admin Costs	Office Exp
	<b>2.63</b>		
09/22/21	19.54	Lavonia Allen CS	Books, Periodicals
09/22/21	30.73	Comm. Svc Block Grant	Books, Periodicals
09/22/21	115.08	EHS-Child Care Partnership #2	Books, Periodicals
09/22/21	256.62	Child Dev Misc Grants: QRIS	Books, Periodicals
09/22/21	383.60	EHS-Child Care Partnership #2	Books, Periodicals
	<b>805.57</b>		
09/22/21	14.80	Indirect Admin Costs	Minor Furniture/Equipment
09/22/21	14.81	Facilities	Minor Furniture/Equipment
09/22/21	24.13	Child Care Svs Program	Minor Furniture/Equipment
09/22/21	65.01	Facilities	Minor Furniture/Equipment
	<b>118.75</b>		
09/22/21	444.53	Child Nutrition Food Services	Food
	<b>444.53</b>		
09/22/21	72.22	HS CARES COVID-19	Clothing & Personal Suppl
	<b>72.22</b>		
09/22/21	858.69	Head Start T & TA	Other Travel Employees
09/22/21	859.69	HS Basic Grant	Other Travel Employees
	<b>1,718.38</b>		
09/22/21	50.00	HS Basic Grant	Training & Registration
09/22/21	75.00	Head Start T & TA	Training & Registration
09/22/21	250.00	Head Start T & TA	Training & Registration
09/22/21	398.00	Operations (CAPP)	Training & Registration
09/22/21	1,560.82	EHS-Child Care Partnership #2	Training & Registration
09/22/21	5,615.00	HS Basic Grant	Training & Registration
	<b>7,948.82</b>		
09/22/21	39.18	EHS-Child Care Partnership #2	Educational Supplies
09/22/21	39.19	HS Basic Grant	Educational Supplies
09/22/21	39.19	EHS Basis Grant	Educational Supplies
09/22/21	47.84	HS Basic Grant	Educational Supplies
	<b>165.40</b>		
<b>Total</b>	<b>11,276.30</b>		

EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2021-22

September 2021

**13** Approved Sites



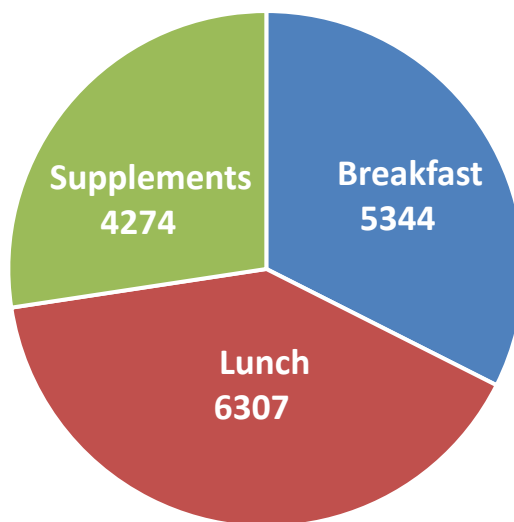
**21** Days Meals



**300** Daily Participation



**15,925 Meals Served**



**Claim Reimbursement**

**Total: \$ 41,834**