Save the date
In-Person
Policy Council Meeting

When: March 22, 2023
In-Person Policy Council Meeting

6:00 P.M. – 8:00 P.M.

Location: 500 Ellinwood Way, Pleasant Hill
Conference Room

Dinner will be served!

Child Care and Mileage will be reimbursed

Looking forward to seeing you there!

Agenda

Group/Meeting Name: CSB Policy Council Meeting	
Date: March 22, 2023	**Time:** 6:00 PM – 8:00 PM
Meeting Location: 500 Ellinwood Way, Pleasant Hill, CA	
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 aaraujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

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

Agreement on desired outcomes and ground rules so that our meeting is productive.
A wellness activity to open communication and enhance overall wellbeing.
An awareness of CSB correspondence so that we are all informed of current notifications.
An opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the needs of the community.
Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
A Review and discuss EHSD Governance policy to ensure understanding by all participants and compliance with Head Start Performance standards.
An Approval of Community Services Bureau Director.
An approval of February 15, 2023, Policy Council Minutes.
Administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
An understanding of the 2023 Program Goals & Objectives semi-annual update in order to be aware of progress in meeting milestones.
An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
Heard announcements so that we may be informed of Bureau news and/or 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	Juan Batiz	2
Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller	2 Minutes
Wellness Activity	Present	Jasmine Cisneros	6 Minutes

	Clarify		
Correspondence	Present Clarify	Karen Medrano	3 Minute
Public Comment	Present	Public	3 Minutes
Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	10 Minutes
Discussion: • Of the revised EHSD Governance Policy	Present Clarify Check for understanding Check for Agreement	Marla Stuart	20 Minutes (Reserve 3 minutes for roll call)
Action: • Consider approval of Community Services Bureau Director	Present Clarify Check for understanding Check for Agreement	Marla Stuart	20 Minutes (Reserve 3 minutes for roll call)
Action: • Consider approval of February 15, 2023 Policy Council Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano Volunteer	5 Minutes (Reserve 3 minutes for roll call)
Administrative Reports: • CSB Interim Director	Present Clarify Check for understanding	Nic Bryant	5 Minutes
Administrative Reports: • Division Manager	Present Clarify Check for understanding	Amy Wells	5 Minutes
Administrative Reports: • Fiscal	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
Report • Program Goals and Objectives	Present Clarify Check for Understanding	Sarah Reich	20 Minutes
Report: • Site Reports	Present Clarify Check for Understanding	Site Representatives	4 Minutes
Announcements	Present Clarify Check for understanding	Ana Araujo	8 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:

The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below.
- HOW TO JOIN THE MEETING VIA ZOOM:
  Zoom Meeting ID: 870 4513 5129
- HOW TO JOIN THE MEETING VIA CALL-IN:
  Conference Call: USA 8882780254 (US Toll Free) Conference Code: 379008

HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the CSB Policy Council during public comment on matters within the jurisdiction of the CSB Policy Council that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phone.

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 864-0837

Public comments may also be submitted before the meeting by email at aaraujo@ehsd.cccounty.us or by voicemail at (925) 864-0837. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting

Refer to: 09CH010862/FY2023

**Office of Head Start
Region IX
90 7th Street, 9th Floor
San Francisco, CA 94103**

Dr. Marla Stuart
Director, Contra Costa County Employment and Human Services Division
40 Douglas Drive
Martinez CA 94533

Dear Dr. Stuart,

The Regional Office of Head Start received your letter, dated February 13, 2023, requesting a 90-day extension to correct deficiencies identified in the Office of Head Start Overview of Findings Report, dated July 14, 2022. The monitoring report gave Contra Costa County Community Services Bureau (CSB) 120 days to implement corrective actions relating to findings under 1302.102(b)(1)(i-iv), 642(c)(1)(E)(ii), 1302.102(d)(1)(ii), and 75.303(a). this period was later extended to 210 days, with the corrective action period ending on February 14, 2023.

Acknowledging the progress you identify in your letter, we are approving an additional 90-day extension, giving CSB a total of 300 days to correct and implement monitoring, governance, and fiscal control procedures. The revised corrective action period end date is now May 15, 2023.

Please continue to keep your assigned Program and Financial Operations specialists appraised of the progress made towards correcting the deficiencies. Please contact Program Specialist Chris Pflaumer at (415) 437-8445, or Financial Operations Specialist Joanna Chan at (415) 437-8421.

Sincerely,

Cynthia Yao
Regional Program Manager
Office of Head Start – Region IX

cc: John Gioia, Board of Supervisors Chairperson
       Nicholas Bryant, Interim Director, Community Services Bureau
       Jeffrey Arciero, Grants Officer
       Chris Pflaumer, Program Specialist
       Joanna Chan, Financial Operations Specialist

February 28, 2023

Contra Costa County Community Services

Re: Grant No. 09CH010862

Dear Head Start Grant Recipient:

This letter informs you that Contra Costa County Community Services in Concord, CA, meets one or more of the criteria listed in the Head Start Program Performance Standard Regulation 45 CFR Part 1304 requiring an open competition. This letter also provides information on how the determination was made and explains the competitive process.

Basis of Competitive Determination

Contra Costa County Community Services in Concord, CA, was determined to be ineligible for automatic renewal and designated for competition based on the following condition(s):

45 CFR Part 1304.11(a) - The agency has been determined to have two or more deficiencies across reviews conducted under section 641A(c)(1)(A), (C), or (D) of the Act during the relevant time period under §1304.15.

Deficiency Condition

Based on a review conducted on 02/21/2022, HHS determined that Contra Costa County Community Services had two or more deficiencies. Specifically, Contra Costa County Community Services was found to be deficient with the following requirement(s):

1302.102 Achieving program goals. (b) Monitoring program performance. (1) Ongoing compliance oversight and correction. In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (i) Collect and use data to inform this process; (ii) Correct quality and compliance issues immediately, or as quickly as possible; (iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and, (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.

PART 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards 75.303 Internal controls. The non-Federal entity must:
(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

§1302 Program Operations.

1302.47 Safety practices.

(b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. This system must ensure

(5) Safety practices. All staff and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum:

(iii) Appropriate indoor and outdoor supervision of children at all times.

§1302 Program Operations.

1302.102 Achieving program goals.

(d) Reporting.

(1) A program must submit:

(ii) Reports, as appropriate, to the responsible HHS official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants, circumstances affecting the financial viability of the program, breaches of personally identifiable information, or program involvement in legal proceedings, any matter for which notification or a report to state, tribal, or local authorities is required by applicable law.

§1302 Program Operations.

1302.90 Personnel policies.

(c) Standards of conduct. (1) A program must ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct that: (i) Ensure staff, consultants, contractors, and volunteers implement positive

strategies to support children's well-being and prevent and address challenging behavior; (ii) Ensure staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not: (A) Use corporal punishment; (B) Use isolation to discipline a child; (C) Bind or tie a child to restrict movement or tape a child's mouth; (D) Use or withhold food as a punishment or reward; (E) Use toilet learning/training methods that punish, demean, or humiliate a child; (F) Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child; (G) Physically abuse a child; (H) Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or, (I) Use physical activity or outdoor time as a punishment or reward; (iii) Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition; (iv) Require staff, consultants, contractors, and volunteers to comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with subpart C of part 1303 of this chapter and applicable federal, state, local, and tribal laws; and, (v) Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care. (2) Personnel policies and procedures must include appropriate penalties for staff, consultants, and volunteers who violate the standards of conduct.

HHS informed Contra Costa County Community Services of these deficiencies on 07/15/2022. If you would like a copy of your review report(s), please see the Reviews tab in HSES.

Should your agency wish to compete to operate a Head Start and/or Early Head Start program, the agency must submit an application under a funding opportunity announcement that will be published later this year on Grants.gov. Funds will be awarded to the organization "that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program." See 45 CFR Part 1304.13. Your agency will continue to receive grant funding until such competition has concluded. The grant award project period ends 12/31/2023.

You must file a current Real Property Status Report, Form SF-429 with Attachment A, in GrantSolutions to identify any leased or owned real property subject to a federal interest. Grant recipients are also required to provide Tangible Personal Property Report SF-428 and SF-428B, and if needed, SF-428S, not later than 90 days after the close of the project period. Grant recipients are to scan and upload completed copies of the SF-428 reports to the specified folders in the Grant Notes section of GrantSolutions.

If you have any questions about the competitive process or the designation determination, please contact your Regional Office.

Sincerely,

/Tala Hooban/

Tala Hooban
Acting Director
Office of Head Start

Enclosure:

Reports - Inventory and Program Information Report (PIR)

The Administration for Children and Families (ACF) requires a comprehensive, up to date inventory of Head Start and Early Head Start real property, equipment and supplies used in grant recipient operations, including those in use by contracted service providers and delegate agencies, to post as part of the upcoming Funding Opportunity Announcement. An onsite verification of Head Start/Early Head Start real property will be conducted. Required inventories are due not later than 45 days after receipt of this letter.

Inventory of Real Property

An SF-429 is required for each facility with federal interest and requires the calculation of federal interest in the property, and documentation supporting a calculation of the Head Start Federal interest and any non-Federal interest share in the property.

Include:

- Accounting records that reflect the expenditures that create the interest share in the property.
- A copy of any mortgage, lease or other contractual encumbrance against property acquired with Head Start funds.
- A copy of the Notice of Federal interest filing.

- Most recent appraisal of property (within three years).

Onsite Assessment of Facilities with Federal Interest

Regional Office may contact the grant recipient regarding the timeline and logistics for scheduling an onsite assessment of each facility (owned and leased) with federal interest. Grant recipients should have information requested in this document available for review.

Inventory of Supplies by Location and Room

Include an inventory of supplies by location, room and condition. Please include items such as classroom furniture and fixtures, desktop and laptop computers and hardware, video and teleconference items, cameras, smart boards, and playground items.

Inventory of Equipment

Provide the most recent equipment inventory that was reconciled to your agency's equipment records. Include a list of all vehicles purchased using Head Start funds, including make, model, year, capacity, and condition of each vehicle.

Inventory Submission Instructions

Grant recipients are to submit the information in the Head Start Enterprise System (HSES) under the DRS tab. Notify the Regional Office using the Correspondence tab that the materials are available.

Program Information Report (PIR)

Grant recipients are to complete and submit the 2023 PIR not later than June 30, 2023. The annual PIR is the federally required Program Performance Report for Head Start.

If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer in writing immediately.

Please contact your Regional Office with questions.

Enrollment and Attendance Report to Policy Council
February 2023

Enrollment:

- **HS – 61.88%**
- **EHS & EHS-CCP2 – 62.14%**

Attendance:

- **HS – 77.92%**
- **EHS & EHS-CCP2 – 79.78%**

Low enrollment due to class size restrictions and the staffing shortage. Low attendance due to illness (Cough, Cold and Runny Nose)

Informe de Inscripción y Asistencia al Consejo de Políticas
Febrero 2023

Inscripción:

Inscripción:

- **HS –61.88%**
- **EHS & EHS-CCP2 – 62.14%**

Asistencia:

- **HS – 77.92%**
- **EHS & EHS-CCP2 – 79.78%**

Baja inscripción debido a las restricciones de tamaño de las clases y la escasez de personal. Baja asistencia por enfermedad (Refriados, tos, congestión nasal)

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2023
AS OF JANUARY 2023

1		2		3		4	5
DESCRIPTION		**Total Budget**		**Remaining Budget**		**Total YTD Actual**	**3% %YTD**
a. PERSONNEL	$	4,780,099	$	4,453,210	$	326,889	7%
b. FRINGE BENEFITS		2,957,678		2,767,415	-	190,263	6%
c. TRAVEL		16,765		16,765		-	0%
d. EQUIPMENT		50,000		50,000		-	-
e. SUPPLIES		279,500		279,296	-	204	0%
f. CONTRACTUAL		4,385,561		4,383,001	-	2,560	0%
g. CONSTRUCTION		-		-		-	0%
h. OTHER		2,729,181		2,706,674	-	22,507	1%
I. TOTAL DIRECT CHARGES	$	**15,198,784**	$	**14,656,361**	$	**542,423**	**4%**
j. INDIRECT COSTS		917,779		917,779	-	-	0%
k. TOTAL-ALL BUDGET CATEGORIES	$	**16,116,563**	$	**15,574,140**	$	**542,423**	**3%**
In-Kind (Non-Federal Share)	*$*	*4,029,141*	*$*	*3,893,535*	*$*	*135,606*	*3%*

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2023
AS OF JANUARY 2023

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	3% % YTD	Actual Jan-23
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	4,549,494	4,233,866	315,628	7%	315,628
Temporary 1013	230,605	219,344	11,261	5%	11,261
a. PERSONNEL (Object class 6a)	**4,780,099**	**4,453,210**	**326,889**	**7%**	**326,889**
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	2,957,678	2,767,415	190,263	6%	190,263
b. FRINGE (Object Class 6b)	**2,957,678**	**2,767,415**	**190,263**	**6%**	**190,263**
c. Travel (Object Class 6c)					
HS Staff	16,765	16,765	-	0%	-
c. TRAVEL (Object Class 6c)	**16,765**	**16,765**	**-**	**0%**	**-**
d. EQUIPMENT (Object Class 6d)	**50,000**	**50,000**	**-**		**-**
e. SUPPLIES (Object Class 6e)					-
1. Office Supplies	68,000	68,000	-	0%	-
2. Child and Family Services Supplies (Includesclass	100,000	99,796	204	0%	204
4. Other Supplies					
Health and Safety Supplies	1,000	1,000	-		-
Computer Supplies, Software Upgrades, Compute	100,000	100,000	-	0%	-
Health/Safety Supplies	5,000	5,000	-	0%	-
Mental helath/Diasabilities Supplies	1,500	1,500	-	0%	-
Employee Morale	1,500	1,500	-	0%	-
Household Supplies	2,500	2,500	-		-
TOTAL SUPPLIES (6e)	**279,500**	**279,296**	**204**	**0%**	**204**
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Cor	28,000	28,000	-	0%	-
2. Health/Disabilities Services	-	-	-		-
Health Consultant	64,500	61,940	2,560	4%	2,560
5. Training & Technical Assistance - PA11	-	-	-		-
Leadership Trainings/Seminars/Worshops	27,185	27,185	-	0%	-
Demogtaphic/Data Research	12,000	12,000	-	0%	-
Practice Based Coaching/Classroom Observatic	10,000	10,000	-	0%	-
Family Development Credential/Reflective Pract	15,000	15,000	-	0%	-
Reflective Supervision	25,000	25,000	-	0%	-
7. Delegate Agency Costs					
YMCA Delegate Agency PA22	2,413,936	2,413,936	-	0%	-
YMCA Delegate Agency PA20	8,000	8,000	-	0%	-
8. Other Contracts					
New Partnership	129,137	129,137	-	0%	-
KinderCare	42,976	42,976	-	0%	-
Tiny Toes	88,928	88,928	-	0%	-
YMCA-West	724,391	724,391	-	0%	-
YMCA-East	796,508	796,508	-	0%	-
f. CONTRACTUAL (Object Class 6f)	**4,385,561**	**4,383,001**	**2,560**	**0%**	**2,560**
g. CONSTRUCTION (Object Class 6g)	**-**	**-**	**-**		**-**
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	350,000	340,885	9,115	3%	9,115
(Rents & Leases/Other Income)	-	1,328	(1,328)		(1,328)
4. Utilities, Telephone	143,000	142,136	864	1%	864
5. Building and Child Liability Insurance	3,000	3,000	-	0%	-
6. Bldg. Maintenance/Repair and Other Occupancy	255,000	252,407	2,593	1%	2,593
8. Local Travel (55.5 cents per mile effective 1/1/20	20,000	20,000	-	0%	-
9. Nutrition Services					
Child Nutrition Costs	380,000	380,000	-	0%	-
(CCFP & USDA Reimbursements)	(60,000)	(60,000)	-	0%	-
13. Parent Services					
Parent Conference Registration - PA11	1,060	1,060	-	0%	-
PC Orientation, Trainings, Materials & Translatior	1,000	1,000	-	0%	-
Policy Council Activities	1,000	1,000	-	0%	-
Child Care/Mileage Reimbursement	5,000	5,000	-	0%	-
14. Accounting & Legal Services					
Auditor Controllers	3,000	2,003	997	33%	997
Data Processing/Other Services & Supplies	23,000	23,000	-	0%	-
15. Publications/Advertising/Printing					
Outreach/Printing	1,000	1,000	-	0%	-
Recruitment Advertising (Newspaper, Brochures)	2,000	2,000	-	0%	-
16. Training or Staff Development					
Agency Memberships (WIPFLI, Meeting Fees, N	5,000	5,000	-	0%	-
Staff Trainings/Dev. Conf. Registrations/Member	70,000	70,000	-	0%	-
Family, Community and Parent Involvement	5,334	5,334	-	0%	-
17. Other					
Site Security Guards	40,000	40,000	-	0%	-
Dental/Medical Services	1,000	1,000	-	0%	-
Vehicle Operating/Maintenance & Repair	100,000	89,735	10,265	10%	10,265
Equipment Maintenance Repair & Rental	58,000	58,000	-	0%	-
Dept. of Health and Human Services-data Base (C	10,000	10,000	-	0%	-
Other Operating Expenses (Facs Admin/Other adi	250,000	250,000	-	0%	-
Other Departmental Expenses	1,060,287	1,060,287	-	0%	-
h. OTHER (6h)	**2,729,181**	**2,706,674**	**22,507**	**1%**	**22,507**
I. TOTAL DIRECT CHARGES (6a-6h)	**15,198,784**	**14,656,361**	**542,423**	**4%**	**542,423**
j. INDIRECT COSTS	**917,779**	**917,779**	**-**	**0%**	**-**
k. TOTALS (ALL BUDGET CATEGORIES)	**16,116,563**	**15,574,140**	**542,423**	**3%**	**542,423**
Non-Federal Share (In-kind)	*4,029,141*	*3,893,535*	*135,606*	*3%*	*135,606*

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2023 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2023
AS OF JANUARY 2023

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	1% % YTD
a. PERSONNEL	2,802,510	2,663,169	139,341	5%
b. FRINGE BENEFITS	1,399,097	1,383,518	15,579	1%
c. TRAVEL	7,185	7,185	-	0%
d. EQUIPMENT	50,000	50,000	-	
e. SUPPLIES	248,500	243,749	4,751	2%
f. CONTRACTUAL	3,327,113	3,326,473	640	0%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	3,063,989	3,055,978	8,011	0%
I. TOTAL DIRECT CHARGES	**10,898,394**	**10,730,073**	**168,321**	**0%**
j. INDIRECT COSTS	538,082	538,082	-	0%
k. TOTAL-ALL BUDGET CATEGORIES	**11,436,476**	**11,268,155**	**168,321**	**1%**
In-Kind (Non-Federal Share)	*2,859,119*	*2,817,039*	*42,080*	*1%*

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2023 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY - DECEMBER 2023

AS OF JANUARY 2023

1	2	3	4	5	6
	Total Budget	Remaining Budget	Total YTD Actual	1% % YTD	Actual Jan-23
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	2,221,061	2,081,720	139,341	6%	139,341
Temporary 1013	581,449	581,449	-	0%	-
a. PERSONNEL (Object class 6a)	**2,802,510**	**2,663,169**	**139,341**	**5%**	**139,341**
b. FRINGE BENEFITS (Object Class 6b)					
Fringe Benefits	1,399,097	1,383,518	15,579	1%	15,579
b. FRINGE (Object Class 6b)	**1,399,097**	**1,383,518**	**15,579**	**1%**	**15,579**
c. Travel (Object Class 6c)					
HS Staff	7,185	7,185	-		-
c. TRAVEL (Object Class 6c)	**7,185**	**7,185**	**-**	**0%**	**-**
d. EQUIPMENT (Object Class 6d)	**50,000**	**50,000**	**-**		**-**
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	30,000	30,000	-	0%	-
2. Child and Family Services Supplies (Includesclassroom Supplies)	100,000	95,249	4,751	5%	4,751
4. Other Supplies	-	-	-		-
Computer Supplies, Software Upgrades, Computer Replacement	100,000	100,000	-	0%	-
Health/Safety Supplies	5,000	5,000	-	0%	-
Household Supplies	11,000	11,000	-	0%	-
Employee Health and Welfare costs (formerly Employee morale)	2,500	2,500	-	0%	-
TOTAL SUPPLIES (6e)	**248,500**	**243,749**	**4,751**	**2%**	**4,751**
f. CONTRACTUAL (Object Class 6f)					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	12,000	12,000	-	0%	-
2. Health/Disabilities Services	-	-	-		-
Health Consultant	23,050	22,410	640	3%	640
5. Training & Technical Assistance - PA11	-	-	-		-
Leadership Trainings/Seminars/Worshops	30,000	30,000	-	0%	-
Demogtaphic/Data Research	25,000	25,000	-	0%	-
Practice Based Coaching/Classroom Observation	15,000	15,000	-	0%	-
Family Development Credential/Reflective Practice	40,000	40,000	-	0%	-
Reflective Supervision	15,000	-	-	0%	-
8. Other Contracts	-	-	-		-
New Partnership	485,053	485,053	-	0%	-
Aspiranet	970,958	970,958	-	0%	-
Crossroads	198,704	198,704	-	0%	-
KinderCare	306,349	306,349	-	0%	-
Tiny Toes	51,058	51,058	-	0%	-
YMCA (West)	411,264	411,264	-	0%	-
YMCA (East)	643,677	643,677	-	0%	-
f. CONTRACTUAL (Object Class 6f)	**3,327,113**	**3,326,473**	**640**	**0%**	**640**
g. CONSTRUCTION (6g)	**-**	**-**	**-**		**-**
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases	40,000	38,827	1,173	3%	1,173
4. Utilities, Telephone	12,000	12,000	-	0%	-
6. Bldg. Maintenance/Repair and Other Occupancy	252,000	246,000	6,000	2%	6,000
8. Local Travel (55.5 cents per mile effective 1/1/2012)	8,000	8,000	-	0%	-
9. Nutrition Services	-	-	-		-
Child Nutrition Costs	5,000	5,000	-	0%	-
13. Parent Services	-	-	-		-
Parent Conference Registration - PA11	3,000	3,000	-	0%	-
PC Orientation, Trainings, Materials & Translation - PA11	4,000	4,000	-	0%	-
Policy Council Activities	1,500	1,500	-	0%	-
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	3,000	3,000	-	0%	-
Child Care/Mileage Reimbursement	3,000	3,000	-	0%	-
14. Accounting & Legal Services	-	-	-		-
Auditor Controllers	500	500	-	0%	-
Data Processing/Other Services & Supplies	10,000	10,000	-	0%	-
15. Publications/Advertising/Printing	-	-	-		-
Recruitment Advertising (Newspaper, Brochures)	1,000	1,000	-	0%	-
16. Training or Staff Development	-	-	-		-
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc	4,000	4,000	-	0%	-
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	52,020	52,020	-	0%	-
17. Other	-	-	-		-
Site Security Guards	21,000	21,000	-	0%	-
Vehicle Operating/Maintenance & Repair	6,000	5,163	837	14%	837
Equipment Maintenance Repair & Rental	7,000	7,000	-	0%	-
Dept. of Health and Human Services-data Base (CORD)	1,000	1,000	-	0%	-
Other Operating Expenses (Facs Admin/Other admin)	80,000	80,000	-	0%	-
Comprehensive Services with State Child Development Program	2,549,969	2,549,969	-	0%	-
h. OTHER (6h)	**3,063,989**	**3,055,978**	**8,011**	**0%**	**8,011**
l. TOTAL DIRECT CHARGES (6a-6h)	**10,898,394**	**10,730,073**	**168,321**	**2%**	**168,321**
j. INDIRECT COSTS	538,082	538,082	-	0%	-
k. TOTALS (ALL BUDGET CATEGORIES)	**11,436,476**	**11,268,155**	**168,321**	**1%**	**168,321**
Non-Federal Share (In-kind)	*2,859,119*	*2,817,039*	*42,080*	*1%*	*42,080*

COMMUNITY SERVICES BUREAU
SUMMARY CREDIT CARD EXPENDITURE
January 2023

Stat. Date	Amount	Program	Purpose/Description
01/23/23	$0.20	Child Nutrition Food Services	Office Exp
01/23/23	$4.16	Indirect Admin Costs	Office Exp
	$4.36		
01/23/23	$602.76	Child Nutrition Food Services	Food
	$602.76		
01/23/23	$3.45	Head Start T & TA	Other Travel Employees
	$3.45		
01/23/23	$125.00	George Miller Concord Site Costs	Training & Registration
	$125.00		
Total	**$735.57**		

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2022-23

January 2023

12 Approved Sites

20 Days Meals Served

20

343 Daily Participation

16,859 Meals Served

Supplements 4,593

Breakfast 5,421

Lunch 6,845
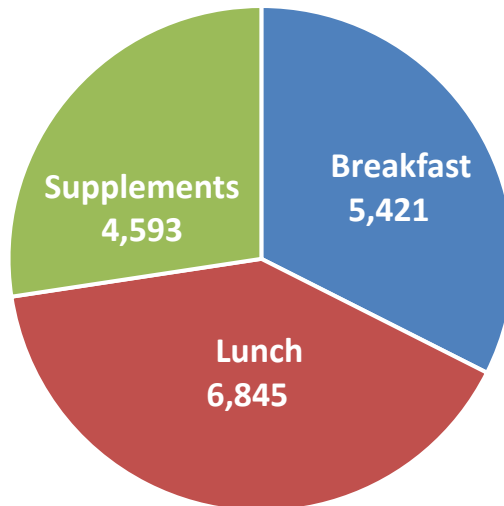
Claim Reimbursement
Total: $ 49,462

I. GENERAL

A. This policy describes the formal structure of program governance for the Contra Costa County Head Start program including the oversight of quality services for children and families and for making decisions related to program design and implementation. To the extent that the provisions of this policy conflict with the provisions of the 2019-2021 Community Services Bureau Policies & Procedures Manual approved by the Board of Supervisors on 7/30/2019, the provisions of this Head Start Agency Governance Policy No. 22-60 will prevail and be given full effect.

II. REFERENCE

A. Head Start Program Performance Standards (45 CFR chapter xiii)

B. Head Start Act (42 U.S.C. 9837)

C. Contra Costa County Administrative Bulletins 100 (General), 200 (Budget & Fiscal), 300 600 (Payroll & Timekeeping), 400 (Personnel), 500 (Property & Equipment), 600 (Purchasing)

D. Employment & Human Services Department Manual, Memoranda, and other requirements

III. POLICY

A. Governing Body. The five members of the Contra Costa County Board of Supervisors, serve as the governing body ("Board") of the County's Head Start program ("Program"). The Board has general legal and fiscal responsibility for the Program, including the safeguarding of federal funds and ensuring Program compliance with state, federal, and local laws and regulations.

1. Responsibilities. The Board is responsible for carrying out the following duties, including but not limited to:

a. Selection of delegate agencies and their service areas;
b. Establishing procedures and criteria for recruitment, selection, and enrollment of children;
c. Reviewing all applications for funding, including amendments to applications;
d. Reviewing and approving the annual self-assessment and financial audit;

DMCL #22-60

Contra Costa County
Employment & Human Services Dept. Manual

Issued/Revised: 10-18-2022
Distribution: CSB, EHSD
Administration

e. Reviewing and approving the programmatic and fiscal obligations contained in the Program's Head Start grant application;

f. Reviewing and approving the implementation of corrective actions;

g. Reviewing and approving personnel policies regarding the hiring, evaluation, termination, and compensation of County employees assigned to work on the Program;

h. Developing procedures for selecting members of the Head Start Policy Council;

i. Financial Approvals.

　　(i) Ensuring compliance with county financial management, accounting, and reporting policies;

　　(ii) Approving contracts and other major financial expenditures, consistent with County policies and procedures, and all major financial expenditures of the Program;

　　(iii) Annually approving the Program's operating budget;

　　(iv) Selecting, except as otherwise provided by law, independent financial auditors;

　　(iv) Monitoring actions to correct audit findings and to comply with laws and regulations governing financial statement and accounting practices;

j. Reviewing results from monitoring of Program partners and delegate agencies, including corrective actions;

k. Establishing, adopting, and updating written conflict of interest policies and procedures, and procedures for resolving complaints and conducting investigations; and

l. Appointing the Head Start Executive Director.

2. _Monthly Report_. A monthly report addressing, but not limited to, the topics specified below will be sent to all members of the Board and will be received and discussed at a public meeting:

a. Program financial statements including credit card expenditures;

b. Program information summaries;

c. Program enrollment reports including attendance reports for children whose care is partially subsidized by another public entity;

d. Meals and snacks provided through programs of the Department of Agriculture;

e. Community needs assessment;

f. Communication and guidance from the Head Start Secretary; and

g. Program information reports.

DMCL#22-60

Contra Costa County
Employment & Human Services Dept. Manual

Issued/Revised: 10-18-2022
Distribution: CSB, EHSD
Administration

3. Conflict of Interest. Members of the Board must not have a financial conflict of interest with the Program, including with the delegate agency Board members must report to the Program all their immediate family members who are employed by the County or by the delegate agency, and the County will report such information to the Head Start Secretary.

4. Training. The Board will receive annual training, including, at a minimum, governance training.

B. Head Start Executive Director. The Board designates the Employment & Human Services Department Director as the Head Start Executive Director ("Executive Director"). No Head Start funds will be utilized to pay any part of the incumbent's salary.

1. The Board delegates to the Executive Director the following authority:

    a. To take all actions needed to carry out and implement the programmatic and fiscal obligations of the Head Start grant;

    b. To establish procedures and guidelines for accessing and collecting information necessary for the Monthly Report (see above);

    c. To hire, evaluate, and terminate Program employees in accordance with the applicable Memoranda of Understanding, the Personnel Management Regulations, and the Salary Regulations, all of which were adopted by the Contra Costa County Board of Supervisors;

    d. To develop procedures, consistent with this policy and the Head Start Act, on how members of the Policy Council are selected at each site by multiplying the total number of Head Start and Early Head Start slots at each site by 1/60 (one representative for each 60 slots).

    e. To develop, subject to Board approval, actions to correct audit findings pertaining to financial statement and accounting practices and to monitor Program operations to cure the audit findings and

    f. To ensure compliance with all other Head Start Act and Program Performance Standards requirements not otherwise explicitly identified in this policy.

B. Policy Council. The Policy Council is elected by the parents of the children currently

DMCL#22-60

Contra Costa County
Employment & Human Services Dept. Manual

Issued/Revised: 10-18-2022
Distribution: CSB, EHSD
Administration

enrolled in the Program and is comprised of parents of children currently enrolled in the Program, including the delegate agency, and members at large of the community served by the Program, including parents of children formerly enrolled in the Program. The majority of the Policy Council membership must be comprised of parents of children currently enrolled in the Program. The Policy Council is responsible for the direction of the Program, including its design and operation, and the short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.

1. Responsibilities. The Policy Council will approve and submit to the Board decisions about the following:

   a. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the County is responsive to community and parent needs;
   b. Program recruitment, selection, and enrollment priorities;
   c. Applications for funding and amendments to applications for funding for programs, prior to the submission of the funding applications;
   d. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities;
   e. Policy Council bylaws;
   f. Program personnel policies and decisions regarding the employment of program staff, consistent with Head Start paragraph 642(c)(l)(E)(iv)(iX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
   g. Developing procedures for how Policy Council members are elected and
   h. Recommendations on the selection of delegate agencies and the service areas for such agencies.

2. Conflict of Interest. Members of the Policy Council must not have a conflict of interest with the County, including any delegate agency and must not receive compensation for serving on the Policy Council or for providing services to the County.

DMCL #22-60

Contra Costa County
Employment & Human Services Dept. Manual

Issued/Revised: 10-18-2022
Distribution: CSB, EHSD
Administration

Recommendation for Approval of Hire of Director for the Community Services Bureau Pending Policy Council Approval*

Nicholas Bryant the Interim Director of The Community Services Bureau within Employment and Human Services Department of Contra Costa County. Mr. Bryant has over 13 years of experience in leadership and more than ten years of experience working in the public sector.

Having personally utilized services for public assistance and other programs for support, such as Head Start, Nicholas understands the challenges faced by families in need and is passionate about improving access to these critical resources.

With a strong desire to make a positive impact on his community, Nicholas is seeking to leverage his experiences as the Head Start director. He is committed to using his unique perspective to inform decision-making, implement meaningful feedback, and ensure that the program he represents is truly representative of the families it serves.

Please consider the following attributes for your approval:

- Former Head Start parent (2 of 4 children)
- 13 years of experience in leadership, including managing a bureau, supervising staff, fiscal management and administration, in accordance with the requirements of HSPPS 1302.91(b) for a Head Start Director
- Successful in working with community partners and county government
- Experience serving low income families or individuals through many public assistance programs
- Experience successfully leading programs out of corrective action and into program excellence
- Education:
    - Graduate of the Executive Development Program at the University of California, Berkeley.
    - Bachelor of Arts in Sociology from California Baptist University.

As per Head Start Act of 2007, Section 642(c)(1)(E)(1X) and as requested by the Administration of Children and Families, Region IX.

Date: 2/15/2023	**Time Convened:** 6:06 PM	**Time Terminated:** 7:51 PM	**Recorder:** Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Juan Batiz, Vice Chair, called the meeting to order at 6:06 PM and reviewed the desired outcomes. Tuliisa Miller, Parliamentarian reviewed the meeting ground rules.
Public Comment	None
Correspondence	None
Parent Recognition of Staff	The following staff was recognized for going above and beyond in their work with the children and the families: • Ms. Veronica Calvario, Comprehensive Services Clerk, at George Miller Concord and Ms. Rita Loza, Comprehensive Services Manager, were presented with a certificate and a book to acknowledge their dedication to the children and families.

Action: Approval of COVID 19 Mitigation Plan	**Christina Reich, Division Manager,** Reviewed the COVID 19 Mitigation Plan Summary for Policy Council.
	The Office of Head Start requires all Head Start Programs to have a COVID-19 Mitigation Policy that is to be used to protect children, families, and staff from infection and illness.
	
	The policy is evidenced based, meaning it uses information provided by experts in the sciences. Some sources include the American Academy of Pediatrics, the Centers for Disease Control and Prevention, and Contra Costa County Public Health.
	
	The policy is developed using three levels of COVID in the community and incudes things we need to do for each level such as:
	• Green Level – Low:
	    ○ Stay up to date with COVID-19 vaccines, including recommended booster doses.
	    ○ Maintain good ventilation in classrooms.
	    ○ Avoid contact with people who have suspected or confirmed COVID-19.
	• Yellow Level – Medium:
	    ○ If at high risk of getting very sick, wear a high-quality mask when indoors.
	    ○ If there has been household or social contact with someone at high risk for getting very sick, consider self-testing to detect infection before contact and consider wearing a mask indoors.
	• Red Level – High:
	    ○ Wear a high-quality mask at all times except when eating and drinking.
	    ○ If at high risk of getting sick, avoid non-essential indoor activities in public where you could be exposed.

	Any time the level changes, the Health Manager will send a letter to staff and parents telling them what to do in Spanish and English. The letter will be posted at the entrances of our sites for everyone to see.

Vaccines will continue to be promoted and we will help you get them easily. Children with health conditions and/or disabilities that make them at risk for COVID-19 will have what they need to be in our classrooms and be safe. All supplies will be available on site at all times.

If outbreaks happen, we will notify all staff and parents at the affected location by letter and in person and we will follow the guidance from the Contra Costa County Public Health Department and the Contra Costa County Risk Management Department.

A motion to approve the COVID **19 Mitigation Plan Summary for Policy Council was made by Amy Mockoski and seconded by Tuliisa Miller. The motion passed with 14 votes in favor.** |

Ayes			Nays	Abstentions	Not Present		
Amy Mockoski	Maira Garcia				Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
Avile Cozette	Marcela Esparza				Deanna Carmona	Natalia Moyotl	
Charmaine Steptoe	Nalu Cavalcan				Deniedre Henry	Nya Martin	
Devlyn Sewell	Patricia De Queiroz				Debora Jimenez	Raquel Magana	
Juan Batiz	Sinay Castanon				Jasmine Cisneros	Rasheeta Flectcher	
Karen Medrano	Tuliisa Miller				Karen Franco	Teresa Munoz	
Lorena Mercham	Vilma Gaytan				Lizeth Vazquez	Yvonne Ramirez	

Action: Approval of the 2023-2024 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan	**Tracy Lewis, Administrative Services Assistant II,** Provided an overview of the 2023-2024 CSB Admissions Priorities/Selection Criteria and Recruitment & Enrollment Plan.

CONTRA COSTA COUNTY
CSB Admissions Priorities / Selection Criteria
2023-2024 Program Year

Head Start Performance Standard 1302.14 (a)(1) mandates that the program set criteria, based on our Community Assessment, that define the types of children and families who will be given priority for recruitment and selection. Kindergarten is available in all communities that we serve. Due to the community need for full-day, full-year services, and the mandate that the Head Start & Early Head Start Program collaborate for full-day services, CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of our partner, the California Department of Education and California Department of Social Services.

INFANTS & TODDLERS (Aged 0-3, including pregnant women)	PRE-SCHOOL (Aged 3-5)

Transfers for children *currently enrolled* in Early Head Start and California Childcare and Development programs will be accommodated before enrolling any new children. Siblings in a currently enrolled family may be given priority.
 	
1. Child Protective Services / Child At Risk referrals or in ♦Foster care
2. Children from families from the lowest income according to the income ranking
   a. When 2 or more have the same ranking then infants/toddlers with disabilities (IEP or IFSP) take priority
   b. If there are no children with disabilities then whomever has been on the waiting list the longest
	Requested transfers for children *currently enrolled* in Head Start and California State Preschool Programs (CSPP) will be accommodated before enrolling any new children. Siblings in a currently enrolled family may be given priority.
	
	1. 3 or 4 year olds with Child Protective Services / At Risk referrals or in ♦Foster Care
	2. 3 or 4 year olds with disabilities (after the set aside 10% has been filled) w/incomes below the eligibility guidelines
	3. 4 year olds *not* enrolled in Transitional Kindergarten (TK)
	   a. *Part Day only*: Children enrolled in CSPP as a 3 year old
	   b. Lowest income according to the income ranking
	     i. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority
	     ii. If no Dual Language Learner then whomever has been on the waiting list the longest
	4. 3 year olds Lowest income according to the income ranking
	   a. When 2 or more have the same ranking then those with the Dual Language Learner designation take priority
	   b. If no Dual Language Learner then whomever has been on the waiting list the longest
	5. 3 or 4 year olds from families with incomes no more than 15% above the income guideline.
	   a. 4 year olds with exceptional needs (after the set aside % has been met) then 3 year olds with exceptional needs
	   b. 4 year olds without exceptional needs before 3 year olds without exceptional needs
	After all other eligible children have been enrolled:
	6. *Full day only*: 3 or 4 year olds that meet eligibility criteria without having a need for services
	   a. Lowest income ranking
	     i. When 2 or more have the same ranking 4 year olds then 3 year olds
	7. 3 or 4 year olds that live within the attendance boundaries of a qualified free and reduced price lunch school
	8. *Part day only*: Children enrolling to provide expanded learning and care to TK enrolled children

Head Start and Early Head Start - Additional Priorities	
1. ♦Currently Homeless or Homeless within the last 18 months 2. ♦Current TANF Recipient (cash aid) or within 24 months 3. Teen parents (EHS only)	

1) ♦Denotes categorical eligibility as per Head Start Performance Standard 1302.14 (b). 2) At least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. 3) Pre-School Selection Priorities apply to both Full Day and Part Day programs unless otherwise specified. 4) Admissions Priorities / Selection Criteria, approved by Policy Council on xx/xx/2023 and approved by Board of Supervisors on xx/xx/2023

2023-2024 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan

Contra Costa County Employment and Human Services Department - Community Services Bureau

DESIRED OUTCOME: To inform the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment, and to recruit and enroll eligible children and their families into the Head Start, Early Head Start and Early Education and Support Programs.

Goal #1: To recruit eligible pregnant women, infants, toddlers, and children.
Goal #2: To recruit children with disabilities.
Goal #3: To recruit special populations as per our community assessment and selection criteria: CPS/At-Risk, Domestic Violence, Limited English, Need for Full Day Care, Homeless, TANF/CalWORKS Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents.

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Mobilize Parents – Word of Mouth, is our best strategy. Make sure a supply of flyers is available for parents to take and give out.	Comprehensive Services, Site Supervisors, Parent/ Family, Community Engagement Officer, Centralized Enrollment Unit (CEU) and ERSEA Manager	March 2023	Policy Council, Parent Meetings, Family Newsletter, Tables in entryways.	Reproducible Flyers and Pre-App Screening Forms. Palm Cards w/HS enrollment info.	All CSB and Delegate and Partner sites.
Pamphlets/flyers distributed: a) General info on CSB services b) Enrollment flyers c) Home-based services	Teachers, Site Supervisors, Comprehensive Services Staff, Home Educators, Centralized Enrollment Unit staff.	Ongoing	Laundromats WIC offices Grocery Stores **Site lobby**/Classrooms Elementary Schools Clinics Community-Based Organizations County Agencies Local churches Education Offices Libraries Hospitals Community Events/Flea Markets Check Cashing Agencies High Schools One-Stop Locations Housing site offices *(including- 9 housing sites in San Ramon)* Homeless Programs Community Centers (Richmond, San Pablo, Oakley, Willow Pass) Parks & Rec centers (Ambrose) LiHEAP office Stage 2 & Alternative Payment Plans Family Entertainment Centers (Roller Rinks) Community Colleges First Five	Pictures Short paragraph describing program options Who is eligible Explanation of services available List Health, Nutrition, Education, Family Services, Family Wellness, Parent Engagement, Disabilities Services Home base Contact numbers and/or persons	HEAP mailings Food Stamp Offices Parent Meetings Doctors' Offices EHSD Child Care Offices Volunteer Bureaus One-Stop Centers Parents Farmers Markets (Richmond Main Street, San Pablo, Concord) *See "Location" section for additional distribution information

2023-2024 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan, approved by Policy Council on xx/xx/2023 and approved by

2023-2024 Head Start/Early Head Start/Early Education and Support Programs Recruitment and Enrollment Plan
Contra Costa County Employment and Human Services Department - Community Services Bureau

ACTIVITIES	PERSON (S) RESPONSIBLE	TIMELINE	LOCATION	INFORMATION TO INCLUDE	DISTRIBUTION
Family Newsletter	Comprehensive Services, Site Supervisors	Quarterly	Distribute to all parents / partners	Who is eligible? Who to Contact? Program Activities Events, Educational opportunities	Early Intervention Programs Community Partners Elementary Schools in the District
Contact Agencies Serving Children	ERSEA Manager, Comprehensive Services Managers	Spring and Fall and as needed	WIC offices SELPAs Child Care Centers School Districts Private Providers Community-Based Organizations Community Recreation Sites PTAs Human Service Department Partner Sites Family Child Care Networks **Resource and Referral Agencies** Stage 2 & Alternative Payment Plans First Five Offices & Centers Homeless Shelter OB/GYN Offices LiHEAP office Agencies serving children with special needs	Initial letter containing description of Head Start and Agency services and program options Personal visit to discuss coordination services, share program and curriculum information, plan referrals.	Community
Coordinate Transition Activities with Elementary Schools	MH/Disabilities Manager; Site Supervisors Education Managers	Spring/ Summer and throughout the year as needed	Childcare Centers Elementary Schools Other agencies for intake for special needs children High School/IT	Any pertinent information on child, - authorized by parent	Elementary School staff meetings & parent meetings; Site based staff meetings/ parent meetings; Policy Council Meetings
Speak at local organizations	Directors, Assistant Directors, Comprehensive Services Mgrs., Male Involvement Coordinator	Ongoing	Union Meetings Faith Based Organizations SHARE County Malls Fairs Clubs Community Events Other Government Agencies Non-Profit Agencies Businesses, Corporations and Foundations	Make Head Start staff or Policy Council rep. available Describe advantageous services Distribute pamphlets List of centers with contact information Set up information table with posters and pictures Application packages	Civic Organizations PTA meetings Church groups Community events

A motion to approve the 2023-2024 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan was made by Amy Mockoski and seconded by Karen Medrano. The motion passed with 14 votes in favor.

Ayes			Nays	Abstentions		Not Present		
Amy Mockoski	Maira Garcia					Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
Avile Cozette	Lizeth Vazquez					Deanna Carmona	Natalia Moyotl	
Charmaine Steptoe	Nalu Cavalcan					Deniedre Henry	Nya Martin	
Devlyn Sewell	Patricia De Queiroz					Debora Jimenez	Raquel Magana	
Juan Batiz	Sinay Castanon					Jasmine Cisneros	Rasheeta Flectcher	
Karen Medrano	Tuliisa Miller					Karen Franco	Teresa Munoz	
Lorena Mercham	Vilma Gaytan					Marcela Esparza	Yvonne Ramirez	

Action: Consider Approval of January 18, 2023, Policy Council Minutes	The minutes of the January 18, 2023 Policy Council meeting were reviewed and no corrections were noted. **A motion to approve the minutes from January 18, 2023 Policy Council meeting was made by Tuliisa Miller and seconded by Lorena Mercham. The motion passed with 14 votes in favor.**

Ayes			Nays	Abstentions		Not Present		
Amy Mockoski	Maira Garcia					Ana Maria Dempsey	Michelly Mendantta	Zaraby Duran
Avile Cozette	Lizeth Vazquez					Deanna Carmona	Natalia Moyotl	
Charmaine Steptoe	Nalu Cavalcan					Deniedre Henry	Nya Martin	
Devlyn Sewell	Patricia De Queiroz					Debora Jimenez	Raquel Magana	
Juan Batiz	Sinay Castanon					Jasmine Cisneros	Rasheeta Flectcher	
Karen Medrano	Tuliisa Miller					Karen Franco	Teresa Munoz	
Lorena Mercham	Vilma Gaytan					Marcela Esparza	Yvonne Ramirez	

Administrative Reports • Interim Director • Interim Division Manager • Fiscal	**Nicholas Bryant, Interim Director**, welcomed Policy Council representatives and thanked them for attending. Administrative updates: • **Safety Review Update** - We are proud to announce that CSB passed the safety review portion of the Quality Improvement Plan (QIP) with flying colors! We have now officially corrected two of three deficiencies on safety. We have 3 remaining deficiencies surrounding timely reporting (safety) and monitoring. • **Training and Technical Assistance T/TA Visit** – CSB had a visit from our Training and Technical Assistance team from the Office of Head Start. Originally scheduled for January 17 & 18, rescheduled to February 7 & 8, due to scheduling and weather issues. The team focused on Governance, Fiscal monitoring and oversight, and Ongoing Monitoring. They provided suggestions as to how we can make some improvements.

	• **Quality Improvement Plan QIP Extension** - We have requested an extension to allow us to reinforce our monitoring systems. We will know soon if the request has been granted. The team is working hard to incorporate the suggested changes from the Training and Technical Assistance team. • **Deputy Director Departure** - Dr. Easter is no longer a part of the CSB Team, as she explained during her last meeting. Her last physical day in the office was February 9. She was a monumental force and anchor for the team and her absence will be felt. **Amy Wells, Interim Division Manager,** reported: • The January enrollment was 61.14% for Head Start, 62.48% for Early Head Start and Early Head Start Child Care Partnership #2. • The January attendance was 77.76% for Head Start and Head Start Delegate, 79.05% for Early Head Start and Early Head Start Child Care Partnership #2. **Haydee Ilan, Accountant III**, presented the following financial reports: • **2021-2022 Head Start Program: December 2022,** year-to-date cash expenditures were $13,783,324 YTD, representing 75**%** of the program budget. • **2021-2022 Early Head Start Program: December 2022,** year-to-date cash expenditures were $4,990,943 YTD, representing 54**%** of the program budget. • **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for **December 2022,** were $6,949.60. • **Child and Adult Care Food Program: December 2022,** total meals served, including breakfast, lunch, and supplements, were 13,288**.**
Wellness Activity	**Policy Council Representatives participated in a wellness activity by partaking in the "2 Minute Meditation."**
Discussion: Governance Policy	**Governance Policy is tabled for the March 15, 2023 Policy Council Meeting.**
Report: 1st DRDP and School Readiness Goal	**Ron Pipa, Education Manager and Afi Fiaxe, Education Manager,** provided an overview of the Child Outcomes & School Readiness Goal Report 2022-2023. The Community Services Bureau implements the State of California developed desired results developmental profile (DRDP-2015) assessment to identify the developmental needs and program-wide outcomes of all infants, toddlers and preschool children. The tool assesses children based in different developmental domains, measures, and levels. Three assessments are conducted each program year using this instrument to monitor children's development. Results of the **First Assessment**, also called the **Baseline**: **School Readiness Goals Infants & Toddlers**

Domain & Measure	Goals
Approaches to learning self regulation: self control of feelings and behaviors (atl reg 5)	Children will develop strategies for regulating feelings and behaviors becoming less reliant on adult guidance over time.
Social and emotional development: Social and emotional understanding (sed 2)	Children will show a developing understanding of people's behaviors, feelings, thoughts and individual characteristics.
Language and literacy: reciprocal Communication and conversation (lld 4)	Children will engage in back and forth communication that develops into increasingly extended conversations.
Cognition including math and science: inquiry through observation and investigation (cog 9)	Children will observe, explore, and investigate objects (living and non-living things) and events in the environment and become increasingly sophisticated in pursuing knowledge about them.
Physical development and health: personal care routines; feeding (pd-hlth 7)	Children will respond to feeding and feed self with increasing proficiency.

Infants And Toddlers Baseline And Year-end Anticipated Outcomes

BASELINE	ANTICIPATED
Thirty-seven percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure self control of feelings and behaviors	By june 2023, for each of these goals, 70% of infants and toddlers will be at the developmental level of exploring earlier or above on this measure.
Forty percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure social and emotional understanding	
Fifty-five percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure reciprocal communication and conversation	

Infants And Toddlers Baseline And Year-end Anticipated Outcomes

PC Approved:

BASELINE	ANTICIPATED
Forty-four percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure knowledge of the natural world	By june 2023, for each of these goals, 70% of infants and toddlers will be at the developmental level of exploring earlier or above on this measure.
Sixty-four percent of infants and toddlers are at the developmental level of exploring earlier or above on the measure personal care routines: feeding	

Preschool & Pre-kindergarten School Readiness Goals

DOMAIN & MEASURE	GOALS
Approaches to learning self- regulation: engagement and persistence (atl-reg 6)	Children increasingly persist in understanding or mastering activiites even if they are challenging or difficult.
Social and emotional development: social and emotional understanding (sed 2)	Children show a developing understanding of people's behaviors, feelings, thoughts and individual characteristics.
Language and literacy development: emergent writing (lld 10)	Children show an increasing ability to write using scribbles, marks, drawings, letters, characters, or words to represent meaning.

Preschool & Pre-Kindergarten School Readiness Goals

DOMAIN & MEASURE	GOALS
English language development: symbol, letter, and print knowledge in english (eld 4)	Children whose home language is other than english will show an increasing understanding that print in english carries meaning.
Cognition including math and science: patterning (cog 6)	Children show an increasing ability to recognize, reproduce, and create patterns of varying complexity.
Physical development and health: nutrition (pd-hlth 10)	Children demonstrate an increasing knowledge about nutrition and healthful food choices.

Preschool Child Assessment Data

BASELINE	YEAR-END ANTICIPATED RESULTS
Forty-nine percent of all preschool age children are at the building earlier level or above in engagement and persistence (atl reg 6)	By june 2023, for each of these goals, 70% of these children will be at the building earlier level or above in engagement and persistence
Fifty-one percent of all preschool children are at the building earlier level or above in social and emotional understanding (sed 2)	
Forty-two percent of all preschool children are at the building earlier level or above in emergent writing (lld 10)	

Preschool Child Assessment Data (Continued)

BASELINE	YEAR-END ANTICIPATED RESULTS
Forty-two Percent Of Preschool Children Are At The Building Earlier Level Or Above In Patterning (Cog 6)	By June 2023, For Each Of These Goals, 70% Of Preschool Children Will Be At The Building Earlier Level Or Above In Patterning
Fifty-three Percent Of Preschool Children Whose Home Language Is Other Than English Are At The Building Earlier Level Or Above In Symbol, Letter And Print Knowledge In English (Eld 4)	
Sixty-six Percent Of Preschool Children Are At The Building Earlier Level Or Above In Nutrition (Pd-hlth 10)	

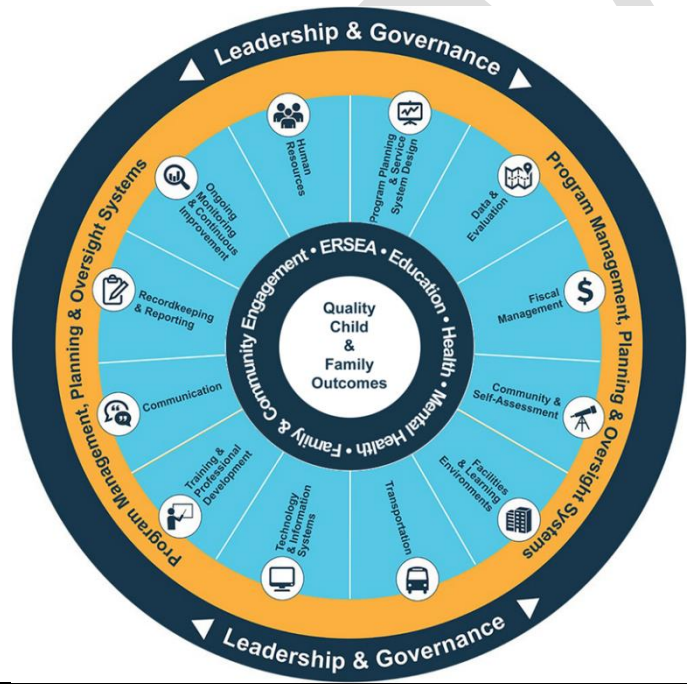**Pre-kindergarten Child Assessment Data**

BASELINE	YEAR-END ANTICIPATED RESULTS
Fifteen Percent Of Pre-kindergarten Children Are At The Building Later Level Or Above In The Engagement And Persistence Measure	By June 2023, For Each Of These Goals, 70% Of These Children Will Be At The Building Later Level Or Above In This Measure
Fourteen Percent Of Pre Kindergarten Children Are At The Building Later Level Or Above In The Social And Emotional Understanding Measure	
Forty Percent Of Pre Kindergarten Children Are At Building Later Later Or Above In The Emergent Writing Measure	

Pre-Kindergarten Child Assessment Data (Continued)

BASELINE	YEAR-END ANTICIPATED RESULTS
Fifteen Percent Of Pre-kindergarten Children Are At The Building Later Level Or Above In The Patterning Measure	By June 2023, For Each Of These Goals, 70% Of These Children Will Be At The Building Later Level Or Above In This Measure
Eleven Percent Of Pre-kindergarten Children Whose Home Language Is Other Than English Are At The Building Later Level Or Above In The Symbol, Letter And Print Knowledge In English Measure	
Thirty-six Percent Of Pre Kindergarten Children Are At The Building Later Level Or Above In The Nutrition Measure	

Family Engagement School Readiness Goal First Survey Results

FAMILY ENGAGEMENT PROGRAM GOAL	ANTICIPATED YEAR-END GOAL	RESULTS
Families will indicate an increased comfort level to support their child's understanding about nutrition, healthy food choices and for infants and toddlers, feeding themselves with increasing proficiency.	By June 2022, 70% of infant, toddler, preschool and pre kindergarten families will indicate an increased comfort level to support their child's understanding about nutrition, healthy food choices and for infant and toddler children, feeding themselves with increasing proficiency.	The first survey results indicated that over 90% of families feel comfortable or very comfortable to support their child's understanding about nutrition, healthy food choices and for infants and toddlers, feeding themselves with increasing proficiency.

Report: 1st Period Semi-Annual Report	**Nelly Ige, Administrative Services Assistant III**, provided an overview of the 2022-2023 Semi-Annual Monitoring Report: **Head Start Management Wheel** A visual representation of the twelve (12) program management, planning, an oversight systems that are critical to high-quality services.

Head Start Program Performance Standards:
1302.102 Achieving program goals. (b) Monitoring program performance. (1) Ongoing compliance oversight and correction. In order to ensure effective ongoing oversight and correction, a program must establish and implement a system of ongoing oversight that ensures effective implementation of the program performance standards, including ensuring child safety, and other applicable federal regulations as described in this part, and must: (i) Collect and use data to inform this process; (ii) Correct quality and compliance issues immediately, or as quickly as possible; (iii) Work with the governing body and the policy council to address issues during the ongoing oversight and correction process and during federal oversight; and, (iv) Implement procedures that prevent recurrence of previous quality and compliance issues, including previously identified deficiencies, safety incidents, and audit findings.

Overview of Monitoring:
Community Services Bureau (CSB) implements ongoing monitoring of its operations and services. This process includes: (1) using measures, tools, or procedures to implement the system of ongoing monitoring; (2) assigning staff and consultants to the ongoing monitoring of each service; (3) collecting, analyzing and reporting on the program's progress towards its own goals for quality; and (4) following-up on and correcting any weaknesses identified through ongoing monitoring. This is conducted through a multi-level monitoring system of (1) Center Level; (2) Content Area Level; and (3) Agency Level.

Monitoring Aggregate Data Reflects July 2022-December 2022

Summary of Monitoring Activities:
Monitoring was conducted for directly operated CSB centers, partner agencies, and the Delegate Agency, YMCA of the East Bay. This report highlights the data trends identified using monitoring tools focused on Classroom & Facility Environment, Education, Comprehensive Services, and File Review. During the Program Year 2022-2023, Community Services Bureau has had an increased focus on the health and safety of the children, families, and staff that we serve.

Data sources utilized by the team include: child and family files, classroom & facility observations, and CLOUDS database reports.

Changes to PY 2022-2023
1. Requested Technical & Training Assistance with ACF
2. Developed a Quality Improvement Plan Team to address the 5 Deficiencies & 1 Area of Non-Compliance
3. Updated our Policies & Procedures
4. Updated our Monitoring Plan to include formalized multilevel monitoring
5. Updated existing and added new monitoring forms
6. Conducted Trainings
7. Conducted monitoring
8. Weekly Data Discussions - Reviewing and analyzing data from the updated monitoring tools
9. Reporting to Policy Council of trends
10. Added Quarterly Roundtables
11. Updated Semi-Annual Monitoring Report to include all areas of monitoring, not just the Quality Management Unit

What We Reviewed in 2022-2023 Period 1

Center Level Monitoring:
- 1,765 Daily Facility Safety Checklists Completed
- 3,214 Daily Teacher Playground Safety Checklists completed
- 4,727 Daily Health and Safety Classroom Checklists Completed
- 96 Monthly Playground Safety Checklists Completed
- 166 Classrooms - CSB Child Safety & Transition

Content Area Monitoring:
- 203 Health & Safety Checklists Completed (including Partner Health & Safety)
- 73 Classrooms - On-Site Content Area Compliance Checklist
- 74 Files – Centralized Enrollment Unit (CEU) File Eligibility
- 13 Files – Centralized Enrollment Unit (CEU) Over Income Eligibility
- 11 Centers – Child and Adult Care Food Care (CACFP) Monitoring
- 47 Classrooms - Sr. Administrative Management Observation Tool

Quality Management Unit:
- **File Reviews:**
    - 107 Files - Need & Eligibility
    - 148 Files - Comprehensive Services
    - 159 - Education
    - 30 Files – Low Income Home Energy Assistance Program (LIHEAP)
- 26 Centers - Head Start Health & Safety Screener
- 1 Fidelity Visit to Brookside - Child Nutrition Unit (CNU) Health & Safety Checklist
- 1 Visit - Home Based Socialization & 1 Visit for a Home Visit
- 25 - Environment Rating Scale
- 31 Preschool Classroom - Classroom Assessment Scoring System (CLASS)

Top Trends
- Tools that were revised or newly implemented during the monitoring period show a steady increase in completion rates
- Positive interactions between teachers and children
- Active supervision is consistently demonstrated and can be articulated by teaching staff
- Professional development focused on health, safety, and supervision is visible in the overall monitoring data
- Preventable non-compliances have decreased since increased and formalized monitoring has been implemented.
- Inconsistencies across sites and tools in addressing corrections within expected timeline

Classroom Assessment Scoring System (CLASS)

Countywide Total Average Domain Score		2022-2023 CSB Threshold	Federal Quality Threshold	Federal Competitive Threshold
Domain	Score	Score	Score	Score
Emotional Support *	6.39	6	6	5
Classroom Organization	6.09	6	6	5
Instructional Support	4.44	3	3	2.30

What's Next?
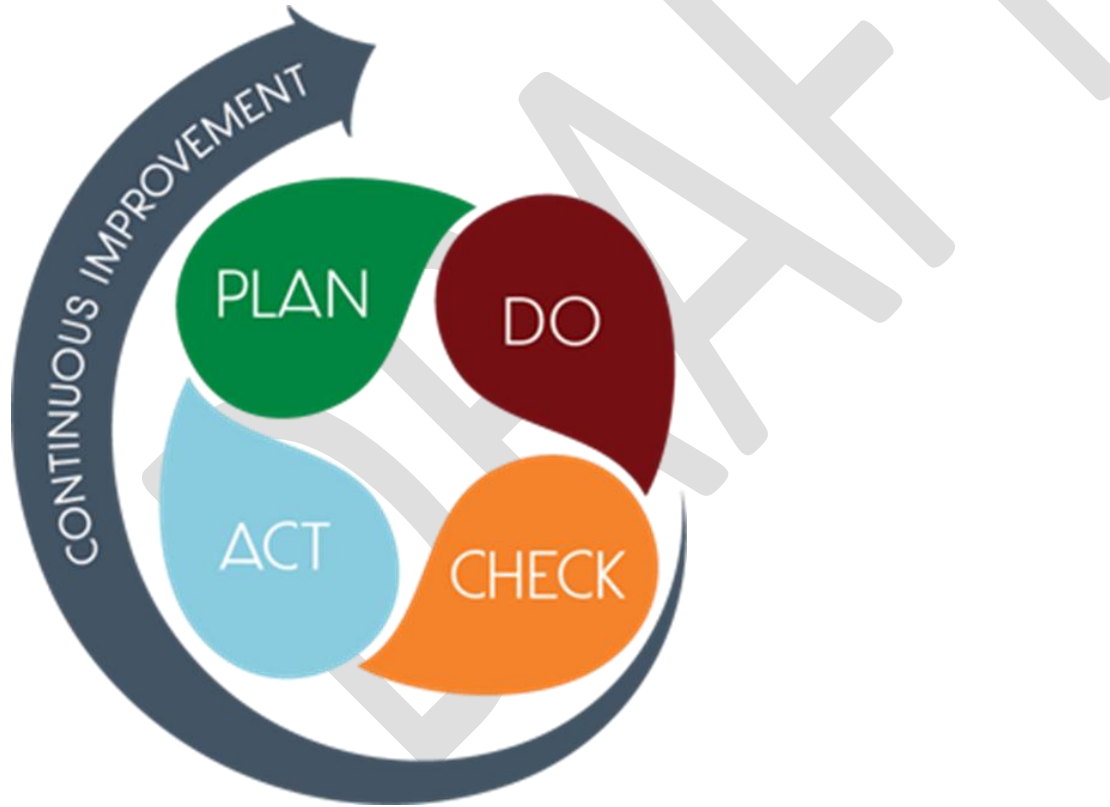
Site Reports	**Ambrose**

- Parents participated and completed the "Desired Results for Children and Families -Parent Survey" Parents provided good feedback. .
- Ms. Bella, Contra Costa Librarian, came to read books with the children.
- The yellow table in the playground and the front ramp handrails were repainted.
- Special Projects "treasured moments" scrapbook for parents to celebrate Positive Parenting Awareness Month.
- Healthy Eating/Nutrition Tips - Take home activity for families.

Bayo Vista
- Bayo Vista is celebrating and welcoming a new year 2023!
- The staff is still enjoying the new furniture purchased for their breakroom.
- Minor repairs were completed on some parts of the asphalt on the preschool playground. We are hoping at some point, the entire surface will receive an upgrade.
- Bayo Vista is invited to participate in a Community Garden Project that will be happening at our site next door on the side of the Bayo-Vista Housing Development in the next couple of months.
- Bayo Vista Preschool families received information from Friday Flyers

GM III
- The children were eager and enthusiastic upon coming back to school after spending the holidays with their families and relatives. They had so many stories to share with their teachers and friends!
- Classroom 8, Study of leaves & Introduction of writing material.
- Classroom 1, Study of what are the characteristics of trees?
- Classroom 2, Study about buildings. There are no facility improvements at this time.
- Classroom 7, Study of Reduce, Re-use, Recycle.
- Classroom 10, Study of Clothing .
- Classroom 3, Study of Trains.
- Informational flyers about the West Contra Costa Unified School District WCCUSD 2023-2024 Academic School Year enrollment process, were distributed to families in both English and Spanish. Also, a Nutrition Tips booklet on Healthy Eating For Your Family/How to Feed Your Child at Every Age was distributed in English and Spanish to families.

GMC
- Parking lot safety.
- Provided Transition to Kindergarten information.
- Provided Healthy Eating for your Family booklets.

Lavonia Allen
- Ms. Doretha McElderry, Preschool teacher, has been working for the County Head Start programs for 20 years!
- Site Supervisor, Ligia Ortiz, will support the center for 6 hours daily. We will participate in a Music and Creative Movement class with Nick Young every Thursday.
- Children's "Study Project" this month they are working on "Insects".
- Teachers continue to participate in "Health & Safety Trainings".
- Bella Merrill, from Contra Costa Library is coming monthly to read to the children and play her guitar.

	• Parents received resources through "Friday Flyer.". A family received low-income housing information.
	Los Arboles
	• The Preschool classroom started to work on building project; children are learning about constructions and different materials to make building. They are focusing on observations, drawing different kinds of building. The Toddler room are working on "Who is in your family", children share pictures of their families and identify themself and others.
	• Parents are writing love letters to their children and drop the letters in a mailbox at school. Teachers read the letter to the child/ children during group time.
	• Friday resources, were emailed to parents.
	Los Nogales
	• The siding on room 1 building has been painted after it was replaced.
	• Room 1: Doing a study on clothes.
	• Room 2: Doing a study Water Cycle.
	• Ms. Bella Merrill, from Contra Costa Library is coming to our site to read stories to the kids. She also plays the Ukulele, sings, and dances with them! Such a fun time!!
	• Resources provided:
	○ Low Income Hom Energy Assisntace Program LIHEAP, is a resource that can help you pay for heating and electricity.
	○ English as a Second Language ESL Conversation Group: Tuesday, in-person 6:30-7:30 PM & Wednesday online via zoom from 2-3 PM.
	Marsh Creek
	• For our parent meeting/training, parents were given information on Free and low-cost places to go; and Emergency Preparedness/shelter in place.
	• Both classrooms are working on creative curriclum -Tree Study.
	• Bella from Contra Costa library comes to read to the children.
	• Specific resources were given to individual families as needed.
	Riverview
	• We started our rock garden
	• We are welcoming Miss Kafia Amin to our site;she is the new associate teacher in room 2.
	• Room 1 is starting a new project about traveling around the world.
	• Bella the Contra Costa librarian, will be regularly coming on the 2nd Friday of the month.
	• We had a parent meeting about affordable fitness options for families.
Announcements	Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement, provided the following announcements and resources (copy of resources were emailed to participants):
	• 700 Forms due March 30
	• March Policy Council – in-person meeting
	○ Policy Council Executive Meeting and Program Services Subcommittees: March 1, 2023.
	○ Policy Council Fiscal Subcommittee and Policy Council Business Meeting: March 15, 2023.

Meeting Evaluation	Pluses / +	Deltas / Δ
	• Great participation • Great Information • Great facilitation Juan	• None