

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)).

## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Executive Meeting	
<b>Date:</b> August 2, 2023	<b>Time:</b> 6:00 – 6:45 PM
<b>Zoom Meeting ID:</b> 1470 Civic Court Suite 200, Concord CA 94520 – CSB Administrative Building	
<b>Meeting Leader:</b> Jasmine Cisneros-PC Chair	
<b>Purpose:</b> To Review PC Items for next meeting	

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

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. Opportunity for the public to address the CSB Policy Council and share thoughts and ideas that may impact their work and the community's needs.
3. Communicating Information to the Governing Body.
4. Understanding staff reports so that the group is informed of bureau highlights and other important events.
5. Approval of June 7, 2023 Executive Meeting minutes so that we have an accurate record of the meeting.
6. A decision regarding Parent Recognition of staff nomination recipients.
7. Agreement on the agenda August 16, 2023 Policy Council meeting.
8. Evaluation of the meeting so we may review our strengths and make any necessary improvements.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
1. Review Desired Outcomes	Present	Juan De Dios Batiz	2
2. Review Meeting Ground Rules	Present	Tuliisa Miller	2
3. Public Comments	Present	Public	2
4. <b>Report:</b> Communicating Information to the Governing Body	Present Clarify Check for understanding	Marla Stuart	15

<b>Agenda</b>			
<b>What</b> (Content)	<b>How</b> (Process)	<b>Who</b>	<b>Time</b> (Minutes)
<b>Report:</b> Staff Reports-Program	Present Clarify Check for understanding	Michelle Mankewich	5
5. <b>Action:</b> Review and Approve June 7, 2023 Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	4
6. Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Exec Team	6
7. Set Agenda for August 16, 2023 Policy Council Meeting	Present Clarify Check for Understanding	All	7
8. Meeting Evaluation	Plus/Delta	Volunteer	2

**PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS:**

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- HOW TO JOIN THE MEETING VIA ZOOM:  
Zoom Meeting ID: 832 0122 7641
- HOW TO JOIN THE MEETING VIA CALL-IN:  
Conference Call: USA 8882780254 8882780254 (US Toll Free) Conference Code: 379008

**HOW TO PROVIDE PUBLIC COMMENT:**

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**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200

Date: 6/7/2023                      Time Convened 6:00 p.m.                      Time Terminated 6:45 p.m.                      Recorder: Lyneth Hernandez.

Attendees: Jasmine Cisneros, Juan Batiz, TuLiisa Miller, Karen Medrano, Ana Araujo, Christina Reich, Nic Bryant, and Lyneth Hernandez.

Absentees:

TOPIC	RECOMMENDATION / SUMMARY	
<ul style="list-style-type: none"> <li>Review Desired Outcomes and Ground Rules</li> </ul>	<ul style="list-style-type: none"> <li>Jasmine Cisneros, Chair, called the meeting to order at 6:00 p.m.</li> <li>Juan Batiz, Vice Chair, reviewed the desired outcomes.</li> <li>TuLiisa Miller, Parliamentarian, reviewed the meeting ground rules.</li> </ul>	
<ul style="list-style-type: none"> <li>Public Comments</li> </ul>	None	
<ul style="list-style-type: none"> <li>Staff Reports</li> </ul>	Christina Reich, Division Manager provided updates on the following items: <ul style="list-style-type: none"> <li>State Review, called the Contract Monitoring Review, went amazing, with no findings or corrective actions.</li> <li>Celebrating Site Supervisor appreciation week.</li> <li>Wrapping up our Program Information Report (PIR) – collecting comprehensive data on services, staff, children, and families served by the CSB Head Start and Early Head Start programs.</li> </ul>	
<ul style="list-style-type: none"> <li><b>Action:</b> Review and approve April 5, 2023 Executive Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The minutes were reviewed; no corrections were noted.</li> <li><b>A motion to approve April 5, 2023, Executive Meeting Minutes was made by Karen Medrano and seconded by TuLiisa Miller. The motion passed.</b></li> </ul>	
<ul style="list-style-type: none"> <li>Review of the May 17, 2023 PC Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The minutes were reviewed; no corrections were noted. They will be presented for approval at the June 21, 2023 PC Meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and Make a Decision on Parent Recognition of Staff</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed all nomination forms and selected Lorena Perea, Master Teacher at Ambrose, and Maria Ibarra, Associate Teacher at Crescent Park, to receive recognition on June 21, 2023, Policy Council Meeting for their outstanding work with the children and families.</li> <li>Lyneth Hernandez, Policy Council Clerk, will invite them to receive recognition at the June 21, 2023, Policy Council meeting.</li> </ul>	
<ul style="list-style-type: none"> <li>Review and set Agenda for April 19, 2023 Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed and set the agenda for June 21, 2023 Policy Council Meeting.</li> <li>Wellness Activity: “What are some parenting tips to survive the summer?”</li> </ul>	
<ul style="list-style-type: none"> <li>Meeting Evaluation</li> </ul>	<u>Pluses / +</u> <ul style="list-style-type: none"> <li>Lots of information</li> </ul>	<u>Deltas / Δ</u>

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## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Meeting	
<b>Date:</b> August 16, 2023	<b>Time:</b> 6:00 PM – 8:30 PM
<b>Meeting Location:</b> 500 Ellinwood Way, Pleasant Hill, CA	
<b>Purpose:</b> Conduct Regular Monthly Meeting	

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

1. Agreement on desired outcomes and ground rules so that our meeting is productive.
2. An awareness of CSB correspondence so that we are all informed of current notifications.
3. 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.
4. A wellness activity to open communication and enhance overall wellbeing.
5. Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
6. An Approval to extend the Head Start and Early Head Start project period of January 1, 2023 to June 30, 2024.
7. An Approval of Early Head Start and Head Start 2022 Carryover Funds.
8. An approval of the 2023-2024 CSB Planning Calendar which provides guidance on internal, and external timelines for requirements and best practices of CSB programs.
9. A review and approval of May 17, 2023 Policy Council Minutes.
10. Administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
11. An understanding of the Community Assessment to enhance our understanding of the strengths and needs in our community.
12. An understanding of the 2022-2023 Parent Survey Results to gain an awareness of parent feedback relating to program quality.
13. An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.
14. An understanding of the 12 Month Underenrollment Plan to gain insight of strategies being utilized to reach full enrollment.
15. Recognition of the 2021-2022 Policy Council as this is the last meeting for the program year.
16. An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.
17. Heard announcements so that we may be informed of Bureau news and/or available community resources.
18. A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
1. Review Desired Outcomes	Present Clarify Check for understanding	Juan Batiz	1
2. Meeting Ground Rules	Present Clarify Check for understanding	Tuliisa Miller	1
3. Correspondence	Present Clarify	Karen Medrano	1
4. Public Comment	Present	Public	2
5. <b>Wellness Activity</b>	Present Clarify	Jasmine Cisneros	6
6. Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Jasmine Cisneros	5
7. <b>Action:</b> Approve EHS and HS Extension Grant	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10
8. <b>Action:</b> Approve EHS and HS 2024 Carryover Funds	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10
9. <b>Action:</b> Approve 2023-2024 Planning Calendar	Present Clarify Check for understanding Check for Agreement	Christina Reich	10
10. <b>Action:</b> Consider approval of May 17, 2023 Policy Council Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano	5
11. <b>Administrative Reports:</b> CSB Interim Director	Present Clarify Check for understanding	Sung Kim	5
<b>Administrative Reports:</b> Executive Director Report	Present Clarify Check for understanding	Marla Stuart	10
<b>Administrative Reports:</b> Division Manager	Present Clarify Check for understanding	Amy Wells	5
<b>Administrative Reports:</b> Fiscal	Present Clarify Check for understanding	Ali Vahidizadeh	5
12. <b>Report:</b> Community Assessment	Present Clarify Check for understanding	Christina Reich	15

13. <b>Report:</b> Parent Survey Results	Present Clarify Check for understanding	Nelly Ige	15
14. <b>Report:</b> Subcommittee Updates	Present Clarify Check for understanding	Subcommittee Leads	4
15. <b>Presentation:</b> Enrollment Plan	Present Clarify Check for Understanding	Sarah Reich	15
16. <b>Recognition:</b> 2022 -2023 Policy Council Recognition	Present	TBD	20
17. Site Reports	Present Clarify Check for Understanding	Site Representatives	8
18. Announcements	Present Clarify Check for understanding	Christina Reich Ana Araujo	5
19. Meeting Evaluation	Plus/Delta	Volunteer	2

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