

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

Group/Meeting Name: CSB Policy Council Meeting	
Date: June 26, 2024	Time: 6:00 PM – 8:00 PM
Meeting Locations:	
<ul style="list-style-type: none"> • Community Services Bureau: 1470 Civic Ct. Suite 200 Concord, CA • George Miller III: 300 South 27th St. Richmond, CA • Fairgrounds: 1203 West 10th St. Building D, Antioch, 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 aaaraujo@ehsd.cccounty.us or you may contact the Federal Information Relay Service at 1-800-877-8339 for Teletypewriter communication assistance.

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. A wellness activity to open communication and enhance overall wellbeing.
3. An awareness of CSB correspondence so that we are all informed of current notifications.
4. 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.
5. A Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.
6. Review and approval of the Head Start and Early Head Start budget amendment to support programmatic needs through the end of the project period.
7. A review and approval of February 21, 2024, March 6, 2024, and March 18, 2024, Policy Council Minutes.
8. Heard administrative Reports: An understanding of the monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.
9. An understanding of the 2023-2024 Parent Survey Results to gain an awareness of parent feedback relating to program quality.
10. An understanding of the 2 nd DRDP Child Outcomes Baseline Assessment report and School Readiness Goals for the 2023-2024 program so that Policy Council members are aware of agency wide progress data of children's assessments.
11. An understanding the Transition to Kindergarten presentation so parents are informed on strategies to successfully transition Kindergarten-bound children from Head Start to their receiving schools.
12. An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.
13. An understanding of Site Reports so that we may celebrate our co-parenting and partnership-building efforts.

14. Heard announcements so that we may be informed of Bureau news and/or available community resources.
15. 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	Tuliisa Miller Vice Chair	3
Meeting Ground Rules	Present Clarify Check for understanding	Gabriela Gomar Parliamentarian	2
2. Wellness Activity	Present Clarify	Juan Batiz Chair	7
3. Correspondence	Present Clarify	Karen Medrano Secretary	2
4. Public Comment	Present	Public	2
5. Parent Recognition of Staff Excellence Award Recognition	Present Clarify	Juan Batiz Chair	10
6. Action: Consider approval of the Head Start and Early Head Start budget amendment	Present Clarify Check for understanding Check for Agreement	Sarah Reich	14 (3 minutes for roll call)
7. Action: Consider approval of February 21, 2024, March 6, 2024, and March 18, 2024, Policy Council Minutes	Present Clarify Check for understanding Check for Agreement	Karen Medrano Secretary	10 (3 minutes for roll call)
8. Administrative Reports: CSB Deputy Director	Present Clarify Check for understanding	Scott Thompson	5
Administrative Reports: Division Manager	Present Clarify Check for understanding	Amy Wells	5
Administrative Reports: Fiscal	Present Clarify Check for understanding	Ali Vahidizadeh	5
9. Presentation: 2023-2024 Parent Survey Report	Present Clarify Check for understanding	Tracy Lewis	10
10. Presentation: DRDP	Present Clarify Check for understanding	LaTonya Saucer & Afi Fiaxe	17
11. Presentation: Transition to Kindergarten	Present Clarify Check for understanding	LaTonya Saucer & Afi Fiaxe	17
12. Subcommittees Updates	Present	Juan Batiz	3

	Clarify Check for understanding	Chair	
13. Site Reports	Present Clarify Check for Understanding	Site Representatives	3
14. Announcements	Present Clarify Check for understanding	Ana Araujo	3
15. Meeting Evaluation	Plus/Delta	Volunteer	2

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 Password: 826100
- 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 aaaraujo@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



Recipient Information

1. Recipient Name

CONTRA COSTA COUNTY
625 Court St Ste 100
Martinez, CA 94553-1231
NO DATA

2. Congressional District of Recipient

05

3. Payment System Identifier (ID)

1946000509A1

4. Employer Identification Number (EIN)

946000509

5. Data Universal Numbering System (DUNS)

794080957

6. Recipient's Unique Entity Identifier (UEI)

W6AHS1UCWKX7

7. Project Director or Principal Investigator

Ms. Marla Stuart
mstuart@ehsd.cccounty.us
(925) 608-4801

8. Authorized Official

Mr. Federal Glover
Chair, Contra Costa County Sup., District 5
supervisorglover@bos.cccounty.us
(925) 427-8138

Federal Agency Information

ACF/OHS Region IX Grants Office

9. Awarding Agency Contact Information

Mr. Jeffrey Arciero
Grants Management Officer
jeffrey.arciero@acf.hhs.gov
617-565-2446

10. Program Official Contact Information

Ms. Cynthia T Yao
Head Start Program
Cynthia.Yao@acf.hhs.gov
415-437-8451

Federal Award Information

11. Award Number

09CH010862-05-06

12. Unique Federal Award Identification Number (FAIN)

09CH010862

13. Statutory Authority

42 USC 9801 ET SEQ.

14. Federal Award Project Title

Head Start and Early Head Start

15. Assistance Listing Number

93.600

16. Assistance Listing Program Title

Head Start

17. Award Action Type

Revision & Extension

18. Is the Award R&D?

No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/01/2023	- End Date	07/31/2024
20. Total Amount of Federal Funds Obligated by this Action			\$0.00
20a. Direct Cost Amount			\$0.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$10,128,237.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$29,661,911.00
24. Total Approved Cost Sharing or Matching, where applicable			\$8,315,444.00
25. Total Federal and Non-Federal Approved this Budget Period			\$37,977,355.00
26. Period of Performance Start Date	01/01/2019	- End Date	07/31/2024
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance			\$153,208,271.83

28. Authorized Treatment of Program Income

ADDITIONAL COSTS

29. Grants Management Officer - Signature

Mr. Jeffrey Arciero
Grants Management Officer

30. Remarks

30. REMARKS (Continued from previous page)

This grant action extends the current budget and project period through July 31, 2024.

As a result of this extension, your required annual SF-425 report and final SF-425 report (per Program Instruction ACF-PI-HS-17-04) must be received by:

Annual Report: 10/30/2024

Final Report: 10/30/2024

REQUEST FOR BUDGET REVISION OF 2023 UNOBLIGATED FUNDS

HEAD START PROGRAM - GRANT NO. 09CH010862-5

Community Services Bureau (CSB) is submitting this request for a budget revision of existing federal funding from Administration for Children and Families (ACF), Office of Head Start 2023 unobligated funds. CSB is requesting use of the unobligated funds in Construction and Other to support program needs for Personnel, Benefits and Contractual costs. These planned uses of unobligated funds are necessary to meet program requirements, to ensure successful implementation of the HS Program and to comply with federal rating requirements. The table below identifies the intended uses of these unobligated EHS funds.

DESCRIPTION	AMOUNT
a. PERSONNEL	\$ 876,417
b. FRINGE BENEFITS	\$ 1,522,730
c. TRAVEL	\$ -0-
d. EQUIPMENT	\$ -0-
e. SUPPLIES	\$ -0-
f. CONTRACTUAL	\$ 561,046
g. CONSTRUCTION	\$ -500,000
h. OTHER	\$ -2,467,393
j. INDIRECT COSTS	\$ -0-
I. TOTAL BUDGET REVISION	\$ -0-

(6a) PERSONNEL **\$ 876,417**

Permanent Salaries **\$571,085**

The eight (8) month 2023 budget extension will leave a budget shortfall in permanent salaries. This increase will bridge the gap and allow the program to have sufficient funding for all staff for the remainder of the 2023 contract period.

Temporary Salaries **\$305,332**

Additional funds are needed in temporary salaries to cover costs for substitute teachers, student interns, account clerks and on policy council translator.

(6b) FRINGE BENEFITS **\$ 1,522,730**

Regular Personnel Fringe Benefit **\$1,484,838**

Percentage of fringe benefits based on the County Budget is as follows:

Fringe Benefits	%	Regular HS Staff
Social Security (FICA), State	11.37%	\$252,167
Disability, Unemployment(FUTA)	0.17%	3,770
Stat and Workers Comp	1.41%	31,271
Health/Dental/Life Insurance	26.68%	591,717
Retirement	25.70%	569,984
Other (Supplemental)	1.62%	35,929
Total Fringe Benefits	66.95%	\$1,484,838

County temporary positions (non-permanent) **\$37,892**

Fringe Benefits	%	Temporary Staff
Social Security (FICA), State	7.94%	\$24,243
Disability, Unemployment(FUTA)	0.8%	2,443
Stat and Workers Comp	3.67%	11,2056
Total Fringe Benefits	12.41%	\$37,892

(6c) TRAVEL **\$ -0-**

(6d) EQUIPMENT **\$ -0-**

(6e) SUPPLIES **\$ -0-**

(6f) CONTRACTUAL **\$ 561,046**

OneSolution Technology **\$151,530**

This contract increase will fund custom database enhancement to support program needs including improvements for collecting and reporting of Child Outcomes and Family Outcomes data. The EHS home-visiting program is transitioning to CLOUDS and funds will allow for necessary software enhancements to support record-keeping needs. Enhancements will align with ACF-IM-HS-22-02, *Documenting Services to Enrolled Pregnant Women*.

Other Contracts **\$409,516**

CSB requires additional contractual funds to continue funding partners through August 2024.

(6f) CONSTRUCTION **\$-500,000**

Major renovation projects will not be completed by the end of the contract and unobligated funds have been re-budgeted to the contractual budget.

(6h) OTHER **\$-2,467,393**

Unobligated funds from the following categories will be re-budgeted to Personnel, Benefits and Contractual costs.

Bldg. Maintenance/Repair & Other Occupancy **-\$966,348**

Incidental Alterations/Renovations **-\$450,000**

Staff Trainings/Dev. Conf. Registrations/Memberships	-\$100,000
Mental Health, Disabilities, Health and Safety Trainings/Wellness	-\$100,000
Comprehensive Services with State Child Development Program	-\$751,045

FEDERAL 2023 HEAD START BUDGET REVISION REQUEST	\$-0-
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NON FEDERAL MATCH	\$-0-
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Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: 2/21/2024

Time Convened: 6:07 PM

Time Terminated: 8:10 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Juan Batiz, Policy Council Vice Chair, called the meeting to order at 6:07 PM. Tuliisa Miller, Parliamentarian, reviewed the desired outcomes and meeting ground rules.
Wellness Activity	Policy Council Representatives participated in a wellness activity: “Celebrating Black History Month”
Correspondence	No correspondence.
Public Comment	None
Parent Recognition of Staff	<p>The following staff were recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> Ms. Bangone Somboonsab, Infant/ Toddler Teacher at GMC; Ms. Sandra Sanchez, Associate Teacher at GMC; and Ms. Saephan Thoot, Master Teacher at Crescent Park, were presented with a certificate to acknowledge their dedication to children and families.
Action: Review and Consider Approval of Ratification and Nomination of Executive Members	<p>Ana Araujo, Comprehensive Services Manager, reviewed the PC Bylaws extraction for the Ratification and Nomination of Executive Members.</p> <p>PC Bylaws extraction</p> <p>D. Resignation If a member wishes to resign from the Policy Council, or a parent representative is no longer eligible to serve because his or her children are no longer enrolled in the HS or EHS program, the member must submit his or her resignation in writing to the Policy Council Secretary. PC Bylaws IV-D</p> <p>2) Vice-Chairperson The Vice-Chairperson assists the Chairperson and assumes the Chairperson’s obligations and authority if the Chairperson is absent. The Vice Chair is responsible for reviewing the desired outcomes and meeting rules during Policy Council meetings. PC Bylaws V.A-2</p> <p>E. Officer Vacancies The Chairperson of the Policy Council fills officer vacancies by appointment. The Policy Council ratifies the appointments. PC Bylaws V.E</p>

TOPIC	RECOMMENDATION / SUMMARY																																																							
	<p>A motion to approve Ratification and Nomination of Executive Members was made by Deanna Carmona and seconded by Ericka Garcia. The motion passed with 14 votes in favor.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Raisha Bailleres</td> <td>Michelly Mendanha</td> <td></td> <td></td> <td>Ana Maria Grijalva Perez</td> <td>Karen Medrano</td> <td>Olga Rios</td> </tr> <tr> <td>Juan Batiz</td> <td>Deanna Carmona</td> <td>Ericka Garcia</td> <td></td> <td></td> <td>Lesly Perez Alvarez</td> <td>Bennji Zanabria</td> <td>Gabriela Garibay</td> </tr> <tr> <td>Raquel Magana</td> <td>Teresita Palomera</td> <td>Charmain Steptoe</td> <td></td> <td></td> <td>Rhiana Obemeier</td> <td>Kassandra Tiahuitzo</td> <td>Joselyn Chininnin Sanchez</td> </tr> <tr> <td>Vanessa Ornelas</td> <td>Jason Streefery</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Alondra Martinez</td> <td>Tiffany Marbray</td> <td>Yasmin Rodriguez</td> </tr> <tr> <td>Janelle Lafrades</td> <td>Maria Garcia</td> <td></td> <td></td> <td></td> <td>Yesica Hernandez</td> <td></td> <td></td> </tr> </tbody> </table>								Ayes			Nays	Abstentions	Not Present			Amy Mockoski	Raisha Bailleres	Michelly Mendanha			Ana Maria Grijalva Perez	Karen Medrano	Olga Rios	Juan Batiz	Deanna Carmona	Ericka Garcia			Lesly Perez Alvarez	Bennji Zanabria	Gabriela Garibay	Raquel Magana	Teresita Palomera	Charmain Steptoe			Rhiana Obemeier	Kassandra Tiahuitzo	Joselyn Chininnin Sanchez	Vanessa Ornelas	Jason Streefery	Tuliisa Miller			Alondra Martinez	Tiffany Marbray	Yasmin Rodriguez	Janelle Lafrades	Maria Garcia				Yesica Hernandez		
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<p>Action: Review and Consider Approval of a Community Representative</p>	<p>Ana Araujo, Comprehensive Service Manager, provided Community Representatives wishing to serve on the 2023-2024 Policy Council the opportunity to read their Letters of Interest.</p> <ul style="list-style-type: none"> Community Representative Letter of Interest was received from: Karen Coleman from Economic Opportunity Council. <p>A motion to approve 2023-2024 Community Representatives was made by Maria Garcia and seconded by Janelle LaFrades. The motion passed with 14 votes in favor.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Amy Mockoski</td> <td>Rasisha Bailleres</td> <td>Michelly Mendanha</td> <td></td> <td></td> <td>Ana Maria Grijalva Perez</td> <td>Karen Medrano</td> <td>Olga Rios</td> </tr> <tr> <td>Juan Batiz</td> <td>Deanna Carmona</td> <td>Jaxsiny Rocha</td> <td></td> <td></td> <td>Lesly Perez Alvarez</td> <td>Bennji Zanabria</td> <td>Gabriela Garibay</td> </tr> <tr> <td>Raquel Magana</td> <td>Teresita Palomera</td> <td>Charmain Steptoe</td> <td></td> <td></td> <td>Rhiana Obemeier</td> <td>Kassandra Tiahuitzo</td> <td>Joselyn Chininnin Sanchez</td> </tr> <tr> <td>Vanessa Ornelas</td> <td>Jason Streefery</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td>Alondra Martinez</td> <td>Tiffany Marbray</td> <td>Yasmin Rodriguez</td> </tr> <tr> <td>Janelle Lafrades</td> <td>Maria Garcia</td> <td></td> <td></td> <td></td> <td>Yesica Hernandez</td> <td></td> <td></td> </tr> </tbody> </table>								Ayes			Nays	Abstentions	Not Present			Amy Mockoski	Rasisha Bailleres	Michelly Mendanha			Ana Maria Grijalva Perez	Karen Medrano	Olga Rios	Juan Batiz	Deanna Carmona	Jaxsiny Rocha			Lesly Perez Alvarez	Bennji Zanabria	Gabriela Garibay	Raquel Magana	Teresita Palomera	Charmain Steptoe			Rhiana Obemeier	Kassandra Tiahuitzo	Joselyn Chininnin Sanchez	Vanessa Ornelas	Jason Streefery	Tuliisa Miller			Alondra Martinez	Tiffany Marbray	Yasmin Rodriguez	Janelle Lafrades	Maria Garcia				Yesica Hernandez		
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<p>Action: Consider approval of the 2024-2025 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan</p>	<p>Kelly Chun, Comprehensive Service Manager and Tracy Lewis, Administrative Services Assistant II, Provided an overview of the 2024-2025 CSB Admissions Priorities/Selection Criteria and Recruitment & Enrollment Plan.</p>																																																							

CSB Admissions Priorities / Selection Criteria 2024-2025 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)
<p>Transfers for children <i>currently enrolled</i> 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.</p> <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a. When 2 or more have the same ranking then infants/toddlers with disabilities (IEP or IFSP) take priority b. If there is no family of the same priority with a child with exceptional needs, the family of the same priority in which the primary home language is a language other than English shall be admitted first. c. If there is no family of the same priority in which the primary home language is a language other than English, the family of the same priority that has been on the waiting list for the longest time shall be admitted first. 	<p>Requested transfers for children <i>currently enrolled</i> 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.</p> <ol style="list-style-type: none"> 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) <ol style="list-style-type: none"> a. Part Day only: Children enrolled in CSPP as a 3 year old b. Lowest income according to the income ranking <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 <p>After all other eligible children have been enrolled:</p> <ol style="list-style-type: none"> 6. Full day only: 3 or 4 year olds that meet eligibility criteria without having a need for services <ol style="list-style-type: none"> a. Lowest income ranking <ol style="list-style-type: none"> 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)

TOPIC	RECOMMENDATION / SUMMARY
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2024-2025 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, Dual Language Learners, Need for Full Day Care, Homeless, SNAP/ Cash Aid Recipients, 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.	The Comprehensive Services Team (CST) staff, Site Supervisors, Parent/ Family, Community Engagement Officer, Centralized Enrollment Unit (CEU) staff and ERSEA Manager	Ongoing	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, CST and CEU Staff, Home Educators	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 Mailing information to current TANF/SNAP recipients underage 5



TOPIC	RECOMMENDATION / SUMMARY
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2024-2025 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	CST staff 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 SELPA's 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 Managers, 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 2024-2025 CSB Admissions Priorities/Selection criteria and Recruitment & Enrollment Plan was made by Ericka Garcia and seconded by Amy Mockoski. The motion passed with 16 votes in favor.

Ayes			Nays	Abstentions	Not Present		
Amy Mockoski	Raisha Bailleres	Michelly Mendanha			Yesica Hernandez	Karen Medrano	Olga Rios
Juan Batiz	Deanna Carmona	Ericka Garcia			Lesly Perez Alvarez	Bennji Zanabria	Gabriela Garibay

TOPIC	RECOMMENDATION / SUMMARY							
	Raquel Magana	Teresita Palomera	Charmain Steptoe			Rhiana Obemeier	Kassandra Tiahuitzo	Joselyn Chininnin Sanchez
	Vanessa Ornelas	Jason Streefery	Tuliisa Miller			Alondra Martinez	Tiffany Marbray	Yasmin Rodriguez
	Janelle Lafrades	Maria Garcia	Ana Maria Grijalva Perez					
	Karen Coleman							
Action: Consider approval of November 15, 2023, Policy Council Minutes	The Policy Council meeting minutes from November 15, 2023, were reviewed, and no corrections were noted. A motion to approve the November 15, 2023, Policy Council meeting minutes was made by Deanna Carmona and seconded by Raquel Magana. The motion passed with 15 votes in favor.							
	Ayes			Nays	Abstentions	Not Present		
	Amy Mockoski	Raisha Bailleres	Michelly Mendanha		Jason Streefery	Yesica Hernandez	Karen Medrano	Olga Rios
	Juan Batiz	Deanna Carmona	Jaxsiny Rocha			Lesly Perez Alvarez	Bennji Zanabria	Gabriela Garibay
	Raquel Magana	Teresita Palomera	Charmain Steptoe			Rhiana Obemeier	Kassandra Tiahuitzo	Joselyn Chininnin Sanchez
	Vanessa Ornelas	Karen Coleman	Tuliisa Miller			Alondra Martinez	Tiffany Marbray	Yasmin Rodriguez
	Janelle Lafrades	Maria Garcia	Ana Maria Grijalva Perez					
Administrative Reports <ul style="list-style-type: none"> • Interim Director • Division Manager • Fiscal 	M.J. Robb, Community Services Bureau Interim Director , presented the Director's report: <ul style="list-style-type: none"> • At your March PC Meeting, we will be bringing you our Competitive Grant Application. It is very important that you all attend. This is what governance is all about! • February is Dental Health Month! The program has many things planned for you and as a reminder: Brush with every meal and visit your dentist regularly! Baby teeth are important and need to be cared for just as much as adult teeth! And for our babies with no teeth – keep those gums healthy and clean! • Our Economic Opportunity Council has two openings for low-income individuals in Contra Costa County. Make your voice heard and join this dynamic committee that has one goal: fighting poverty! You can make a difference! Contact Christina Reich at 925-608-8819 if you are interested or have any questions. • February 5-9 was Pride in Food Service Week, and the program celebrated our fabulous Child Nutrition Team by showering them with artwork, home-baked goods, gift bags and lots of words of affirmation. • We have been recruiting teachers all over the county! We held a job fair at the Brentwood Library and held 7 onsite interviews! We also began a series of Open Houses at our centers to support family members in learning about our job opportunities. Stay tuned! 							

TOPIC	RECOMMENDATION / SUMMARY
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Christina Reich, Division Manager, reported:

Enrollment:

- The January 2024 enrollment was 61.27% for Head Start and 67.42% for Early Head Start and Early Head Start Childcare Partnership #2.
- The January attendance was 76.60% for Head Start and Head Start Delegate and 77.65% for Early Head Start and Early Head Start Childcare Partnership #2.

Monitoring:

- The Monitoring compliance rates for January 2024 were 98.45% for the Weekly Facility Checklist, 99.9% for the Daily Health and Safety Classroom Checklist, 99.9 % for the Daily Teacher Playground Safety Checklist, and 99.36% for the Monthly Playground Safety Checklist.

Presented Mini PIR:


February 2024- Head Start		
A.12 Cumulative Enrollment	809	
C.7 Number of all children who are up to date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	138	17.06%
C.8a The number who have received or are receiving medical treatment.	104	12.86%
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	414	51.17%
C19.a.1 Of these, the number of children who have received or are receiving dental treatment.	82	10.14%
C.1.a Number enrolled in Medicaid and /or CHIP	561	69.34%
C1 Number of all children with health insurance	659	81.46%
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services	142	17.55%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	224	27.69%
C.45 Number of families that received at least one program services to promote family outcomes.	520	
Feriar 2024- Early Head Start		
A.10g Cumulative Enrollment of Children	517	

TOPIC	RECOMMENDATION / SUMMARY		
	C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	31	6.00%
	C.8a The number who have received or are receiving medical treatment.	37	7.16%
	C.1.a Number enrolled in Medicaid and /or CHIP	406	78.53%
	C1 Number of all children with health insurance	441	85.30%
	C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	10	1.93%
	C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	107	20.70%
	C.45 Number of families that received at least one program services to promote family outcomes.	189	
	<p>Ali Vahidzadeh, Administrative Services ASST II, presented the following financial reports:</p> <ul style="list-style-type: none"> • 203-2024 Head Start Program: December 2023, year-to-date cash expenditures were \$12, 008,435 YTD, representing 50% of the program budget. • 2023-2024 Early Head Start Program: December 2023, year-to-date cash expenditures were \$5,029,676 YTD, representing 32% of the program budget. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for December 2023 were \$16,000.92. • Child and Adult Care Food Program: December 2023, total meals served, including breakfast, lunch, and supplements, were 10,808. With a claim reimbursement of \$33,889.00 		
Report: 1st DRDP Outcomes and School Readiness Goals for 2023-2024	<p>LaTonya Saucer, Education Manager and Afi Fiaxe, Education Manager, provided an overview of the Child Outcomes & School Readiness Goal Report 2023-2024.</p> <p>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:</p> <p>The DRDP-2015 Assessment Domains</p> <ul style="list-style-type: none"> • Teaching staff assess the development of all children three times each year in these developmental domains: <ul style="list-style-type: none"> ○ Approaches to learning (atl) includes seven measures. ○ Social and emotional development (sed) includes five measures. ○ Language and literacy development (lld) contains ten measures. 		

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ○ English language development (eld preschool only) includes four measures. ○ Cognition including math and science. (Cog) includes seven measures. ○ Physical development and health (pdhlth) includes ten measures. <p>SCHOOL READINESS GOAL INFANT AND TODDLERS</p> <ul style="list-style-type: none"> • Atl2-self comforting • Sed5-symbolic & sociodramatic play. • Lld2-responsiveness to language. • Children develop the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others. • Children develop the capacity to comfort or soothe self in response to distress from internal or external stimulation. • Children communicate or act in response to language and respond to increasingly complex language. • Cog3-number sense of quantity. • Pdlth8-dressing (personal care routine). • Children show developing understanding of number and quantity. • Children develop and refine the ability to participate in and take responsibility for dressing self. <p>EXPECTED YEAR-END OUTCOMES</p> <p>Infants:</p> <ul style="list-style-type: none"> • By June 2024, there will be a 15% increase from the first to the third assessment for infants regarding their ability to demonstrate knowledge and skills at the responding later level or above on selected measures. <p>Overall domains:</p> <ul style="list-style-type: none"> • By June 2024, 65% of infant children will achieve the responding later level and above in all domains. <p>Toddlers:</p> <ul style="list-style-type: none"> • By June 2024, there will be a 20% increase from the first to third assessment for toddlers regarding their ability to demonstrate knowledge and skills at the exploring earlier level or above on selected measures. <p>Overall domains:</p> <ul style="list-style-type: none"> • By June 2024, 70% of toddler children will achieve the exploring earlier level and above in all domains. <p>INFANT AND TODDLER ASSESSMENT KEY FINDINGS</p> <ul style="list-style-type: none"> • Infant and toddler children’s highest baseline scores were in the social and emotional development domain. 45% of children scored at the exploring earlier level or above in this domain. • Infant and toddler children’s lowest baseline scores were in the language and literacy development domain. 33% of children scored at the exploring earlier level or above in this domain. <p>SCHOOL READINESS GOALS</p> <p>BASELINE RESULTS - INFANTS & TODDLERS</p> <p>ATL-2 SELF-COMFORTING</p> <ul style="list-style-type: none"> • Responding Later: 17%

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Exploring Earlier: 45% <p>SED-5 SYMBOLIC & SOCIODRAMATIC PLAY</p> <ul style="list-style-type: none"> • Responding Later: 28% • Exploring Earlier: 32% <p>LLD-2 RESPONSIVENESS TO LANGUAGE</p> <ul style="list-style-type: none"> • Responding Later: 27% <p>Exploring Earlier: 37%</p> <p>COG-3 NUMBER SENSE OF QUANTITY</p> <ul style="list-style-type: none"> • Responding Later: 28% • Exploring Earlier: 40% <p>PD-HLTH-8 DRESSING</p> <ul style="list-style-type: none"> • Responding Later: 22% <p>Exploring Earlier:33%</p> <p>PRESCHOOL & PRE-KINDERGARTEN SCHOOL READINESS GOALS</p> <ul style="list-style-type: none"> • At11-attention maintenance • Sed2-social and emotional understanding • Lld5-interest in literacy • Children develop the capacity to pay attention to people, things, or the environment when interacting with others or exploring play materials • Children show developing understanding of people’s behaviors, feelings, thoughts, and individual characteristics • Children show interest in books, songs, rhymes, stories, and other literacy activities in increasingly complex ways • Eld4 - symbol, letter and word knowledge • Cog1-spatial relationships • Pdlth6-hygiene (personal care routine) • Children show an increasing understanding that print in English carries meaning • Children increasingly show understanding of how objects move in space or fit in different spaces • Children increasingly responds to and initiates personal care routines that support hygiene <p>EXPECTED YEAR END CHILDREN’S PROGRESS</p> <p>Preschool:</p> <ul style="list-style-type: none"> • Overall domain -75% of preschool children will achieve the building earlier level and above in all domains. <p>Overall domains:</p> <ul style="list-style-type: none"> • By June 2024, there will be an increase of 25% in development from the first to the third assessment for preschool children at the building earlier level or above on selected measures. <p>Pre-kindergarten:</p> <ul style="list-style-type: none"> • Overall domain - 80% of pre-kindergarten children will achieve at the building later level and above in all domains.

TOPIC	RECOMMENDATION / SUMMARY
	<p>Overall domains:</p> <ul style="list-style-type: none"> By June 2024, there will be an increase of 30% in development from the first to the third assessment for pre-kindergarten children at the building later level or above on selected measures. <p>PRESCHOOL/PRE-KINDERGARTEN ASSESSMENT KEY FINDINGS</p> <ul style="list-style-type: none"> Preschool & pre-kindergarten age children’s highest baseline scores were in the physical development and health domain. 72% of children scored at the building earlier and above levels in this domain. Preschool & pre-kindergarten age children’s lowest scores are in the approaches to learning domain. 54% of children scored at the building earlier and above levels. <p>SCHOOL READINESS GOALS</p> <p>BASELINE RESULTS-PRESCHOOL & PRE-K</p> <p>ATL-1 ATTENTION MAINTENANCE</p> <ul style="list-style-type: none"> Building Earlier: 37% Building Middle & Later: 0% <p>SED-2 SOCIAL & EMOTIONAL UNDERSTANDING</p> <ul style="list-style-type: none"> Building Earlier: 31% Building Middle & Later: 31% <p>LLD-5 INTEREST IN LITERACY</p> <ul style="list-style-type: none"> Building Earlier: 31% Building Middle & Later: 21% <p>ELD-4 SYMBOL, LETTER, & PRINT KNOWLEDGE</p> <ul style="list-style-type: none"> Developing & Building English: 39% <p>COG 1 SPATIAL RELATIONSHIPS</p> <ul style="list-style-type: none"> Building Earlier: 43% Building Middle & Later: 0% <p>PD-HLTH-6 HYGEINE</p> <ul style="list-style-type: none"> Building Earlier: 21% Building Middle & Later: 42% <p>RELATED PARENT FAMILY AND COMMUNITY ENGAGEMENT GOAL</p> <p>INFANTS & TODDLERS</p> <p><i>Symbolic & sociodramatic play sed 5</i></p> <p>Families as lifelong educators,</p> <ul style="list-style-type: none"> Will receive take home activities that promote children’s development in the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ▪ Will increase their ability to support their child to develop the capacity to use objects to represent other objects or ideas and to engage in symbolic play with others <p>RELATED PARENT FAMILY AND COMMUNITY ENGAGEMENT GOAL - PRESCHOOL & PRE-KINDERGARTEN</p> <p>Social and emotional understanding sed 2</p> <p>Families as lifelong educators,</p> <ul style="list-style-type: none"> • Will receive child development literature and take home activities that promote children’s knowledge in understanding of people’s behaviors, feelings, thoughts, and individual characteristics • Would have increased ability to support their children’s developing in understanding of people’s behaviors, feelings, thoughts, and individual characteristics
<p>Report: 2023-2024 Program Goals Mid- Year Updates</p>	<p>Sarah Reich, Division Manager TU, provided the 2023-2024 Program Goals Mid-Year Updates.</p> <p>Head Start Program Goals</p> <ul style="list-style-type: none"> • Head Start Program Performance Standard 1302.102(a) <ul style="list-style-type: none"> ○ Establish goals and measurable objectives. • Track and report on progress. • Culture of continuous improvement <p>Goal 1</p> <ul style="list-style-type: none"> • Ensure a culture that includes standardized practices for safe environments, safe transitions, Children’s Personal Rights, standards of conduct, child supervision, and classroom monitoring. <ul style="list-style-type: none"> ○ The full implementation of the QIP was completed on July 14, 2023. CSB continues to follow it’s robust, multi-layered Ongoing Monitoring Plan. Monitoring data is shared monthly with Policy Council and the Board of Supervisors. <p>Goal 2</p> <ul style="list-style-type: none"> • Adapt to the shift in community need for infant and toddler services and in light of the California implementation of Transitional Kindergarten. <ul style="list-style-type: none"> ○ Phase 2 conversion, with EHS slot increase effective July 1, 2023, is in-progress as CSB is converting a classroom at Los Nogales and Lavonia Allen from preschool to toddler services. ○ Minor renovation supported by previously approved carryover funding are in-progress to make physical space appropriate for toddlers. <p>Goal 3</p> <ul style="list-style-type: none"> • Implement innovative approaches to hiring, developing, and retaining a robust teaching, support and management staff for grantee operated and delegate/partner operated sites. <ul style="list-style-type: none"> ○ Board of Supervisors approved education staff hiring and retention stipends. 

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> ○ Piloted on-site hiring event in October 2023, held 2nd hiring event January 2024 <p>Goal 4</p> <ul style="list-style-type: none"> ● Continue to execute, and then monitor the effectiveness of, the integration of administrative functions into the Employment & Human Services Department which was started with fiscal functions as part of the 2022 Quality Improvement Plan. <ul style="list-style-type: none"> ○ Business systems integration with EHSD IT January 2024 <p>Goal 5</p> <ul style="list-style-type: none"> ● Increase enrollment and attendance levels for grantee operated and delegate/partner operated centers as we continue to emerge from the impacts of the pandemic. <ul style="list-style-type: none"> ○ Collaboration with Workforce Services, over 12,000 recruitment flyers sent to CalWorks and CalFresh families with children under 5 years old.
Presentation: Oral Health	<p>Catherine Lucero, Health Content Area Manager, presented on the importance of Oral Health.</p> <ul style="list-style-type: none"> ● Give Kids a Smile Day is planned for March 1st. Local dentists will visit the centers to provide visual checks for children’s teeth. Local Hygienist students will also visit to provide fluoride treatments to the children and oral health education. ● All classrooms have been providing lessons focus on oral health. ● Community trends <ul style="list-style-type: none"> ○ 45% of children experience cavities, 1 in 5 children have untreated cavities which can lead to children missing school due to discomfort and pain. Healthy teeth help kids perform better in school. ○ Juice can have as much sugar as soda. It is recommended to avoid giving children under 1 year old juice. Toddlers may have 4oz a day, preschoolers, 4-6 oz, and older children should limit to 8 oz of juice per day. ○ Water is best! Bottled water does not have fluoride, which nourishes your teeth. Tap water, even filtered tap water, is better for your teeth.
Subcommittees Updates	<p>Juan De Dios Batiz, PC Vice-Chair, shared:</p> <ul style="list-style-type: none"> ● He participated on the Fiscal Subcommittee and heard the budget updates. <p>Deanna Carmona, Community Representative, shared:</p> <ul style="list-style-type: none"> ● She participated in the Monitoring Subcommittee and welcomed Janet Rivera to the monitoring team. The full semi-annual report will come to Policy Council next month.
Site Reports	<p>Bayo Vista:</p> <ul style="list-style-type: none"> ● Celebrating Successes - Mr. Jose is training and onboarding a new Teacher Assistant Trainee, Mr. Miguel. The children are enjoying getting to know him.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • What's New at the Site - The center received some wellness items for the teaching staff. Each teaching staff member got a new jacket, hoodie, scarf, and gloves. They have been using these to stay warm while playing with the kids outside. Darling Rivera, Comprehensive Services Assistant Manager, welcomed Adilene Rodriguez, who will support the center on Mondays and Tuesdays, as the new Comprehensive Services Clerk. • Special Projects - Room 1 children are showing interest in colors, shapes, and numbers. The children have also been enjoying using stuffed animals to pretend to take care of them. Room 2 children have continued to show a heightened interest in the building. Dinosaurs are a new addition to their block area, and children have been enjoying building taller structures with dinosaurs and animals at the top of the towers. Room 3 children have continued to show interest in sensory play. The classroom explores different things that sink and float, color mixing, and ice play. • Special Guests - Cal State East Bay CSUEB Nursing students Tatchpong and Ciara just started their internship in the preschool classroom in room 3. During their last visit, they focused on teaching the children the importance of drinking water and staying hydrated. <p>GMC:</p> <ul style="list-style-type: none"> • Celebrating Successes – We are celebrating with Ms. Megan as she completes her 12 CD units. She is now on her way to get her Associate Teacher permit. Ms. Gabi and Ms. Rosie got their required Infant/ Toddler units and will officially be I/T Associate teachers. We are also happy to open Infant/Toddler Room 7B. We are currently working to enroll three more young toddlers to fill in the spots in that room. • What's New at the Site – GMC is pleased to have Sharareh Ahmadicharoymagh as our comprehensive services clerk. She worked for CSB at Balboa for a year and now works full-time at George Miller. • Special Projects – We are still waiting for the new GMC street sign to be completed. • Special Guests – Mr. Ron Pipa, a volunteer, continues to visit the classrooms to play his accordion. Children love to sing and dance to his music. The ladies from the Assistance League of Diablo Valley come every Thursday to read for the preschool classrooms. On top of that, we had the librarian visit GMC every month to do circle time. On Jan. 2, she came with the mobile library and gave each child a book to take home courtesy of Contra Costa Library. • Sharing Resources – For this month's family meeting, we have shared the "Healthy Eating" and "Tips for Cold/ Flu season" resources on Jan. 30, 2024. <p>Lavonia Allen:</p> <ul style="list-style-type: none"> • Celebrating Successes – Ms. Dunya was recognized as an excellent and caring teacher by the Policy Council. Classroom 2 is fully enrolled. Our Study Project this month is "Birds." • What's New at the Site – New furniture for our Lobby area has arrived, and we are waiting for it to be assembled. • Special Projects – We are learning about birds and nests. • Special Guests – Librarian Bella Merrill came to read and sing to the children on Thursday, January 18. Volunteers, Therese Welter and Nancy Myers, from The Assistance League of Diablo Valley came to read to our children on January 10 & 24. • Sharing Resources – Friday Flyers, Cal Fresh resources, The Backpack Connection Series resources for two of our families, and Dental health resources. <p>Los Arboles:</p>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Celebrating Successes – Los Arboles Center is very excited to announce that the center has achieved and passed the National Association for The Education of Young Children NAEYC; the center has been awarded a 5-year certificate of quality care. This considerable achievement took so many months of hard work from the teaching staff and the administration. Congratulations Los Arboles! • What’s New at the Site – The preschool classroom has new shelves for the block area. • Special Projects – Nursing students have started to visit the classroom and educate children on healthy habits, and they come every Wednesday during ample group time. Houses that children built and worked on for the building project go home as the children are ready to close the project and move on to another project. The closing event occurred at the end of January when the children played the role of real estate agents and sold their houses to their parents. • Special Guests – Sara Lopez, Region 9 Grantee Specialist with Head Start, visited on Thursday, January 11th. • Sharing Resources – Friday, resources were emailed to parents. <p>Los Nogales:</p> <ul style="list-style-type: none"> • Celebrating Successes – The teachers in classroom #1 invited the parents of the children to participate in a Tree Project one morning, which involved painting a tree with their kids! Thank you for your time, parents! • What’s New at the Site – We received our newly ordered toys from Lakeshore for the upcoming Toddler classroom #2! • Facility Improvements – Our two Los Nogales classroom buildings received new surveillance cameras for better safety. • Special Projects – Classroom #1-Study of Trees • Special Guests – We were delighted to have two new California State University East Bay CSUEB nursing students come and teach the children about the importance of yoga, exercise, and proper handwashing practices! These nursing students will be visiting the classroom every Monday morning, and they will be introducing a new teaching topic related to health and safety! We also were delighted to have Bella, the librarian from our local community library who reads, sings, and plays the guitar and Ukulele for the children once a month during circle time. Bella gifted books to all the children this month! The Site Supervisor invited Judy Ventling, a licensed vocational nurse/instructor, to the parent meeting on Jan. 26th so families could receive basic first aid training. • Sharing Resources - All parents received letters from our CSB agency emphasizing the importance of regular school attendance and why it matters. All families received an info flyer entitled Attendance Works from the Site Supervisor and a printed TK & Kindergarten Readiness PowerPoint Presentation slide deck. Also, all families received first aid kits to use at home. <p>Crescent Park:</p> <ul style="list-style-type: none"> • Celebrating Successes – Crescent Park celebrated the beginning of a new year! Welcome, 2024! • Facility Improvements – Storm drains are unclogged and cleaned. • Special Projects – Science, Technology, Engineering, and Mathematics STEM activities were the focus of the month. Children observed the making of ice. Classrooms watched a solid turning into a liquid and then back into a solid. • Sharing Resources - Parents received MPAP (Make Parenting A Pleasure) flyers and Kindergarten Transitions resources. <p>GMIII:</p> <ul style="list-style-type: none"> • Celebrating Successes – In January, GMIII continues to enroll new families. • What’s New at the Site – The staff have been appreciated and celebrated with wellness supplies.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Special Projects – GMIII is having such fun during special projects. Room 6 project is on clothes, and they are building a washer and dryer out of boxes. Room 7 is studying trees. • Special Guests – GMIII has new nursing students that started this month from Cal State East Bay, presenting age-appropriate activities on health and nutrition at circle time. • Sharing Resources - Families continue to be supported each day by Comp Services with resources they need. CS attended January parent meeting and shared upcoming events and each parent received a book. <p>Verde:</p> <ul style="list-style-type: none"> • Celebrating Successes – Ms. Freda has retired as of 1/31/2024 we wish her well. Ms. Yolanda has returned 1/2/2024. • What’s New at the Site – Reclining chairs, meditation books, and music for the teachers/ children. • Facility Improvements - The staff room has new chairs to ensure a relaxing and rejuvenating environment. • Special Projects – Friendship Day 2/14/2024 • Special Guests – Francisca Hernandez from Quality Matters; Bella Merrill from the CC Library provided Music and Story Time; California State University, East Bay nursing Students will be visiting each Wednesday (health and wellness) • Sharing Resources - Teachers: The Multicultural Bookstore "What's Up Richmond" is shared with the families and other centers. <p>Balboa:</p> <ul style="list-style-type: none"> • Celebrating Successes – Staff and students with 100% attendance received a certificate of achievement from the Site Supervisor. • Special Projects – Pep Rally Day "Fun Friday" 2/9/24 - Children, staff, and parents show their team spirit. • Special Guests – Volunteer Ron Pipa plays accordion in all classrooms every Thursday. The children enjoy lots of dancing and singing. • Sharing Resources - During our January Parent Meeting with the topic: Kindergarten Readiness, parents were taken on a trip through the Season and given information on how to enroll their child in kindergarten, how to create healthy snacks and a list of books to read with their child that can be found at the local library during the Summer. <p>Marsh Creek:</p> <ul style="list-style-type: none"> • Celebrating Successes – Parent meeting: reviewed Kindergarten registration dates and needed documents; and CSB attendance policy. • Special Projects – Both classrooms are just working on the traffic signs study. • Special Guests – Both classrooms are just working on the traffic signs study. • Sharing Resources - Both classrooms are just working on the traffic signs study. <p>Riverview:</p> <ul style="list-style-type: none"> • Celebrating Successes – We are one away from complete enrollment. • Special Projects – The floor in room 1 was fixed. • Special Guests – We continue to enjoy Miss Bella's visits to us on the first Friday of every month. • Other Reports - We had an excellent meeting about transitioning from preschool to TK/Kindergarten. <p>Ambrose:</p> <ul style="list-style-type: none"> • Celebrating Successes – Room A is fully enrolled.

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> • Special Projects – Helping children with social and emotional - expressing feelings and understanding feelings. • Special Guests – Bella Merrill, Librarian, came to read books and played musical instruments in the classroom. • Sharing Resources - Bella Merrill shared books for the family to take at home. 	
Announcements	<p>Ana Araujo, Comprehensive Service Manager, provided the following announcements.</p> <ul style="list-style-type: none"> • We had no Parking-lot items to follow up from January. • 700 Annual Conflict of interest Forms will be collected in March as they are due April 2, 2024 • PC participation is crucial for our program, please reserve the date for Upcoming. • Next Meetings: <ul style="list-style-type: none"> ○ Policy Council Executive Meeting: No meeting for month of March 2024 ○ Policy Council Business Meeting: March 6, 2024. 	
	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • None 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None

DRAFT



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

Date: 3/6/2024

Time Convened: 6:10 PM

Time Terminated: 8:25 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Juan Batiz, Policy Council Chair, called the meeting to order at 6:10 PM. Tuliisa Miller, Policy Council Vice Chair, reviewed the desired outcomes and meeting ground rules.
Wellness Activity	Policy Council Representatives participated in a wellness activity by sharing Juan Batiz. Enjoying a meal together.
Correspondence	No correspondence.
Public Comment	
Administrative Reports	<p>MJ Robb, Interim Director, presented the Director’s report:</p> <ul style="list-style-type: none"> • Thanked the Council for coming to an off-scheduled meeting. • Introduced Amy Wells, Division Manager, and Sarah Reich, Division Manager, to assist with presentation on the Grant application.
Action: Grant Approval	<p>MJ Robb, Interim Director, Amy Wells, Division Manager, and Sarah Reich, Division Manager, provided 2024-2028 Grant Application Update.</p> <p>Outline</p> <ul style="list-style-type: none"> • 2024-2028 Grant Application Project Summary • Achieving Early Learning and Development Outcomes • Past Performance • Staffing & Supporting a Strong Workforce • Planning and Implementation • Organizational Capacity and Governance • Budget <p>2024-2028 Grant Application Project Summary – Submitted Status</p> <ul style="list-style-type: none"> • Draft 1 of Notice of Funding Opportunity (NOFO) Response Completed: 2/14/24 • Contra Costa Board of Supervisor (BOS) Head Start Committee: 3/4/24 • Policy Council Approval: 3/6/24 • BOS Head Start Committee: 3/18/24 • Contra Costa Board of Supervisor Approval: 3/19/24

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Electronic Application Submission: 3/22/24 • Application Deadline: 3/26/24 <p>Achieving Early Learning and Development Outcomes</p> <ul style="list-style-type: none"> • Curriculum & Enhancements • School Readiness-Goals & Objectives • Ongoing Monitoring System • Community & Formalized Partnerships <p>Curriculum and Enhancements</p> <ul style="list-style-type: none"> • Creative Curriculum <ul style="list-style-type: none"> ○ Infants, Toddlers, and Two's ○ Preschool • Second Step Early Learning • Teaching Pyramid Framework • Program for Infant Toddler Care (PITC) • Classroom Assessment Scoring System (CLASS) Strategies <p>School Readiness - Goals & Objectives</p> <ul style="list-style-type: none"> • Utilize Desired Results Developmental Profile (DRDP) 2015 assessment tool • Complete and analyze DRDP assessment data three times per year • Use assessment results to inform program planning and decision-making at individual, group, and program levels • Parent, Family, Community, Engagement component <p>Ongoing Monitoring System</p> <ul style="list-style-type: none"> • Ongoing Monitoring system ensures programs are meeting compliance regulations while also achieving program goals and objectives. • Ongoing monitoring is comprehensive and occurs on a frequent basis, assessing systems and program operations for compliance and quality of our program outcomes. It includes the review and evaluation of all services and systems, documentation of results, tracking and analyzing areas of concern and correction, and validation of correction. • Multi-level monitoring is implemented to ensure all staff are involved in the review and evaluation of every service and system under CSB. <ul style="list-style-type: none"> ○ Site/Center Level Monitoring ○ Content and Service Area Monitoring ○ Agency-level monitoring <p>Community & Formalized Partnerships</p>

TOPIC	RECOMMENDATION / SUMMARY		
	Ensuring Opportunity Campaign to End Poverty	Tandem, Partners in Early Learning	Northern California Health Cluster Meetings
	Family Economic Security Partnership (FESP)	Oral Health Collaborative for Contra Costa County	Healthy and Active Before Five
	Family Justice Alliance	Contra Costa/Anthem Quarterly CAC Meeting	Early Childhood Prevention and Intervention Coalition
	Early Learning Leadership Group	Building Healthy Communities	Contra Costa Health Developmental Disabilities Council
	Reading Advantage	Help Me Grow/First 5	Contra Costa County Council on Homelessness
	Local Planning Council	Childhood Injury Prevention Program	Contra Costa Interagency Collaborative
	Los Medanos College ECE Advisory Committee	Bay Area Community Resources	Contra Costa WIN Partnership
	Diablo Valley College Advisory Board	Head Start Cluster 5- Health Services Meeting	Comprehensive Prevention Planning Team
	<p>Past Performance Previous Recognition & Reviews Depth of Experience Administration for Children and Families (Office of Head Start) Monitoring Review</p> <p>Previous Recognition & Reviews</p> <ul style="list-style-type: none"> • Innovative Practices <ul style="list-style-type: none"> ○ Merit Award from California State Association of Counties (CSAC)-February 2015 & December 2020 ○ National Association for the Education of Young Children (NAEYC) Accreditation-Continuous 5 year reaccreditation at 4 CSB locations • Successful Reviews <ul style="list-style-type: none"> ○ From 2019-2021, five regulatory audits, each with no findings <ul style="list-style-type: none"> ▪ May 12, 2019 – Administration for Children & Families (ACF) Focus Area Two ▪ May 31, 2019 – ACF Focus Area One ▪ October 31, 2019 – ACF Onsite CLASS review ▪ April 13, 2021 – California Department of Education (CDE) FY20/21 Governance and Administration Review, Contract Monitoring Review, Pilot Program Review ▪ April 21, 2021 – California Department of Social Services Administrative Review <p>Depth of Experience</p>		

TOPIC	RECOMMENDATION / SUMMARY			
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Name	Role	Years of Service	HS/Education Experience
Christina Reich	Division Manager	30	30
Rita Loza	Comprehensive Services Manager	25	25
Ana Araujo	Family and Community Engagement Manager	21	21
Afi Fiaxe	Education Manager	17	30
Kelly Chun	Eligibility and Enrollment Manager	17	17
Jacqueline Lopez	Disabilities/Mental Health Manager	14	19
Tracy Lewis	Senior Manager of Recruitment/Enrollment	14	14
Amy Wells	Division Manager of Center Operations	14	25
Jessie Black	Assistant Director of Child Development	11	20
Catherine Lucero	Health Manager	11	42
Sarah Reich	Division Manager of Partnerships	10	13
Michelle Mankewich	Senior Manager of Comprehensive Services	8	20
Irene Figueroa	Nutrition Manager	7	14

Administration for Children and Families (OHS) Monitoring Review

- Deficiencies corrected February 9, 2023
 - 2 Safety Practices deficiencies
- Corrected July 28, 2023
 - Deficiencies: Ongoing Monitoring and Continuous Improvement, Safety Practices, Ongoing Fiscal Capacity
 - Area of Noncompliance: Program Governance

Staffing, Compensation, & Supporting a Strong Workforce

Recruitment & Retention

Wellness Initiatives

Recruitment & Retention

Staffing-Investing in the Workforce Strategies
<ol style="list-style-type: none"> 1. Grow Our Own Approach <ul style="list-style-type: none"> • Teacher Assistant Trainee/Work Study Program
<ol style="list-style-type: none"> 2. Enhanced Marketing Strategies for Recruitment <ul style="list-style-type: none"> • Building Legacy Early Childhood Educators Career Fairs • Virtual Open House Series

TOPIC	RECOMMENDATION / SUMMARY
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- Paid advertisements and social media
-
- 3. Attempt to achieve parity with local school district pre-school salaries**
- Increase salaries for County employees
 - Increase rates for partners

Wellness Initiatives

- Enhanced Wellness Initiatives
 - Mindfulness Trainings
 - Simple, Impactful, Actionable (SIA) Team
 - Reflective Practices
 - Psychological First Aid
 - Trauma Informed and Responsive Agency

Planning & Implementation

Proposed Model

Board Priorities

Proposed Model

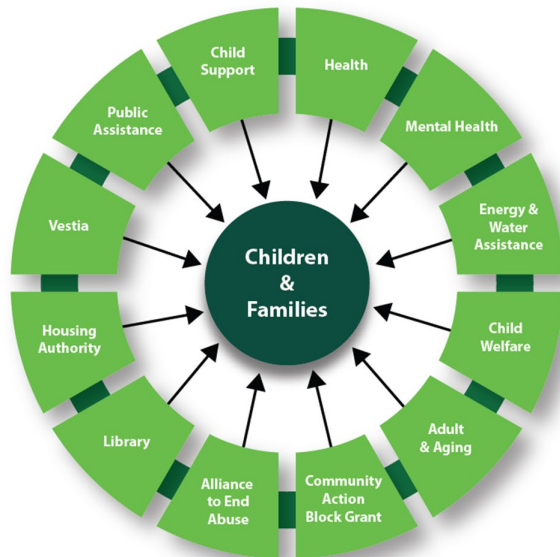
Program Option	Operation	Part Day	Full Day	Extended Hours	Home Visits
EHS Center-Based	Hours / day		10.5	12	
	Days / week		5	5	
	Weeks / year		52	52	
HS Center-Based	Hours / day	3.5	10.5	12	
	Days / week	4	5	5	
	Weeks / year	36.5	52	52	
EHS Home-Based	Hours / day				1.5
	Days / week				1
	Weeks / year				52
EHS Teen Program (Locally Designed)	Hours / day		6.5		
	Days / week		5		
	Weeks / year		35.5		

Priorities

TOPIC	RECOMMENDATION / SUMMARY
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OHS Priorities	Related County Governing Body Priorities
I. Child Health and Safety: Reduce or eliminate children’s risk of exposure to harm and hazards.	
II. Partnerships with State Systems: Expand Head Start programs’ capacity to coordinate services with state systems and national programs.	<ul style="list-style-type: none"> • Extend hours to support commuting parents and parents working varied shifts. • Maximize receipt of state funding through California Alternative Payment Program (CAPP), General Child Care and Development, and California State Preschool Program.
III. Reaching Children and Families: Ensuring that Head Start resources are targeted to children, families, and communities of greatest need.	<ul style="list-style-type: none"> • Distribute slots equitably throughout the county based on economic need. • Increase the number of slots to serve closer to 100% of eligible children and families. • Shift slots from Head Start to Early Head Start given that California public schools now offer free Transitional Kindergarten for children age 4
IV. Investing in the Workforce: Supporting a highly-skilled workforce with competitive pay, benefits, and access to supports for staff wellness.	<ul style="list-style-type: none"> • Attempt to achieve parity with local school district pre-school salaries as follows: <ul style="list-style-type: none"> • Increase salaries for County employees. • Increase rates for partners to ensure they also increase salaries.
IV. Quality Environments: Strengthening the key components of infrastructure that assist Head Start programs with operating most effectively.	<ul style="list-style-type: none"> • Expand County recruitment and enrollment services to include provision for all Partner agencies and to better reach eligible families. • Expand County comprehensive services to all partner agencies and reduce comprehensive services caseloads. • Expand mental health supports for children and families.

Organizational Capacity & Governance
Head Start Within County Structure



TOPIC	RECOMMENDATION / SUMMARY
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Budget
 FY 2025 Head Start Program Operation Summary

Budget Categories	Current (FY24)	Proposed (FY25)
Personnel	\$11,797,566	\$8,816,448
Fringe Benefits	\$4,600,653	\$6,941,523
Travel	\$98,950	\$10,000
Equipment	\$170,000	\$150,000
Supplies	\$1,905,433	\$342,548
Contractual	\$8,626,970	\$7,529,553
Other	\$11,065,355	\$4,071,935
Sub-Total of Direct Charges	\$38,264,907	\$27,862,008
Indirect Costs	\$1,525,242	\$1,799,903
Total Federal Amount Being Requested	\$39,790,149	\$29,661,911
Non-Federal Share	\$8,315,445	\$7,415,478
Total Federal and Non-Federal	\$48,105,594	\$37,077,389

The parents questioned why there is a \$10 million dollar difference from this year versus next year. Sarah Reich explained that this is a carryover from prior years. The base funding of our grant is \$29,661.911, which has not changed. Sarah Reich shared that we do get funding increases from time to time, such as the cost-of-living adjustments. A discussion ensued about the teacher wages and stipends. Amy Wells explained that going forward, salary increases are included in this budget. Sarah Reich also shared that this budget only contains the federal funds part of teacher salaries and that the state also pays part of the salaries for our full day programs. Parents asked about the “other” category and Sarah Reich shared that things like security guards go there and items other items that don’t fit in the rest of the categories.

Motion Request

To approve this grant application and recommend to the Board of Supervisors for approval.

A motion to approve the Grant Approval was made by Raquel and seconded by Janelle. The motion passed with 20 votes in favor.

Ayes			Nays	Abstentions	Not Present		
Maria Sanchez	Rasisha Bailleres	Michelly Mendanha			Ana Maria Grijalva Perez	Ingrid Loren Dos Anjs	Maria Garcia

TOPIC	RECOMMENDATION / SUMMARY							
	Karen Coleman	Deanna Carmona	Amy Mockoski			Lesly Perez Alvarez	Bennji Zanabria	Charmain Steptoe
	Raquel Magana	Teresita Palomera	Juan Batiz			Rhiana Obemeier	Kassandra Tiahuitzo	Joselyn Chininnin Sanchez
	Jaxsiny Reyes Rocha	Olga Rios	Yesica Hernandez			Alondra Martinez	Tiffany Marbray	
	Vanessa Ornelas	Jennifer Martinez	Gabriela Gomar Garibay					
	Karen Medrano	Tuliisa Miller	Kimberly Nieve					
	Janelle Lafrades							

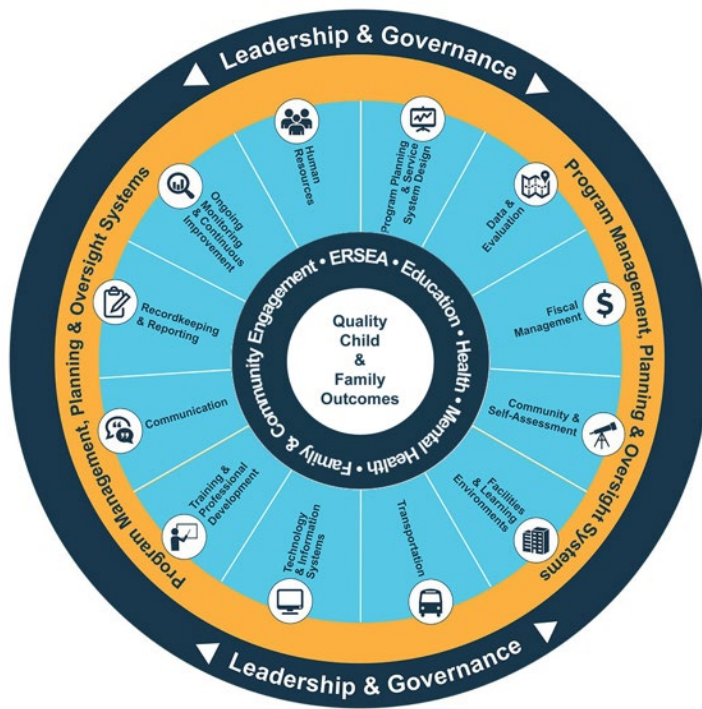
Report:
1st Period Semi Annual Monitoring Report

Sarah Reich, Division Manager, presented the 2023-2024 Semi-Annual Monitoring Report.

Head Start Management Wheel

A visual representation of the twelve (12) program management, planning, and oversight systems that are critical to high-quality services.

All these components (teams) work together to ensure Quality Child & Family Outcomes



Head Start Program Performance Standards

TOPIC	RECOMMENDATION / SUMMARY
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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

The Monitoring Report Includes:

Center Level Monitoring:

1. Daily Health and Safety Classroom Checklist
2. Daily Teacher Playground Safety Checklist
3. *Weekly Facility Safety Checklist
4. Monthly Playground Safety Checklist

Quality Management Unit:

11. Center Monitoring
12. Classroom Assessment Scoring System (CLASS)

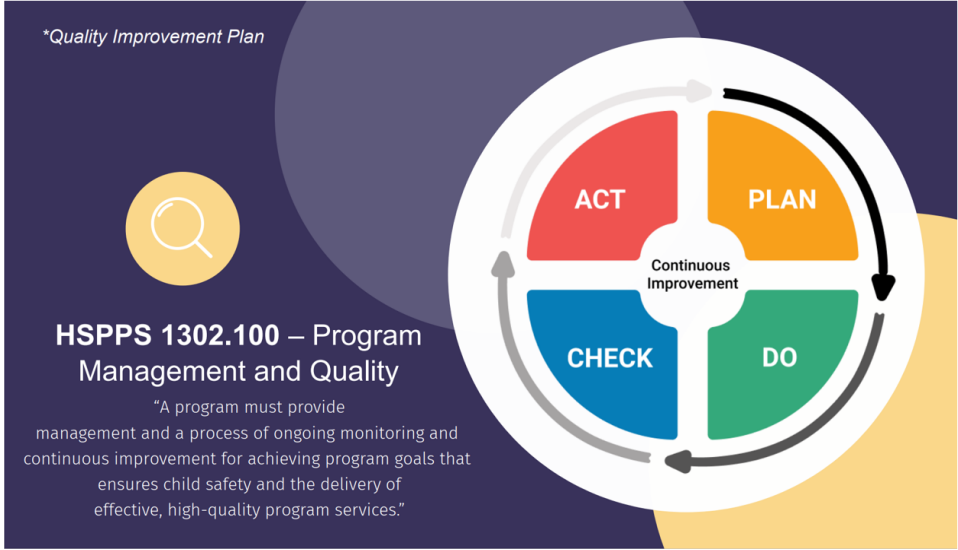
Content Area Monitoring:

5. CSB Child Safety & Transition
6. CACFP Monitoring
7. Health & Safety Checklists
8. On-Site Content Area Monitoring Tool
9. CEU File Eligibility

Monitoring Compliance Rates


<u>Monitoring Level</u>	<u>Monitoring Tool</u>	<u>Overall Compliance Previous Period</u>	<u>Overall Compliance Period 1</u>	<u>Trending Non-Compliances</u>
<u>Center Level Monitoring Tools</u>	Daily Health & Safety Classroom Checklists	99%	99%	Litter; Leaves
	Daily Teacher Playground Checklists	98%	99%	Litter; Boundaries (gates/fences)
	*Weekly Facility Safety Checklists	97%	98%	Door Alarms/Gate latches
	Monthly Playground Checklists	99%	99%	Rust
<u>Content Area Level Monitoring Tools</u>	Child Safety & Transition Monitoring	98%	97%	Safe environments (including door alarms); CLOUDS validations; White Boards
	CACFP Center Monitoring Review (Directly Operated Only)	97%	96%	Identified need for additional training
	Health & Safety Checklists	99%	99%	Expiration labels on disaster/earthquake barrels (corrected)
	Onsite Content Area Monitoring Tool	95%	95%	Medication; Lesson Plans; Fridge/Freezer temp; Outdoor hazards
<u>Agency Level Tools</u>	CEU Eligibility Monitoring Tool	83%	95%	Entry errors on application (corrected)
	Center Monitoring	93%	95%	Emergency Cards present (corrected); Staff Licensing Files (corrected)
	CLASS (Classroom Assessment Scoring System)	+Above Average	+Above Average	No overall trends

TOPIC	RECOMMENDATION / SUMMARY
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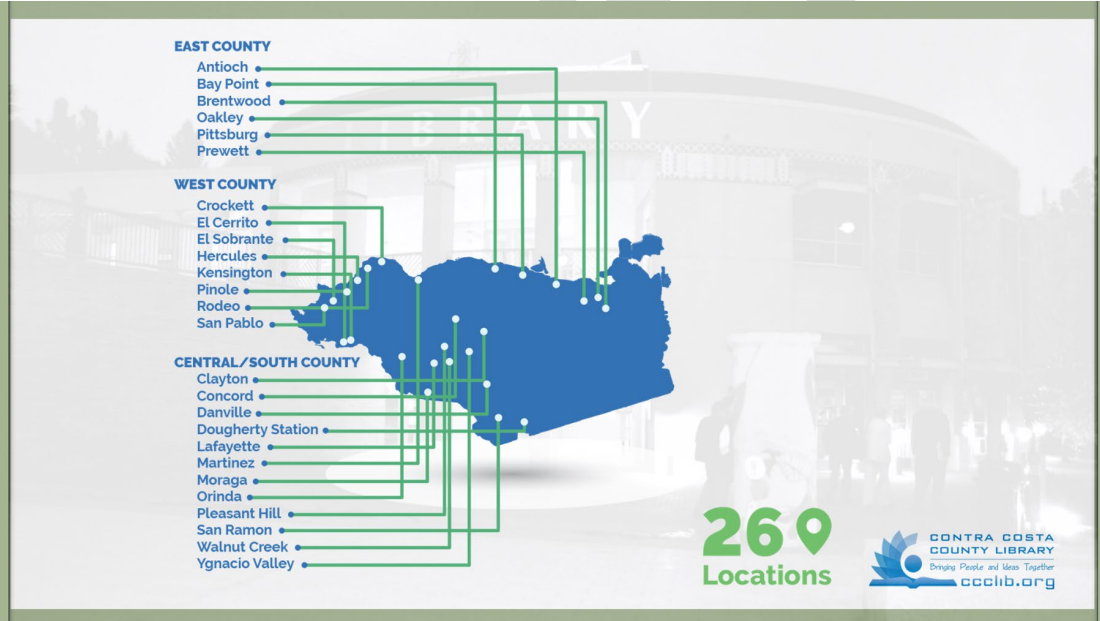
	<p>Strengths</p> <ul style="list-style-type: none"> • Positive interactions between teachers and children continues to trend highly across tools • Professional development initiatives focused on health, safety, and administrative changes are visible in the overall monitoring data. • Preventable non-compliances continued to decrease from the previous monitoring period. • Most trended items are corrected <i>and</i> documented in CLOUDS timely (before the next corrective action reports are out) • Rust is NOT the main event anymore! <p>Areas for Improvement</p> <ul style="list-style-type: none"> • Increasing compliance for specific indicators in content area checklists <ul style="list-style-type: none"> - Safe environments - Lesson Plans (Social Emotional components, health & safety component, individualized codes) • Timeline/Collaboration for corrections of larger facility projects <ul style="list-style-type: none"> - Items dependent on Public Works/School Districts • Conducting Monitoring throughout the monitoring period <p>WHAT'S NEXT?</p> 
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Presentation:	Amy Mockoski, Librarian III- Youth Services, Presented the Contra Costa Library Presentation
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Contra Costa Library



CONTRA COSTA COUNTY LIBRARY



EAST COUNTY

- Antioch
- Bay Point
- Brentwood
- Oakley
- Pittsburg
- Prewett

WEST COUNTY

- Crockett
- El Cerrito
- El Sobrante
- Hercules
- Kensington
- Pinole
- Rodeo
- San Pablo

CENTRAL/SOUTH COUNTY

- Clayton
- Concord
- Danville
- Dougherty Station
- Lafayette
- Martinez
- Moraga
- Orinda
- Pleasant Hill
- San Ramon
- Walnut Creek
- Ygnacio Valley

26
Locations

CONTRA COSTA COUNTY LIBRARY
Designing People and Ideas Together
ccclib.org



Library cards are free and available to any California resident with proof of address

A library card gives you access to all our materials

You can request books from any of the 26 library locations

Link+ offers books from throughout CA

The library is fine free if items are returned


Got a smartphone or tablet?
You can download books, audiobooks and magazines
FOR FREE

- Libby - eBooks and eAudiobooks
- Tumblebooks- kid books in English, French and Spanish
- Flipster - Magazines



Digital Resources

- Kanopy - streaming videos
- Brainfuse - free online tutors
- Rosetta Stone – learn a language
- Explora- research for a school project



Need Help Finding Books?

- Booklists
- Book Talk Bunch
- Ask a Librarian!
Visit the library, chat, email, call or turn in a request for Personal Picks.





Discover & Go provides instant online access to free and low-cost tickets to museums, science centers, zoos, theatres and other local cultural venues.



Project Second Chance Adult Literacy Program

Project Second Chance (PSC) trains volunteer tutors to deliver basic literacy instruction to people who read or write below the 6th grade level.

Tutoring is:
free and confidential
one-on-one
2x/week, 90 minutes
by trained volunteers
according to personal schedules
in a public place, usually the local library





Want more information?
Visit ccclib.org



Free Programs & Events

- Science-Technology-Engineering-Art-Math
- Performers- music, puppets, magicians
- Crafts
- Book clubs
- March Madness
- Free Comic Book Days
- Black Children's Book Week and Picture Book Month



ccclib.org/events for full schedule



Contra Costa County Library encourages families to **talk, sing, read, write and play** together in library spaces and with friendly library staff.



Contra Costa County Library's



READ, RENEW, REPEAT


SUMMER READING June 1 - August 3, 2024
CONTRA COSTA COUNTY LIBRARY



- Helps pre-readers practice the skills needed to become readers
- Helps prevent "Summer Slide"
- Fun for the entire family



INTRODUCING THE ROLLING READER AND LIBRARIAN BELLA

TOPIC	RECOMMENDATION / SUMMARY	
	<div data-bbox="380 215 1129 639" style="border: 1px solid #8ebf42; padding: 10px;"> <p><i>Thank you!</i> <i>Any questions?</i></p> <p><i>¡Gracias!</i> <i>¿Hay preguntas?</i></p> <p>Amy Mockoski Librarian III- Youth Services Library Administration</p> <p>amy.mockoski@library.cccounty.us</p>  </div>	
Announcements	<p>Michelle Mankewich, Administrative Asst. III, provided the following announcements:</p> <ul style="list-style-type: none"> • 700 Annual Conflict of interest Forms are due April 2, 2024 • April Policy Council – in-person meeting <ul style="list-style-type: none"> ○ Policy Council Executive Meeting: April 3, 2024. ○ Policy Council Business Meeting: April 17, 2024. 	
	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • None 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None



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

Date: 3/18/2024

Time Convened: 5:38 PM

Time Terminated: 6:31 PM

Recorder: Zully Acosta

TOPIC	RECOMMENDATION / SUMMARY						
Review Desired Outcomes and Meeting Rules	Juan Batiz, Policy Council Chair, called the meeting to order at 5:38 PM. Juan Batiz, Policy Council Chair, reviewed the desired outcomes. Tuliisa Miller, Policy Council Vice Chair, reviewed the meeting ground rules.						
Correspondence	No correspondence.						
Public Comment	No public comment						
Action: Montion Request	Marla Stuart, Executive Director, Motion Request To accept new grant information that was not previously included in the packet. A motion to approve new grant information that was not previously included in the packet was made by Raquel Magana and seconded by Deanna Carmona. The motion passed with 17 votes in favor.						
	Ayes		Nays	Abstentions	Not Present		
	Deanna Carmona	Amy Mockoski	Kimberly Nieve		Ana Maria Grijalva Perez	Ingrid Loren Dos Anjos	María Garcia
	Michelly Mendanha	Juan Batiz	Rhiana Obemeier		Lesly Perez Alvarez	Bennji Zanabria	Charmain Steptoe
	Raquel Magana	Yesica Hernandez	Kassandra Tiahuitzo		Vanessa Ornelas	Olga Rios	Joselyn Chininnin Sanchez
	Jaxsiney Reyes Rocha	Jennifer Martinez	Gloria Sanchez		Alondra Martinez	Tiffany Marbray	Karen Coleman
	Beatriz Rios	Gabriela Gomar Garibay			Raisha Bailleres	Teresita Palomera	María Sanchez
	Karen Medrano	Tuliisa Miller					
	Janelle Lafrades						
Action: Updates to Grant Application	Marla Stuart, Executive Director, provided Grant Application Update.						

Partners Model

KinderCare, TinyToes, Aspirinet, Mount Diablo School District

County

- Recruitment and Enrollment
- Program Information Report (PIR)
- Contract Monitoring
- Comprehensive Services
 - Health / Nutrition
 - Disabilities
 - Mental Health
 - Family Engagement

Partners

- Standardized Rates for Services
- Education and Child Development
 - Developmental screenings
 - Curriculum adoption and implementation
 - Desired Results Developmental Profile (DRDP)

Contra Costa County, Employment & Human Services Department

Questions:

1. Is it an issue for the Grant that we don't partner with YMCA?
 - a. Not anticipating any problems. They already hold slots with ACF.
2. Losing partnership with YMCA, how does this affect current families?
 - a. No effect for current families, as Head Start will strive to ensure continuous care is provided.

FY 2024-25 Budget

Head Start Budget Categories	Proposed (FY25)
Personnel	\$5,974,590
Fringe Benefits	\$4,335,143
Travel	\$34,510
Training and Technical Assistance	\$266,151
Supplies	\$342,548
Contractual	\$4,434,797
Construction	\$0
Other	\$3,432,976
Sub-Total of Direct Charges	\$18,820,714
Indirect Costs	\$1,290,274
Total Federal	\$20,110,988
Non-Federal (20%)	\$5,027,747
Total Federal and Non-Federal	\$25,138,735

Contra Costa County, Employment & Human Services Department

Questions:

1. The proposed budget is different from the original budget, noting the equipment line is no longer included? Will there be no budget to purchase new equipment.
 - a. Equipment items can fall under other budget areas. Since we do not plan to add Comprehensive Service staff, there is not a need to detail that expense.
2. Will there be more slots opening? And what does it look like?
 - a. We are proposing to open all the rooms in the centers and will be maximizing the use of our facilities.
3. Can multiple agencies be awarded parts of grant?
 - a. Yes, we're aware of other agencies applying. We are supporting the YMCA in their application.
4. Is the budget lower because the YMCA slots are not included?
 - a. Yes, that is correct.
5. Equipment budget gone; how will you pay for needs?
 - a. The annual budget can be adjusted as needed; some funds built into other budget categories like supplies.

TOPIC	RECOMMENDATION / SUMMARY																																																																							
	<p>6. Why did personnel cost go down and Benefits go out?</p> <p>a. Shifted funding between state budget and HS funding.</p> <p>7. Can we move how we are spending, from the supply category to another area?</p> <p>a. Head Start has rules, up to \$250, 000 can be shifted without getting federal approval. If we shift more than \$250, 000, we need to justify this reallocation and get approvals from Policy Council, Contra Costa County Board of Supervisor (BOS) and the Office of the Administration for Childrens & Families (ACF).</p> <p>8. If we don't all agree on this request, does it go back to the old application, or do you have to go back and submit a new proposal?</p> <p>a. The County is obligated to continue to work with the Policy Council and the BOS until an agreement is met, that satisfies all parties.</p> <p>Motion Request To approve this grant application and recommend to the Board of Supervisors for approval.</p> <p>A motion to approve the Grant Approval was made by Maria Garcia and seconded by Michelly Mendanha. The motion passed with 16 votes in favor.</p> <table border="1" data-bbox="369 781 2001 1117"> <thead> <tr> <th colspan="3">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="3">Not Present</th> </tr> </thead> <tbody> <tr> <td>Deanna Carmona</td> <td>Amy Mockoski</td> <td>Maria Garcia</td> <td></td> <td>Kimberly Nieve</td> <td>Ana Maria Grijalva Perez</td> <td>Ingrid Loren Dos Anjs</td> <td>Maria Sanchez</td> </tr> <tr> <td>Michelly Mendanha</td> <td>Juan Batiz</td> <td>Rhiana Obemeier</td> <td></td> <td>Janelle Lafrades</td> <td>Lesly Perez Alvarez</td> <td>Bennji Zanabria</td> <td>Charmain Steptoe</td> </tr> <tr> <td>Raquel Magana</td> <td>Yesica Hernandez</td> <td>Kassandra Tiahuitzo</td> <td></td> <td></td> <td>Vanessa Ornelas</td> <td>Olga Rios</td> <td>Joselyn Chininnin Sanchez</td> </tr> <tr> <td>Jaxsiney Reyes Rocha</td> <td>Jennifer Martinez</td> <td>Gloria Sanchez</td> <td></td> <td></td> <td>Alondra Martinez</td> <td>Tiffany Marbray</td> <td>Karen Coleman</td> </tr> <tr> <td>Beatriz Rios</td> <td>Gabriela Gomar Garibay</td> <td></td> <td></td> <td></td> <td>Raisha Bailleres</td> <td>Teresita Palomera</td> <td></td> </tr> <tr> <td>Karen Medrano</td> <td>Tuliisa Miller</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Ayes			Nays	Abstentions	Not Present			Deanna Carmona	Amy Mockoski	Maria Garcia		Kimberly Nieve	Ana Maria Grijalva Perez	Ingrid Loren Dos Anjs	Maria Sanchez	Michelly Mendanha	Juan Batiz	Rhiana Obemeier		Janelle Lafrades	Lesly Perez Alvarez	Bennji Zanabria	Charmain Steptoe	Raquel Magana	Yesica Hernandez	Kassandra Tiahuitzo			Vanessa Ornelas	Olga Rios	Joselyn Chininnin Sanchez	Jaxsiney Reyes Rocha	Jennifer Martinez	Gloria Sanchez			Alondra Martinez	Tiffany Marbray	Karen Coleman	Beatriz Rios	Gabriela Gomar Garibay				Raisha Bailleres	Teresita Palomera		Karen Medrano	Tuliisa Miller														
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Announcements	<p>Michelle Mankewich, Administrative Asst. III, provided the following announcements.</p> <ul style="list-style-type: none"> • April Policy Council – in-person meeting <ul style="list-style-type: none"> ○ Policy Council Executive Meeting: April 3, 2024. ○ Policy Council Business Meeting: April 17, 2024. 																																																																							
	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Option to attend meeting in closer centers was nice. • Meeting went well. 				<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None 																																																																			

Director's Report for Policy Council – June 2024

- **Refunding Grant:** We have received approval for a one-month extension of our grant through July 2004 as there has not yet been a decision made about our refunding application. We have also been told we will receive another extension through August if we still have not heard.
- **Family Picnic:** What an incredible event on June 15 at the Pleasant Hill Community Center. It was delightful to see our families come together to have fun! I attended with my wife, Andi, and 17-month old daughter, Betsy, and we all had a wonderful time.
- **Part Day-Part Year Program Ended/Transition to Kindergarten:** Our part day-part year program has ended for the summer and many of our children in our full day programs are transitioning out to kindergarten. As a reminder, our staff are here to make sure your transition is smooth so reach out if you need anything!
- **Quorum Issues:** As you are aware, our last two Policy Council meetings were cancelled due to there being no quorum. We realize it is hard to get to Pleasant Hill for some of you so we are trying to hold the meeting from three locations this month to see if that will help. It is of utmost importance that you all attend these meetings because Head Start requires that the Policy Council be involved in many decisions required to run our program – your voice is important to us and necessary to run our program. Staff are here to help problem solve with you to get you to these meetings.

Enrollment and Attendance Report to Policy Council May 2024

Enrollment:

- **HS – 68.76%**
- **EHS & EHS-CCP2 70.9%**

Attendance:

- **HS – 80.17%**
- **EHS & EHS-CCP2 – 82.97%**

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

Informe de Inscripción y Asistencia al Consejo de Políticas Mayo 2024

Inscripción:

- **HS – 68.76%**
- **EHS & EHS-CCP2 70.9%**

Asistencia:

- **HS – 80.17%**
- **EHS & EHS-CCP2 – 82.97%**

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

Compliance Rates for Center Monitoring: May 2024

Tools	Overall Compliance Rate	Trends in Tools
Weekly Facility Checklist	96.9%	2% decrease in non-compliance around leaves, litter, unsafe debris and our outdoor environments are litter free for the month of May.
Daily Health & Safety Classroom Checklist	99.9%	The centers have been consistent with making their classrooms safe for children. We have a 1% decrease in the indicator for Wall Pad/Tablets is in working order and correctly reflects enrolled children in correct classroom. Center staff are making sure that all wall pad/tablets are being charged throughout the day.
Daily Playground Safety Checklist	99.0%	As we come closer to the end of the program year, teachers are beginning to see that some of the play materials are worn out or are not in good condition for the following year.
Monthly Playground Safety Checklist	99.0%	High compliance indicates non-compliant indicators were captured accurately from the Daily Playground Safety Checklist.
CSB Transition & Safety Tool	93.8%	There has been a 3% decrease in non-compliance in the safe environments where active supervision and door alarms are working properly. Staff are working diligently to make sure that Weekly Facility, Health & Safety, and Daily Playground Checklists are being completed and finalized.
On-Site Content Area Tool	98.3%	Top non-compliance was outdoor play area is free of hazard and arranged to allow children using adaptive devices to safely participate in play with peers. Monitoring saw an increase in weeds and rust on playground structures due to the inclement weather.

Items to note:

- Monthly data discussions continue with CSB staff and partners.
- Overall, we do see regular immediate responses to non-compliances, even if they are not finalized immediately.

Program Information Report (PIR) Month June 2024

Head Start		
A.12 Cumulative Enrollment	922	
C.7 Number of all children who are up-to-date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	438	47.51%
C.8a The number who have received or are receiving medical treatment.	128	13.88%
C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year.	579	62.80%
C19.a.1 Of these, the number of children who have received or are receiving dental treatment.	47	5.10%
C.1.a Number enrolled in Medicaid and /or CHIP	661	71.69%
C1 Number of all children with health insurance	777	84.27%
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related	168	18.22%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	335	36.33%
C.45 Number of families that received at least one program services to promote family outcomes.	624	
Early Head Start		
A.10g Cumulative Enrollment of Children	601	
C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care.	220	36.61%
C.8a The number who have received or are receiving medical treatment.	46	7.65%
C.1.a Number enrolled in Medicaid and /or CHIP	493	82.03%
C1 Number of all children with health insurance	532	88.52%
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA)	12	2.00%
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported.	164	27.29%
C.45 Number of families that received at least one program services to promote family outcomes.	245	

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024
AS OF APRIL 2024 - PERIOD 10

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 89% %YTD
a. PERSONNEL	\$ 7,357,157	\$ 1,093,935	\$ 6,263,222	85%
b. FRINGE BENEFITS	3,137,914	(651,543)	3,789,457	121%
c. TRAVEL	76,765	26,491	50,274	65%
d. EQUIPMENT	100,000	41,815	58,185	58%
e. SUPPLIES	1,329,433	362,282	967,151	73%
f. CONTRACTUAL	4,911,607	1,289,679	3,621,928	74%
g. CONSTRUCTION	500,000	500,000	-	0%
h. OTHER	5,809,231	3,696,264	2,112,967	36%
I. TOTAL DIRECT CHARGES	\$ 23,222,107	\$ 6,358,924	\$ 16,863,183	73%
j. INDIRECT COSTS	967,376	261,690	705,686	73%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 24,189,483	\$ 6,620,614	\$ 17,568,869	73%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 4,913,482</i>	<i>\$ 521,265</i>	<i>\$ 4,392,217</i>	<i>89%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
2023 HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024
AS OF APRIL 2024 - PERIOD 10

1	2	3	4	5
	Total Budget	Remaining Budget	Total YTD Actual	Should be 89% % YTD
a. Salaries & Wages (Object Class 6a)				
Permanent 1011	5,297,656	(15,742)	5,313,398	100%
Hiring and Retention Bonus	1,802,580	1,249,463	553,117	31%
Temporary 1013	256,921	(288,559)	545,480	212%
a. PERSONNEL (Object class 6a)	7,357,157	1,093,935	6,263,222	85%
b. FRINGE BENEFITS (Object Class 6b)				
Fringe Benefits	3,137,914	(651,543)	3,789,457	121%
b. FRINGE (Object Class 6b)	3,137,914	(651,543)	3,789,457	121%
c. Travel (Object Class 6c)				
HS Staff	76,765	26,491	50,274	65%
c. TRAVEL (Object Class 6c)	76,765	26,491	50,274	65%
d. EQUIPMENT (Object Class 6d)				
1. Office Equipment	60,000	1,815	58,185	97%
4. Other Equipment	40,000	40,000	-	0%
d. EQUIPMENT (Object Class 6d)	100,000	41,815	58,185	58%
e. SUPPLIES (Object Class 6e)				
1. Office Supplies	93,433	(62,259)	155,692	167%
2. Child and Family Services Supplies (Includes classroom Supplies)	248,000	168,134	79,866	32%
3. Food Services/Nutrition Supplies	-	-	-	0%
4. Other Supplies	-	-	-	0%
Health and Safety Supplies	1,000	1,000	-	0%
Computer Supplies, Software Upgrades, Computer Replacement	936,500	233,668	702,832	75%
Health/Safety Supplies	5,000	(2,592)	7,592	152%
Mental health/Diasabilities Supplies	1,000	1,000	-	0%
Miscellaneous Supplies	3,000	(4,729)	7,729	258%
Employee Morale	36,500	23,069	13,431	37%
Household Supplies	5,000	4,991	9	0%
TOTAL SUPPLIES (6e)	1,329,433	362,282	967,151	73%
f. CONTRACTUAL (Object Class 6f)				
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	103,000	36,415	66,585	65%
2. Health/Disabilities Services	-	-	-	0%
Health Consultant	64,500	(15,619)	80,119	124%
5. Training & Technical Assistance - PA11	-	-	-	0%
One Solution	130,440	(125,624)	256,064	196%
Leadership Trainings/Seminars/Worshops	52,185	19,997	32,188	62%
Demogtaphic/Data Research	37,000	8,365	28,635	77%
Practice Based Coaching/Classroom Observation	45,000	(2,372)	47,372	105%
Family Development Credential/Reflective Practice	25,000	5,392	19,608	78%
Digital Marketing Recruitment Firm/Biometrical/CCC	35,000	27,101	7,899	23%
YMCA Delegate Agency PA22	2,549,116	1,200,901	1,348,215	53%
YMCA Delegate Agency PA20	8,000	8,000	-	0%
8. Other Contracts	-	-	-	0%
New Partnership	132,387	132,387	-	0%
KinderCare	44,262	(27,071)	71,333	161%
Tiny Toes	92,787	18,444	74,343	80%
YMCA-West	763,265	(15,015)	778,280	102%
YMCA-East	829,665	18,377	811,288	98%
f. CONTRACTUAL (Object Class 6f)	4,911,607	1,289,679	3,621,928	74%
g. CONSTRUCTION (Object Class 6g)	-	-	-	0%
g. CONSTRUCTION (6g)	500,000	500,000	-	0%
h. OTHER (Object Class 6h)				
1. Depreciation/Use Allowance	-	-	-	0%
2. Bldg Occupancy Costs/Rents & Leases (Rents & Leases/Other Income)	500,000	(126,939)	626,939	125%
4. Utilities, Telephone	141,000	(11,108)	152,108	108%

5. Building and Child Liability Insurance	5,000	377	4,623	92%
6. Bldg. Maintenance/Repair and Other Occupancy	1,637,000	1,072,372	564,628	34%
7. Incidental Alterations/Renovations	514,752	514,752	-	0%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	25,000	(5,032)	30,032	120%
9. Nutrition Services	-	-	-	0%
Child Nutrition Costs	380,000	80,734	299,266	79%
(CCFP & USDA Reimbursements)	(60,000)	102,576	(162,576)	271%
13. Parent Services	-	-	-	0%
Parent Conference Registration - PA11	1,060	1,060	-	0%
PC Orientation, Trainings, Materials & Translation - PA11	1,000	1,000	-	0%
Policy Council Activities	12,050	10,865	1,185	10%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	2,000	2,000	-	0%
Child Care/Mileage Reimbursement	5,000	3,887	1,113	22%
14. Accounting & Legal Services	-	-	-	0%
Audit	-	-	-	0%
Legal (County Counsel)	-	-	-	0%
Auditor Controllers	3,000	(660)	3,660	122%
Data Processing/Other Services & Supplies	23,000	(46,977)	69,977	304%
15. Publications/Advertising/Printing	-	-	-	0%
Outreach/Printing	2,000	798	1,202	60%
Recruitment Advertising (Newspaper, Brochures)	134,877	119,735	15,142	11%
16. Training or Staff Development	-	-	-	0%
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	19,000	11,441	7,559	40%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	484,846	426,582	58,264	12%
Mental Health, Disabilities, Health and Safety Training	146,525	145,356	1,169	1%
Family, Community and Parent Involvement	32,834	32,834	-	0%
17. Other	-	-	-	0%
Site Security Guards	40,000	(4,480)	44,480	111%
Dental/Medical Services	1,000	1,000	-	0%
Vehicle Operating/Maintenance & Repair	130,000	4,851	125,149	96%
Equipment Maintenance Repair & Rental	308,000	239,399	68,601	22%
Dept. of Health and Human Services-data Base (CORD)	10,000	3,243	6,757	68%
Field Trips	-	-	-	0%
Other Operating Expenses (Facs Admin/Other admin)	250,000	54,986	195,014	78%
Other Departmental Expenses	1,060,287	1,060,287	-	0%
h. OTHER (6h)	5,809,231	3,696,264	2,112,967	36%
i. TOTAL DIRECT CHARGES (6a-6h)	23,223,607	6,360,424	16,863,183	73%
j. INDIRECT COSTS	967,376	261,690	705,686	73%
k. TOTALS (ALL BUDGET CATEGORIES)	24,190,983	6,622,114	17,568,869	73%
<i>Non-Federal Share (In-kind)</i>	<i>4,913,482</i>	<i>521,265</i>	<i>4,392,217</i>	<i>89%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

2023 EARLY HEAD START PROGRAM

BUDGET PERIOD JANUARY 2023 - JUNE 2024

AS OF APRIL 2024

1	2	3	4	5
DESCRIPTION	Total Budget	Remaining Budget	Total YTD Actual	Should be 89% % YTD
a. PERSONNEL	4,440,409	2,489,881	1,950,528	44%
b. FRINGE BENEFITS	1,462,739	377,966	1,084,773	74%
c. TRAVEL	22,185	2,988	19,197	87%
d. EQUIPMENT	70,000	33,547	36,453	52%
e. SUPPLIES	576,000	461,747	114,253	20%
f. CONTRACTUAL	3,715,363	493,816	3,221,547	87%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	4,754,604	4,312,303	442,301	9%
I. TOTAL DIRECT CHARGES	15,041,300	8,172,248	6,869,052	46%
j. INDIRECT COSTS	557,866	362,489	195,377	35%
k. TOTAL-ALL BUDGET CATEGORIES	15,599,166	8,534,737	7,064,429	45%
<i>In-Kind (Non-Federal Share)</i>	3,401,963	1,636,752	1,765,211	52%

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU

**2023 EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY 2023 - JUNE 2024
AS OF APRIL 2024**

1	2	3	4	5
	Total Budget	Remaining Budget	Total YTD Actual	Should be 89% % YTD
a. Salaries & Wages (Object Class 6a)				
Permanent 1011	2,864,923	1,186,823	1,678,100	59%
Hiring and Retention Bonus	970,620	663,828	-	0%
Temporary 1013	604,866	597,148	7,718	1%
a. PERSONNEL (Object class 6a)	4,440,409	2,489,881	1,950,528	44%
b. FRINGE BENEFITS (Object Class 6b)				
Fringe Benefits	1,462,739	377,966	1,084,773	74%
b. FRINGE (Object Class 6b)	1,462,739	377,966	1,084,773	74%
c. Travel (Object Class 6c)				
HS Staff	22,185	2,988	19,197	87%
c. TRAVEL (Object Class 6c)	22,185	2,988	19,197	87%
d. EQUIPMENT (Object Class 6d)	70,000	33,547	36,453	52%
e. SUPPLIES (Object Class 6e)				
1. Office Supplies	45,000	(16,335)	61,335	136%
2. Child and Family Services Supplies (Includes classroom Supplies)	144,000	97,398	46,602	32%
4. Other Supplies	-	-	-	0%
Computer Supplies, Software Upgrades, Computer Replacement	363,500	363,500	-	0%
Health/Safety Supplies	5,000	2,233	2,767	55%
Household Supplies	11,000	7,451	3,549	32%
Employee Health and Welfare costs (formerly Employee morale)	7,500	7,500	-	0%
TOTAL SUPPLIES (6e)	576,000	461,747	114,253	20%
f. CONTRACTUAL (Object Class 6f)				
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	62,000	34,079	27,921	45%
2. Health/Disabilities Services	-	-	-	0%
Health Consultant	23,050	1,050	22,000	95%
5. Training & Technical Assistance - PA11	-	-	-	0%
One Solution Technology	160,000	75,622	84,378	53%
Leadership Trainings/Seminars/Worshops	55,000	40,748	14,252	26%
Demogtaphic/Data Research	50,000	32,933	17,067	34%
Practice Based Coaching/Classroom Observation	40,000	8,771	31,230	78%
Family Development Credential/Reflective Practice	40,000	25,797	14,203	36%
Reflective Supervision	75,000	75,000	-	0%
8. Other Contracts	-	-	-	0%
New Partnership	486,803	486,803	-	0%
Aspiranet	1,024,205	(275,364)	1,299,569	127%
Crossroads	207,876	65,277	142,599	69%
KinderCare	323,502	40,803	282,699	87%
Tiny Toes	53,917	10,005	43,912	81%
YMCA (West)	434,291	(41,712)	476,003	110%
YMCA (East)	679,719	(85,994)	765,713	113%
f. CONTRACTUAL (Object Class 6f)	3,715,363	493,816	3,221,547	87%
g. CONSTRUCTION (6g)	-	-	-	0%
h. OTHER (Object Class 6h)				
2. Bldg Occupancy Costs/Rents & Leases	40,000	(20,076)	60,076	150%
4. Utilities, Telephone	12,000	(16,910)	28,910	241%
6. Bldg. Maintenance/Repair and Other Occupancy	1,062,000	854,463	207,537	20%
7. Incidental Alterations/Renovations	450,202	450,182	20	0%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	8,000	5,046	2,954	37%
9. Nutrition Services	-	-	-	0%

Child Nutrition Costs	6,500	6,238	262	4%
(CCFP & USDA Reimbursements)	(1,500)	(454)	(1,046)	70%
13. Parent Services	-	-	-	0%
Parent Conference Registration - PA11	3,000	3,000	-	0%
PC Orientation, Trainings, Materials & Translation - PA11	4,000	4,000	-	0%
Policy Council Activities	7,450	7,450	-	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	8,000	8,000	-	0%
Child Care/Mileage Reimbursement	3,000	2,862	138	5%
14. Accounting & Legal Services	-	-	-	0%
Auditor Controllers	3,500	1,087	2,413	69%
Data Processing/Other Services & Supplies	40,000	1,825	38,175	95%
15. Publications/Advertising/Printing	-	-	-	0%
Recruitment Advertising (Newspaper, Brochures)	117,123	114,642	2,481	2%
16. Training or Staff Development	-	-	-	0%
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)	18,000	12,928	5,072	28%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	183,407	171,044	12,363	7%
Mental Health, Disabilities, Health and Safety Training	76,475	76,475	-	0%
Family, Community and Parent Involvement	27,500	26,498	1,002	4%
17. Other	-	-	-	0%
Site Security Guards	21,000	19,524	1,476	7%
Vehicle Operating/Maintenance & Repair	16,000	(1,815)	17,815	111%
Equipment Maintenance Repair & Rental	17,978	1,229	16,749	93%
Dept. of Health and Human Services-data Base (CORD)	1,000	998	2	0%
Other Operating Expenses (Facs Admin/Other admin)	80,000	34,096	45,904	57%
Comprehensive Services with State Child Development Program	2,549,969	2,549,969	-	0%
h. OTHER (6h)	4,754,604	4,312,303	442,301	9%
i. TOTAL DIRECT CHARGES (6a-6h)	15,041,300	8,172,248	6,869,052	46%
j. INDIRECT COSTS	557,866	362,489	195,377	35%
k. TOTALS (ALL BUDGET CATEGORIES)	15,599,166	8,534,737	7,064,429	45%
<i>Non-Federal Share (In-kind)</i>	<i>3,401,963</i>	<i>1,636,752</i>	<i>1,765,211</i>	<i>52%</i>

SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau

Month: April 2024

Stat. Date	Amount	Program	Purpose/Description
4/22/2024	\$ 215.27	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 52.99	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 36.84	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 211.45	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 35.65	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 26.64	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 80.98	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 220.62	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 339.16	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 840.57	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 199.00	Comm. Svc Block Grant	Training & Registration
4/22/2024	\$ 94.93	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 400.00	Comm. Svc Block Grant	Training & Registration
4/22/2024	\$ 51.57	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 15.99	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 762.86	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 285.25	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 171.85	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 9.58	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 98.69	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 752.66	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 1,226.55	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 69.25	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 46.34	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 442.38	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 476.16	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 231.40	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 462.80	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 133.28	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 115.70	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 115.70	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 133.28	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 1,183.81	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 503.36	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 1,181.65	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 823.05	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 500.20	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 285.32	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 296.20	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 1,084.00	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 360.00	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 237.70	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 833.45	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 107.16	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 389.25	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 181.10	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 1,458.57	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 427.40	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 472.45	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 25.92	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 335.80	Comm. Svc Block Grant	Other Travel Employees
4/22/2024	\$ 141.57	Comm. Svc Block Grant	Misc Services/Supplies
4/22/2024	\$ 294.12	Comm. Svc Block Grant	Misc Services/Supplies
	\$19,477.47		

4/22/2024	\$	352.28	George Miller Concord Site Costs	Misc Services/Supplies
4/22/2024	\$	116.92	HS Basic Grant	Other Travel Employees
4/22/2024	\$	50.11	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	1,666.22	HS Basic Grant	Other Travel Employees
4/22/2024	\$	714.10	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	1,666.22	HS Basic Grant	Other Travel Employees
4/22/2024	\$	714.10	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	284.10	HS Basic Grant	Other Travel Employees
4/22/2024	\$	284.10	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	24.50	HS Basic Grant	Other Travel Employees
4/22/2024	\$	10.50	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	24.50	HS Basic Grant	Other Travel Employees
4/22/2024	\$	10.50	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	532.34	HS Basic Grant	Other Travel Employees
4/22/2024	\$	228.14	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	532.34	HS Basic Grant	Other Travel Employees
4/22/2024	\$	228.14	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	532.34	HS Basic Grant	Other Travel Employees
4/22/2024	\$	228.14	EHS Basis Grant	Other Travel Employees
		\$8,199.58		
4/22/2024	\$	80.00	Los Nogales Site Costs	Training & Registration
4/22/2024	\$	500.00	Head Start T & TA	Training & Registration
		\$580.00		
4/22/2024	\$	(45.49)	HS Basic Grant	Other Travel Employees
4/22/2024	\$	(19.50)	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	(3.50)	HS Basic Grant	Other Travel Employees
4/22/2024	\$	(1.50)	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	1,666.22	HS Basic Grant	Other Travel Employees
4/22/2024	\$	714.10	EHS Basis Grant	Other Travel Employees
4/22/2024	\$	1,666.22	HS Basic Grant	Other Travel Employees
4/22/2024	\$	714.10	EHS Basis Grant	Other Travel Employees
		\$4,690.65		
4/22/2024	\$	679.00	Head Start T & TA	Training & Registration
4/22/2024	\$	679.00	EHS T & TA	Training & Registration
4/22/2024	\$	2,645.50	HS Basic Grant	Training & Registration
4/22/2024	\$	2,645.50	EHS Basis Grant	Training & Registration
4/22/2024	\$	2,572.18	HS Basic Grant	Training & Registration
4/22/2024	\$	2,572.18	EHS Basis Grant	Training & Registration
		\$ 11,793.36		
4/22/2024	\$	4,231.88	HS Basic Grant	Other Travel Employees
4/22/2024	\$	164.61	HS Basic Grant	Misc Services/Supplies
4/22/2024	\$	710.24	HS Basic Grant	Misc Services/Supplies
4/22/2024	\$	258.06	HS Basic Grant	Misc Services/Supplies
		\$ 5,364.79		

Grant Total	50,105.85
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EHSD/CSB

CHILD NUTRITION FOOD SERVICES

CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED - FY 2023-24

April 2024

12 Approved Sites



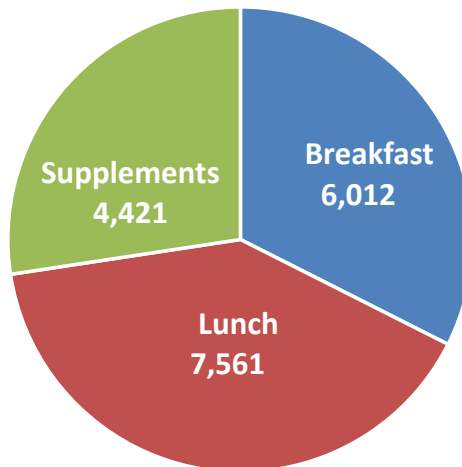
22 Days Meals Served



344 Daily Participation



17,994 Meals Served



Claim Reimbursement

Total: \$ 56,145