

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Executive Meeting	
<b>Date:</b> August 7, 2019	<b>Time:</b> 6:00 – 6:35 PM
<b>Location:</b> 1470 Civic Ct., Concord, CA 94520	
<b>Meeting Leader:</b> Veronica Gutierrez	
<b>Purpose:</b> To Review Items	

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 PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

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

Agreement on desired outcomes and ground rules so that our meeting is productive.

Approval of the June 5, 2019 Executive Meeting minutes so that we have an accurate record of the meeting.

Approval of the June 24, 2019 Special Executive Meeting minutes so that we have an accurate record of the meeting.

An understanding of the Governance, Leadership and Oversight Capacity Screener.

A decision regarding Parent Recognition of Staff nomination recipients.

An understanding of staff reports so that the group is informed of Bureau highlights and other important events.

A review of the June 19, 2019 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the August 21, 2019 Policy Council meeting.

An Evaluation of the meeting so that we may review our strengths and make any improvements as needed.

Attendees: PC Executive Committee and CSB Staff

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Emma Duran	2 Minutes
Review Meeting Ground Rules	Present	Delphine Smith	1 Minutes
<b>Action:</b> Review and Approve June 5, 2019, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Group	3 Minutes
<b>Action:</b> Review and Approve June 24, 2019, Special Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Group	2 Minutes

## Agenda

What (Content)	How (Process)	Who	Time (Minutes)
<b>Presentation:</b> Review Governance, Leadership and Oversight Capacity Screener	Present Clarify Check for understanding Check for Agreement	Group	5 Minutes
Review and Make a Decision on Parent Recognition of Staff	Present Clarify Check for understanding Check for Agreement	Group	5 Minutes
Staff Reports	Present Clarify Check for understanding	Staff	5 Minutes
Review June 19, 2019, Policy Council Minutes	Present Clarify Check for understanding	Group	3 Minutes
Set Agenda for August 21, 2019 Policy Council Meeting	Present Clarify Check for Understanding	Executive Committee and Staff	3 Minutes
Meeting Evaluation	Plus/Delta	Group	1 Minute