

Contra Costa County
EHSD - Community Services Bureau
Policy Council Meeting Minutes

Location: Pacheco Community Center, Pacheco, CA

Date: January 20, 2010

Time Convened: 6:06 pm

Time Terminated: 8:04 pm

Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Melissa Alfaro, Vice-chair, called the meeting to order, reviewed the desired outcomes and meeting ground rules. As most of the executive committee was absent she requested assistance in the form of: Bob Spears will be time-keeper, Dawn Miguel will be secretary for the meeting.
Public Comment	No public comment
Correspondence	No correspondence.
Administrative Reports: - CSB Director - Division Manager - Fiscal	<u>Camilla Rand</u>: reported that CSB's 2009 was very busy preparing for and hosting the Federal Review in October. The review went well and we expect the final report before the next policy council meeting. Unfortunately CSB did not receive the HS/EHS Expansion grant for slot expansion that we applied for last year; it was a very competitive grant. CSB did receive some T/TA and facility improvement monies. 2010 promises to be a very busy year – we kick off the year with our self assessment, which the policy council and other parents can be involved in. We also begin a new grant cycle this year; every three years the cycle begins again. And the policy council will help CSB to develop goals and objectives for the program for the next few years. In May our program goes to San Francisco to meet with ACF Risk Management to learn how they feel our program is doing. <u>Vickie Kaplan</u>, Head Start/Early Head Start Accountant, presented several reports this month: Grandparent Program (Grandparents 2 grandchildren) thru the Head Start program. Summary of the first year of the grant. For 2008-2009 we spent \$49,441 which is all but \$558 dollars of the grant, which will be returned. This grant runs from October through September. For the 2009-2010 Grant, November 2009 expenditures were \$6,603 for a YTD of \$6,603 which is 13% of this grant. This is a grant where CSB is partnered with Families First, which accounts for most of the personnel expenditures. ARRA EHS Quality Improvement Funding: November 2009 YTD expenses were \$2,587, which represents 2% of this grant's budget for this program year. ARRA HS Quality Improvement Funding: November 2009 YTD expenses were \$20,065 which represents 3% of this grant's budget for this program year. Early Head Start program: November 2009 expenditures were \$191,430 with a YTD of \$1,727,530, which is 78% of the budget. We still have December and 3 months extension to post expenses for the 2009 fiscal year. Head Start program: November 2009 expenditures were \$1,529,853 with a YTD of \$13,009,064, 77% of the budget. We still have December and 3 months extension to post expenses for the 2009 fiscal year. - Ms. Kaplan also reported on the Credit Card expenditures for Head Start, Early Head Start, and all CSB's other funding programs for the month of October 2009. The charges for October 2009 were \$22,076.66.

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Action: Review and Consider approval of HS & EHS 2009 Year-End Extension for Final SF-269 Report	A draft letter to the ACF was presented which requests an extension for filing the FINAL SF 269. The letter was reviewed and explained. A motion to approve the Year End Close Extension was made by Yara Garduño and seconded by Vicky Martinez. The motion was approved.
Action: Ratify Executive Committee Approval of 2009 EHS and HS Budget Transfer Request and T/TA and Program Improvement Rollover Request to 2010	A letter to the ACF was presented to the Executive Committee last month, requesting a rollover of the \$129,452 in T/TA monies, and \$175,727 in special program improvement monies. <u>The executive committee reviewed and approved the request.</u> A motion to ratify the Executive Committee's approval of the 2009 EHS and HS Budget Transfer Request and T/TA and Program Improvement Rollover Request was made by Bob Spears and seconded by Sandra Alvarado. The motion was approved.
Action: Review and consider approval of the minutes from the November 20, 2009 Policy Council meeting	Minutes from the November 20, 2009 Policy Council meeting were reviewed. A motion to approve the minutes from the November 20, 2009 policy council meeting was made by Bob Spears and seconded by Sendic Serrano. The motion was approved
Action: - Ratify Executive Committee approval of new hires - Consider Approval of New Hires	- Enid Mendoza stated that the Executive Committee had approved new hires during the hiatus of policy council during December. They approved the hire of the following <u>Intermediate Clerks</u>: Ivy Bushnell-Jackson, Michelle Cooper, Myradawna Davis, Mitch Parkinen; and <u>Comprehensive Services Assistant Manager</u>, Reina Ortega-Aguilar - Enid Mendoza announced the following potential new hires: <u>Teacher</u> - Khadijak Sykes - Dawn McGee <u>Associate Teacher</u> - G.M. Pushpa Dias - Patricia Fambrini-Gehrke - Niluka Wanni Arachchilage <u>Intermediate Clerk</u> - Mayra Padilla - Griselda Tovar de Magana - Xochitl Narvaez - Maria Torres <u>Comprehensive Services Assistant Manager</u> - Wendy Nauman

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	- o <u>Site Supervisor II</u> ▪ Terezia Pozgayova A motion to approve the new hires was made by Dawn Miguel and seconded by Socorro Barboza. The motion was approved.
Training: • Self-Assessment Timeline and Training	• Christina Reich, Analyst, announced the Self-Assessment that we perform every year and encouraged everyone to participate. Staff will work around your schedule. • The timeline was presented, and the four stages of the Self-Assessment were discussed. • We're in stage 1 right now. Preparation. Stage II is the actual self-assessment.
Community Resource: • Opportunity Junction	• Alissa Friedman, executive director of Opportunity Junction, stated that their mission is to fight poverty by helping low income adults gain skills and confidence in order to support themselves and their families. CSB's Community Services Block Grant program funds the job training placement program – 7 month program to train someone to be an administrative office support person. This includes 3 months unpaid training (including training in public speaking and financial management) then upon completion they're hired as interns (pay \$8.50/hr) which helps them develop skills by doing work in an actual office environment. • Support – during entire 7 months there's coaching and a 1-1 relationship with your mentor to help you succeed. Licensed therapist on staff as persons often come into this program with low self-esteem or other issues. • There is a class that starts Feb 1st, but they're full. The next class starts in June. You must be able to work legally in US, and the training is only presented in English. • If you want to learn English or computer skills, there's a technology center in ESL and computer basic classes. No id check. Some of these computer classes are taught at a little more basic level. • Also have computers open to public 6-9pm Monday through Thursday, there is also computer based learning. • Third program is tax assistance – partnered with Earn it, Keep it, Save it. They help you learn to do your own taxes. Their first class will be this Friday. No charge for their services. No charge for electronic filing. If you can file electronically you can get your refund in 7 to 10 days.
NHSA Parent Conference Report	• Tabled due to absences.
Training: • Budgeting and Credit/Debt Counseling	• Joanne distributed <u>My Family Economic Success Tool Kit</u>. • She discussed the types of paper you do and don't need to keep on file. You don't need to keep every receipt, but you should have items that relate to home improvements, income, insurance, etc. • If you pull up your credit report and find something odd on it (free once a year) you can dispute it. It must be done in writing. www.annualcreditreport.com 1 877 322 8228. • She discussed the documents in the kit. Learn to set SMART goals. S specific goals, M measurable A achievable R realistic/rewarding T time-sensitive. Example: pay off XX credit card by the end of the year – what steps will I take to achieve this?

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	• Pay debt down; do not take on more debt. Expect the unexpected. Save. • Car registration, holiday shopping, save before you need. Automatic savings will make this easier. Don't forget your 401K or retirement monies. What will you do with your tax refund? Spend it, or save it? Tracking expenses, daily, monthly, annually.
Site Reports	• Martinez Early Childcare –Fully enrolled. They have a new Comprehensive Services Assistant Manager, Rita Miranda. Some classrooms received a new coat of paint over the winter break. The teachers are working on the Math Project with the children. They are planning to hold a “Family Math” night in March. Tiffany, Comprehensive Services Clerk, is at the center every Tuesday afternoon. • George Miller Concord - There is good attendance at their parent meetings, lots of children transitioning from EHS to HS. Learning about outdoors. Housing Rights came to their parent meeting. President of parent meeting now works for 2-1-1 resources. • Concord Child Care – They are going to be distributing books to the children, part of Reading is Fundamental. Matejka Handley, AmeriCorps volunteer, is working with the Exec Director for the next six months to improve center's volunteer program. Applied for Head Start Garden Grant to expand their existing garden. • Ambrose – Eating healthy on a budget, activities to do with your children. The site is getting ready to do the Beautiful Stuff project. Staff is doing a great job preparing children for kindergarten. • PTA – parent, teachers, and families. Sponsors family reading nights, teacher appreciation days/weeks, but the thing they do best is advocate for students at a state level, trying to work on keeping the budget cuts to a minimum. • Child Care Council – Is trying to put together some resources to be taken back to the sites if you have any question regarding child care and information on preparing for kindergarten. • Lavonia Allen – They had a clean-up / disinfecting day of all the toys. Participating parents are putting up a new mural at the center. • Brookside – Kindergarten registration began January 11. Ms. Pamela Morgan (teacher) and Sherri Sweet (Comprehensive Services Assistant Manger) are no longer at Brookside. They have a new teacher in Room 3. • Bella Monte – There's new children's playground furniture and a new sandbox. They received new materials, toys, and activities for the classrooms. The children are currently working on “My Beautiful Stuff” project. The children are taking home books to share with their family as part of the RIF (Reading is Fundamental program). • Crescent Park – There's new toys and sand for the sandbox. Room 3 playground floor is new. The children are currently working on their new classroom project “My Beautiful Stuff”. There are new computers and carpet in the center.
Let's Talk Updates	• Hsarpaw Hernandez, mental health clinician, is running the parent groups across the county. Sites that are currently receiving services are Balboa, Crescent Park, Brookside, Bayo Vista Partner sites: East Leland and Fairgrounds, GM III, GM/C. • Beginning to work at Los Arboles, CCC, and Marsh Creek.

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	• Calendar of events was distributed. Let's Talk is a parent support meeting, once a month. • Survey and suggestion box was distributed. Would you like to see this program continue? What are the benefits or disadvantages?	
Announcements	• If you haven't signed up to participate in the self-assessment, please do. • There are extra copies of some of the resources that were in the financial tool kit, which you're welcome to take. • Stephanie has First Five boxes for Spanish and English families with new babies. Helpful parenting, parenting resource guide, early literacy, birth-to-4. • Joanne thanked everyone for their commitment to come tonight, especially with the rough weather. If you had not come, the action items would have been postponed due to our need for quorum.	
Meeting Evaluation	Pluses / + • Enjoyed, lots of information, was first time visitor • Thanked Bob and Dawn for helping Melissa tonight	Deltas / Δ • Sorry that so many members were missing • Missing executive members due to family illness, etc.