

Contra Costa County
Community Services Bureau
Policy Council Meeting Minutes
Location: Pacheco Community Center, Pacheco, CA

Date: March 18, 2009

Time Convened: 6:02 pm

Time Terminated: 8:05 pm

Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> Denice Mullaney, called the meeting to order, reviewed the desired outcomes and meeting ground rules.
Public Comment	<ul style="list-style-type: none"> No public comment.
Correspondence	<ul style="list-style-type: none"> Maria Cortez, secretary, read a letter from Shirley Karrer, Region IX Program Specialist, regarding the 2007-2008 Program Information Report (PIR).
Award Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> Carol Weadon of Riverview was nominated for her compassionate work with the children in the Riverview Center in Bay Point. Gertrude McCray, of Balboa, was nominated for her empathy working with the parents whose children she cares for every day. She helps the parents feel that they are doing a good job raising their children. Both recipients received certificates of appreciation and small gifts.
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	<ul style="list-style-type: none"> Camilla Rand presented both Director and Division Manager Reports. She discussed that the promised Presidential Stimulus dollars for the Head Start program will be approximately \$2.1 billion nationwide. CSB hopes that means \$2.1 million dollars for our program over the next few years. This money would be received in the form of Quality Improvement Dollars which are used for facility improvements and repairs, training for teachers, and possible cost of living raises. This is really great for Contra Costa County as we have seen our funding decline annually over the past few years. We have received \$1.1 billion, part of the stimulus dollars, to help fund Early Head Start expansion. We currently serve 2200 children in the CSB program, of which only 204 are only EHS. This expansion will enable us to serve approx. 400 EHS children. CSB will be searching for sites and staff, and will need policy council approval. CSB will be participating in a Risk Management meeting this coming May. This is an annual occurrence when Shirley Karrer, Region IX Program Specialist, looks at all the elements of the program to see how they are being managed. Last year CSB received got all "green lights," which means our program is no risk at all. We hope for the same this year. Vickie Kaplan, accountant, presented five reports this month. She reported on January this month, some of the monies are being applied to 2008 and some is being applied to 2009. She also reported on our newly acquired G2g grant budget. Expenditures for 2008 Head Start: January expenses were \$1,041,960, with YTD expenditures at \$16,390,988 which represents 100% of our budget, with only \$46,800 remaining in the budget. For the Early Head Start program January expenses were \$24,094, with YTD expenditures at \$1,950,431 which represents 97% of the budget, with \$67,134 remaining in the budget. Ms. Kaplan also reported on the Credit Card expenditures for Head Start and Early Head Start for the month of January. Our extension

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	<p>request to ACF (Administration for Children and Families) for completion and submission of our budget and expenditures was approved.</p> <ul style="list-style-type: none"> Expenditures for 2009 Head Start: January expenses were \$321,534, with YTD expenditures at \$321,534 which represents 2% of our budget. For the Early Head Start program January expenses were \$58,163, with YTD expenditures at \$58,163 which represents 3% of the budget. Ms. Kaplan also reported that there were no Credit Card expenditures recorded for the month of January for Head Start and Early Head Start. We've received a grant of \$50,000 for each of three years (for a total of \$150,000) called the Grandparent Program (Grandparents 2 grandchildren) thru the Head Start. January expenses for this program were \$1,571 which represents 3% of this grant's budget for this program year.
Parent Conference Reports	<ul style="list-style-type: none"> Several members of the executive committee were able to attend a Head Start conference in San Diego in January. Denice distributed a few handouts from the classes she attended. Male Involvement was discussed in regards to attempting to understand why men don't participate at schools and meetings. They often don't feel welcome in these venues since this is traditionally a women's arena. Sites might try having a BBQ vs. a picnic and invite the men to do the cooking, or do things that might interest a man more. Any further information can be obtained from Denice. Karen attended a class that discussed how to bring learning to your children while doing everyday things. Notice things around you and narrate to your children so that they become aware of their surroundings. Just always talk about what you're doing and talk about the activities that you're doing and ask children what they like or dislike about the activities. Basically always include your child in conversation this will also help improve their speaking and listening skills. Erica attended a workshop called "Keeping it 'REAL'." Respect – model and teach what you do. Eating Well – providing healthy snacks and meals. Attention – give your child your undivided attention every day. Love of Books – children who read do better in school, go to college and get a better job.
Self Assessment Report	<ul style="list-style-type: none"> Joanne DeNardo presented the Summary Report from the recent Self-Assessment. CSB used the 2009 Head Start monitoring protocol to conduct the self-assessment. Ten areas of the program were reviewed. We had no non-compliances in any of the review areas. We noted a few strengths that were discovered, as well as recommendations to enhance the program. The areas of recommendation did not reflect as non-compliance, but as ways to improve the program even further.
Action: <ul style="list-style-type: none">Consider Approval of 2007-2008 PIR Report	<ul style="list-style-type: none"> Every year we submit the Program Information Report (PIR) which reports how we're doing against program standards. We report over 100% participation because we report on children who have come and gone through the program. CSB's percentage of completion is greater in almost every category than the percentages reported both Nationally and Regionally. A motion to approve the 2007-2008 PIR report was made by Diana Estrada and seconded by Roxana Perla-Bonilla. The motion was approved.
Action: <ul style="list-style-type: none">Consider Approval of the Conversion of Slots from HS to EHS	<ul style="list-style-type: none"> Stephanie Seaborg, Comprehensive Services Manager for Education Early Head Start. Always looking for ways to serve more EHS. It costs more to serve an EHS child than a Head Start child. The Home Base conversion is straight across. First Baptist will be opening Mercy House soon and contribute state funding to round out the cost for EHS. The reason we can convert 19 slots from Preschool to 24 slots of EHS, both First Baptist and Richmond High receives state funding so they will be able to fund 50% of the cost for the

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	<p>EHS slots. We won't be actually removing the preschool slots and services because we'll keep these slots with State Funding instead of Head Start funding. This will take effect July 1, 2009 for the next program year.</p> <ul style="list-style-type: none"> • A motion to approve the Conversion of Slots from HS to EHS was made by Diana Estrada and seconded by Mechelle Cossey. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of PC Endorsement of the West County Healthy Eating Active Living (HEAL) Collaborative 	<ul style="list-style-type: none"> • Andres Soto, project director for HEAL, gave a brief report on the progress made by the HEAL project. • HEAL money comes from Kaiser Permanente to help reduce the risk of obesity and obesity related illnesses. The areas to be served were chosen based on demographics of obesity related medical emergencies. They'll be working in schools, on vending machine policies and impact the fund-raising menu policies. In the health care sector they will work to promote breast feeding in prenatal period and after the new family goes home and back to work. They will work with employers to promote active living and healthy eating. By law employers must provide a safe, clean, discreet place for lactating women to breastfeed or express. They will be working with stores in the Richmond area to create incentives to recognize vendors who provide fresh fruits, vegetables and meats rather than junk food, liquor etc. • They are also evaluation parks across the city and discovered that many of them are in poor shape. This information has been presented to the city and they will discuss strategies to improve the parks and allow families to take the parks back in the community. This is especially important as people living in low income areas often do not get enough physical activity due to fear of going to parks, etc. • Dr. Walker, head of health services, feels he is being pushed into the position of having to deny undocumented adults medical services due to the current budget crisis. This is currently being considered by the BOS. • A motion to approve PC endorsement of the West County Healthy Eating Active Living HEAL Collaborative was made by Diana Estrada and seconded by Waka Scott. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • Reni Radeva, Personnel Services Assistant III, presented the following candidates for hiring approval: <ul style="list-style-type: none"> ○ For Associate Teacher positions: <ul style="list-style-type: none"> ▪ Ashley Alford for <i>Balboa</i> ▪ Cecilia Roxas for <i>Balboa</i> ▪ Martha Alvarez for <i>Central and East County</i> ▪ Averyl De Vera for <i>George Miller/Concord, Infant/Toddler</i> ○ For Teacher positions: <ul style="list-style-type: none"> ▪ Lorrie Lyles for <i>Brookside</i> ▪ Cassandra Johnson for <i>Verde</i> ▪ Adeola LaShore for <i>Brookside (absent)</i> ▪ Adriana Diaz for <i>Central and East County (absent)</i> <p>The candidates were dismissed for council discussion.</p> • A motion to accept the presented candidates for hire was made by Diana Estrada and seconded by Waka Scott. The motion was approved.

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<p>Action:</p> <ul style="list-style-type: none"> Review and consider approval of Minutes from February 18, 2009 Policy Council Meeting 	<ul style="list-style-type: none"> The minutes from February 18, 2009 were reviewed. No corrections were noted. A motion to accept the minutes was made by Erica Givens and seconded by Diana Estrada. The motion was approved.
<p>Training:</p> <ul style="list-style-type: none"> Getting Ready for Kindergarten 	<ul style="list-style-type: none"> Ron Pipa, School Readiness Program Coordinator, distributed booklets on school readiness. At home you can help children get ready for kindergarten by reading to them, helping them to learn letters and numbers learn their name and how to spell it. Transitions: handed out a packet of activities regarding starting a new schedule – this can be done with your children at home.
<p>Site Reports</p>	<ul style="list-style-type: none"> GM III held an overview of CPR training and first aid for parents at their last meeting. Classes planted trees. Ambrose is 100% enrolled. New outdoor equipment along with a cart for balls, toys, jump ropes, and etc. was purchased. Applied for the Preschool Pilot Scholarship Program under First Five. Lisa and Adrianna was the special guest at their Parent meeting, and spoke about Financial Solutions for Parents. First Baptist went to the park for a picnic and activities. Brookside had a nutritionist visit and explained the food groups and the food pyramid. Learned about healthy smoothies with vegetables and fruit. Starlight Academy held a cultural week and had a parent from South Africa who worn traditional clothing. They learned greetings in different languages and shared ethnic foods. Bella Monte number of parents attending the meetings increased. A garden area and sand box are in the process of being added to the play yard soon. Room 1 is working on a Bread project. Room 2 is working on a Car Project. Parents have been coming to be visiting experts and helping the teachers in the classroom. Ron Pipa spoke to the parents about kindergarten readiness. Lavonia Allen is 100% enrolled. The Incredible Years program will be starting soon at their center. Room 1 is working on kindergarten transition and Room 2 is working on Library Project. Rom Pipa spoke to the parents about kindergarten transition. Lake received new materials and manipulative for each classroom. The children celebrated Dr. Seuss birthday with variety of activities. Each child received a book to take home. YMCA HS had workshop for the parents on “The Amazing Brain”. They had special guests from Bay Area Legal and TIGO. Concord Childcare had a food fundraiser to purchase two tricycles. This week the children will receive vision screening. Members were encouraged to submit written site reports which will be transcribed and included in the minutes.
<p>Announcements</p>	<ul style="list-style-type: none"> There will be no April meeting in Pacheco will resume on May 20th. At the end of the May 20th policy council meeting the EOC (Economic Opportunity Council) will be holding a brief public hearing meeting. The PC hosts this every two years prior to submitting a community action

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	<p>plan to the State. Please start thinking about topics you may want to share at the public hearing; are there services you feel need to be enhanced or begun? Are there other issues in the community you would like to see addressed? Contact Joanne DeNardo if you would like further information about this public hearing. 510-374-7098.</p> <ul style="list-style-type: none"> • Please mark your calendars – There will be a joint meeting with the Board of Supervisors and the EOC on June 4th from 12-2 at a location to be determined. There will be no child care available, but as always we will reimburse for any childcare costs you incur. • Please grab the red notice about child care room from the back of the room and thank you for making alternate care arrangements. Also on the back table are announcements about an On-Site Job Fair and some quick resource guides. CSB's newsletter is back there too, so you can see what we're up to. 	
Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Nice presentation on Kindergarten transition. 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • None noted.