

Contra Costa County
Community Services Bureau
Policy Council Meeting Minutes

Location: Pacheco Community Center, Pacheco, CA

Date: July 15, 2009

Time Convened: 6:10 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, chair, 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"> No correspondence.
Administrative Reports: <ul style="list-style-type: none"> CSB Director Division Manager Fiscal 	<ul style="list-style-type: none"> Carolyn Johnson, Assistant Director, presented for both Dr. Pat Stroh and Camilla Rand. She reported that the April joint BOS/EOC/Policy Council luncheon/meeting was very well attended, and thanked everyone for their participation. She asked the council to assist us as we recruit for the new program year, since they are familiar with our program and know who, among their friends and relatives, may be eligible for our services. Federal Review preparation is underway. The review will be held ongoing from October 2009 – January 2010. More information will be coming in the future. She announced that the administrative offices have moved from Bisso Lane in Concord to 40 Douglas Drive in Martinez. She asked policy council families if they would share their head start experiences for our annual report. It can be written down and turned in to the site supervisor or dictated to your site supervisor. Vickie Kaplan, accountant, presented several reports this month. Grandparent Program (Grandparents 2 grandchildren) thru the Head Start program. April 2009 expenses for this program were \$144. With YTD expenses for this program \$4,976, which represents 10% of this grant's budget for this program year. Expenditures for 2008 Head Start: April 2009 and final expenses were \$80,071, with YTD expenditures at \$16,437,100 which represents 100% of our budget, with only \$687 remaining in the budget. For the Early Head Start program April 2009 and final expenses were \$50,834, with YTD expenditures at \$2,016,301 which represents 100% of the budget, with \$1,265 remaining in the budget. Administrative costs, as a percentage of totals for 2008 were 12.14% for the Grantee Operated Program and 9.95% for First Baptist Church, for a combined total of 11.89%. We are mandated to not exceed 15% of total costs, so we are in good shape. Expenditures for 2009 Head Start: April expenses were \$876,718, with YTD expenditures at \$4,039,222 which represents 24% of our budget. For the Early Head Start program April expenses were \$57,192, with

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	<p>YTD expenditures at \$506,772 which represents 25% of the budget.</p> <ul style="list-style-type: none"> • Expenditures for 2009 Head Start: May expenses were \$559,617, with YTD expenditures at \$4,598,839 which represents 28% of our budget. For the Early Head Start program May expenses were \$83,146, with YTD expenditures at \$589,918 which represents 29% of the budget. • Ms. Kaplan also reported on the Credit Card expenditures for all programs including Head Start and Early Head Start, for the month of March and April 2009. The charges for March were \$6,662.66. For the month of April, the charges were \$12,006.01.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • Enid Mendoza announced the following potential new hires: <ul style="list-style-type: none"> ○ <u>Associate Teacher</u> <ul style="list-style-type: none"> ▪ Sheila Chambers (Bayo Vista site) ▪ Inderjeet Kaur (Contra Costa College site) ▪ Linda Peterson (East County Floater) ▪ Rosana Machuca de Sanchez (East County Floater) ○ <u>Teacher</u> <ul style="list-style-type: none"> ▪ Earnestine Winrow (San Pablo site) ○ <u>Site Supervisor II</u> <ul style="list-style-type: none"> ▪ Bettina Engelman (Lavonia Allen site) ○ <u>Comprehensive Services Manager</u> <ul style="list-style-type: none"> ▪ Claudia Avalos (Bayo Vista site) • A motion to approve the new hires was made by Diana Estrada and seconded by Yara Garduño. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Review and consider approval of Minutes from May 20, 2009 Policy Council Meeting 	<ul style="list-style-type: none"> • The minutes from May 20, 2009 were reviewed. No corrections were noted. • A motion to accept the minutes was made by Diana Estrada and seconded by Waka Scott. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Ratification of PC Executive Committee Approval of the EHS and HS Expansion/ARRA Grant Application 	<ul style="list-style-type: none"> • The EHS and HS Expansion/ARRA Grant Application will provide for the expansion of head start and early head start slots. CSB proposes to establish several partnerships throughout the county, including family childcare centers, to provide 112 additional head start slots and 200 early head start slots throughout the county. With this grant CSB will also be able to expand the TAT (teacher assistant trainee) program. • A motion to ratify the approval by the Executive Committee of the EHS and HS Expansion / ARRA Grant Application was made by Diana Estrada and seconded by Waka Scott. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Ratification of PC Executive Committee 	<ul style="list-style-type: none"> • The FY2009 Program Improvement Grant Application will allow CSB to implement a real-time Child Safety and Attendance Tracking System, an E-Learning computer based curriculum, provide additional earthquake supplies, add security cameras to three sites, expand and improve the Brookside play area into

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<p>Approval of the FY2009 Program Improvement Grant Application and FY2009 One-time T/TA Grant Application</p>	<p>a model playground, and increase funding for Professional Development of staff. If CSB receives the funding, the fund should come around October and hopefully the playground will be completed in January 2010.</p> <ul style="list-style-type: none"> The one-time Training and Technical Assistance grant will fund the 2nd year of the BA cohort and allow us to implement two new associate degree cohorts. A motion to ratify the approval by the Executive Committee of the FY 2009 Program Improvement Grant Application was made by Diana Estrada and seconded by Martha Rivas. The motion was approved. A motion to ratify the approval by the Executive Committee of the FY 2009 One Time T/TA Grant Application was made by Waka Scott and seconded by Roxana Perla-Bonilla. The motion was approved.
<p>2009 Continuation Grant Report</p> <ul style="list-style-type: none"> 2008 Goals and Objectives progress report 2009-2010 Goals and Objectives update 	<ul style="list-style-type: none"> The 2009 Continuation Grant report outlined the 2008 Goals and Objectives progress report and the 2009-2010 Goals and Objectives update. This is CSB's base funding grant. This is year three of the three year cycle. Community Assessment Executive Summary is included. This report will be presented to the PC next month. The planning calendar will also be included in this progress report. This will also be presented to the PC next month. The parent services subcommittee has provided input and that has been incorporated into the 2010 goals and objectives.
<p>Training:</p> <ul style="list-style-type: none"> Eating Healthy and Physical Activity 	<ul style="list-style-type: none"> Blanca Campos moved all policy council members into the center of the room to participate in some physical activities. You don't have to belong to a gym to exercise - having a beach ball is helpful, make stuffed animal from socks, use beauty puffs from the \$1 store for hot potatoes. And while you might not have a small parachute, you have blankets, use them, bounce things in the middle and don't let them drop out. Blow bubbles and pop them with different body parts as directed. Dancing to whacky music was also demonstrated; everyone seemed to have a lot of fun. She then demonstrated serving sizes of vegetables and fruit. Nine servings of fruits and vegetables are recommended per day, up to 13 for men. Experts say you have to give something to a child 17 times before you can determine whether or not they actually don't like them or if they're just resisting trying something new.
<p>Accessing Community Resources</p> <ul style="list-style-type: none"> Community Financial Resources 	<ul style="list-style-type: none"> Gail Lorimer from Community Financial Resources, a company that provides financial tools demonstrated a prepaid debit card – you load money onto it, you cannot overspend it. Keeps you from having cash in your pocket. There can also be a partner card – which can go outside the country and you can transfer money via phone or internet. It has the visa logo so it is accepted many places. She provided a brochure with contact information so members can sign up.
<p>Site Reports</p>	<ul style="list-style-type: none"> Council members were advised to submit written site reports which will be transcribed and included in minutes. Concord Childcare— Father's day was a special day we had a breakfast for all our parents. The end of June was special for many of our children graduated and the teachers did a wonderful job organizing the whole thing.

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	<ul style="list-style-type: none"> • Crescent Park— We celebrated the graduation of many of our children that will be transitioning to kinder garden. We are renovating our play area; we had a class in which we were inform about Child abuse also had Ms. Socorro Hernandez who thought the children how to prepared bread. • Las Deltas— We celebrated the graduation of many of our children; we thank the participation of our parents and teachers. Parents help cleaning the play grounds; our children are leaning to tie their shoes. We had a guess that showed the children how to brush their teeth's. • Martinez— We have a new loft donated by Head Start. We have special activities for the summer going at our site. Pizza man Max came and made pizza with the children. Openings for ages 18months to 4yrs. • Starlight Academy— June 26 thirty four children graduated. It was a success! our site has new beds, children size chairs, math and science puzzles, etc. Ms. Liz came and talked about being in the Army. Ms. Yolanda showed and let the children decorate a piñata for 5 de Mayo. 	
Announcements	<ul style="list-style-type: none"> • Joanne DeNardo Introduced Carmen Trifiletti, who is filling in while Alicia Prieto is on leave. Alicia and baby are doing well. • She reminded members to sign-on on the official form in order to have their attendance tallied correctly. • Karen Lane is going to be chairing the By-Laws subcommittee, which will be reviewing the by-laws for any updates. A sign-up form was circulated to participate. This review and update will probably only take two meetings. • Attendance – this was a great turnout for July. There is only one more meeting and then the year is over. September will have the appreciation luncheon and installation of new officers and first meeting of the new program year. • Members can only serve for three years. Every year counts even those outside the Contra Costa County. • There are opening for 3 “past parents” in the membership, and if you are interested in continuing, even though your child may have moved on to kindergarten, submit a letter of interest to Joanne for presentation at the first policy council of the new program year. • Resources in the back – food stamp information – on-site recruitment at Delta Fair one-stop. • Flyer about HEAP – the home energy assistance program – there will be someone at the next meeting to discuss HEAP. • CSB news – on front page information about the joint meeting/luncheon. 	
Meeting Evaluation	Pluses / + <ul style="list-style-type: none"> • Thanked Blanca for her activities and information 	Deltas / Δ <ul style="list-style-type: none"> • Members need to remember to turn their cell phones on silent during the meeting