Contra Costa County Community Services Bureau Policy Council Meeting Minutes

Location: Zio Fraedo Restaurant, Pleasant Hill, CA

Date: September 26, 2009 Time Convened: 1:30 pm Time Terminated: 2:44 pm Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY		
Review Desired Outcomes and Meeting Rules	 Denice Mullaney called the meeting to order, review the desired outcomes and meeting rules. Alicia Preito conducted a role call to facilitate distribution of election ballot packets. 		
Public Comment	No public comment		
Administrative Reports:	Camilla Rand announced that a Federal Review team will be visiting the program the week of October 25th. CSB will be calling on some policy council members to participate in this review. During October's meeting there will be more discussion about this and in November CSB will report on how the review went.		
	 Eric Pormento, CSB Fiscal Officer, presented several reports this month: Grandparent Program (Grandparents 2 grandchildren) thru the Head Start program. July 2009 expenses for this program were \$0. With YTD expenses for this program \$5,233, which represents 10% of this grant's budget for this program year. 		
	 ARRA HS COLA and Quality Improvement funding July 2009 expenses were \$881. The AARA EHS Cola and Quality Improvement funding July 2009 expenses were \$95. 		
	 Expenditures for the regular 2009 Head Start budget: July expenses were \$228,640, with YTD expenditures at \$7,463,316 which represents 44% of our budget. For the Early Head Start program July 2009 expenses were \$29,335, with YTD expenditures at \$1,035,485 which represents 47% of the budget. In-kind was \$6,220 for EHS for July and \$319,751 for HS for July. 		
Action:	The minutes from the August 19, 2009 Policy Council meeting were reviewed. No corrections were noted. No questions were presented.		
 Review and consider approval of Minutes from August 19, 2009 Policy Council Meeting 	A motion to approve the minutes from the August 19, 2009 Policy Council meeting was made by Diana Estrada and seconded by Bob Spears. The motion was approved.		
Action: • Review and consider ratification of PC Executive Committee Approval of New Hires on September 1, 2009	 Three associate teachers were presented to the PC Executive Committee on September 7, 2009 for approval. Approval was granted by the Executive Committee of new hires and now CSB is requesting ratification by the Policy Council. A motion to ratify the approval of new hires on September 1, 2009 was made by Bob Spear and seconded by Diana Estrada. The motion was approved. 		
Action: • Review and consider	 Ms. Mendoza, presented the following persons for hire in the Community Services Bureau Teacher: Joanna Zavala for East and central county sites – floater 		

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approval of New Hires	Intermediate Clerks: Mary Withers, Kimberly Banks, Tracy Lewis A motion to approve the candidates as presented was made by Melissa Alfaro and seconded by Michael Cordovez. The motion was approved.	
Action: Review and consider approval of 2009-2010 Contracts	Ms. Mendoza presented the list of a twenty-two contracts for employees, child care, and community partners for approval.	
	 A question was posed regarding offering Spanish classes for non-Spanish speaking staff. We have submitted a grant for such classes and hope to start this soon. A teacher will be contracted to assist in this training. From the Quality Improvement funding. 	
	A motion to approve the 2009-2010 Contracts was made by Diana and seconded by Bob. The motion was approved. There was 1 abstention - Blanca Campos of Cambridge Community Center, since she is a contractor as well as policy council member.	
Action: • Review and consider approval of Community Representatives	Joanne DeNardo and Maria Cortez presented the following persons as potential Community representatives for approval:	
	Two community agency reps were presented: Blanca Campos for Cambridge Community Center; and from the Childcare Council, and Jessica Beno from Child Care Council.	
	 Past Parents: are also community representatives, their children are no longer in Head Start due to aging out of the program. Presented were: Karen Lane this will be her third and final year and Maria Cortez. 	
	A motion to approve the Community Representatives was made by Bob Spear and seconded by Blanca Campos . The motion was approved.	
	A motion to approve the Past Parent Community Representatives was made by Melissa Alfaro and seconded by Michael Cordovez. The motion was approved.	
Review of Officer Positions	Joanne DeNardo and Denice Mullaney reviewed the Executive Committee Officer position descriptions. The positions are reviewable in your packets. They were also read aloud. The process of nomination and voting was outlined.	
Action:	The following persons were nominated for the following positions:	
 Conduct 2009-2010 PC 	Chair: Denice Mullaney (Los Arboles) and Dawn Miguel (Cambridge)	
Executive Committee Officers Elections	<u>Vice Chair:</u> Dawn Miguel (Cambridge), Karen Lane (Past Parent) and Melissa Alfaro (GM/C)	
	Secretary: Maria Cortez (Past Parent) and Antonia Cordova (Los Nogales)	
	Parlimentarian: Karen Lane (Past Parent) and Heather Jackson (Bayo Vista)	
	A ballot vote was held and the following persons will serve in the following positions for the 2009-2010 policy council year:	
	Chair: Denice Mullaney	

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	Vice Chair: Melissa Alfaro Secretary: Antonia Cordova Parliamentarian: Heather Jackson	Secretary: Antonia Cordova		
Correspondence	No correspondence	No correspondence		
Reviewed forms for completion	Everyone was advised to complete their policy council rep form with their current address so that they will continue to receive policy council packets monthly.			
	Form 700 – the statement of economic interest. Instructions for completion were discussed.			
	 Meeting evaluation – please complete today. Training interest survey will be completed in October. The child care and mileage reimbursement form was demonstrated. 			
Announcements	Joanne reviewed resources included in their packets today: HEAP, Clerk Trainee job announcements, CA Lifeline. Please share with parents at your sites, and more copies are available upon request.			
	Thanked all staff who helped today to make the event successful.			
Meeting Evaluation	Pluses / +	Deltas / Δ		
	Enjoyed the musical instruments on the table	None noted		
	Enjoyed the entertainment by Fred Jackson			