

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

Location: Pacheco Community Center, Pacheco, CA

Date: October 21, 2009

Time Convened: 6:07 pm

Time Terminated: 7:49 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. The Executive Committee introduced themselves.
Public Comment	<ul style="list-style-type: none"> Health Advisory Committee meeting was attended by: Bob Spear, he learned that Food Max is pulling a ceramic cooking pot off the shelves due to high lead content. Free flu shot flyer was displayed. 211 Screening for Food Stamp program experts – Nayla McCarty comment that there have been many changes to the program and people might be eligible that weren't eligible before.
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"> <u>Pat Stroh, CSB Director</u>, welcomed all new members of the policy council and the new executive committee members. Pat announced that we will have our Federal Review next week. These are held every three years. At our last review we did not have any findings (deficiencies). The reviewers are from all over the United States. They review our fiscal processes as well as our educational programs. Health and Safety will be a main focus this year. Parents can be our eyes and ears to help us discover things that may need correcting prior to the review. She outlined some of our programs strengths. <u>Vickie Kaplan, Head Start/Early Head Start Accountant</u>, presented several reports this month: Grandparent Program (Grandparents 2 grandchildren) thru the Head Start program. August 2009 YTD expenses for this program were \$5,739 which represents 11% of this grant's budget for this program year. ARRA EHS Quality Improvement Funding: August 2009 YTD expenses were \$746, which represents 1% of this grant's budget for this program year. ARRA HS Quality Improvement Funding: August 2009 YTD expenses were \$9,563 which represents 1% of this grant's budget for this program year. Early Head Start program: July 2009 expenses were \$29,335 and August 2009 expenses were \$55,407, with YTD expenditures at \$1,090,891 which represents 49% of the budget. Head Start program: July 2009 expenses were \$228,640 and August 2009 expenses were \$567,339, with YTD expenditures at \$8,030,656 which represents 47% of our budget. Ms. Kaplan spoke briefly about In-Kind dollars and how they are captured by the parents of the program's children volunteering in the classroom and on field trips. Ms. Kaplan also reported on the Credit Card expenditures for all programs including Head Start and Early Head Start, for the month of July 2009. The charges for July 2009 were \$8,439.40.

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<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 candidates for new hires: <ul style="list-style-type: none"> <u>Associate Teacher</u> <ul style="list-style-type: none"> Margot Perez Ligia Ortiz <u>Infant & Toddler Associate Teacher</u> <ul style="list-style-type: none"> Deboinee Stoots <u>Teacher</u> <ul style="list-style-type: none"> Jessica Homes A motion to approve the new hires was made by Yara Garduño and seconded by Maria Cortez. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of September 26, 2009 Policy Council Minutes 	<ul style="list-style-type: none"> The minutes were presented, read, and no corrections were noted. A motion to approve the minutes from the September 26, 2009 Policy Council meeting was made by Dawn Miguel and seconded by Socorro Barboza. The motion was approved.
<p>Explanation of Subcommittees and Subcommittee Sign-Ups</p>	<ul style="list-style-type: none"> Joanne DeNardo, Comprehensive Services Manager of Family Services and Community Partnerships, introduced herself. Welcomed everyone to Policy Council. Announced that there will be a “make up” Orientation for those that were unable to attend the Orientation in September. The subcommittees (<i>and their staff support</i>) are: Bylaws (<i>Joanne DeNardo</i>), Fiscal (<i>Vicki Kaplan</i>), Self-Assessment (<i>Christina Reich</i>), On-going Monitoring & Program Services (<i>Stephanie Seaborg</i>), and Interview Panel/Personnel (<i>Enid Mendoza</i>) Subcommittee. Each manager or a designee reviewed the work and focus of each subcommittee, the opportunities and responsibilities for participants. A sign-up to participate in the Federal Review parent interviews was also available. Policy Council and parent interviews are scheduled for next week on Tuesday and Wednesday night from 6pm to 7pm. Representatives were given time to submit their names and information for the subcommittees which interest them.
<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of Subcommittee Membership and Directive 	<ul style="list-style-type: none"> Chairs for the following subcommittees were established: <ul style="list-style-type: none"> By-Laws – Heather Jackson, Parliamentarian Program services – Karen Lane Self-Assessment – Razvan Barna Fiscal – Denise Mullaney, chair A motion to approve the subcommittee directives and subcommittee chairs was made by Bob Spear, seconded by Dawn Miguel. The motion was approved.
<p>Resource / Training:</p>	<ul style="list-style-type: none"> Annie Bailey, CSB Mental Health Manager, provided an overview of CSB Mental Health services. There

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<ul style="list-style-type: none"> CSB Mental Health Services & Let's Talk Parent Group 	<p>are approximately 16 employees; 9 clinicians and 2 licensed supervisors.</p> <ul style="list-style-type: none"> Mental Health services includes a Support Group program for parents and for teachers – for the parents there's the "Let's Talk" group was operated at Fairgrounds last year. This group fosters an environment for sharing experiences and obtaining resources. Confidential place to talk. Will have skilled facilitators. Support for teachers includes the "Nap Rap" group (offered during the teacher's lunchtime). This helps nurture the nurturer. Ms Bailey gave an overview of the project, which will be posted on our website. Top ten topics – are parent involvement, discipline, dental, responding to child, age appropriate learning, teaching child responsibility, keeping children safe, family exercise, coping with stress and healthy eating - will be posted somewhere. Special populations – single parents; employed and unemployed parents, many parents who do not have their own transportation. At one site there were a significant number of multi-child families. Hope to start the program at more sites next year. Ms Bailey referenced a resource binder that was given to each site supervisor.
<p>Policy Council Training Interest Survey</p>	<ul style="list-style-type: none"> Joanne described the training survey and its relevance. The surveys were distributed and collected upon completion. The results will be tallied and shared next meeting.
<p>Site Reports</p>	<p>Denice described the site report form and how it should be completed for presentation and submission to the policy council meeting.</p> <ul style="list-style-type: none"> Ambrose – open house was attended by 23 people, they carved pumpkins and had a lot of fun. Strategies for healthy smiles and had a follow up exam today. US Berkeley Math Project assessment was conducted. Fairgrounds – Raising a Reader program has begun. The children received a book bag on Monday and return the books on Fridays. Los Nogales – they made a garden at the site and Creative Landscaping donated plants for them to use. Verde Childcare Center— We celebrated Bobbi Thompson achievements by graduating and receiving her masters in Counseling Physiology. Our Center recently signed a 3-year contract with the Bay Area Discovery Museum. The Center will have 5 visits to the Museum throughout the year in which one will be with the families of the children. We also had Kathleen Sheridan from the Bay Area Discovery Museum as a special guess speaker. Martinez — we celebrated the success of the staff on finishing projects. The Center added new planters and they were decorated with flowers and vines. The center re-arrangement the classrooms and it was a success. We had 2 special projects this month; our Hat project and Pumpkin Project. Our special guesses were Veronica Carmona she is a Pumpkin expert and Gloria Gonzales a Hat Expert. By the end of the month, we will have a field trip to the Police Department. George Miller Center — we celebrated the success of our parent meetings, the center was please with the turnout and the commitment that parents have towards their children. The infant/toddler area received new

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	<p>grass. A PG&E rep. came to our Parent Meeting as a Special Guest he discussed with us and inform us about the HEAP program and Weatherization Program. This month our center handed out flyers for the Free Flu Clinic and applications for PG&E HEAP and Weatherization Program.</p> <ul style="list-style-type: none"> • <u>Martinez Early Childhood</u> — we had a very informative staff development day on Oct. 12th. The staffs were able to network, shared ideas, and made plans for the Harvest Celebration. We have been selected to receive a Grant from the Local Planning Council to implement a Math Project in the preschool classrooms. The grant will last six months and we are planning a Family Math Celebration in the spring! We will celebrate the Fall Harvest Festival on Friday Oct 30th at 10:00-11:30 am. The supporting community members will be invited as will as our neighbors and families, live music, corn shucking , apple peeling , face painting to name a few activities that will be happening at our center. Parent –teacher conferences are starting this month. • Community Agency Representatives: <ul style="list-style-type: none"> ○ <u>Blanca Campos from Cambridge Community Center</u> —serve 224 children – has a excellent nutrition program – in late January they are going to host a culinary boot camp training for other food service providers (kitchen staff) at other program. She provided nutrition education training for the policy council last program year. They also work with Catholic Charities of the East Bay and they are going to offer ESL classes and parenting classes next year also. ○ <u>Jessica Beno from Child Care Council</u> — CCC administers the CEL (centralized eligibility list), has 4,000 children waiting for service right now. Works closely with families and providers. They are hoping to create a community resource center at their new location and she is looking for ideas on what parents are looking for. They also help families find licensed child care options. ○ <u>Wanda Waltman from PTA</u> —represents over 124 schools in CCC addresses child advocacy on many levels; hopes that being part of Policy Council will encourage representatives to participate in PTA when their children get to elementary school. 	
Announcements	<ul style="list-style-type: none"> • Save the Date: Orientation make up training – November 17, please sign up on the back table. Alternates are also welcome to attend. • Grandparents Raising Grandchildren/Relative Caregiver support group and family support services – George Miller Concord hosts the Central/East group, and enrollment is ongoing. West County support group is starting in November. Please share flyers at your sites. • Please pick up additional resources and information at the back table to share with parents at your sites. 	
Meeting Evaluation	<p style="text-align: center;">Pluses / +</p> <ul style="list-style-type: none"> • Nice to see everyone here and working together. • Great that people came early to eat and able to start meeting on time • Impressed with the high attendance of people here, especially father involvement! 	<p style="text-align: center;">Deltas / Δ</p> <ul style="list-style-type: none"> • label dinner being served • Include date of next meeting on agenda