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

Location: Concord Hilton, Concord, CA

Date: Sept. 25, 2010 Time Convened: 10:48 am Time Terminated: 12:03 pm Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY		
Review Desired Outcomes and Meeting Rules	Melissa Alfaro called the meeting to order at 10:48 am, and reviewed the desired outcomes and meeting rules.		
Public Comment	None		
Review PC Bylaws and Roles and Responsibilities	Kristin Cooke presented a brief overview of the bylaws. The full copy of the by-laws is in the binder. Policy Council meetings are governed by the Brown Act and Roberts Rule of Order.		
	<ul> <li>Reviewed membership qualifications, composition of the Policy Council, reimbursement guidelines, service term limits, executive committee officers, elections, meeting frequency requirements, standing committees, and standards of conduct.</li> </ul>		
Review PC Expense Reimbursement	The PC Reimbursement Request form was distributed for review and completion. The reimbursement rates for childcare are in section 5 of your binder. Don't forget to include your travel time in your childcare hours. Mileage reimbursement is \$0.50/mile this year.		
Action:	Kristin Cooke presented the following person for approval to hire:		
Consider Approval of New	<ul> <li>Intermediate Clerk-Project</li> </ul>		
Hires	Ms. Ollie Warner		
	A motion to approve hiring of the Ms. Warner was made by Dawn Miguel and seconded by Diana Estrada. The motion was approved.		
Action:	The minutes of the August 16, 2010 policy council meeting were reviewed. No corrections were noted.		
<ul> <li>Consider Approval of August 16, 2010 Policy Council Minutes</li> </ul>	A motion to approve the minutes from the August 16, 2010 policy council meeting was made by Dawn Miguel and seconded by Rhea Karahalios. The motion was approved.		
Action:	The following Community Representatives were presented and voted on:		
<ul> <li>Review and Consider Approval of Community Representatives</li> </ul>	Heather Jackson – former parliamentarian of the policy council, past parent		
	Blanca Campos – Cambridge Community Center		
	Jessica Beno – coordinator for the CEL		

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	A motion to approve the community representatives was made by Diana Estrada and seconded by Bob Spear. The motion was approved.		
Action:	Kristin reviewed the executive committee officer positions of Chair, Vice-Chair, Secretary, and Parliamentarian.		
Review Officer Positions	Executive officers must attend all executive committee and policy council meetings, no more than 3 meetings may be missed during the school year.		
	Executive offices must also chair at least one of the subcommittees.		
Conduct 2010-2011     Executive Committee Officer positions	Executive offices must also chair at least one of the subcommittees.  The following persons were nominated for each of the executive committee positions:  Chair  Melissa Alfaro Evangelina Rodriguez Results of the ballots reveal Melissa Alfaro as the Chair for 2010-2011.  Vice Chair Diana Estrada Dawn Miguel Irma Ruiz Heather Jackson Results of the ballots reveal Heather Jackson as the Vice Chair for 2010-2011.  Secretary Dawn Miguel Joanna Garcia Diana Estrada Results of the ballots reveal Diana Estrada as the Secretary for 2010-2011.  Parliamentarian Bob Spear Evangelina Rodriguez Dawn Miguel Results of the ballots reveal Bob Spear as the Parliamentarian for 2010-2011.		
Review Forms for Completion	seconded by Irma Ruiz. The motion was approved.      Form 700 and Code of Ethical Conduct were distributed and completion requirements explained. Video		
·	Form 700 and Code of Ethical Conduct were distributed and completion requirements explained. Video Viewing forms were distributed with the schedule of programs.		
Fiscal Reports	<ul> <li>The Fiscal reports were included in the packet this month:</li> <li>Head Start program: July 2010 expenditures were \$381,728 with YTD of \$9,417,685, which is 55% of the</li> </ul>		

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TOPIC	RECOMMENDATION / SUMMARY		
	<ul> <li>Early Head Start program 2010: July 2010 expenditures were \$43,505 with YTD of \$1,187,855, which is 53% of budget.</li> <li>Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). July 2010 expenditures were \$67 for a total expenditure YTD of \$35,032 which is 70% of this grant.</li> <li>ARRA HS Quality Improvement Funding: (7/1/09-9/30/10) July 2010 expenditures were \$166,084 for YTD expenses were \$434,262 which represents 63% of this grant's budget for this program year</li> <li>ARRA EHS Quality Improvement Funding: (7/1/09-9/30/10) July 2010 expenditures were \$55,278 for YTD expenses were \$87,422 which represents 79% of this grant's budget for this program year.</li> <li>Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of June 2010 were \$19,347.27.</li> <li>ARRA EHS Expansion Funding: (7/1/10-9/30/11) July 2010 expenditures were \$76,368 for YTD expenses of \$76,367 which represents 3% of this grant's budget for the duration of the grant.</li> </ul>		
Meeting Evaluation	Pluses / +  • Good to see so many people representing the kids  • Excellent to have a male participant  • Good food  • Liked that this was shorter than prior years	<ul> <li>Deltas / Δ</li> <li>Needed more signage and balloons for location of orientation, there were too many things going on in the hotel</li> </ul>	

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