

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

Location: Pacheco Community Center, Pacheco, CA

Date: November 17, 2010

Time Convened: 6:13 pm

Time Terminated: 7:55 pm

Recorder: Lin Tallman

TOPIC	SUMMARY / RECOMMENDATION
❖ Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> Melissa Alfaro, Chair, called the meeting to order at 6:13pm and reviewed the desired outcomes and meeting rules. Received a phone call from Mayra Padilla requesting that a parent attend the Health Services Advisory committee meeting on December 8 from 12 PM to 1:30 PM at 40 Douglas in Martinez. Please let Kristin or Alicia know if you are interested in attending.
❖ Public Comment	<ul style="list-style-type: none"> Blanca Campos has been on council for two years but she has never received the packet on time. She never has time to review. She would like to receive her packet electronically.
❖ Correspondence	<ul style="list-style-type: none"> None
❖ Awarded Parent Recognition of Staff Excellence	<ul style="list-style-type: none"> Heather Jackson, Vice Chair, reminded members that the nomination form is on the back table. The first recipient this PC year was Rebecca Halverson, Associate Teacher from Crescent Park. The recommendation states that parents admire her, staff like her and the children love the projects she works on with them. Ms. Halverson received a certificate and a small gift. Socorro Barrajas and Janna Winslow from Concord Childcare Center were also recognized. The parent wrote that they make her and the children feel comfortable and that they are being well educated. They received certificates and small gifts.
❖ Heard Administrative Reports	<ul style="list-style-type: none"> Janissa Rowley reported that both Camilla Rand and Pat Stroh have been conducting a series of Facilitative Leadership trainings for CSB managers and supervisors this week. PC representatives will be offered the opportunity to participate in this training in January. Shirley Karrer, Program Analyst for Region IX will be meeting with four senior managers to monitor the EHS program expansion that began in August. Janissa and Shirley will be visiting Ambrose where we serve 22 infants and toddlers in 2 EHS classrooms. The week after Thanksgiving families will be receiving the Winter Survey from their site supervisors. Please complete and return so that we can plan for anticipated holiday attendance. Stephanie Seaborg shared some photos from the Early Head Start expansion classrooms. Ambrose, Balboa, Bayo Vista and Los Arboles are the four sites which were recently converted from preschool classrooms to infant/toddler classrooms.
❖ Fiscal Reports	<ul style="list-style-type: none"> Vickie Kaplan presented the following fiscal reports: Head Start program: September 2010 expenditures were \$2,150,007 with YTD of \$12,099,678, which is 70% of the budget.

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	<ul style="list-style-type: none"> • Early Head Start program 2010: September 2010 expenditures were \$292,806 with YTD of \$1,546,392, which is 69% of budget. • Grandparent Program (G2g) (<i>thru the Head Start program, partnered with Families First</i>) we are ending the 2nd year - ends in September. September 2010 expenditures were \$5,790 for a total expenditure YTD of \$48,455 which is 97% of this \$50,000 grant. • ARRA HS Quality Improvement Funding: (7/1/09-9/30/10) September 2010 expenditures were \$160,143 for YTD expenses of \$669,149 which represents 97% of this grant's budget for this program year • ARRA EHS Quality Improvement Funding: (7/1/09-9/30/10) September 2010 expenditures were \$2,223 for YTD expenses of \$109,725 which represents 100% of this grant's budget for this program year. • ARRA EHS Expansion Funding: (7/1/10-9/30/11) September 2010 expenditures were \$82,441 for YTD expenses of \$198,388 which represents 7% of this grant's budget for the duration of the grant. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of July 2010 were \$12,914.96. • Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of August 2010 were \$15,598.93.
<p>❖ Heard Next Steps for Further Implementation of CLOUD System</p>	<ul style="list-style-type: none"> • Sung Kim, Business Systems Manager, discussed the CLOUD system that was recently installed at the GM III center in Richmond. CSB is now planning to move to a passive system that does not require batteries, etc. similar to the tags on clothing at department stores. Battery management of the current system is time consuming for teaching staff since they have to remove each battery and place them on chargers every evening. • These systems expedite attendance recording and meal count reports. The passive system does not transmit any radio waves but will trigger an alarm if the tag passes near a specified location. Currently teachers spend between 1-3 hours per day on paperwork basic to reporting for the Head Start program. With the new system their data entry time will be reduced allowing them more time in the classroom with the children. • Harinder Kaur, Master Teacher from GM III, commented that the system works very well. The children are excited to participate in the program and are eager to put their vests on in the morning. She feels that the system has helped alleviate some of the time-consuming paperwork for the teachers already. • Joanna Garcia, a GM III parent, noted that parents were apprehensive about the implementation of the program at first, but since it's been in force they are more comfortable because now the teachers know exactly where the children are at all times. If they stray from the "perimeter" the teacher is alerted by the system's phone and the child can be retrieved immediately.
<p>❖ Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • Kristin Cooke presented the following associate teacher for approval to hire: <ul style="list-style-type: none"> ○ Associate Teacher <ul style="list-style-type: none"> ▪ Carlos Ochoa – Mr. Ochoa expressed a deep desire to work with preschoolers because it greatly improves their chances of succeeding through elementary, middle and high school and improves the chances of them attending college. <p>A motion to approve hiring of Mr. Ochoa was made by Joanna Garcia and seconded by Guadalupe de la</p>

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	Cruz. The motion was approved.
<ul style="list-style-type: none"> ❖ Action: <ul style="list-style-type: none"> • Consider Approval of October 20, 2010 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes of the October 20, 2010 Policy Council meeting were reviewed: <p>A motion to approve the minutes, with the above noted revision, from the October 20, 2010 policy council meeting was made by Dawn Miguel and seconded by Rhea Karahalios. The motion was approved.</p>
<ul style="list-style-type: none"> ❖ Self-Assessment Overview and Subcommittee sign-up 	<ul style="list-style-type: none"> • Kristin Cooke presented on Christina Reich's behalf • Outlined the planning of the self-assessment, preparing for the self-assessment, conducting the self-assessment, and evaluation of the self-assessment. • Self assessment is like a mini-review of our program. • Feel free to sign up to participate on your way out this evening.
<ul style="list-style-type: none"> • PC Training Calendar Review 	<ul style="list-style-type: none"> • The executive committee met and tallied the surveys. The list of trainings for the rest of the year was distributed.
<ul style="list-style-type: none"> ❖ Training <ul style="list-style-type: none"> ○ Accessing Community Resources 	<ul style="list-style-type: none"> • Rita Miranda, CSAM for the partner sites, presented some community resource materials regarding mental health care; parent resource guides; adult education; workforce services; and legal services. She also provided information on 211 and the resources available there. • Rita outlined the monthly guidelines for eligibility for HEAP. HEAP can provide assistance once a year. There are packets available at the back of the room if you would like to apply for HEAP assistance. • There is also a Weatherization program where your home can be weatherized at no cost to you. You can apply once every three years and applicants for the HEAP program are automatically signed up for weatherization.
<ul style="list-style-type: none"> ❖ Site Reports 	<ul style="list-style-type: none"> • It is the responsibility of the site representatives to bring information to the policy council from their site and to take the things learned from the policy council back to the sites. • Question – why don't we recycle? Commented that we do recycle but you can bring this up to your site supervisor. • Martinez ECC – they're getting more technologically oriented. They're making a more interesting website. • CC College – Infant and toddlers made special invitation cards to invite the parents to the Harvest Festival this coming Friday. Teachers are excited about the activities the children will explore with their parents. College had a father participating in the Nutrition Community this month. Infants are discovering the different sizes of boxes by opening and closing lids and placing object into the box. There's a new family in the infant room. • Bayo Vista – The infant and toddler program is doing very well. They added a play area for the infants/toddlers. A dental hygienist came by on Monday, November 15, 2010. Annie Bailey gave training on Stress Management and provided mental health resources to the parents. Parent meetings will now be held every Thursday 4-5pm. • Brighter Beginnings – One of mothers of the group had a health baby with no complications. The baby

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	<p>room has been remodeled and they have new toys appropriate for children 0-3. The center got a new fresh coat of paint inside and outside. The group was invited to a Halloween party with other members of the center. The group also went to the library to read to the children. Ruth Konoft, an occupational therapist and lactation expert, went to their center.</p> <ul style="list-style-type: none"> • Concord Childcare Center – The center received \$2,000 from Share the Spirit to give gift certificates to the families. Clayton Valley Business Club will donate \$2,000 to buy turkey for the center to use for lunches throughout the year. The Diablo Women’s Golf Club will be donating toys to each child for the 10th year on December 3rd. Twenty students from Athenian School will doing a community service project at the center on November 19th. • Balboa – On October 30th, Room 5 had firefighters as their special guest. The firefighters talked to the children about their job and how important their job is to the community. • GMIII – They had a Harvest Festival. The children also went to the Bay Area Discovery Museum and there was a great turnout of parent participation. The classrooms are practicing on what to do when there’s shelter in place and there’s a fire. • San Pablo – On November 15th, room 2 will be starting their Grocery Store Project. The goals are for the children to develop social behavior, cognitive skills, and encourage healthy eating. The children will be visiting the San Pablo Supermarket with the help of parents. Ms. Divina Tiamzon, lead teacher, started implementing the UC Berkeley Math Project for the 4 year old children, and it will end on May 2011. Parents are involved doing the home math activities the children are taking and are enjoying the math. 	
❖ Announcements	<ul style="list-style-type: none"> • Thanked everyone for attending – great attendance! • Facilitative Leadership for PC members will be in January and will be on a Saturday. • Kristin’s contact information is 510-374-3811 and kcooke@ehsd.cccounty.us. • No meeting in December! Next meeting is the 3rd Wednesday in January. 	
❖ Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great attendance! • Food was good 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Phone distraction – some people didn’t put their phone on vibrate • Too many distractions with the children noise, remind parents that there is child care reimbursement and there’s always a teacher in the adjacent room for child care • Noisy chairs due to lack of leg protectors