

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

Location: Pacheco Community Center, Pacheco, CA

Date: February 16, 2011

Time Convened: 6:09 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 called the meeting to order at 6:13pm Bob reviewed the desired outcomes and meeting rules.
❖ Public Comment	<ul style="list-style-type: none"> Received an e-mail from the California Head Start Association regarding funding for Head Start programs being at risk. The Executive Committee requests parents to contact House and Senate representatives. If adopted this would be largest funding cut in Head Start history. Especially important to contact Republican members since they control the House. Please let Melissa know how she can contact you with other information such as this.
❖ Correspondence	<ul style="list-style-type: none"> Received a letter regarding the SF-269 Request to extend CSB's HS/EHS funding report. The request is approved provided we keep office of Grants Management informed as to our progress on the status.
❖ Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> Pat Stroh, Executive Director, was recognized for her contributions to the Community Services Bureau over the past thirteen years. Pat received a plaque from the 2010-2011 Policy Council.
❖ Inspirational Talk on Parenting with Special Guest Speaker, Dr. Lilian Katz	<ul style="list-style-type: none"> Melissa introduced Dr. Lilian Katz with a brief biography of Dr. Katz' achievements and history in the field of early childhood development and education. Dr. Katz discussed preparing children for the future and learning types. Knowledge (Understanding); Experience; Dispositions; Feelings. She suggests parents focus on competence and confidence rather than self-esteem. She also discussed different parenting styles and the child personality types that come from each. Whining children had mothers who were high on warmth and communication, but low on master demands and control. Resistant children had mothers who were low on warmth and communication but high on master demands and control. The ideal children had mothers who were high in all attributes. (authoritative) Pat Stroh related her meeting with Dr. Katz at an early conference on Project Approach.
❖ Action:	<ul style="list-style-type: none"> Pat Stroh spoke briefly about the transitions due to her retirement. She reiterated that she will really miss working with the parents and policy council. She believes strongly in succession planning. The result of CSB's hiring practices and mentoring has left us well situated with staff to guide the bureau. Introduced the interim director, Camilla Rand, who will act in this position until it is permanently filled. Camilla outlined her experience in the bureau during the last ten years.
<ul style="list-style-type: none"> Review and Consider Approval of CSB Transition Plan 	

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	<ul style="list-style-type: none"> Katharine Mason has been selected to fill the vacant Division Manger position left by Camilla. Katharine outlined her education and bureau experience during the last six years, and her 12 years experience in program management. A motion to approve the CSB Transition Plan was made by Dawn Miguel and seconded by Karen Bailey. The motion was approved.
<ul style="list-style-type: none"> ❖ Administrative Reports <ul style="list-style-type: none"> CSB Director Division Manager Fiscal EHS 	<ul style="list-style-type: none"> Camilla thanked everyone for the opportunity to move into this new position, interim though it is. And as Melissa noted earlier, Head Start funding is in jeopardy now. Supporters of Head Start are no longer the majority in the House. We really need to be educating our legislators and county supervisors to foster support for Head Start. Camilla reminded parents that our centers will be closed tomorrow for the staff development day with Lilian Katz. Vicki Kaplan presented the following fiscal reports: <ul style="list-style-type: none"> 2010 Head Start program: December 2010 expenditures were \$1,474,568 with YTD of \$16,636,277, which is 96% of the budget. We'll be reporting on this program year for the next month or so. Next month she'll report on the 2010 program year and the 2011 program year. 2010 Early Head Start program: December 2010 expenditures were \$201,879 with YTD of \$2,185,554, which is 98% of budget. Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). December 2010 expenditures were \$385 for a YTD of \$6,331 which is 13% of this \$50,000 grant. ARRA EHS Expansion Funding: (7/1/10-9/30/11) December 2010 expenditures were \$115,779 for YTD expenses of \$558,627 which represents 20% of this grant's budget for the duration of the grant. 2010-2012 ARRA Early Learning Mentor Coaches Program: December 2010 expenditures were \$566 which represents less than 1% of the \$200,250 program budget. A large piece of this will be educational consultants coming in to train teachers. Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of November 2010 were \$18,961.34. Early Head Start: Stephanie Seaborg presented two of the six policies at the core of the Early Head Start program: <ul style="list-style-type: none"> <u>Individualized, Responsive Care:</u> every child is allowed to follow their own routines and not be tied to a clock. <u>Cultural Responsiveness:</u> through conversations between caregivers and parents, the caregivers are able to respond to the child in ways similar to the familial way.
<ul style="list-style-type: none"> ❖ Action: <ul style="list-style-type: none"> Review and Consider Approval of 2011 Selection Criteria 	<ul style="list-style-type: none"> Christina Reich presented the 2011-2012 program year Admissions Priorities / Selection Criteria for review. Every year we review the criteria of Head Start and State funding to create CSB's Selection Criteria. Note that "siblings" should be added back in on the English version. Originally "siblings" had been removed but we have received guidance that siblings are still part of the "transfers/siblings" priority criteria. A motion to approve the 2011-2012 Selection Criteria was made by Reyna Flores and seconded by

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	<p>Dennisha Marsh. The motion was approved.</p>
<p>❖ Action:</p> <ul style="list-style-type: none"> • Ratify Request for Extension of the Final SF-269 for Grant Year 2010 	<ul style="list-style-type: none"> • The letter to The Region IX Head Start, ACF, was read. The letter read during correspondence at the beginning of the meeting was a response to this request and was also reviewed at this juncture. • A motion to ratify the request for extension was made by Dawn Miguel and seconded by Jessica Beno. The motion was approved.
<p>❖ Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires • Ratify Executive Committee Approval of One New Hire 	<ul style="list-style-type: none"> • Kristin Cooke presented the following staff member for approval to hire: <ul style="list-style-type: none"> ○ Accountant I <ul style="list-style-type: none"> ▪ Erik Brown • A motion to approve hiring of the above listed proposed staff members was made by Dennisha Marsh and seconded by Karen Bailey. The motion was approved. • One new hire had been approved by the Executive Committee, this action needs to be ratified. <ul style="list-style-type: none"> ○ Children's Services Manager <ul style="list-style-type: none"> ▪ Ron Pipa • A motion to ratify the approval by the Executive Committee of hiring of the above listed proposed staff members was made by Rhea Karahalios and seconded by Tisha Trette. The motion was approved
<p>❖ Action:</p> <ul style="list-style-type: none"> • Consider Approval of January 19, 2011 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes of the January 19, 2011 policy council meeting were reviewed: <ul style="list-style-type: none"> ○ Noted that approval of new hires should be reworded to include One abstention and correct the last name of Karahalios. • A motion to approve the minutes, with the above noted revisions, from the January 19, 2011 policy council meeting was made by Erin Turner and seconded by Rhea Karahalios. The motion was approved.
<p>❖ NHSA Reports</p>	<ul style="list-style-type: none"> • Recently Melissa Alfaro, Heather Jackson and Bob Spear attended the NHSA 5-day Parent Conference in Virginia Beach. • Melissa Alfaro distributed a handout from one of her favorite workshops: Our children are the first generation of children whose life spans are predicted to be shorter than ours. When we were children we played outside a lot; now people are fearful of children being abducted or injured so children spend far more time watching television and playing video games or merely staying indoors. Parents need to make an effort to get their children moving every day. She introduced the 9 Roles of Successful Play Facilitators. Utilizing these facilitation methods is useful in extending our children's outside time and exploration. • Heather Jackson stated that she enjoyed the opportunity to take this trip. She enjoyed meeting parents from all over the country. Her favorite class was Mother/Father Relationships – How They Work and Why. It pointed out that everyone learns how to interact with different people in different ways. It really helped her to transform her relationship with her child's father. • Bob will report at the next policy council meeting.

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❖ Site Reports	<ul style="list-style-type: none"> • One of the responsibilities of a policy council representative is to bring information from your site to the Policy Council and also take the things you learn at the policy council meetings to your sites. • <u>Martinez Early Childhood</u> – Rhea Karahalios reported that there is new paint in the Sunshines Preschool Classroom. Our 32nd annual Wine tasting to Benefit Children & Families was held at Pacheco Community Center on April 1st. • <u>San Pablo</u> – Gwen McKneely reported that 2 toddlers moved on to the young preschoolers’ class. There are new mobile phones at the site. Abel, a parent from the toddler class, used a leaf-blower to sweep the grounds. And they repaired a puppet stand, locker and food cart. Their special projects included reading the story of Garrette Morgan, inventor of the traffic light, and displaying a traffic light for Black History month. San Pablo Librarian Julie reads to the toddlers every Tuesday. Raising a Good Reader is a shared resource sent home every Thursday. Room #3’s teachers Ms. Claudia, Ms. Monica, and Ms. Cynthia reported that they have been celebrating cultural awareness, including Chinese New Year and Black History month, by teacher and parent presentations & celebrations. Bikes and classroom materials were new at the site. Facility Improvements were incorporated into Father Involvement. One special project is the Shoe Project. They have had several special guests, including a Librarian, Ms. Gwen, Ms. Shalls, Ms. Jelani, Ms. Terry, and Ms. Tran. Room 2 teachers Ms. Divina, Ms. Gladis, and Ms. Chan celebrated the successes of the first book distribution for the RIF Reading program and the UC Berkeley Math Project. There are new children in the toddler’s room. The storage areas were organized. The children have been enjoying their small grocery store. Special guests included Janet and Sophia, who visited and monitored each classroom. • <u>CC College</u> – Reyna reported that the toddlers are celebrating children’s culture by displaying clothes, pictures and other artifacts in the classroom. They had four fathers and seven mothers attend the parent meeting for February. And the toddlers have been exploring farm animals. • <u>Concord Child Care</u> – Parents had two meetings to help pay for utilities and to learn about healthy portions and sugar. International students from DVC helped the preschool teachers put on a cultural celebration for Chinese New Year. • <u>Bayo Vista</u> – Laurie Jevarian reported that Desiree Hill is a mentor/protégé now. They have a new taller fence around the playground. Special projects included having a tea party and celebrating Chinese New Year and did arts and crafts. Jennifer Kirby shared resources on kindergarten transitions. Other reports include upcoming visits to the post office as well as they are starting Friendship week. • <u>Cambridge</u> – One of the parents, Dawn, journeyed to Sacramento along with the Director to speak in front of the Senate about funding cuts. • <u>PTA</u> – brought brochures for parents for communicating with children and learning to manage time successfully, etc. Also an informational brochure on the PTA itself. They are on the table if you wish to have a copy. • <u>GMIII</u> – Each classroom started their new project approach. In my child’s classroom their project is Photo Album.

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	<ul style="list-style-type: none"> • Balboa – The parents and staff celebrated the welcoming of the new Site Supervisor. She is an excellent person and great human being. They install a new security system in the center in which will provide more security and control over the children. The parents will now be signing-in their children electronically. 	
❖ Announcements	<ul style="list-style-type: none"> • Thank you again for attending – it's a very successful policy council. • There will be a meeting next month. The joint training/luncheon with the BOS and EOC will be held April 7th. • Reyna (CC College) made an announcement in Spanish about the recent Facilitative Leadership class last month which was presented in English. Spanish speaking council members were asked if they would like to have it translated into Spanish. Enid is willing to translate the whole workshop into Spanish if there is enough interest. Kristin noted that it could be presented in two sessions of 4 hours each or as a one-day/8-hour session. • Melissa received an e-mail today from the Cambridge Community Center Nutritionist who has been a Community Representative, stating that she has begun a class on Wednesdays and will no longer be able to attend the Policy Council meetings. • The duty of reminder calls has been taken on by the executive team who wonders if members would like to receive these reminders via texting. Please let Diana know how you would like to receive notifications. • HEAP representative, Raz Barna, announced that there is still funding for several clients and they would like to help as many people as possible. The program will pay up to \$324 to PG&E. He strongly encouraged persons to apply. Pick up one of the calendars in the back. 	
❖ Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great speaker – Dr. Katz – a real treat to have her here. 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None noted.