

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

Location: Pacheco Community Center, Pacheco, CA

Date: March 16, 2011

Time Convened: 6:08 pm

Time Terminated: 8:15 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 6:08 pm • Melissa reviewed the desired outcomes and meeting rules.
❖ Public Comment	<ul style="list-style-type: none"> • none
❖ Correspondence	<ul style="list-style-type: none"> • none
❖ Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> • Melissa and Heather attended the CHSA conference in San Francisco in February and learned that Juan Bernal and Francisco Rueda, of Business Systems, created the Golden Gate Bridge model which was incorporated into the decorations for the conference. (CSB was responsible for all the decorations at the conference.) The artfully designed and executed model was on display at the Policy Council meeting and was praised by all attendees and the CHSA staff. Melissa and Heather nominated Juan and Francisco for their creativity and building skills as well as for all of the other assistance they provide to CSB centers daily.
❖ Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal • EHS 	<ul style="list-style-type: none"> • Camilla Rand was so glad that Juan and Francisco were recognized as she knows that she sees them throughout the county helping all our sites and staff with a wide variety of repairs, improvements, moves, etc. • Ms. Rand reminded the parents that CSB has been very lucky the last few years in that our State funding has remained steady through the many budget cuts, but that this year may be different. Both the Senate and Assembly have met and they are faced with a proposal for cuts to the child care budget. At the federal level, we are very lucky that President Obama is a strong supporter of the Head Start program. He is advocating for minimum cuts directed at the Head Start program. Camilla would like parents to help spread the word that EHSD/CSB is committed to maintaining our current level of services. She would welcome any suggestions that would help CSB through a budget cut without affecting our services and staffing. We will continue to operate and provide services as usual. Please try to ease any worries that you encounter at the site level from other parents. We're trying to look closely at all of our expenditures to see where we can cut without affecting child care services such as challenging our teachers to create homemade classroom materials and reducing staff travel. • Katharine Mason announced that we are planning ribbon cuttings/grand openings for the recent EHS-A expansion sites: April 8th for Balboa, April 18th for Ambrose, April 25th for Los Arboles and April 28th for Bayo Vista. Everyone will be invited to these ribbon cuttings, including community leaders and County Supervisors. • The Math Study will be concluding on May 20th. This 2-year study has revealed some dramatic results

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	<p>which will be presented to the PC at a later date. During this summer we'll train additional staff on the math project curriculum that was used in the study and we'll be able to roll this out at all sites.</p> <ul style="list-style-type: none"> • Grants for professional development have been received: one for Riverview in Bay Point, where staff will participate in a Spanish language and cultural emersion weekend, and the other for Lavonia Allen in Bay Point with a focus on literacy in the classroom which includes both teachers and parents. • Vicki Kaplan presented the following fiscal reports: <ul style="list-style-type: none"> ○ 2011 Head Start Program: January 2011 expenditures were \$343,980 which is 2% of the budget. ○ 2010 Head Start program: January 2011 expenditures were \$364,641 with YTD of \$17,000,919, which is 98% of the budget. We'll be reporting on this program year for the next month or so. ○ 2011 Early Head Start program: January 2011 expenditures were \$56,765 which is 3% of the budget. ○ 2010 Early Head Start program: January 2011 expenditures were \$-32,031 with YTD of \$2,153,523, which is 97% of budget. The reason for the credit this month is due to the reclassification of salaries and wages due to timesheet miscoding from the EHS-A expansion staff. ○ ARRA EHS Expansion Funding: (7/1/10-9/30/11) January 2011 expenditures were \$234,873 for YTD expenses of \$793,500 which represents 29% of this grant's budget for the duration of the grant. ○ Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). January 2011 expenditures were \$3,843 for a YTD of \$10,174 which is 20% of this \$50,000 grant. ○ 2010-2012 ARRA Early Learning Mentor Coaches Program: January 2011 expenditures were \$2 with a YTD of \$568, 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 December 2010 were \$15,069.84.
<p>❖ Action:</p> <ul style="list-style-type: none"> • Review and Consider Ratification of Executive Committee Approval of ARRAR EHS Expansion Program Budget Change 	<ul style="list-style-type: none"> • Vicki Kaplan presented the letter that was submitted to the ACF, Region IX requesting a budget transfer so that we can move dollars from one category to another to help balance the budget expenditures. Among the requests for equipment will be a cargo van for food service delivery and an automobile to help accommodate additional home base educators. We also requested a waiver for in-kind for this expansion program since we the program is probably going to be short-term. • A motion to approve the ARRA EHS Expansion Program Budget Change was made by Rhea Karahalios and seconded by Guadalupe de la Cruz. The motion was approved.
<p>❖ Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • Kristin Cooke presented eight Intermediate Clerk recommendations for hire: <ul style="list-style-type: none"> ➤ Jennifer Quesada ➤ Susan Austin ➤ Wendy Schuplinsky ➤ Sandra Waite ➤ Patricia Ricks ➤ Monica Roberts

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	<ul style="list-style-type: none"> ➤ Debra Chatfield ➤ Nancy Sparks <ul style="list-style-type: none"> • A motion to approve the hiring of the above listed proposed staff members was made by Karen Bailey and seconded by Tonya Lowe. The motion was approved.
<ul style="list-style-type: none"> ❖ Action: • Review and Consider Approval of New Executive Policy Council Parliamentarian 	<ul style="list-style-type: none"> • Bob Spear, our current Parliamentarian, has resigned since he recently began attending school, works full time, and is now also a baseball coach. According to the by-laws, the Chair could have made an appointment but decided instead to let the body nominate and vote for a new parliamentarian. • The following persons were nominated: <ul style="list-style-type: none"> ○ Tonya Lowe, Lavonia Allen rep. ○ Dennisha Marsh, First Baptist rep. ○ Reyna Flores, Contra Costa College rep. • A silent vote was taken which resulted in a tie between two of the candidates, so the Chair appointed Dennisha Marsh as the new parliamentarian. • A motion to approve the new parliamentarian was made by Karen Bailey and seconded by Rhea Karahalios. The motion was approved
<ul style="list-style-type: none"> ❖ Ongoing Monitoring Report 	<ul style="list-style-type: none"> • The details of the On-going Monitoring Report were reviewed. • We are working to incorporate our monitoring tool into our web-based monitoring system, CLOUD, which will allow us access to the data more quickly and use it in a wider variety of ways. • Details were discussed in depth on all areas monitored.
<ul style="list-style-type: none"> ❖ Action: ❖ Review and Consider Approval of CSB's 2011 Self Assessment Report and Corrective Action Report 	<ul style="list-style-type: none"> • Christina Reich shared the results of the Parent Surveys, which are completed annually as part of our agency self-assessment. • She thanked everyone who participated in the self-assessment. The self-assessment report was included in the PC packets. After an entire week of looking at our programs there was only one item that was non-compliant. Christina reviewed the corrective action plan for this area. A long list of strengths was listed for review. • Dennisha asked about the issue that she noted about the classroom that doesn't have a restroom and a sink. • Joanna M. Garcia commented that more parents should be available to interview during the self-assessment. • A motion to approve CSB's 2011 Self Assessment Report and Corrective Action Report was made by Joanna L. Garcia and seconded by Tonya Lowe. The motion was approved.
<ul style="list-style-type: none"> ❖ Community Action Discussion 	<ul style="list-style-type: none"> • Tabled due to the presenter's absence. Will be presented in May.
<ul style="list-style-type: none"> ❖ Child Outcomes Updates 	<ul style="list-style-type: none"> • Doris Blumenfeld, CSM, presented the outcomes from our "Desired Results" assessments. The Desired Results are from the State. DRDP has 4 versions and children are assessed twice a year. The classroom

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	<p>teachers complete the assessments. If a child has an IEP, the teaching staff, along with the disabilities staff, determines which version to work from. The children are not assessed by having them sit down and questioned; they are observed as they play and interact with other children and staff members. These results help guide your children's goals, which are chosen by the parent and the teaching staff.</p> <ul style="list-style-type: none"> Helping to learn problem solving is a big part of our curriculum. We made great strides in math comprehension, which is probably due in part to our math project training and delivery.
❖ I am Moving, I am Learning	<ul style="list-style-type: none"> Magda Bedros and Carol Weadon presented the IMIL curriculum by demonstrating and encouraging participation. Participants received DVDs, scarves and jump ropes to encourage participation at home. Due to time constraints, the group was not able to receive the entire training. Magda and Carol will return later this year.
❖ Action: <ul style="list-style-type: none"> Consider Approval of February 16, 2011 Policy Council Minutes 	<ul style="list-style-type: none"> The minutes of the February 16, 2011 policy council meeting were reviewed: A motion to approve the minutes from the February 16, 2011 policy council meeting was made by Tonya Lowe and seconded by Rhea Karahalios. The motion was approved.
❖ Food Stamps and Healthy Eating Training	<ul style="list-style-type: none"> Sophia Talbot asked how many sites have already held Food Stamp Program training at their parent meetings. She brought Food Stamp program applications with her. They are also available at the sites. She also had handouts which reassure illegal immigrant parents that if their children are residents the application information for Food Stamps is not shared with ICE nor will it jeopardize their status. Myths and Facts about Food Stamp qualification were outlined. Healthy Eating – We all know of someone that eats something you would never consider eating. There was discussion around the familiarity of foods. The group discussed the right balance of fat to other foods. We need fats in our diets, but Trans fats and saturated fats are not good for us. We need fat soluble vitamins: A, E, D, and K. Where do saturated fats come? Basically from meat and dairy. Trans fats are from margarine, usually in processed foods such as crackers, pastries, and why? It helps the product stay on the shelf longer. You should not have more than 30% in your diet, but most of us get far more. Typical fast food meals consisting of cheeseburgers and fries have 67 grams of fat (divided by 4 = 16 teaspoons of fat for that meal). She created a visual display of this on a hamburger bun. Fat has more calories than carbohydrates per gram.
❖ Site Reports	<ul style="list-style-type: none"> Tabled due to lack of time. Please drop them off on the back table for filing.
❖ Announcements	<ul style="list-style-type: none"> Speak out for Young Children event this Saturday at Los Medanos College. Parent Voices – March 25 Stand for Children's Day Wednesday May 4th Budget workshop – how would you balance the state budget? – with Susan Bonilla Please sign the Form 700 that was clipped to your name tag.

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	<ul style="list-style-type: none"> • Next month the meeting will be the joint training. • In May we will be meeting somewhere other than the Pacheco Center. • April is National Child Abuse Prevention Month. 	
❖ Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great visual from Sophia • Exercises from IMIL were great • Loved the Golden Gate Bridge 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Ran long, had to cut things short