

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

Location: Pacheco Community Center, Pacheco, CA

Date: May 18, 2011

Time Convened: 6:08 pm

Time Terminated: 7:00 pm

Recorder: Lin Tallman

TOPIC	SUMMARY / RECOMMENDATION
❖ <b>Review Desired Outcomes and Meeting Rules</b>	<ul style="list-style-type: none"> <li>• Melissa Alfaro called the meeting to order at 6:10 pm and announced that today's meeting will only be for one hour due to the Economic Opportunity Council's bi-annual public meeting at 7:00.</li> <li>• Heather reviewed the desired outcomes and meeting rules.</li> </ul>
❖ <b>Public Comment</b>	<ul style="list-style-type: none"> <li>• No public comment.</li> </ul>
❖ <b>Correspondence</b>	<ul style="list-style-type: none"> <li>• Received a letter from Supervisor Ulkeima thanking us for the joint meeting.</li> </ul>
❖ <b>Awarded Recognition of Staff Excellence</b>	<ul style="list-style-type: none"> <li>• Maria Ibarra from Balboa received the Award. She is loving, warm, always helpful, passionate with children, helps them with their feelings.</li> </ul>
❖ <b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> <li>• EHS</li> </ul>	<ul style="list-style-type: none"> <li>• Katharine Mason presented budget updates. We're hearing some mixed news on the last pieces; one of the efforts we're taking to work with limited resources is a commitment to not laying off any staff, so we're going to have to cut some services to partners. We're trying to use the community assessment to balance all the pieces to make sure communities all have services. We have shifted some positions to EHS and we will not be replacing them. Many employees are retiring as well. Cost savings task force - Leveraging Every Asset Now – led by Sung Kim provides input on cost saving strategies and they welcome any comments you might have. We are reviewing all expenditures. The good news is that so far there are no cuts from the Federal budget. Slots allocation is being reviewed as well as how we will use our funding. There will be changes in July to slots at centers, with most being need-based or ½ day Head Start. The Partner's slots may be a little more flexible. We're trying our hardest to preserve services and retain staff.</li> <li>• CSB held a Staff Development Day on April 27<sup>th</sup> which was very successful. Today we had a County-wide disaster preparedness drill. We will be switching to CLOUDS on July 1<sup>st</sup>, and it will run concurrently with the current system. Katharine attended a community event today in Concord hosted by Susan Bonilla that addressed the state's education budget and cuts. Representative Bonilla talked about early childhood education being critical, beginning at birth. This means we have a lot of support.</li> <li>• Vickie Kaplan: We received some good news recently, that our Early Head Start Expansion program that was to end September 2011 will be extended and fully funded. In order to keep to time, the Fiscal Committee met before this meeting so she will not go into a lot of detail now.</li> <li>• Vickie also presented the following fiscal reports:               <ul style="list-style-type: none"> <li>○ <b>2011 Head Start Program: March 2011</b> expenditures were <b>\$1,575,094</b> which is <b>20%</b> of the budget.</li> <li>○ <b>2011 Early Head Start program: March 2011</b> expenditures were <b>\$89,067</b> which is <b>14%</b> of the budget.</li> <li>○ <b>ARRA EHS Expansion Funding: (7/1/10-9/30/11) March 2011</b> expenditures were <b>\$267,564</b> for YTD</li> </ul> </li> </ul>

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	<p>expenses of <b>\$1,253,031</b> which represents <b>46%</b> of this grant's budget for the duration of the grant.</p> <ul style="list-style-type: none"> <li>○ <b>Grandparent Program (G2g)</b> (<i>thru the Head Start program, partnered with Families First, ends in September 2011</i>) March 2011 expenditures were <b>\$3,712</b> for a <b>YTD of \$14,489</b> which is <b>29%</b> of this \$50,000 grant.</li> <li>○ <b>2010-2012 ARRA HS Early Learning Mentor Coaches Program: March 2011</b> expenditures were <b>\$717</b> with a <b>YTD of \$1,285</b>, which represents <b>1%</b> of the \$200,250 program budget.</li> <li>○ <b>2010-2012 ARRA EHS Early Learning Mentor Coaches Program: March 2011</b> expenditures were <b>\$57</b> with a <b>YTD of \$57</b>, which represents less than <b>1%</b> of the \$24,573 program budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>January 2011</b> were <b>\$14,233.70</b>, and <b>February 2011</b> were <b>\$12,734.31</b></li> </ul> <ul style="list-style-type: none"> <li>• Stephanie Seaborg reminded everybody of the responsive care giving discussion a few months ago. We discussed how we attempt to mimic the family's behavior at home so children don't have difficulty transitioning. One of the comments was that families said a prayer at home, and she received a couple of other comments about this also. Children have been advised by their parents of behaviors to help them feel comfortable and remember home while at school. Religion and spiritual practices are separate, especially since were funded by the government.</li> <li>• A parent asked about an instance where she thinks Responsive Care Giving isn't being addressed at her site. Stephanie will talk to her after the meeting.</li> </ul>
<p>❖ <b>Action:</b></p> <ul style="list-style-type: none"> <li>• Review and Consider Ratification of Executive Committee Approval of Revised ARRA EHS Expansion Program Budget Change</li> </ul>	<ul style="list-style-type: none"> <li>• A letter was sent to Susan Woo requesting a Waiver for our In-Kind for this program and budget transfer. Our wavier request and budget transfer was granted.</li> <li>• <b>A motion to ratify the executive committee's approval of the Revised ARRA EHS Expansion Program Budget Change was made by Dawn Miguel and seconded by Laurie Jevarian. The motion was approved.</b></li> </ul>
<p>❖ <b>Action:</b></p> <ul style="list-style-type: none"> <li>• Ratify Executive Committee's Approval of 1 new hire</li> </ul>	<ul style="list-style-type: none"> <li>• Enid Mendoza presented an approval by the Executive Committee to hire Jessica Beno as a Comprehensive Services Manager.</li> <li>• <b>A motion to ratify was made by Dawn Miguel and seconded by Laurie Jevarian. The motion was approved.</b></li> </ul>
<p>❖ <b>2001 Annual Report</b></p>	<ul style="list-style-type: none"> <li>• Joanne DeNardo and Kristin Cooke</li> <li>• Annual report is available on the front table. Also on our website and facebook.</li> <li>• Items that are required in the report are budgetary data, where our enrollment comes from, Federal Review results, and percentage of children that receive medical and dental support, parent involvement activities, and school readiness information.</li> </ul>
<p>❖ <b>2001 Community Assessment Report including Grant Process and</b></p>	<ul style="list-style-type: none"> <li>• The community assessment and our grant go hand-in-hand in helping to determine where and what type of services are needed in what areas. A grant process is three years; this year is year two so we only provide</li> </ul>

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<p><b>PIR</b></p>	<p>an update. Unemployment, housing, the type of housing, parks, violence, etc.</p> <ul style="list-style-type: none"> <li>• In three areas of the county there is no longer a majority ethnicity, it's very balanced. Brentwood is the fastest growing area in the county, but not in the demographic which would qualify for our programs. TANF caseloads have grown by 57% in the last year, CalWorks, Food Stamp applications, and MediCal are all up.</li> <li>• Contra Costa County has a dropout rate of approx. 21% and our schools achieved far lower scores on standard tests of performance. One percent of the families in the Community Services Bureau's programs were in crisis, 4% vulnerable, 34% safe-but borderline, 56% stable, 6% were thriving.</li> <li>• Joanne DeNardo is now working as an analyst, discussed the Grant Process. The continuation grant progress is circular – planning calendar, community assessment, goals and objectives, budget, grant approval and begin again.</li> <li>• The planning calendar will be presented at the next meeting and request for approval in August. The community assessment includes information from the census, family partnership assessments, and community resources. The program services subcommittee reviews the goals and objectives and provides feedback to these. Budget, of course is all about our funding sources. We package everything together and create the grant and present it to the Policy Council, followed by approval of the Board of Supervisors.</li> <li>• The New Head Start Act alludes that the new grant cycle may be five years, but we haven't received confirmation of this yet.</li> <li>• Joanne encouraged members to attend during the summer because many things need to be voted upon during this time and cannot vote without a quorum.</li> <li>• The PIR report (program information report) covers our results in health related services as well as Regional results, State results, and Federal results. Our results are higher in every category.</li> </ul>
<p>❖ <b>Action:</b></p> <ul style="list-style-type: none"> <li>• Consider Approval of March 16, 2011 Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The minutes of the March 16, 2011 policy council meeting were reviewed with no corrections noted.</li> <li>• <b>A motion to approve the minutes, from the March 16, 2011 policy council meeting was made by Dawn Miguel and seconded by Tisha Trette. The motion was approved.</b></li> </ul>
<p>❖ <b>Site Reports</b></p>	<ul style="list-style-type: none"> <li>• Due to time constraints, please file your site reports at the front table.</li> </ul> <p>Reports filed:</p> <p><u>Bayo Vista:</u> The center hosted a ribbon cutting ceremony for the infant/toddler classroom. County Supervisor Gayle Uilkema attended and toured the center. Room 3 am and pm are ending for the school year. Room 1 is doing a project on flowers/Spring. Desiree Hill, I/T teacher, talked to the parents about how to choose appropriate books and toys for your child.</p> <p><u>CC College:</u> The center is celebrating cultural diversity and parents submitted projects. They are preparing for the site's NAEYC accreditation which should take place this month. CSB's Mental Health Clinical Supervisor, Annie Bailey, provided a child abuse prevention training for parents.</p>

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	<p><u>GMIII</u>: GMIII had a wonderful week of the young child. The entire week was filled with interesting activities and events. Great participation from our parents and teaching teams. Two groups of Master Teachers went on an observational study trip to Mills College and were able to bring back a lot of inspirations. Bay Area Discovery Museum family field trips were also very successful as they offer a great opportunity for the parents and children to explore shared learning moments. We have had many outdoor enhancements to provide the children with more investigation opportunities. New plants and planting pots create a more green environment. The lobby area enhancement created an inviting learning environment for the children and families. It included more outdoor plants, outdoor reading blankets, and chimes to provide sensory experiences. The reading and block area has been restructured in the classrooms; more plants and activity stations were added to provide more interesting activities outdoors; and more plants to add more natural material in the environment. Room 2 is working on the hospital project. They are learning about feelings, self help skills and developing a self-image. Room 3 is exploring about books, drawing their pictures, and learning about different genres of books. Visitors from Berkeley Head Start visited and left highly impressed with the aesthetically pleasing environments and meaningful learning experiences that we offer at GMIII. Nutrition classes were offered to the parents for 6 weeks to help teach healthy eating practices. Male involvement meetings are scheduled monthly. The G2g grand parenting groups also meet every other Monday at the center.</p>	
❖ <b>Announcements</b>	<ul style="list-style-type: none"> <li>• Melissa noted that they need more members for the Policies and Procedures subcommittee, there's a sign-up sheet in the front.</li> <li>• The PTA created a letter that we can share with our assembly members to share how important it is not to cut our budget. Leave Melissa your e-mail address and she'll e-mail it to you.</li> <li>• Kristin reminded the group that there's no meeting in June; our next meeting is in July.</li> <li>• Also, how do people feel about the venue? Locating a new venue was tricky; if van pools are needed we can make arrangements.</li> <li>• Heather Jackson reported that her son, a former Head Start child, has been admitted as a 10<sup>th</sup> grader to Stanford for early admission.</li> </ul>	
❖ <b>Meeting Evaluation</b>	<p><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Thanked all for coming</li> </ul>	<p><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None noted.</li> </ul>