

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

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: August 17, 2011

Time Convened: 6:09 pm

Time Terminated: 8:00 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 6:09 pm. Dennisha Marsh reviewed the desired outcomes and meeting rules.
❖ Public Comment	<ul style="list-style-type: none"> No public comment
❖ Correspondence	<ul style="list-style-type: none"> No correspondence
❖ Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> Ivette Nazario, Site Supervisor III, at George Miller/Concord was recognized for Staff Excellence. Ms. Alfaro read from the nomination form which was very complimentary, speaking to her support of the families and their children, as well as her staff. Ms. Nazario received a certificate and a book. She commented that she herself began as a Head Start parent and she was able to work her way up with schooling and experience. She encouraged everyone to do something to better themselves.
❖ Action: <ul style="list-style-type: none"> Consider Approval of Personnel Action 	<ul style="list-style-type: none"> Joe Valentine requested the council's approval to appoint Camilla Rand as permanent Director of CSB. A letter to Region IX requesting the appointment approval was read. Region IX's response approved the interview process and appointment of Ms. Rand. Mr. Valentine outlined some of Ms. Rand's qualifications and background. He also discussed what he was looking for in a candidate who would support the program and bureau: a passion for the program – the belief that taking care of the children is the most important thing. A passion for excellence – a leader who always pushes the program and staff to make them the best they can be. Leadership in working with staff, parents, team and sites. Taking all these criteria into account, coupled with Ms. Rand's experience and qualifications, she was clearly the best candidate for this position. Ms. Rand noted that her history and interaction with Pat Stroh helped shape her into a good leader. She wants to continue the legacy established over the years. She is also a parent of a 1-year old and 5-year old, which gives her the opportunity to look at our program from the perspective of our program's parents. There was some discussion about the process of interviews and participants. A motion to approve the Personnel Action was made by Dawn Miguel and seconded by Joanna Garcia. There was one abstention. The motion was approved.
❖ Administrative Reports <ul style="list-style-type: none"> CSB Director 	<ul style="list-style-type: none"> Camilla Rand thanked everyone for approving her appointment. Since she last attended policy council, CSB has had to close the San Pablo site and reassign the children to other sites. The transition of this site went very smoothly. Children moved to Lake, Brookside and Balboa. The transition team was very

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<ul style="list-style-type: none"> • Division Manager • Fiscal • EHS 	<p>efficient. She was in San Diego recently for a CHSA conference and heard some alarming news; all of the advocacy that's taken place thus far was just a dress rehearsal, Head Start is going to be at risk again next year. We are really trying to get the word out as to how effective Head Start and Early Head Start is. We've been educating supervisors and other governmental officers. Even at the county level we're still having budget woes, most notably an impending salary rollback. A positive note is that Katharine Mason has also been hired permanently as Division Manager.</p> <ul style="list-style-type: none"> • Janissa Rowley noted that we've been selected to participate in the DRDP Access program, focusing on infants/toddlers. In collaboration with First 5 we've been given an opportunity to participate in Triple P, Positive Parenting Program. Look for information at your site. NAEYC visited GM III and Las Deltas for accreditation. Site supervisors and some teachers are going to be visiting a 100 Languages of Learning exhibit in Salinas. • Vicki Kaplan announced that she has accepted another position at the Employees Retirement Association. She's been with CSB for 10 years and has loved her position and the participation of the parents and policy council. She introduced Haydee Illan as interim Head Start accountant until a replacement is hired, as well as Sam Mendoza who has always been her backup person. • Vicki presented the following fiscal reports: <ul style="list-style-type: none"> ○ 2011 Head Start Program: June 2011 expenditures were \$2,664,922 which is 54% of the budget. ○ 2011 Early Head Start program: June 2011 expenditures were \$280,103 which is 40% of the budget. ○ ARRA EHS Expansion Funding: (7/1/10-9/30/11) June 2011 expenditures were \$417,593 for YTD expenses of \$2,106,812 which represents 77% of this grant's budget for the duration of the grant. ○ Grandparent Program (G2g) (thru the Head Start program, partnered with Families First, ends in September 2011) June 2011 expenditures were \$3,789 for a YTD of \$22,446 which is 45% of this \$50,000 grant. ○ 2010-2012 ARRA HS Early Learning Mentor Coaches Program: June 2011 expenditures were \$8,023 with a YTD of \$15,449, which represents 8% of the \$200,250 program budget. ○ 2010-2012 ARRA EHS Early Learning Mentor Coaches Program: June 2011 expenditures were \$1,239 with a YTD of \$3,058, which represents 12% of the \$24,750 program budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of May 2011 were \$4,719.08. Expenditures for June 2011 were \$8,266.75. <p>If you would like to be a greater part of the financial reporting, the Fiscal Committee meets each month prior to the Policy Council meeting.</p> <ul style="list-style-type: none"> • Suzanne Di Lillo reported on behalf of Ron Pipa who will be assuming the leadership of Early Head Start. We are grateful for the continuation of the ARRA funding that helps CSB continue to improve sites and purchase much needed supplies. The College site was reaccredited by NAEYC for a second 5 year term. CSB will be offering another Infant/Toddler class in conjunction with CCC to help support our staff members. Last week several staff members participated in the Webinar of "Little Voices for Healthy Choices." The DRDP Access project will be a wonderful collaboration for EHS.
<ul style="list-style-type: none"> ❖ Action: <ul style="list-style-type: none"> • Consider Approval of New 	<ul style="list-style-type: none"> • Enid Mendoza introduced the recent new hires (neither was able to attend this evening): <ul style="list-style-type: none"> ○ Intermediate Clerk: Felipe Roxas, who has been providing services for CSB for nearly six (6) years as a contract worker and has 20 years of administrative assistant experience.

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Hires	<ul style="list-style-type: none"> ○ Child Nutrition Division Nutritionist: Sophia Talbot, who has been providing services and trainings for staff, children, and families of CSB for over three (3) years. She is a Registered Dietitian and a certified Food Safety Manager. ● A motion to approve the new hires was made by Laurie Jevarian and seconded by Reyna Flores. The motion was approved.
❖ Action: <ul style="list-style-type: none"> ● Consider Approval of 2011-2012 Policies and Procedures Updates 	<ul style="list-style-type: none"> ● Joanne DeNardo introduced Heather Jackson (chair of the subcommittee) who presented the summary of changes. Heather also thanked Joanne for all her assistance and guidance. ● A motion to approve CSB's 2011-2012 Policies and Procedures Updates was made by Guadalupe de la Cruz and seconded by Joanna Garcia. The motion was approved.
❖ Action: <ul style="list-style-type: none"> ● Consider Approval of 2011-2012 CSB Annual Planning Calendar 	<ul style="list-style-type: none"> ● Joanne DeNardo presented the Planning Calendar. ● A motion to approve CSB's Annual Planning Calendar was made by Guadalupe de la Cruz and seconded by Joanna Garcia. The motion was approved.
❖ Action: <ul style="list-style-type: none"> ● Consider Approval of 2011-2012 Goals and Objectives Progress Updates 	<ul style="list-style-type: none"> ● Joanne DeNardo reminded the council that this is part of the grant cycle process. Goals are based on the community assessment and have been the same since 2011, only the objectives have been updated. In response to a question regarding promoting children's resilience, Suzanne DiLillo commented that our goal, using the DECA screening, can help us provide strategies and skills to support children's needs to advocate for themselves and regulate their emotions. ● The Parent Services Subcommittee is part of this process, if you're interested in learning more about the individual goals. ● A motion to approve CSB's Goals and Objectives Progress for 2011-2012 Updates was made by Guadalupe de la Cruz and seconded by Dawn Miguel. The motion was approved.
❖ Action: <ul style="list-style-type: none"> ● Consider Approval of the 2012 Head Start/Early Head Start Continuation Grant Submission 	<ul style="list-style-type: none"> ● Joanne DeNardo and Vicki Kaplan noted that part of the cycle of the grant process is the annual submission of the Continuation Grant package. The Planning Calendar is part of this submission, as well as the Goals and Objectives, and the Community Assessment. Refer to page 25 of the meeting packet for the fiscal details. ● A motion to approve submission of CSB's Head Start and Early Head Start Continuation Grant for Year Two was made by Dawn Miguel and seconded by Guadalupe de la Cruz. The motion was approved.
❖ Action: <ul style="list-style-type: none"> ● Consider Approval of CSB's 2011-2012 Selection Criteria 	<ul style="list-style-type: none"> ● Joanne DeNardo presented the Selection Criteria, which contains an update, reinstated #4 Sibling preference. Four year olds are at the top of the selection criteria so that they might have a year of Head Start before beginning kindergarten. Question about selection now that the CEL is gone. We are now using the waiting list option of our COPA program. ● A motion to approve CSB's 2011-2012 Selection Criteria was made by Joanna L. Garcia and seconded by Guadalupe de la Cruz. The motion was approved.

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❖ Action: <ul style="list-style-type: none"> Consider Approval of July 20, 2011 Policy Council Minutes 	<ul style="list-style-type: none"> The minutes of the July 20, 2011 policy council meeting were reviewed: Revisions needed: none noted A motion to approve the minutes from the July 20, 2011 policy council meeting was made by Laurie Jevarian and seconded by Dawn Miguel. The motion was approved.
❖ Action: <ul style="list-style-type: none"> Ratify Executive Committee's Approval of 2011-2012 Policy Council By-Laws 	<ul style="list-style-type: none"> Kristin Cooke announced that the By-Laws committee met recently and noted that the number of allowable representatives for the council was increased. The criteria were presented. The other change is the shortening of the time frame in which receipts from travelers must be submitted. A motion to ratify the approval by the Subcommittee of the 2011-2012 Policy Council By-Laws was made by Dawn Miguel and seconded by Dennisha Marsh. The motion was approved.
❖ Local Planning Council Discussion	<ul style="list-style-type: none"> Ruth Fernandez of the Local Planning Council shared information about the LPC. The executive summary outlines the mandates of the LPC. The LPC achieves its goals working in collaboration with a variety of non-profits and the department of education. AB212 funding is intended to retain qualified staff at State funded programs. There's a professional development program (PDP) which provides coaching and mentoring, professional growth and development, county-wide conferences and other ways to keep staff up to speed with child care development. LPC currently has several vacancies on the council for which parents would qualify to participate in. www.plan4kids.org . She distributed a flyer with the information. Wonderful collaboration with Head Start and has worked with staff at the centers. One of the strategies of the council is around school readiness and supporting families to be prepared for kindergarten. Developed a publication for parents called "A Roadmap to Kindergarten." Consolidates tips around documentation for health and dental and registration information. As well as school readiness skills. Suzanne plugged the LPC, especially for those who are leaving the Policy council at the end of their 3-year term. You can learn more about budget, legislation and become more effective at your advocacy.
❖ Recognition of Outgoing Policy Council Representatives	<ul style="list-style-type: none"> Kristin Cooke announced that this is the last meeting of this council. Thanked everyone for their participation on the council and the subcommittees. Several members were recognized for their participation above and beyond.
❖ Site Reports	<ul style="list-style-type: none"> Please file your site reports at the front table. George Miller III: The center had a successful visit from NAEYC with no findings and action plans. Health and Safety were fully met and were in compliance. Our NAEYC assessor, Kristina, commented that "the assessor who was scheduled to visit this site before me has missed the opportunity to see such a great site." The center has enrolled over 200 children. Parent orientation was held for new and returning families to introduce the program policies and procedures. Many renovations were done during the past few months to excel in health and safety criterion. All classrooms were enhanced with age and developmentally appropriate materials to promote creative learning experiences. Outdoor area was enhanced with new sand pools which are the favorite part of children play. The green house flooring was replaced. A model of

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	<p>the Golden Gate Bridge and block structures created by the children were installed in the lobby area. Vision screening was provided to the children by ELKS. All staff training was provided to the teachers to embrace positive learning experiences. A local musical band was invited for a performance to support children's interest in multi-cultural music. Professional Development Advisor was scheduled to provide staff with resources and professional development opportunities offered by Catholic charities. Great team work and support from teachers and management in making our reaccreditation process so successful.</p> <ul style="list-style-type: none"> • Bayo Vista: The infants from Room 1 have been relocated to other sites. Room 1 will now have toddlers. There will no longer be full-day programs for the preschoolers, only back to back half-day programs (morning and afternoon). All classrooms have new doors and playground access. • CC College: The parents elected a new Policy Council representative and alternate for the new school year. The Policy Council rep encouraged other parents to assist the Policy Council meeting. Two new young toddlers were enrolled. The older toddlers studied body parts and their senses. The young toddlers study emotions. The teachers took pictures of the children laughing, crying, or other emotions and posted them for the children to see. 	
❖ Announcements	<ul style="list-style-type: none"> • Kristin thanked everyone for coming tonight as it was a very full agenda. • Melissa Alfaro will be leaving PC (has been here 3 years) and has been trying to encourage other parents to participate in policy council. 	
❖ Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Made quorum, great attendance 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • Room is too hot • Hopes more fathers will be involved next year