

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

Location: Hyatt Hotel, Diamond Blvd., Concord, CA

Date: September 24, 2011

Time Convened: 10:54 am

Time Terminated: 12:26 pm

Recorder: Lin Tallman

TOPIC	SUMMARY / RECOMMENDATION
❖ <b>Review Desired Outcomes and Meeting Rules</b>	<ul style="list-style-type: none"> <li>• Heather Jackson called the meeting to order.</li> <li>• Dennisha Marsh 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 Araceli Navarro: she participated in PC last year and is requesting to become a community representative for the PC.</li> </ul>
❖ <b>Review PC Bylaws and Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Kristin outlined the reason for the distribution of the memory sticks. We have used a lot of paper in the past and we are going to begin to e-mail things to the people who provide their e-mail address to avoid using a lot of excess paper.</li> <li>• The bylaws and all the orientation materials are on the memory stick for your review.</li> <li>• At future meetings the hard copy packets will not be available. Everything will be projected on a screen at the meeting. Please read your minutes when you receive them so that they do not need to be read during the policy council meetings. This will free up time during the meeting for active business.</li> <li>• PC reps are asked to bring issues from their sites to the PC and take information gathered at the meetings back to their site meetings/parents.</li> <li>• Highlighted that only official policy council reps can vote. Everyone is welcome to come to the meeting but only the official rep can vote.</li> </ul>
❖ <b>Review Officer Positions</b>	<ul style="list-style-type: none"> <li>• The Executive Committee Positions and Responsibilities were reviewed from the packet and the current Executives spoke a little about their experiences as an Executive Committee member.</li> <li>• This committee meets monthly two weeks prior to the PC meeting to set the agenda for the PC meeting. They also vote on things that come up between meetings, their outcomes are then ratified by the entire PC after the action.</li> <li>• Each office also serves as Chair on a sub-committee.</li> </ul>
❖ <b>Review PC Expense Reimbursement</b>	<ul style="list-style-type: none"> <li>• The "green sheet" for expense reimbursement was presented and reviewed. Some child care is provided at the policy council meetings but we prefer that you find outside child care as the space available for child care is limited. This reimbursement is not for use when you leave your child home with grandma and you don't pay her. If you are paying her, then you can claim this.</li> </ul>

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	<ul style="list-style-type: none"> <li>The manner in which we calculate mileage was outlined. If you have excessive mileage exceptions please let Kristin know so she doesn't alter them (\$0.51 per mile is the reimbursement rate).</li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Additional Forms Review</b></li> </ul>	<ul style="list-style-type: none"> <li>Code of Conduct form: outlines our expectation of representative's conduct while in public. Please sign them and turn them in after the meeting. If you have any questions please ask Kristin for clarification.</li> <li>Form 700 – Statement of Economic Interest: basically says that you do not gain anything financially for participating in the policy council. These forms need to be signed and filed with the Clerk of the Board downtown. Please turn them in at the end of the meeting.</li> <li>Presented the Parent Recognition of Staff Excellence was reviewed. Parents nominate staff members and the executive committee votes on who will be recognized.</li> <li>Presented the Site Report to the Policy Council: this is how you tell us what is happening at your center. Please always write your report so that your site's information can be included in the minutes. You can work on it with your classroom's teacher(s) and site supervisor(s). Having it with you at your site's parent meeting will help you to capture things that are happening.</li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Action:</b></li> <li>Consider Approval of New Hire</li> </ul>	<ul style="list-style-type: none"> <li>Kristin explained the process of reviewing and approving information on new hires. The following persons were presented for approval to hire:</li> <li><b>Teacher:</b> <ul style="list-style-type: none"> <li>Shaleen Alcutt</li> <li>Michelle Manning</li> </ul> </li> <li><b>Master Teacher:</b> <ul style="list-style-type: none"> <li>Alma G. Lyons</li> <li>Gemma Monreal</li> </ul> </li> <li><b>A motion to approve the new hires was made by Dawn Miguel and seconded by Araceli Navarro. The motion was approved.</b></li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Action:</b></li> <li>Consider Approval of August 17, 2011 Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>The minutes of the August 17, 2011 policy council meeting were reviewed:</li> <li><b>A motion to approve the minutes, with the above noted revisions, from the August 17, 2011 policy council meeting was made by Dawn Miguel and seconded by Reyna Flores. The motion was approved.</b></li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Action:</b></li> <li>Review and consider approval of Community Representatives</li> </ul>	<ul style="list-style-type: none"> <li>Heather reminded council of the letter submitted by Araceli Navarro from the Child Care Council requesting to be a community member of the policy council. Diana re-read the letter.</li> <li>Other community members might be from the PTA, Public Health, and similar organizations, though no one else has requested to participate yet.</li> </ul>

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	<ul style="list-style-type: none"> <li>• A motion to approve Araceli for the Community Member spot was made by Travis Tomlinson and seconded by Erika Lopez. The motion was approved.</li> </ul>	
<ul style="list-style-type: none"> <li>❖ <b>Election:</b> <ul style="list-style-type: none"> <li>• Conduct 2011-2012 PC Executive Committee Officer Elections</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>2011-2012 Office Elections:</b></li> <li>• <b>Nominees for Parliamentarian are: Armando Morales, Edith Vinner</b> <ul style="list-style-type: none"> <li>▪ Armando Morales was elected</li> </ul> </li> <li>• <b>Nominees for Secretary are: Edith Vinner, Erika Lopez , Reyna Flores</b> <ul style="list-style-type: none"> <li>▪ Reyna Flores was elected</li> </ul> </li> <li>• <b>Nominees for Vice Chair are: Dennisha Marsh, Susanna Lona, Erica Mendieta</b> <ul style="list-style-type: none"> <li>▪ Erica Mendieta was elected</li> </ul> </li> <li>• <b>Nominees for Chair are: Dennisha Marsh, Dawn Miguel</b> <ul style="list-style-type: none"> <li>▪ Dawn Miguel was elected</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>❖ <b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Division Manager: <ul style="list-style-type: none"> <li>○ Katharine Mason reported that CSB centers are on track to be fully enrolled by the end of September, which is the end of the first 30 days of the program year.</li> </ul> </li> <li>• Fiscal Reports: <ul style="list-style-type: none"> <li>○ <b>2011 Head Start program: July 2011</b> expenditures were <b>\$387,498</b> with YTD of <b>\$9,643,649</b>, which is <b>56%</b> of the budget.</li> <li>○ <b>2011 Early Head Start program: July 2011</b> expenditures were <b>\$35,322</b> with YTD of <b>\$940,447</b>, which is <b>42%</b> of budget.</li> <li>○ <b>Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). July 2011</b> expenditures were <b>\$2,961</b> for a YTD of <b>\$25,407</b> which is <b>51%</b> of this \$50,000 grant.</li> <li>○ <b>ARRA EHS Expansion Funding: (7/1/10-9/30/11) July 2011</b> expenditures were <b>\$69,670</b> for YTD expenses of <b>\$2,176,481</b> which represents <b>80%</b> of this grant's budget for the duration of the grant.</li> <li>○ <b>2010-2012 ARRA HS Early Learning Mentor Coaches Program: July 2011</b> expenditures were <b>\$3,825</b> which represents <b>10%</b> of the \$200,250 program budget.</li> <li>○ <b>2010-2012 ARRA EHS Early Learning Mentor Coaches Program: July 2011</b> expenditures were <b>\$1,225</b> which represents <b>17%</b> of the \$24,750 program budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>July 2011</b> were <b>\$4,117.17</b>.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>❖ <b>Meeting Evaluation</b></li> </ul>	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Congratulated all the male attendees</li> <li>• Had fun with the business</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• Suggested that meeting be in a circle, which they normally are, we just couldn't do it for this meeting</li> </ul>