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

Location: 500 Ellinwood, Pleasant Hill, CA

Date: Oct. 19, 2011 Time Convened: 6:15pm Time Terminated: 8:00pm Recorder: Lin Tallman

TOPIC	SUMMARY / RECOMMENDATION	
❖ Review Desired Outcomes	Dawn Miguel, chair, called the meeting to order.	
and Meeting Rules	Erica Mendieta, vice chair, reviewed the desired outcomes.	
❖ Public Comment	No public comment.	
❖ Correspondence	Reyna Flores read a thank-you letter from Vickie Kaplan who received flowers from the Policy Council.	

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TOPIC	SUMMARY / RECOMMENDATION	
<ul> <li>Administrative Reports</li> <li>CSB Director</li> <li>Division Manager</li> <li>Fiscal</li> </ul>	Camilla Rand, Director, welcomed new policy council representatives and outlined the year to come. She described the Head Start grant process and how policy council members can be involved in the year-long process. She announced that we will be experiencing a Federal Review next year and briefly outlined the process. We may also be experiencing a State review. Camilla, Katharine and Dawn visited our representatives on Capitol Hill and made presentations and dropped off packets to other representatives. This was to enlighten them about the importance of Head Start and our program. There is a "super committee" in session right now evaluating expenditures, including funding the Head Start program, which could seriously impact us. Congresswoman Joan Buchanan visited Los Arboles recently and that was an important connection to make.	
	• Katharine Mason, Division Manager, oversees the program aspect of our Bureau. She welcomed everyor to the Policy Council and introduced assistant directors; Suzanne DiLillo, Pam Arrington, Carolyn Johnson Education manager, Magda Bedros; Registered Dietician, Sophia Talbot. She also found the DC trip very inspirational regarding the history of Head Start. The children in the program are not just getting socialization and educational training, but we provide vision and dental screenings, behavioral interactions and parenting support, as well. She recently heard a statistic about the "achievement gap" between children who are of lower income and minorities and noted that we, as Head Start, are here to close that gap for 2,300 children in our county. The role of the parent in school readiness is very important, providin support at home, increasing literacy, and being involved with children really helps throughout their educational years. This participation can really offset the "gap". Our program is currently 100% enrolled, which is a Head Start requirement; as well as being 100% in compliance with screenings and assessment that are due at this time of the year. We are also required to have 10% of our enrollment of children with IEP's or IFSP's; we are currently at 8.53% and rising.	
	Fiscal Reports: Haydee Ilan, accountant, announced that she took her citizenship oath today, so she is very happy. She then presented the financial reports for August 2011.	
	<ul> <li>2011 Head Start program: August 2011 expenditures were \$1,952,814 with YTD of \$11,208,964, which is 65% of the budget. There was discussion about In-Kind participation as part of the grant and ways to improve reporting.</li> </ul>	
	<ul> <li>2011 Early Head Start program: August 2011 expenditures were \$180,677 with YTD of \$1,085,802, which is 42% of budget.</li> </ul>	
	<ul> <li>Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). August 2011 expenditures were \$5,568 for a YTD of \$28,014 which is 56% of this \$50,000 grant.</li> </ul>	
	<ul> <li>ARRA EHS Expansion Funding: (7/1/10-9/30/11) August 2011 expenditures were \$232,920 for YTD expenses of \$2,339,732 which represents 86% of this grant's budget for the duration of the grant.</li> </ul>	
	<ul> <li>2010-2012 ARRA HS Early Learning Mentor Coaches Program: August 2011 expenditures were \$4,088 for YTS expenditures of \$19,536 which represents 10% of the \$200,250 program budget.</li> </ul>	
	<ul> <li>2010-2012 ARRA EHS Early Learning Mentor Coaches Program: July 2011 expenditures were \$3,540 for YTD expenditures of \$6,598 which represents 27% of the \$24,750 program budget.</li> </ul>	
	<ul> <li>Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of August 2011 were \$10,729.09.</li> </ul>	
	<ul> <li>Nutrition information: August 2011 CSB served a total of 45,196 meals; 13,503 Breakfast, 17,079 Lunch, 14,614 Supplements at the child care centers.</li> </ul>	

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TOPIC	SUMMARY / RECOMMENDATION	
<ul> <li>Parent Recognition of Staff Excellence</li> </ul>	Tina Maria Mariscal – from Lake – was recognized for her caring demeanor with parents and children. Camilla noted that Tina is an excellent teacher as she has observed herself several times when dropping into the classroom. She received a certificate, a book, and a water bottle.	
❖ Introductions	Dawn introduced the Executive Committee. Dawn is the Chair; she has had children in the Head Start program for the last 5 years. Erica, from Lake, is a first-time PC Rep and is the Vice-chair. Reyna Flores from Contra Costa College EHS, has been in the policy council for 2 years and is the Secretary. Armando, from Los Nogales is the parliamentarian.	
❖ Action:	There were no new hires.	
<ul> <li>Consider Approval of New Hires</li> <li>Ratify Executive Committee's Approval of New Hires</li> </ul>	<ul> <li>Enid Mendoza, Personnel Services Analyst, asked the Council to ratify the Executive Committee approval of new hires, which were approved on October 5, 2011. She advised the Council that whenever candidates for hire are funded 50% or more with Head Start funds, Policy Council approval must be acquired. Enid outlined the process for screening and interviewing candidates prior to the presentation to the policy council.</li> </ul>	
New niles	Infant/Toddler Associate Teacher:	
	<ul><li>Yadira Flores</li><li>Manjeet Suman</li></ul>	
	<ul> <li>A motion to ratify the hirings was made by Dennisha Marsh and seconded by Irma Ruiz. The motion was approved.</li> </ul>	
❖ Action:	The minutes of the September 24, 2011 policy council meeting were reviewed:	
<ul> <li>Consider Approval of September 24, 2011 Policy Council Minutes</li> </ul>	<ul> <li>A motion to approve the minutes, from the September 24, 2011 policy council meeting was made by Irma Ruiz and seconded by Jazmine Medina. The motion was approved.</li> </ul>	
Appoint and Approve     Subcommittee     Membership and Directive	<ul> <li>Kristin Cooke introduced staff that supports sub-committees and outlined the sub-committees and their directives.</li> <li>The support staff discussed the overview of each of their subcommittee's responsibilities.</li> </ul>	
	Members indicated their interest on sign-up sheets.	
Complete Policy Council Training Interest Survey	Kristin distributed the PC Training Interest Surveys. Reps completed them and left them at the reception table on their way out. Kristin will tally the responses and create a training calendar for presentation to the PC next month.	

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TOPIC	SUMMARY / RECOMMENDATION	
DECA Training	<ul> <li>Suzanne DiLillo, Assistant Director, presented the social-emotional tools we use to assess our children. The Office of Head Start requires us to use research-based, validated tools to assess social-emotional growth. Last year they ran a pilot program of the new tool at the Balboa center. We are introducing this program in all classrooms throughout the county now. The most important thing we're trying to do with this tool is to develop resilience in our children. She demonstrated resilience and exhaustion with a rubber band and its elasticity or limit.</li> </ul>	
	<ul> <li>The DECA instrument video on resilience was unable to be viewed by the council due to technical difficulties. Requested each site to present the video "Magic Helpers" at a parent meeting.</li> </ul>	
	<ul> <li>Protective Factors – what are we born with, what do we acquire to help us cope with things that occur to and about us in our lives?</li> </ul>	
	<ul> <li>Trusting Relationships (attachment) – bond between a caregiver and a child – most often a parent, though progresses to childcare caregivers.</li> </ul>	
	<ul> <li>Self-Regulation – how do you manage this? How do we manage stress or unforeseen events?</li> <li>How do we keep from falling apart?</li> </ul>	
	<ul> <li>Initiative – ability to think about something and plan a course of action to get your needs met.</li> </ul>	
Site Reports	• <b>First Baptist</b> – is selling cookie dough as a fund raiser. Children are going to the pumpkin patch for Halloween. They just had "pony pictures" where children were able to have their pictures taken on a pony. Fire department will be coming to the center.	
	<ul> <li>Lake – Room 1 climbing structure was restored. Rooms 3 and 4 received new sand for their sandbox. On October 7 the parents from the morning class helped to plant flowers. Julia Pastor, Parent Involvement Officer, moved the Parent Board to a more visible location in lobby. Mary French, a volunteer with Contra Costa Public Libraries, presented Story Time to Rooms 1 and 3. Mary will come once a month and alternate classrooms to do story time.</li> </ul>	
	<ul> <li>Marsh Creek – Judy Ventling gave TB test to parents who wished to have it done. Parents received clarification on how to sign-in and out the children with the new wall pad. The parents also received the rules of the parking lot. Christina Hagan, from Mental Health, gave a Discipline and Punishment training to the Parents. The Mothers of Brentwood advised the parents to apply for food stamps and WIC.</li> </ul>	
	<ul> <li>Balboa – each class participates in the garden, parents can harvest vegetables and herbs from this garden. This is wonderful for the families that live in circumstances that preclude a garden. Response to Intervention – new program to work with speech and language in the classroom. The new CLOUD system is now up and running. The parents are using the wall pads to sign the children in and out. They had a special guest that spoke to the parents about Breast Cancer awareness.</li> </ul>	
	<ul> <li>Brookside – Rm. 3 opened a new play structure. They are going to create a garden. Stepping stones and climbing rocks were added to the playground. Triple P parenting class was successful.</li> </ul>	
	<ul> <li>CC College – The young toddlers are exploring their teeth and building relationship. The older toddlers are working on 3 Dimensional arts and sculptures. The infants are exploring literacy, farm animals, and eye and hand coordination.</li> </ul>	
	If you do not wish to read your site report out loud, you can file them and they will be added to the minutes.	

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TOPIC	SUMMARY / RECOMMENDATION		
Announcement	If you have forms – especially your mileage and childcare reimbursement forms – be sure to leave them on the back table at the end of the meeting. Parent Recognition forms and site reports are also available.		
	WCCUSD is hosting their annual Parents as Leaders conference. Information is on the resource table. You need to RSVP if you want to attend.		
	<ul> <li>We have new members who were not at September orientation. There will be a make-up orientation on November 1<sup>st</sup> from 6-8pm at 40 Douglas in Martinez. Dinner will be provided, but no childcare.</li> </ul>		
	<ul> <li>The Community Action Program has received funding to hire some CAT's (clerical assistant trainees) – designed to help build skills and résumés. Applications are available, as well as an informational flyer.</li> </ul>		
	If you would like to receive your packet via e-mail, please give Kristin your e-mail address.		
	Members only have until December to get the video viewing done and turn in the form. You can find the schedule on CCTV and on the county website. Please talk to Kristin if you have questions or need to borrow a DVD.		
	Don't forget to turn in your name badges and tents so that we can use them next month.		
Meeting Evaluation	Pluses / +	Deltas / <b>∆</b>	
	Great attendance	None noted	
	Presentation were excellent		
	<ul> <li>Appreciate Armando for being the only man</li> </ul>		

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