

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

Location: 500 Ellinwood, Pleasant Hill, CA

Date: November 16, 2011

Time Convened: 6:16 pm

Time Terminated: 7:55 pm

Recorder: Lin Tallman

TOPIC	SUMMARY / RECOMMENDATION
❖ <b>Review Desired Outcomes and Meeting Rules</b>	<ul style="list-style-type: none"> <li>• Dawn Miguel, chair, called the meeting to order.</li> <li>• Reyna Flores, secretary, reviewed the desired outcomes.</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>• No correspondence.</li> </ul>
❖ <b>Parent Recognition of Staff Excellence</b>	<ul style="list-style-type: none"> <li>• Dawn announced that two teachers, who had been team teaching, were the recipients of the recognition this month. She introduced Ms. Divina and Ms. Chan from San Pablo Child Care Center. The nominator commented on their level of compassion and care for the families and the children and noted that they ensure the safety of the children and work well with children and various behaviors. Ms. Chan received a certificate and a book. Ms. Divina was not able to attend.</li> </ul>
❖ <b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	<ul style="list-style-type: none"> <li>• Camilla Rand, Director, announced that she and Sophia Talbot were recently invited to San Francisco to the Head Start Regional Offices to discuss our collaboration with the WIC program. Our program is greatly admired for all our collaborations throughout the county.</li> <li>• She also announced that state budgeting is probably going to affect cuts in our program (state funded programs). We don't know what that's going to look like, but it will impact childcare slots. We're looking at our State Funded Child Care Partners, of which there are about 1,000 childcare slots right now, and we'll look at reducing these before we reduce any slots within CSB proper.</li> <li>• On a good note: one of the areas that we're so proud of is our Nutrition Program and central kitchen. Over 1,800 meals are served to our children every day. We have several food transporters who deliver these hot meals daily. The person who is in charge of all these people and the planning, etc. is Velma Braggs, Kitchen Manager. Some recent menu improvements include reduced juice distribution, meatless Mondays and all natural whole grain bread. Camilla noted that the kitchen keeps a detailed list of children with food allergies or food preferences based on religion or parental preferences, and every day Velma has to address these challenges. She has been with the bureau 21 years. Camilla presented her with a beautiful award.</li> <li>• Dawn inquired if there's anything that the body can do to participate in the political aspect of petitioning the state for funds. Camilla noted that this would actually be addressed later in the meeting by Katharine Mason.</li> <li>• Katharine Mason, Division Manager, presented our enrollment statistics, and noted that we were 100% enrolled for this month. The part-day part-year program will be taking a break from December 23-January</li> </ul>

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	<p>2. She will be meeting with a Region IX program specialist and T&amp;TA person about School Readiness in a few weeks.</p> <ul style="list-style-type: none"> <li>• As promised from the last meeting, Katharine investigated what guidelines would need to be followed if parents are interested in fundraising. She learned that no Head Start funds, facilities, staff time or equipment can be used to do or process fundraising. Also that no funds may be solicited, tabulated, etc. during work times. Any funds raised would need to be treated as program income, which would involve fiscal staff, so there is no way to process the intake of fund raising funds without involving staff time. This means that fundraising is not an option for our Head Start programs. A presentation board of in-kind participation was displayed. This is a great way for parents to assist in supporting the program as we must meet the in-kind portion of our grant in order to keep our full grant. Partner sites, since they are private, non-profits are able to do monetary fundraising.</li> <li>• Fiscal Reports: Sam Mendoza, accountant, presented the financial reports for September 2011. <i>(note that the fiscal reports for this month were “quarterly” figures)</i> <ul style="list-style-type: none"> <li>○ <b>2011 Head Start program: YTD of \$12,563,477</b>, which is <b>73%</b> of the budget.</li> <li>○ <b>2011 Early Head Start program: YTD of \$1,281,431</b>, which is <b>57%</b> of budget.</li> <li>○ <b>Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). YTD of \$31,262</b> which is <b>63%</b> of this \$50,000 grant.</li> <li>○ <b>ARRA EHS Expansion Funding: (7/1/10-9/30/11) YTD expenses of \$2,612,059</b> which represents <b>96%</b> of this grant’s budget for the duration of the grant.</li> <li>○ <b>2010-2012 ARRA HS Early Learning Mentor Coaches Program: YTD expenditures of \$23,986</b> which represents <b>12%</b> of the \$200,250 program budget.</li> <li>○ <b>2010-2012 ARRA EHS Early Learning Mentor Coaches Program: YTD expenditures of \$7,160</b> which represents <b>29%</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>September 2011</b> were <b>\$8,429.72</b>.</li> </ul> </li> </ul>
<p>❖ <b>Action:</b></p> <ul style="list-style-type: none"> <li>• Consider Approval of New Hires</li> <li>• Ratify Executive Committee’s Approval of New Hires</li> </ul>	<ul style="list-style-type: none"> <li>• Enid Mendoza, Personnel Services Assistant II, presented the following persons for approval to hire:</li> <li>• <b>Site Supervisor II</b> <ul style="list-style-type: none"> <li>○ Doris Stephens for the Lavonia Allen site in Bay Point</li> </ul> </li> <li>• <b>Mental Health Clinical Supervisor</b> <ul style="list-style-type: none"> <li>○ Lora Groppetti</li> <li>○ Sindy Wilkinson</li> </ul> </li> <li>• There was brief discussion regarding a comment made by Enid about “short turn-around time” for interviewing and approving new hires.</li> <li>• <b>A motion to approve the hirings was made by Maria Garcia and seconded by Araceli Navarro. The motion was approved.</b></li> </ul>
<p>❖ <b>Action:</b></p>	<ul style="list-style-type: none"> <li>• The minutes of the October 19, 2011 policy council meeting were reviewed, no changes were noted.</li> </ul>

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<ul style="list-style-type: none"> <li>Consider Approval of October 19, 2011 Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li><b>A motion to approve the minutes, from the October 19, 2011 policy council meeting was made by Araceli Navarro and seconded by Edith Vinner. The motion was approved.</b></li> </ul>
<ul style="list-style-type: none"> <li><b>McKinney Vento Rights</b></li> </ul>	<ul style="list-style-type: none"> <li>Denise Clarke, from the Contra Costa County Department of Education, discussed the McKinney Vento Homeless Education Act, established in 1987. Noted that the law ensures that children who are experiencing homelessness are able to continue in school and what resources are available to them in order to make this happen. She outlined a description of “homelessness” which includes anyone lacking permanent fixed residence housing with power and water. If you’re sharing a portion of a home, you may be considered homeless. Children waiting foster care placement are also included. Several people coordinate to make sure all children are attending school are receiving the support they need while doing so. She brought a flyer that defines homelessness (which is a very broad word), explains children’s educational rights, discussed School of Origin. The school district should help get transportation to the home school. Tutoring can also be provided.</li> <li>Offered help and support if anyone wishes to contact her.</li> </ul>
<ul style="list-style-type: none"> <li><b>Policy Council Training Calendar</b></li> </ul>	<ul style="list-style-type: none"> <li>This was created based upon the survey parents completed. The year’s trainings were outlined.</li> </ul>
<ul style="list-style-type: none"> <li><b>Self-Assessment Overview</b></li> </ul>	<ul style="list-style-type: none"> <li>Christina Reich, Business Systems Manager, presented the four stages of Self-Assessment.</li> <li>She invited members to participate in the self-assessment on any level, active or passive interaction, and schedule accommodations. Discussed the types of things participants can actually do during the self-assessment.</li> <li>The timeline for the self-assessment and upcoming meetings was reviewed.</li> <li>The actual self-assessment is held from February 27 to March 2, 2012.</li> </ul>
<ul style="list-style-type: none"> <li><b>Triple P Parenting Program</b></li> </ul>	<ul style="list-style-type: none"> <li>Reena Torres, Mental Health Assistant Manager, outlined some of the services that the mental health unit can provide to the children and the families.</li> <li>Stated that this past September three team members were trained on presenting the Triple P program which involves looking at how to raise competent, confident children. This helps build your parenting “toolbox” and provides you with 24 strategies for looking at the needs of your family and yourself. It’s a strength based program.</li> <li>There was a “teaser” training this past September which served over 75 parents during the 3 week training. The upcoming training will be a Stepping Stones group – 10 week parenting group. How to establish routines with your family, learning to stop bad behavior and promote good behavior will all be addressed.</li> <li>Feel free to let her know if you’d like to participate.</li> </ul>
<ul style="list-style-type: none"> <li><b>Attendance Awareness Campaign</b></li> </ul>	<ul style="list-style-type: none"> <li>Katharine recently reviewed our attendance reports and realized that attendance could probably be better and decided to institute an Attendance Awareness Campaign. A flyer was distributed which outlines Head Start regulations regarding attendance, how CSB and partner programs are doing in relation to the 85% attendance requirement, and reasons why attendance at the programs are so important to your children.</li> </ul>

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<ul style="list-style-type: none"> <li>• <b>Location and Accessing Community Resources Training</b></li> </ul>	<ul style="list-style-type: none"> <li>• Please share this handout with your site's parents.</li> <li>• Leslie Clawson and Sanaa Gad distributed resource handouts. Covers all the "211" resources. Sanaa showed a sample of the resource box that should be at each site. If you're interested in any topic there should be some information in the resource box or your comprehensive services team can assist with a search.</li> <li>• Leslie outlined the HEAP program and how it can help you pay a PG&amp;E bill. It is available once per calendar year as a grant. The program has existed since 1981. She also provided tips on how to save energy and money.</li> <li>• She spoke about the Weatherization Program, which can help at an individual's home to help replace broken windows, caulk, add insulation to the building, may be able to replace appliances that are more than 10 years old and there's no charge to the client. You do not have to be a homeowner, you can be a renter. She also reported that PG&amp;E has a program with the CARE program which can reduce bills by 20%. There's also a program called the FAIR Program and you can enter this at a higher income level. PG&amp;E also has a Medical Program which can expand the baseline energy allocation so that your bills don't rise sharply, as well as the balanced payment program which takes the average of what you spend annually and divides it by 12 so that your bills don't bounce from low to high throughout the year. Leslie brought gifts for every one of magnets, pens, etc.</li> <li>• Leslie briefly outlined the "priority points" needed to participate in the HEAP program. Families with children under 6, families with disabled members, families with elderly family members. Also, if you haven't applied to HEAP for the last 3 years you get extra points.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Site Reports</b></li> </ul>	<ul style="list-style-type: none"> <li>• George Miller III: the Harvest Festival was a great success. GM III was awarded a mini-grant from First Five. The plan is to utilize the grant for outdoor activities that provoke inquiry based learning. New gross motor activities were included in outdoor time to support children's interest in active play. All the CLOUD monitors were upgraded. A group of Family Advocates from Berkeley Head Start visited and left highly impressed with the quality learning environment and positive child teacher interactions at the site. The Latino Center is providing parenting classes.</li> <li>• Marsh Creek: they will be having a free field trip to a pet store and this supports their current project, "pets". They're going to PetSmart and they're going to be able to observe grooming, etc. They received ideas for free field trips in the future, such as the library, etc. The dropping-off and picking-up of the children has run much smoother after parking lot rules were put in place. Ardath, from the Child Safety Program, came to talk to the parents about how they can teach their children self-protection in dangerous situations.</li> <li>• First Baptist: Odessa Center – their parent participation is very high this year. This is very supportive and positive for the children. They're going bowling next Wednesday.</li> <li>• Brookside: Their Harvest Festival was very successful, many people participated. They are beginning to use the CLOUDS system. Parents and children are really involved in building planter boxes.</li> <li>• Crescent Park – celebrating expansion of part-day program, they're fully enrolled. Some kitchen cupboards were replaced. A library volunteer comes to read to the children. Parents wanted to celebrate and discuss the various holidays that are celebrated during the holiday season.</li> </ul>

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	<ul style="list-style-type: none"> <li>• GM/C: the parents created their own little pumpkin patch in the playground. At their last parent meeting Leslie was their guest.</li> <li>• Cambridge: received a small grant, based on Communication – she can't wait to see the outcome.</li> <li>• Bella Monte: there was a big turn out at the parent meeting. A nurse gave the parents first aid training.</li> <li>• College: they had good attendance for the month of November. The older toddlers are studying grocery. Some parents were the visiting experts for the grocery project. Sophia Talbot, CSB Nutritionist, talked about healthy eating. Parents received healthy eating resources both in English and Spanish.</li> </ul> <p>If you do not wish to read your site report out loud, you can file them and they will be added to the minutes.</p>	
<ul style="list-style-type: none"> <li>• <b>Announcements</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pam announced that CSB is putting a cookbook together, and solicited submissions. Please share the flyer with the parents at your sites.</li> <li>• The Family Newsletter is on the back table to pick up.</li> <li>• There are applications for advisory board for a group for Assembly Bill 109 for low level offenders will be cared for.</li> <li>• Dawn was happy to see all the parents attend, but noted that the meeting has been starting late due to quorum not being met until after 6:15.</li> <li>• No meeting in December!</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>• Great attendance</li> <li>• Good childcare</li> <li>• Lots of good information and resource information</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• Would like the food to be improved, didn't like the pastas.</li> </ul>