

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

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: 01/18/2012

Time Convened: 6:05 pm

Time Terminated: 8:10 pm

Recorder: Carolyn Nguyen

TOPIC	SUMMARY / RECOMMENDATION
❖ Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Dawn Miguel, Chairperson, called the meeting to order at 6:05 pm. • Dawn Miguel 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"> • Reyna Flores, Secretary, read a letter from the Administration for Children and Families. The Improving Head Start for School Readiness Act of 2007 (P.L. 110-134) altered the funding process for Head Start and Early Head Start programs. Programs no longer automatically qualify for renewed funding unless they meet certain criteria. Contra Costa County in Martinez, CA does not meet those criteria and will need to submit an application to continue to receive Head Start and Early Head Start funding. Other community agencies will have the opportunity to submit applications as well. As stated under the final rule, funds will be awarded to the organization “that demonstrates that it is the most qualified entity to deliver a high-quality and comprehensive Head Start or Early Head Start program.”
❖ Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> • Lin Tallman, Senior Clerk from the George Miller Concord site, and Enid Mendoza, Personnel Services Assistant II at 40 Douglas, were nominated as someone who goes above and beyond the expectation of families. Dawn Miguel presented a pen and certificate of appreciation. <ul style="list-style-type: none"> ○ Carolyn Johnson thanked Lin for being an advocate for the Head Start centers. CSB wishes her well. ○ Camilla Rand wishes Enid the best and thanked her for the wonderful work she did in helping staff continue their education and complete their degrees.
❖ Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal • EHS 	<ul style="list-style-type: none"> • Camilla Rand, CSB Director, spoke about the re-competition for our grant. Contra Costa County was determined to be ineligible for automatic renewal because the agency has been determined to have one deficiency out of the seven triggers. Based on the review conducted from 10/25/2009 to 10/30/2009, the Department of Health and Human Services (HHS) found CSB to be out of compliance in building trust. CSB feels very confident that it will be able to continue to provide family services but will need help and input from policy council. • Kristin Cooke has been temporarily been upgraded to Administrative Services Assistant III (Analyst) and will work with re-competition and the federal review preparation. The worst case scenario is that CSB may have part of its grant taken away, and best case is that the agency will be able to keep 100% of its grant. • After the application is submitted, it will go to a panel that will judge whether CSB will continue to receive partial or full funding. For the next several years, CSB will send a renewal application each year and will send a full application at the end of 5 years. <ul style="list-style-type: none"> ○ CSB had a deficiency related to Early Head Start responsiveness to care giving in 2009. The reviewer felt a baby was left crying for too long while waiting to be fed. Also, in EHS the group size can be no more than eight and the reviewer saw that one classroom had nine children in a group for a temporary period of time. A reviewer also noted that a child was forced onto a mat, but two managers that were present had a different perspective. CSB appealed this deficiency with a fifteen page letter.

	<ul style="list-style-type: none"> ○ Steps CSB is taking to prevent future deficiencies – Purchased bottle warmers for classrooms to decrease time that babies will be crying. Extensive training with the staff in responsive care giving. CSB needs to be on high alert at our centers to ensure that our children are safe at all times. ● Katharine Mason, Division Manager, stated CSB made 100% of enrollment. However, December is a low attendance month and it is important for Policy Council to please speak with the parent committee chair person and site supervisors regarding the handout on the importance of attendance that was distributed at last month's PC meeting. As of November, CSB is at 85% for Head Start and only 22% for Early Head Start for in-kind volunteer hours in the total calendar year. If you come in and diaper your child, that's considered in-kind so please fill out the forms. Give A Kid A Smile Day is on February 3rd. CSB brings dentists to look at children's teeth and other dental services that families at centers can utilize. This is the time of year that CSB will roll up child outcome results. Reports will be analyzed and distributed at next month's meeting. Kristin Cooke was in charge of Family and Community Partnerships and now Rita Loza, CSM (tu), will be taking over due to Kristin's new assignment. Transitional Kindergarten information is still being collected. Families with children that have birthdays between November 2nd to December 1st of 2007 should contact their local school district to see if their children qualify for transitional kindergarten ● Heidi Ilan, Accountant III, presented the following fiscal reports: <ul style="list-style-type: none"> ○ Grandparent Program (G2g) (through the Head Start program, partnered with Families First): November 2011 expenditures were \$36,266 for YTD, which is 73% of this \$50,000 grant. ○ ARRA EHS Expansion Funding: (7/1/10-9/30/11) November 2011 expenditures were \$2,781,058 for YTD, which represents 102% of this grant's budget for the duration of the grant. ○ 2010-2012 ARRA HS Early Learning Mentor Coaches Program: November 2011 expenditures were \$72,746 for YTD, which represents 36% of the \$200,250 program budget. ○ 2010-2012 ARRA EHS Early Learning Mentor Coaches Program: November 2011 expenditures were \$15,268 for YTD, which represents 62% of the \$24,750 program budget. ○ 2011 Head Start Program: November 2011 expenditures were \$15,768,905 which is 92% of the budget. ○ 2011 Early Head Start program: November 2011 expenditures were \$1,968,799 which is 88% of the budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of September 2011 were \$4,970.04. ○ Child and Adult Care Food Program had a total of 52,901 meals served. ● If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting. ● The fiscal subcommittee reviewed CSB's extension request for the EHS Program through March 31st, 2012. We will ask the full Policy Council to ratify this approval at February's meeting.
❖ Action: <ul style="list-style-type: none"> ● Approve new Hire 	<ul style="list-style-type: none"> ● There were no new hires to approve.
❖ Action: <ul style="list-style-type: none"> ● Consider Approval of November 16, 2011 Policy Council Minutes 	<ul style="list-style-type: none"> ● The minutes of the November 16, 2011 Policy Council meeting were reviewed: ● No revisions needed. ● A motion to approve the minutes from the November 16, 2011 Policy Council meeting was made by Irma Ruiz and seconded by Sasha Rossberg. The motion was approved.

<p>❖ Action:</p> <ul style="list-style-type: none"> NHSA Conference 	<ul style="list-style-type: none"> Dawn Miguel, Chair, presented on the NHSA conference she attended in New Orleans. The motivational speaker was Steve Saffron who spoke about ways to lighten up, have fun, and to get more work done. Saffron discusses how developing and maintaining a positive work climate gives rise to a happier, more productive workforce. Positive laughter and humor breaks up routine, causes a shift in perspective and brings new energy to life and work. If you fake laugh for ten seconds, the fake laugh will turn into a real laugh that will help rid stress. Web link for this session – www.TheKidisGood.com Erica Mendieta, Vice Chairperson from Lake Children’s Center discussed how education for a child begins at conception. It is important to understand that babies begin to learn in the womb. The fetuses have a certain amount of short-term memory that may last several hours or weeks. There was a study that showed children of mothers who read to their child from conception to birth respond to the story even after childbirth. This proves that children do hear and remember the things that are said while mother is pregnant. It is important to speak to the children in their home language. If you don’t speak the language at home, the “primary” language may be lost within two generations. There are studies that show that children who are bilingual excel over children who only speak one language. This is why it is important not to associate your children’s home language to something negative; such as talking normally in English, but switching to the home language when the child is in trouble. Armando Morales, Los Nogales, says that although his English is not very good, he will work on it with his community and discuss how important it is for everyone to stand together in male involvement.
<p>❖ Training:</p> <ul style="list-style-type: none"> PC Roles and Responsibilities 	<ul style="list-style-type: none"> Kristin Cooke, Analyst, spoke of the Policy Council’s roles and responsibilities. There are different functions for the EHSD Director, CSB Director, Division Managers, Assistant Directors, CS managers, CS assistant managers, CS clerks, Site Supervisors, and Teachers. Some questions, concerns, or suggestions should be discussed at site level and there other cases that are to be taken to Policy Council. Does the comment/concern directly relate to an item on the Policy Council agenda? If yes, speak up. <ul style="list-style-type: none"> Site roles: Input to classroom curriculum/projects, plan center-based parent activities, plan center-based special events, input to parent/child home activities, input to parent meeting trainings. The Policy Council: Makes program-wide decisions. approve annual planning calendar, approve child recruitment and selection procedures, approve service area, review finances and participate in audits, review and approve budget and grant applications, approve goals and objectives, approve policies and procedures updates, approve hiring and termination of staff, approve correct action plans, participate in health and nutrition advisory committees, participate in annual self-assessment. Sharing center and PC highlights and reviewing/discussing new educational programs can be done at both site level and at PC.
<p>❖ Training:</p> <ul style="list-style-type: none"> Financial Literacy 	<ul style="list-style-type: none"> Joanne Denardo, Analyst, presented on making proper and informed decisions related to one’s budget, savings, and credit. There are Four Cornerstones of Financial Literacy (Packets provided) <ul style="list-style-type: none"> Budgeting to create savings: <ul style="list-style-type: none"> Making a workable budget – income plan (cash flow), savings plan (pay yourself first), track your weekly spending, track your debt, spending plan (prioritize), keeping financial records/bills, filing taxes (you may be eligible for Earn Income Tax Credit) Conscious spending: Actively choosing to spend on some things and not on others. Avoid spending on reflex – spend on what others have – and spending on impulse Raising money-smart children: teach them to learn about earning money, setting goals, saving money, and enjoy life without spending Debt reduction and asset building

	<ul style="list-style-type: none"> ▪ Improving your debt-to-income ratio, prioritize your debts. Secured debts – mortgage/car loan; priority unsecured – student loans/child support owed; unsecured debts – lines of credit/bounced checks ▪ There are credit counseling services (CCCS) agencies to create debt management plans (DMP). Choose a CCCS carefully [www.nfcc.org] ▪ Assets: What you own with lasting or growing value (how to get wealth) – savings, home ownership, investments, keeping paid off cars as an asset, retirement plans, etc ○ Building a good credit report <ul style="list-style-type: none"> ▪ Review your credit report free of charge once per year 1-877-322-8228; Experian, Transunion, & Equifax ▪ Pay bills consistently and on time, check your credit report and remove errors, pay down your debt by paying more than the minimums and not maxing out limit, avoid lots of inquiries ○ Use Banks & Credit Unions vs Check Cashing Services. Also use insurance as a tool for risk management/peace of mind (health insurance, auto insurance, homeowners insurance, life insurance, disability insurance). <ul style="list-style-type: none"> ▪ “The best way to get something done is to begin” – Author unknown
<p>❖ Report:</p> <ul style="list-style-type: none"> • Site Reports 	<ul style="list-style-type: none"> • Please file your site reports at the front table. • Balboa: parent surveys show that parents are happy with the program but would like more information on kindergarten readiness. Focuses in the classrooms are sorting fruits, discussing vocabulary, and the RTI program. Her child has a new word everyday and is using it in the correct context. Celebrations for the month will be a dragon parade for Chinese New Year and a MLK celebration where the children’s dreams in life were discussed. • Verde: there was a big Christmas craft and potluck. • CC College: children are washing dishes, using eye droppers, and building motor skills – cutting with scissors, holding crayons. The young toddlers explored “self help skills” that help their motor skills by flipping the plates and cups. The older toddlers are still discovering the concept of a grocery store. Parents are the visiting experts on the grocery store. • First Baptist: a teacher’s friend built a dinosaur adventure island with rocks. Children are learning about different sizes and textures. The center will be having a field trip next week to the bookstores and local diners. • Brookside: parents donated boxes and materials to enhance the children’s garden. The Fire Department came as special guests to discuss safety with the children • George Miller Concord: spoke about Triple P’s Be Healthy & Be Active program – keeping children healthy and active. This program will be going on for several weeks but if you cannot make it to GMC, Triple P will move on to different parts of the county in the future. • George Miller III: the center is celebrating parents’ success and participation. The center took trips to Bay Area Discovery Museum. There is also a new parent board in the lobby area; other outdoor activities that promote children being active, and enhancements were purchased through a PMD grant. Every classroom is participating in special projects and CSB’s family cookbook to celebrate diversity. Room 1 is exploring Newton’s Law of Gravity through experimenting with heavy and light material falling to the ground. Room 3 is exploring trains. Rooms 4 & 9 are creating master pieces of art with recycled material. Camilla Rand, CSB Director, visited the site and congratulated the staff on their valuable contribution to our community. • Cambridge: Santa Claus came and gave toys to the children and parents were the photographer. A program that offered by Lafayette library called Reading Readiness offered books in many languages other than English and Spanish which was a great success with parents and their children. • Crescent Park: The pothole at the entrance to the parking lot was filled over the holiday break. They had a clothing swap at their parent meeting. There were new faces at the parent meetings. Many families took home new clothes for their kids.

	<ul style="list-style-type: none"> • Lake: The parent surveys indicated that the families are very satisfied with the program. Professional development activities are taking place in 2 of our 4 classrooms. RIF (Reading is Fundamental) book giveaway took place this month. 	
❖ Announcements	<ul style="list-style-type: none"> • Kristin Cooke – Is hoping that Policy Council can serve as advocates to get recipes for CSB’s cookbook. The self assessment will be from February 27th to March 9th. Kristin introduced the Assistant Directors from each cluster: <ul style="list-style-type: none"> ○ Pam Arrington is AD for Cluster A: Balboa, Crescent Park, and GMIII ○ Carolyn Johnson is Cluster B: Ambrose, Bella Monte, GMC, Lavonia Allen, Los Arboles, Los Nogales, Marsh Creek, Martinez, and Riverview ○ Suzanne Di Lillo is AD for Cluster C: Bayo Vista, Brookside, Contra Costa College, Lake, Las Deltas, and Verde ○ Janissa Rowley is for CSB Partner staff and Partner Sites 	
❖ Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • 25 Reps attended!! 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> • None