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

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: February 15, 2012 Time Convened: 6:06 pm Time Terminated: 7:36 pm Recorder: Sarah Reich

TOPIC	SUMMARY / RECOMMENDATION	
 Review Desired Outcomes and Meeting Rules 	Dawn Miguel, Chairperson, called the meeting to order at 6:06 pm.	
	Dawn Miguel reviewed the desired outcomes and meeting rules.	
❖ Public Comment	No public comment.	
❖ Correspondence	No correspondence.	
 Parent Recognition of Staff Excellence 	Dawn Miguel, Chairperson, presented the parent recognition of staff excellence, as submitted by Maysa Barbosa, to Darlyn Rivera, Intermediate Clerk.	
	Darlyn was recognized for always smiling and being welcoming, with everyone benefiting from her kindness. Maysa wrote that Darlyn makes her see the program in a positive light.	
	In recognition of Darlyn's excellent work, she was presented with a certificate of appreciation and a copy of the glowing nomination letter.	
	 Camilla Rand, CSB Director, congratulated Darlyn for her excellent work. She thanked the Policy Council for nominating staff to be awarded for their excellence, stating that it boosts moral and shows that people are paying attention to what we are doing. 	
 Administrative Reports CSB Director 	Camilla Rand, CSB Director, in light of last meeting's discussion regarding the re-competition for the grant, spoke to some good things happening in CSB.	
Division ManagerFiscal	 Janissa Rowley, Assistant Director, was invited to be on a panel of educators that talk about how to get high CLASS scores. Community Services Bureau surpassed the national average (scores from the 2009 review). This means that in the four domains, we are above and beyond what is expected of us at federal level. This puts us on the map. 	
	 Today, we hosted Executive Director of California Head Start Association, Rick Mockler. He visited the George Miller III Center. He was impressed with CLOUDS and how we are progressing so much in technology. 	
	• Camilla Rand spoke to one of the ways CSB uses technology; that we have a Facebook page. This can be accessed at www.facebook.com\ccccsb. By having a Facebook page, important news is posted and we are able to keep in touch with the community.	

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TOPIC	SUMMARY / RECOMMENDATION	
	 Quick update on re-competition- Camilla spoke to how great it was to have such great support from the Policy Council, something discussed at mangers meetings. We are in process, and have secured, many letters of support, including letters from Contra Costa County Board of Supervisors, Assembly Woman Joan Buchanan, and Congressman George Miller. This support is a reaffirmation for us that we are making a difference in community. 	
	• Katharine Mason, Division Manager, stated that CSB is at 100% for enrollment. She has noticed that attendance is being discussed at parent meetings. At the program level, the annual Reading is Fundamental (RIF) program has begun. RIF is done every year: the three days this year are January 18 th , February 29 th , and March 11 th . Katharine gave a description of RIF, in which books are spread out on a table and children can go out and pick their own book. There is no adult intervention in this choice, being part of the children wrapping their own heart and mind around reading. The children keep the book. All of our centers, including the Partners, are participating.	
	 Katharine Mason stated that there was a lot of participation at the Facilitative Leadership Training, including from the Economic Opportunity Council (EOC) and the Policy Council. The training discussed meeting facilitation and a leadership guide. 	
	 Taking place at the centers: The Triple P Stepping Stones class at George Miller Concord started in January and goes through March. Supporting Fathers Involvement started at George Miller III. Expanded Food and Nutrition Education program goes thorough early March. 	
	 Katharine Mason explained an opportunity for the parents to be involved with the newsletter. The upcoming CSB newsletters will be highlighting a family in our program. Parents are asked to please let their Site Supervisor know if interested in writing a little something about a parent. Katharine reminded the group that there are plenty of ways to get involved and all are encouraged to do so. 	
	Haydee Ilan, Accountant III, presented the following fiscal reports:	
	 ARRA EHS Expansion Funding: (7/1/10-9/30/11) December 2011 expenditures were (\$23,422) for YTD expenses of 2,757,636 which represents 101% of this grant's budget for the duration of the grant. 	
	o 2010-2012 ARRA HS Early Learning Mentor Coaches Program: December 2011 expenditures	
	were \$54,384 with a YTD of \$127,130, which represents 63% of the \$200,250 program budget.	
	 2010-2012 ARRA EHS Early Learning Mentor Coaches Program: December 2011 expenditures were \$3,289 with a YTD of \$18,557, which represents 75% of the \$24,750 program budget. 	
	 2011 Head Start Program: December 2011 expenditures were \$1,528,230 with a YTD of \$17,297,135 which represents 101% of the \$17,120,008 program budget. 	
	 2011 Early Head Start Program: December 2011 expenditures were \$427,786 with a YTD of \$2,390,449 which represents 73% of the 3,285,963 program budget. 	
	 Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of December 2011 were 18,789.17. 	
	 Child and Adult Care Food Program had a total of 43,841 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.	

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TOPIC	SUMMARY / RECOMMENDATION	
Action:Consider Approval of New Hires	There were no new hires to approve.	
 Action: Consider Approval of January 18, 2012 Policy Council Minutes 	 As presented by Dawn Miguel, Chairperson, the minutes of the January 18, 2012 Policy Council meeting were reviewed. No revisions needed. A motion to approve the minutes from the January 18th Policy Council meeting was made by Irma Ruiz and seconded by Julie Salamon. The motion was approved. 	
 Action: Ratification of the 2012 HS, EHS, and EHS Expansion fiscal extension request through March 31, 2012 	 The fiscal subcommittee reviewed CSB's extension request for the EHS Program through March 31st, 2012 Haydee Ilan, Accountant III, requested that the full Policy Council ratify this approval of the 2012 HS, EHS, and EHS Expansion fiscal extension request through March 31, 2012. A motion to approve the 2012 HS, EHS, and EHS Expansion fiscal extension request through March 31, 2012 was made by Julie Salamon and seconded by Edith Vinner. The motion was approved. 	
 Action: Approval of the 2012 Selection Criteria 	 Christina Reich, Business Systems Manager TU, oversees Eligibility Recruitment Selection Enrollment and Attendance (ERSEA). Every year she comes to the Policy Council to get approval for selection criteria. The selection criteria are a fair and systematic way people are enrolled from our waiting list. To form the point system, CSB looks at the community and looks at issues facing the community. Points are attributed to various aspects. Last year, an identical list was presented to the Policy Council because the same factors are every present in the community this year. Christina Reich reviewed what criteria are used to rank children on waiting list. Priority for Infants and Toddlers: Transfers; CPS; Foster Child& Child At Risk; Eligibility infant/ toddler with disabilities (IEP or IFSP); Sibling of a child already enrolled in the program; Eligible infant/toddler who is homeless; lowest income infant/toddler. Priority for Pre-School: Transfers; CPS, Foster Child & At Risk; Eligible 4 yr old with disbliites (IEP or IFSP); Sibling of a child already enrolled in the program; Eligible 4 yr old with special circumstances; Lowest income 4 yr old; Eligible 3 yr olds with disabilities; Eligible 3 yr olds with special circumstances; lowest income 3 yr old. One exception: Contra Costa College gives priority to children of students enrolled. Dawn Miguel, Chairperson, shared that she ended up in the program because of health impairment, and that it is such a relief to hear that those children are being served. A motion to approve the 2012 Selection Criteria was made by Edith Vinner and seconded by Dennisha Marsh. The motion was approved. 	
❖ Report:	The 2012 Parent Survey Results were tabled until the March meeting.	
2012 Parent Survey Results		

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Report:CHSA Conference	Dawn Miguel, Chairperson- Participated in a workshop on network building and framework. What she learned is how easy it is to make a network. A network is not just family, friends, and coworkers. Dawn shared what she learned though facilitating an exercise that demonstrated how easily networks are formed. It's about using the information you know and getting the information others know. Dawn asked that we keep it in mind to make sure to take the time to talk to other people in the center, building a network.	
	 Reyna Flores, Secretary- Took a session that was presented in Spanish. The workshop asked parents to look at words in Spanish and English. The presenter provided a memorable message that time spent with child, in whatever language is spoken to them, they will learn new words. Reyna shared a handout "Puede usted traducir estas palabras al espanol?". It is a list of words that are similar in both Spanish and English. If languages are spoken with children every day, the children will be comfortable and confident. Children who grow up bi-lingual have more opportunities for jobs. Reyna said this was a great opportunity. 	
Training:Financial Bootstraps	Dawn Miguel, Chairperson, shared a training, Bootstraps: Assets Building Education. She took this train about making a life plan, at the NHSA Conference. Through this, she gained more of an understanding where money goes, understanding how much is really being spent. Dawn provided a folder to review though the training.	
	 Asks what's going on in your life. For anyone at anytime in their life. 	
	 Why it's different?: reshapes traditional approach, immediate, helps figure out what's important to you 	
	 Asset Building Continuum: A Diagram describing steps you have to follow/ priorities of life. In ascending order: Health, shelter, education, income, spending and saving, Investing and retirement. (These priorities are effected by accessibility and environment and community) 	
	 Exercise: Personal Priorities: based on current income. 1st 10 things that need to be budgeted for before anything else. 	
	 Wants versus Needs (and personal value of each, making you think about your priorities): Influences such as marketing/ the "Message in Our Head" 	
	 "Cognitive Dissonance": Circle "What I Value Most" (Worksheet) 10 things to circle that are most important on list. 	
	 Behavior Exercise (worksheet): List personal behaviors that contradict each of your listed values/ one personal behavior that supports each of your listed values. 	
	 A large envelope was provided in the folder to save every receipt inside for a week and look to see all the money you spend on things that aren't even on your priorities/ things to pay first. 	
	 Income/ ways to supplement your income: many sources of income, as long as you know you can count on that income every month. 	
	 Financial Stress: Finance plays biggest roles in day-to-day stress. Stress one of biggest factors in a person's health. Health is one of biggest burdens on finances. 	
	 Spending Journal and Budget Worksheet: List every receipt on spending journal, and then know where to make adjustments. List out what you are expecting to spend. After looking at receipts 	

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	reflecting what actually spent and note differences from what expected spending was. "TV" is time value (time invested- what decisions have more value based on time spent). Adjust budget so you know where to spend money and how to spend it.	
	Valuable part of the program: Using assistance programs to supplement your income. (example: taking advantage of HEAP and Food Stamps)	
	All are encouraged to take a look at the website, www.bootstrapseducation.org, for more info and resources. A feature of the website includes putting in a zip code and results will be given for programs in your area to help supplement your income. It is important to continue to look for ways to supplement income and adjusting income so know where to spend it.	
❖ Report:	Please file your site reports at the front table.	
Site Reports	CC College: Reyna Flores spoke about a new representative from CC College for Policy Council. Reyna's term ends soon. The children are currently exploring water animal life. She shares with the parents the same information from the CHSA conference that presented to Policy Council tonight.	
	Richmond College Prep: Ashley Wilson reported that all of the children have tested for kindergarten readiness and have received their assessment.	
	• First Baptist : Dennisha Marsh said that her child's class recently went to the new book store in their city (Pittsburg, on Railroad- Downtown). It is a community book store. People are able to trade in old books and get credit towards a purchase. A woman, who is usually there on Thursday, will read any book to the children. Dental screenings will be happening at the center. Kindergarten readiness is also in process. They are currently looking for a place to have a big end of year field trip for children and getting ready for graduation. There a quite a few things that are happening. The meeting count for the parent meetings is up. They have been full during the last couple of meetings. They are doing a popcorn sale to raise money for the end of year fieldtrip and graduation.	
	George Miller Concord: They are continuing the Triple P classes. They had Give Kids a Smile Day on February 3 rd at the center. 755 children participated in all of Contra Costa County. They are working on getting the local fire department to come and talk to the children about safety.	
	Concord CC: Elsa Monge reported that all children soon to be 5 at the center have been registered for Kindergarten. Special projects include the children learning about the Violin from a musician. The Early Head Start children are learning about recycling.	
	Cambridge: Dawn Miguel reported that they received a grant for communication. She expressed how glad she is to see the communication between staff and the aides. There are a lot of different spoken languages at the center, and she is glad to report that she has noticed people are more expressive and really trying to communicate with each other. She has noticed that the children are catching on to this communication and benefiting as well.	
	Marsh Creek: They had the Secretary come over from Marsh Creek Elementary. Five children from the center are left out of starting Kindergarten due to their birth date. So far, those kids have nowhere to go because they cannot stay in the center. Resources and information about the children's options will be provided. The librarian continues to come and read to the children once a week. Raising a Reader bags	

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	were distributed to the children to take home during the week. Filed but not read:	
	Brookside: All the classrooms are using the CLOUDS systems. Parents are happy and said that it's really easy to use and convenient. They received donated materials to build garden boxes. Room 6 went on a field trip to Point Richmond and the children learned about trains, reinforcing what they are learning in the classroom. The Fire Department provided Fire Safety training. Resources gathered at the last Policy Council meeting were distributed at the Parent meeting to take home and make use of resources to help enrich lives. Each classroom is competing for who has the best attendance. Mrs. Rhonda shared with the parents that her classroom project is cars. Nurse Judy Ventling talked to the parents about CPR and first aid. Deborah Drake shared with the parents the new car seat requirement law.	
	Balboa: They had a presentation on Kindergarten transition at their February parent meeting. Some parents shared at the parent meeting their experience of having children who have aged out of Head Start and gone to kindergarten. Several of the children were seen by a dentist.	
	• Crescent Park: Room 1 has two new teachers: Ms. Tami Timmons, lead teacher, and Ivette Gonzalez, TAT. Both teachers are getting used to CSB community, children, and Crescent Park staff. Ms. Lenora Brown graduated from the Clerk AT Training Program. The parking lot has been resurfaced with new asphalt. Several old and broken items were removed from the site. Staff would like to explore options for adding a new meeting room. The Special Day class collaboration has been expanding. The children are enjoying playing in different classrooms and meeting new friends. Stewart, a library volunteer, is coming to Room 3 every Tuesday for story time. We are hoping to get more volunteers to come and read to the children. Patrice Gherke, Associate Teacher, along with her sister (a natural guide) gave a presentation about insects. Crescent Park children continue to participate in story time and other events organized by the Bay View library.	

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❖ Announcements	Kristin Cooke, Administrative Assistant III TU, reported that she is glad to see a lot of representatives.			
	 Pam Arrington, Assistant Director, passed out the Form 700. Kristin Cooke announced that the Policy Council has to sign these twice a year, first in September and now again. By signing the form it means you are not receiving any sort of monetary compensation for participation in Policy Council and that you not receiving any money for voting a certain way. Reimbursements are okay (mileage). Gave instruction please put their name on it and then sign name. The forms will be filed. If there are any questions pleat ask Kristin. 			
	Kristin Cooke- Reminder to watch Ethics video. This is a requirement for governing bodies, to be watched every year. All are required to sign off every year.			
	 Kristin stated that it may have been noticed that PC has varied from training calendar due to great information from NHSA. Great information is provided on the table about tax preparation. Policy Council will receive all of the trainings on the training calendar. (Nutrition was schedule for today.) 			
	 Joint training with the Policy Council, Board of Supervisors and Economic Opportunity Council- This year, since CSB is having a review at the end of this year, will have someone come (luncheon) to speak about shared governance for the review. Policy Council will get invites. Child care will not be provided on site. Any who attend will be reimbursed for younger children and mileage. Kristin will explain in more detail at a future date. Economic Opportunity Council is also CSB, and they are responsible for helping us decide how we want to spend our block grant fund. They look at the community assessment and needs of the community. They look at where money can best be spent. EOC works with the community and agencies that can benefit from the grant. The EOC is currently looking for members. There needs to be a representative for EOC on PC. If anyone is interested, they can do a dual role and give info back and forth. The EOC meets the 2nd Thursday in the evening. Please don't hesitate to call Kristin or the number on the card for questions. 			
 Meeting Evaluation 	Pluses / +	Deltas / Δ		
	Ended earlyGood participation	None.		

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