



## Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



**Date:** 05/16/2012    **Time Convened:** 6:15 PM    **Time Terminated:** 8:10 PM    **Recorder:** Carolyn Nguyem

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> <li>• Dawn Miguel, Chairperson, called the meeting to order at 6:15 pm.</li> <li>• Armando Morales reviewed the desired outcomes and meeting rules.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• No public comment</li> </ul>
Correspondence	<ul style="list-style-type: none"> <li>• Reyna Flores, former Head Start Parent, proposed to continue her position as Policy Council's Secretary.</li> <li>• <b>A motion to approve Reyna Flores to continue her position as Policy Council's Secretary was made by Deana Caranto and seconded by Irma Ruiz. The motion was approved.</b></li> </ul>
<b>Action:</b> <ul style="list-style-type: none"> <li>• Elect New Vice Chair</li> <li>• Election of Community Reps</li> </ul>	<ul style="list-style-type: none"> <li>• The Policy Council Vice-Chairperson has resigned and the Policy Council will be electing a replacement. Irma Ruiz from Lavonia Allen has been self-nominated to the appointment of the position. She has two children in the program.</li> <li>• The Vice-Chairperson shall perform duties as the Chairperson of the PC may designate. In the absence of the Chairperson, the Vice-Chairperson shall perform all of the duties of the Chairperson.</li> <li>• <b>A motion to approve Irma Ruiz to Policy Council's Vice-Chairperson was approved.</b></li> </ul>
Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> <li>• Averyl DeVera, a teacher from the George Miller Concord site, was nominated for being an excellent Infant/Toddler teacher. Averyl DeVera was presented with a certificate of appreciation, a water bottle and a copy of the glowing nomination letter.</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, CSB Director, encourages and appreciates the parents' nominations for Staff Excellence. The first draft of the re-competition application is completed and is in the process for review and edits. This has been the most complicated grant that CSB have had ever done. The draft will be brought to next month's meeting for Policy Council members' input.</li> <li>• CSB is working hard to get the word out on the impact the programs make in the community and encourages advocacy, such as letters from parents on how the program helps. Kristin Cooke, Administrative Services Assistant III (TU), will send out web links on ways families can contact legislatures.</li> <li>• STATE BUDGET – Eighty five percent of CSB's programs are coupled with state funding. Last year, \$1.2 million were cut. CSB was able to avoid deep impacts to families by closing the San Pablo Children's Center and transferring the children to neighboring centers. This year, the Governor proposed a 10 percent cut of our standard reimbursement rate which</li> </ul>

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	<p>will impact CSB's HS and EHS programs. CSB may need to come to PC with changes to its programs again.</p> <ul style="list-style-type: none"> <li>• In addition to state funding, CSB administers Community Action grants. This month is Community Action month. CSB's staff met with the Board of Supervisors to discuss what Community Action services are and the impact they have on our families. There was a parent who told her story. She was employed full-time but became terminally ill and lost her job. Her family received a 48-hour notice to have their electricity shut off. She came to our LIHEAP program for help, and was able to have her bills paid without interruption to electricity service. The Board of Supervisors are very happy with the programs we provide.</li> <li>• Camilla would like to recognize two staff members in the LIHEAP program for going above and beyond expectations; Leslie Clawson and Monica Montano.</li> <li>• Katharine Mason, CSB Division Manager, announced that our centers are 100% enrolled with 85% met for attendance. The sites with top number of attendance are: Contra Costa College, Concord CCC, East Leland Court, Marsh Creek, and West Contra Costa Unified School District State Preschool. These top 5 sites will get recognition and banners for excelling with the Attendance Improve Matters (AIM) program. Site Supervisors are to bring AIM's program initiatives to parent meetings; please ensure your Site Supervisors do so.</li> <li>• Katharine received a copy of a letter from a parent at Ambrose Children's Center thanking the staff for their dedication. The letter states: <ul style="list-style-type: none"> <li>○ <i>THANK YOU!!!! Being in the nursing program and having a sister as the only source of childcare was great. But then she left to Los Angeles and I was desperate to find childcare. Thanks to Cathy, I was able to enroll my child into Ambrose Daycare. It came at the perfect moment (which I am so thankful!!!). Thanks to all the staff of Ambrose Daycare for all the help and care that my daughter and I have received. I am really grateful that I found this program. With this program, I am able to go to school and have extra hours to study. If it weren't for the Ambrose Childcare, I would have to pay for childcare somewhere else, money that I don't have since I quit my job to be in the nursing program and am unemployed. I especially want to thank the teachers for all their hard work and patience with my daughter. In the beginning she cried for more than 2 months straight and it was the dedication and patience of the teachers that helped my daughter go through her process and not give up. Thank you teachers for helping my daughter Izabella learn so many words and become more independent. I was worried about her language since she was very quiet but since the entry to the program she now knows all her colors in English and her numbers in Spanish and English. Every day you make a difference in these children's lives. Thank you, I am forever grateful. Thank you all for your hard work and dedication!!! Sincerely, Veronica Orozco</i></li> </ul> </li> <li>• Dawn Miguel, Chairperson, presented the following fiscal reports: <ul style="list-style-type: none"> <li>○ <b>2012 Head Start Program: March 2012</b> expenditures were <b>\$3,633,041</b> YTD, which represents <b>21%</b> of the program budget.<b>2012 Early Head Start Program: March 2012</b> expenditures were <b>\$805,011</b> YTD, which represents <b>21%</b> of the budget.</li> <li>○ <b>2010-2012 ARRA HS Early Learning Mentor Coaches Program: March 2012</b> expenditures were <b>\$203,571</b> YTD, which represents <b>102%</b> of the budget.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ <b>2010-2012 ARRA EHS Early Learning Mentor Coaches Program: March 2012</b> expenditures were <b>\$27,815 YTD</b>, which represents <b>112%</b> of the budget.</li> <li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>March 2012</b> were <b>\$9,250.42</b>.</li> <li>○ <b>2011-2012 Child and Adult Care Food Program: March 2012</b> total number of meals served including breakfast, lunch, and supplements were <b>60,773</b>.</li> <li>● If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Ratify Executive Committee's Approval of New Hires</li> <li>● Lay off of Part-day, Part-year staff for the summer</li> </ul>	<ul style="list-style-type: none"> <li>● Reni Radeva, Personnel Service Analyst III, presented the recommendation for new hires: <ul style="list-style-type: none"> <li>○ <b>Child Nutrition Food Services Transporter – Project Position:</b> Antonio Avalos. Mr. Avalos has eight (8) years of experience working as a Child Nutrition Food Services Transporter-Project temp with Contra Costa.</li> <li>○ <b>Intermediate Clerk – Project Position:</b> Erika Ramos, Aida Naranjo, Patricia Veliz, Souhilla Sarirete, and Lilia Barajas Lopez.</li> <li>○ <b>Site Supervisor II – Project Position:</b> Charlene Harlen-Ogbeide <ul style="list-style-type: none"> <li>▪ Dr. Harlen was presented and introduced to Policy Council members</li> </ul> </li> <li>○ <b>Personnel Services Assistant II – Project Position:</b> Charlene Calica – Knighton</li> </ul> </li> <li>● <b>A motion to approve Reni Radeva's proposal for new hires was made by Sasha Rossberg and seconded by Jose Rubio.</b></li> <li>● Reni proposed the temporary lay-offs for the part-day, part-year staff effective June 16<sup>th</sup> to August 20<sup>th</sup> for the summer.</li> <li>● <b>A motion to approve Reni Radeva's proposal for the temporary lay-offs for the party-day, part-year was made by Araceli Navarro and seconded by Edith Vinner. The motion was approved.</b></li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Consider Approval of March 21, 2012 Policy Council Minutes</li> </ul>	<ul style="list-style-type: none"> <li>● The minutes of the March 21, 2012 Policy Council meeting were reviewed:</li> <li>● No revisions needed.</li> <li>● <b>A motion to approve the minutes from the March 21, 2012 Policy Council meeting was made by Edith Vinner and seconded by Araceli Navarro. The motion was approved.</b></li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>● Ratify Approval to submit COLA an expansion supplemental applications to ACF</li> </ul>	<ul style="list-style-type: none"> <li>● This agenda item was tabled to next month meeting.</li> </ul>
<p><b>Report:</b></p> <ul style="list-style-type: none"> <li>● Community Assessment</li> </ul>	<ul style="list-style-type: none"> <li>● Kristin Cooke, Administrative Services Assistant III (TU), presented on CSB's third year Community Assessment.</li> <li>● Between January 1, 2011-January 1, 2012, CCC's population changed by 0.8%.</li> </ul>

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Update	<ul style="list-style-type: none"> <li>• From March 2011-2012, the unemployment rate for CCC reduced from 11.2% to 9.9%.</li> <li>• Caseloads for all programs have increased.</li> <li>• Statistics show that students who come from families living at or below the poverty level scored significantly lower on the Contra Costa 2011 STAR test.</li> <li>• Family Outcomes – In 2011, CSB’s family partnership assessments reviewed that: <ul style="list-style-type: none"> <li>○ 5% of our families were in crisis.</li> <li>○ 3.5% of our families were vulnerable.</li> <li>○ 39% were safe but not stable.</li> <li>○ 51% of our families were stable and</li> <li>○ 6% of our families were thriving across all the ten life dimensions that were stressed.</li> </ul> </li> <li>• The Community Assessment will be included in annual report and will be posted on CSB’s website.</li> </ul>
<b>Training:</b> <ul style="list-style-type: none"> <li>• Kindergarten Transitions</li> </ul>	<ul style="list-style-type: none"> <li>• Ron Pipa, Comprehensive Services Manager for Education in Cluster C, presented on Kindergarten Transitions</li> <li>• Celebrate your child’s day by asking open-ended questions <ul style="list-style-type: none"> <li>○ What are the names of some of the children you met today?</li> <li>○ Who did you snack or lunch with?</li> <li>○ What books did you and/or your teacher read today?</li> <li>○ What activities did your teacher have you do today?</li> <li>○ What was your favorite part of the day?</li> </ul> </li> <li>• Talk to your children about what is on TV while you’re watching programs together.</li> <li>• Research has shown that children who have parents who read to them, help with homework, check on their performance in school by asking questions of them or their teacher, achieved success in school.</li> <li>• When teachers and parents have good relationships, they seek to make both school and home places feel secure and enjoy success.</li> </ul>
<b>Discussion:</b> <ul style="list-style-type: none"> <li>• Communication Focus Group</li> </ul>	<ul style="list-style-type: none"> <li>• Lauren Brosnan, Public Information Office Representative from EHSD, wanted to ask Policy Council members questions on technology and ways to improve services involving communication and technology access. <ul style="list-style-type: none"> <li>○ What kind of access to technology do you have? Do you have computer access at home? Yes, access to computer at home</li> <li>○ Email actively? Yes</li> <li>○ Cell phones? Yes</li> <li>○ Browse internet on Cell Phone? Majority yes</li> <li>○ Text Message? Yes</li> <li>○ Email on phone? Majority yes</li> <li>○ Visited department’s website? Majority no</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>▪ What did you use the website for? Find minutes and agenda – only found 50%</li> </ul> </li> <li>○ Facebook? Majority yes</li> <li>○ Twitter? Majority no</li> <li>○ Use Facebook to access information on services for departments? Majority yes           <ul style="list-style-type: none"> <li>▪ Advocacy, bulletins, highlights, health information</li> </ul> </li> <li>○ Do you all drive? Majority yes or use public transportation</li> <li>○ Are you tied into other services that we offer? Everyone received SPARK Training</li> <li>○ Suggestions? Having a mobile clinic, avoiding phone tag or navigating different agencies</li> </ul> <ul style="list-style-type: none"> <li>● Lauren’s contact information: (925) 313-1676; Cell (925) 584-9070; 40 Douglas Dr, Martinez, CA</li> </ul>
Site Reports	<ul style="list-style-type: none"> <li>● <b>GMC</b> – During the Week of the Young Child (WOTYC) police officers and firemen visited the sites. There was an elaborate carnival at the center in place of taking field trips.</li> <li>● <b>Lake</b> – The center is having a special tree project where the children are exploring the leaves and bark of the trees on the site. The part-day class has been planting seeds and observing the plants growing. They celebrated Week of the Young Child in April by making puppets, decoration t-shirts and going on a parade. They are having a Center Clean-Up day on Saturday, May 19<sup>th</sup>.</li> <li>● <b>Lavonia Allen</b> – Children had lots of fun making orange juice. During the Week of the Young Child they had face painting, parade, made quesadillas and cupcakes. The dads at the centers volunteered to fill sandboxes and planted flowers that blossomed in time to give to mothers for mother’s day. They are planning for end of the year celebration and field trip.</li> <li>● <b>GMIII</b> – There was a community breakfast with John Gioia. During the WOTYC, families help to plant in the garden and the center had a huge multicultural festival</li> <li>● <b>Odessa</b> – the children went to auditorium. Today was their graduation ceremony.</li> <li>● <b>Los Arboles</b> – Cinco de Mayo celebration. The children had guitars that were made out of boxes. They were dancing and playing.</li> <li>● Please file your site reports at the front table.</li> </ul> <p><u>Filed but not read:</u></p> <ul style="list-style-type: none"> <li>● <b>Brookside</b> – There are plans to build a compost box for the garden. The parents reorganized the sheds with play ground equipments. During the Week of the Young Child gross motor activities were setup in the entry way. The children and parents had fun. The children decorated a full body cutout to look like them and were posted on the walls around the site. Rowena Torres from Mental Health talked in their April Parent Meeting about Child Abuse Prevention. A representative from WIC will be speaking at their May’s Parent Meeting. They celebrated Mother’s Day by inviting mothers for tea time. Room 3 new play structure is open. A garden committee was put together by parents to plan and help teachers facilitate the plantings and preparation of the garden. The teachers will be planting winter</li> </ul>

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	<p>vegetables in the classroom for their new planter boxes. Stepping stones and climbing rocks were added to the playground. Triple P parenting classes were a success, about ten parents attended.</p> <ul style="list-style-type: none"> <li>• <b>Martinez ECC</b> – The Tiny Tots have new larger classrooms. They had Mother’s Day breakfast. Their Garden Project was made possible with the Martinez Community Foundation and Kiwanis Club of Martinez grants. Families and staff were working together in May for spring cleaning. NAEYC re-accreditation visit this spring. They had a speaker from Parks &amp; Recreation that spoke at the parent meeting about water safety.</li> <li>• <b>Balboa</b> – The Week of the Young Child celebration was a success. Great participation from the parents and staff that helped to put everything together. They had special guest from Police Officers and Firefighters. Six staff will be receiving their BA degrees in May. More plants were planted and cared for by the children. Claudia Hall gave Child Abuse training at their April parent meeting. Camilla Rand, CSB Director, read to the children.</li> </ul>	
Announcements	<ul style="list-style-type: none"> <li>• Kristin thanked everyone for attending and noted that this year has had the best attendance she can remember.</li> <li>• We were originally scheduled to have our next PC meeting in July, however, with re-competition and needing to ask for the necessary approvals, the executive committee and staff have agreed to hold a meeting in June but take July off.</li> <li>• The Economic Opportunity Council is still recruiting members. Information is on the back resource table.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Awesome food</li> <li>• Kindergarten transition training</li> <li>• Everyone got here on time</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>