



Policy Council Meeting Minutes
 Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 09/29/2012 **Time Convened:** 11:02 AM **Time Terminated:** 12:28 PM **Recorder:** Carolyn Nguyen

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Dawn Miguel, Chairperson, called the meeting to order at 11:02 am. • Dawn Miguel reviewed the desired outcomes and meeting rules.
Announcement	<ul style="list-style-type: none"> • Katharine Mason, CSB Division Manager, stated CSB will be undergoing a change in staff support to Policy Council. Kristin Cooke, Administrative Services Analyst III, will no longer be doing Policy Council. Rita Loza, Family, Parent, and Community Engagement Manager, will be taking over starting in October.
Public Comment	<ul style="list-style-type: none"> • No public comment
Correspondence	<ul style="list-style-type: none"> • Reyna Flores, Secretary, read two letters from community agencies that are interested in participating on the Policy Council. These applicants will be considered for approval later in the agenda.
Review PC Bylaws and Roles and Responsibilities	<ul style="list-style-type: none"> • Kristin Cooke, Administrative Services Analyst III, presented the purpose of CSB Head Start Policy Council By-Laws: The purpose of this council is to serve as part of a shared decision making team. This Community Services Bureau Policy Council is to serve as the link among public and private organizations, the Grantee and Delegate agencies, the communities served, and the parents of children enrolled. CSB merged many of the federally funded Head Start and the State funded Child Development programs into a unified program to better serve more full day, full year families. Consequently, this Council will assist in the planning and coordination of the Head Start, Early Head Start, and Child Development programs in the County of Contra Costa in the State of California. <ul style="list-style-type: none"> ○ Reimbursements: Reimbursements are given for approved Policy Council activities. Mileage is calculated using distance from home to meeting location. Childcare hours include reasonable travel time to and from meeting and are based on reasonable arrival time to the approved activity. Parents requesting reimbursement should complete and submit form CSB 325 to the Clerk of the Policy Council. After approval is received, a check will be issued no later than 30 days after the request. ○ Voting: Only the official Policy Council representative or, if absent, their alternate will be permitted to vote on any PC action. The Chairperson votes only in the case of a tie. ○ Terms: Community representatives are drawn from the local community. They are made up of past parents and representatives from local community agencies. All Community Representatives must be elected by the policy

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	<p>council. Membership for Individual Community Representatives is also limited to 3 one-year terms. The term is for one year, September-September.</p> <ul style="list-style-type: none"> ○ Meetings: The PC shall hold at least 9 meetings a year. ○ Absenteeism / Alternate: PC representatives shall attend all Council meetings. In the absence of a representative, an alternate shall attend the meeting, thereby ensuring that teach center is represented at all times. Alternates can be any parent from the center or program option of the elected representative. ○ Receipts/documentation: All receipts must be submitted for reimbursement
<p>Action:</p> <ul style="list-style-type: none"> • Review and consider Approval of 2012-2013 PC Bylaws 	<ul style="list-style-type: none"> • Dawn Miguel motion for approval • A motion to approve the PC Bylaws and Roles and Responsibilities was made by Edith Vinner and seconded by Dawn Cruikshank. The motion was approved.
<p>Recruitment of Policies & Procedures Subcommittee members</p>	<ul style="list-style-type: none"> • Kristin Cooke - Subcommittee members will be elected in October if anyone is interested in participating. The P&Ps subcommittee will be starting right away so if you are interested, please let Kristin know before you leave today.
<p>Review Officer Positions</p>	<ul style="list-style-type: none"> • Kristin Cooke discussed Executive Committee <ul style="list-style-type: none"> ○ Executive Committee – The Executive Board is composed of officers of the Policy Council (PC) who could conduct business in emergency matters or if a majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies will be required to make a program decision. In this case, all Executive Committee decisions must be ratified by the full body of the Community Services Bureau PC at the next regularly scheduled meeting. Each officer must be an active member: <ul style="list-style-type: none"> ▪ Chairperson – authority to call meetings, maintain order, appoint chairperson of ad-hoc committees and recognize members, staff and visitors who wish to speak and make official written communication. ▪ 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. ▪ Secretary – shall be responsible for PC sign-ins at the PC meetings and monitor attendance and inform the Chairperson when intervention is necessary. He/She shall read any correspondence at PC meetings, check for corrections or clarification of PC minutes, and seek approval of minutes. ▪ Parliamentarian – shall assist the Chairperson in maintaining order in the meetings and for ensuring that Robert’s rules of Order are followed. He/She shall state and review the Ground Rules at PC meetings. He/She shall enforce the Brown Act and the Contra Costa County Better Governance Order. He/She shall act as timekeeper of the agenda items and notify the Chair when time is an issue. He/She shall assist with getting the 1st and 2nd motion maker signatures and return to Secretary. ○ The Executive Committee meets once a month in addition to Policy Council to set up agendas or for ratification.
<p>Review PC Expense</p>	<ul style="list-style-type: none"> • Kristin Cooke: Form CSB 325 must be turned in for any expenses to be reimbursed. Policy Council has childcare on site.

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Reimbursement	Children should not be older than 11 years old; however, if Policy Council member decide to use a third party childcare option, expenses may be reimbursed.
Action: <ul style="list-style-type: none"> • Review and Consider Approval of Community Representatives 	<ul style="list-style-type: none"> • Roxanne Garcia from the Child Health and Disability Program and Rhonda Smith with Children and Family Services wrote letters expressing their interest in participating in the 2012-2013 Policy Council as a community representative. • A motion to approve the Community Representatives was made by Goldie Webb and seconded by Edith Vinner. The motion was approved.
Action: <ul style="list-style-type: none"> • Conduct 2012-2013 PC Executive Committee Officer Elections 	<ul style="list-style-type: none"> • Dawn Miguel, Chairperson, started the election procedures. The officers are elected yearly at PC meeting in September. The general membership shall elect a Chairperson, Vice-Chairperson, Secretary and Parliamentarian from among current Head Start parents and/or approved past parents on the Policy Council. Elections were made by secret ballot by Pc representatives with voting privileges. The following were the results: <ul style="list-style-type: none"> ○ Armando Morales as Parliamentarian ○ Reina Flores as Secretary ○ Edith Vinner for Vice Chair ○ Enrique Sanchez for Chair
Action: <ul style="list-style-type: none"> • Review and Consider Approval of CSB's Scope of Service Change 	<ul style="list-style-type: none"> • Katharine Mason, Division Manager, proposed a new scope of service change to move 24 slots that are currently with Home-Base into Center-Based program. The center-based program is one of CSB's partner agencies that is requesting a class size waiver. • A motion to approve the scope of change was made by Irma Ruiz and seconded by Edith Vinner. The motion was approved.
Action: <ul style="list-style-type: none"> • Review and Consider Approval of CSB's Goals and Objectives Updates 	<ul style="list-style-type: none"> • Kristin Cooke presented on CSB Goals & Objectives updates. The grant is submitted every three years but CSB makes updates annually. The 2011-2013 goals and objectives are the same for both Head Start and Early Head Start. Parent Policy Council members and Community Services Bureau staff members all provide input. There are 4 goals: <ul style="list-style-type: none"> ○ Address the need for improved school readiness by enhancing program training and curriculum components ○ Work collaboratively with community based organizations and other stakeholders to address the root causes of poverty by increasing the access of low income Contra Costa County residents to programs and services providing job training and employment supports. ○ Educate, role model, and establish healthy habits in the areas of oral health, nutrition and mental health in an effort to prevent dental decay, obesity, and violence in the community and to achieve health equity for families, staff and the great community ○ Sustain our current Continuing Education Programs that sponsor Head Start teachers' completion of an

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	<p>associate degree and 50% attainment of a baccalaureate or advanced degree by September 30, 2013 as well as support additional initiatives that promote distance learning opportunities and increase the accessibility to higher education</p> <ul style="list-style-type: none"> ● A motion to approve CSB’s Goals and Objectives updates was made by Leticia Sandoval and seconded by Edith Vinner. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> ● Review and Consider Approval of the 2012-2013 Planning Calendar 	<ul style="list-style-type: none"> ● Kristin Cooke presented the 2012-2013 CSB Planning Calendar. All staff and PC representatives should look at calendar on a regular basis to hold the organization accountable in following the approved schedules. ● A motion to approve the 2012-2013 Planning Calendar was made by Susana Lona and seconded by Irma Ruiz. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> ● Review and Consider Approval of the Head Start and Early Head Start State Budgets 	<ul style="list-style-type: none"> ● Haydee Ilan, Accountant, presented the following Head Start and Early Head Start State Budgets: <ul style="list-style-type: none"> ○ 2013 Federal Budget Projection for Head Start Grantee <ul style="list-style-type: none"> ▪ Total Personnel: \$6,001,298 ▪ Total Travel: \$13,620 ▪ Total Equipment: \$0 ▪ Total Supplies: \$428,305 ▪ Total Contractual: \$8,935,591 ▪ Total Construction: \$0 ▪ Total Other: \$1,230,381 ▪ Total Federal Charges: \$17,242,276 ▪ Total Non-Federal Share: \$4,310,569 ▪ Total Federal and Non-Federal Share: \$21,552,845 ○ 2013 Federal Budget Project for Early Head Start Grantee <ul style="list-style-type: none"> ▪ Total Personnel: \$1,094,030 ▪ Total Travel: \$6,810 ▪ Total Equipment: \$0 ▪ Total Supplies: \$166,306 ▪ Total Contractual: \$2,812,073 ▪ Total Construction: \$0 ▪ Total Other: \$169,039 ▪ Total Federal Charges: \$4,362,650 ▪ Total Non-Federal Share: \$1,090,683

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	<ul style="list-style-type: none"> ▪ Total Federal and Non-Federal Share: \$5,453,313 ○ 2012 Head Start Program: July 2012 expenditures were \$9,690,231 YTD, which represents 56% of the program budget. ○ 2012 Early Head Start Program: July 2012 expenditures were \$2,166,243 YTD, which represents 50% of the budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of July were \$3,963.76. ○ 2011-2012 Child and Adult Care Food Program: July 2012 total number of meals served including breakfast, lunch, and supplements were 33,448. <p>If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.</p> <ul style="list-style-type: none"> • Please consider to join the fiscal subcommittee – maximize the funds that the government is giving us. We ensure all money is being used wisely. Review budgets for approval. • A motion to approve the Head Start and Early Head Start State Budgets were made by Claudia Ordaz and seconded by Leticia Sandoval. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval to submit the Head Start and Early Head Start Extension Grants 	<ul style="list-style-type: none"> • Kristin Cooke presented on the Project Summary of the Head Start and Early Head Start Extension Grants. CSB needs approval from Policy Council to submit the grant application as a whole, which includes CSB’s goals, calendar, and budget. • A motion to approve the Head Start and Early Head Start Extension Grants were made by Claudia Ordaz and seconded by Leticia Sandoval. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Review and Consider Approval of CSB’s Children’s Internet Protection Act Policy 	<ul style="list-style-type: none"> • Hsapaw Hernandez from CSB Business Systems, presented on Children’s Internet Protection Act (CIPA). Basically, under CIPA, a school district must certify that it is enforcing a policy of internet safety that includes the use of internet filtering or blocking technology. CIPA was signed into law December 21, 2000. Schools receiving e-rate funding must meet certain federal requirements in accordance with CIPA for compliance. E-rate is a federally funded program which schools can receive up to 90% discount on telecommunications costs (T-1 lines, fiber, local and long distance service, cellular service and internet services). • Requirements for compliance: <ul style="list-style-type: none"> ○ Must have an Internet Safety Policy: CSB currently uses the Contra Costa County Employment and Human Services Information Technology Policies DMCL #07-93 Issued/Revised: 12-03-07. ○ Must have a Technology Protection Measure: Contra Costa County is currently using MacAfee Web Gateway 7 security service model WG5500. <ul style="list-style-type: none"> ▪ Filters out malicious content from web traffic in real time. ▪ Restricts and filters out unauthorized websites.

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	<ul style="list-style-type: none"> ▪ Secures outbound traffic from leaking confidential information. ▪ Scans all inbound traffic and its contents. • Must have a Public Hearing/Meeting: This is the meeting where the public has an opportunity to comment on the filtering of the internet. This information presented at Policy Council will be served to take any comments or questions. • A motion to approve the CSB’S Children’s Internet Protection Act Policy was made by Susana Lona and seconded by Irma Ruiz. The motion was approved. 	
Action: <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • No new hires 	
Action: <ul style="list-style-type: none"> • Consider Approval of August 15, 2012 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes for August 15, 2012 Policy Council meeting were tabled until October’s meeting for newly elected Policy Council Representatives to review. 	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • Great to see new PC faces 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> • Edith would like to see more participation.