



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 10/17/2012 **Time Convened:** 6:06 PM **Time Terminated:** 8:03 PM **Recorder:** Carolyn Nguyen

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Enrique Sanchez, Chairperson, called the meeting to order at 6:06 pm. • Enrique Sanchez 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 ACF's letter noting that CSB has ten days to fix its deficiency found by ACF during one of their visits to the centers.
Awarded Recognition of Staff Excellence	<ul style="list-style-type: none"> • Flora Castaneda, a Site Supervisor at Los Arboles center, was nominated for always being friendly to families and staff. Flora was presented with a certificate of appreciation, and a copy of the glowing nomination letter. • Doris Terrell, a Site Supervisor at Bayo Vista, was also nominated for always being friendly to families and staff. Flora was presented with a certificate of appreciation, and a copy of the glowing nomination letter.
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Camilla Rand, CSB's Director, welcomes new executive members. Camilla acknowledged Rhonda Miller as a new representative and welcomes all new faces. • ACF will visit the sites tomorrow to review documentation and the facility and hopefully clear CSB's deficiency. According to certain sources, CSB has been told that the deficiency may not have an effect on re-competition because it is a separate process. • Head Start may see more reduction in federal funds across the board depending on the outcomes of proposition 30 and 38. For more information on how you can serve as an advocate, please Google National Head Start Association or Legislative Analyst's Office's (LAO) website for pros and cons on 30 & 38. • Katharine Mason, CSB's Division Manager, recognized Enrique Sanchez for being an involved parent in CSB's Head Start program. She has visited his daughter's center and saw him as a visiting expert teaching the children how to make chicken soup. • Katharine made introductions: <ul style="list-style-type: none"> ○ Rita Loza, Comprehensive Services Manager, will now be managing Policy Council. ○ Assistant Directors: <ol style="list-style-type: none"> 1. Janissa Rowley, Assistant Director Lead

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	<ol style="list-style-type: none"> 2. Pam Arrington, Assistant Director for Cluster A, manages Balboa, Crescent Park, and George Miller III 3. Carolyn Johnson, Assistant Director for Cluster B, manages Ambrose, Bella Monte, George Miller, Lavonia Allen, Los Arboles, Los Nogales, Marsh Creek, Martinez, and Riverview. 4. Suzanne Di Lillo, Assistant Director for Cluster C, manages Bayo Vista, Brookside, Contra Costa College, Lake, Las Deltas, and Verde. <ul style="list-style-type: none"> • Katharine gave kudos to CSB sites having no findings for all unannounced visits by Community Care Licensing. • CSB centers are at 100% enrollment but now have several openings at Richmond HS – a center for pregnant women and teen parents. Sites have an average attendance percentage of 91.1 last month. Education and health screenings are 100% complete. Initial Family Partnership Assessments are 100% complete. • Katharine passed out a hand out on tips on how parents can help to keep children safe in our facilities. • Haydee Ilan, CSB’s Accountant III, presented the following fiscal reports: <ul style="list-style-type: none"> ○ 2012 Head Start Program: August 2012 expenditures were \$11,104,452 YTD, which represents 64% of the program budget. ○ 2012 Early Head Start Program: August 2012 expenditures were \$2,444,236 YTD, which represents 56% of the budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of August were \$2,178.83. • If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of New Hires 	<ul style="list-style-type: none"> • Reni Radeva, Personnel Services Analyst, presented the following persons for approval to hire: • Site Supervisor I <ul style="list-style-type: none"> ○ Genetta Williams for the Brookside site in Richmond, CA • A motion to approve the hiring was made by Irma Ruiz and seconded by Max Hayworth. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of September 29, 2012 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes of the September 29, 2012 Policy Council meeting were reviewed: • No revisions needed. • A motion to approve the minutes from the September 29, 2012 Policy Council meeting was made by Max Hayworth and seconded by Leticia Sandoval. The motion was approved. • There was one abstention.
<p>Action:</p> <ul style="list-style-type: none"> • Consider Approval of August 15, 2012 Policy Council Minutes 	<ul style="list-style-type: none"> • The minutes of the August 15, 2012 Policy Council meeting were reviewed: • No revisions needed. • A motion to approve the minutes from the August 15, 2012 Policy Council meeting was made by Max Hayworth and seconded by Francisca Castillo. The motion was approved. • There was one abstention.

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<p>Action:</p> <ul style="list-style-type: none"> Ratify the Executive Committee's decision to approve CSB's corrective action plan for submission to ACF 	<ul style="list-style-type: none"> In response to the August 6, 2012 incident at Balboa Center in which a child was left unattended for approximately 5 minutes between 2:40 and 2:45 p.m., CSB implemented a corrective action plan. The goal of this action plan is to ensure an incident of this nature does not occur again, while maintaining a transparent method of reporting and communicating to parents, staff, governing bodies and the general public. <i>Please see Child Security Corrective Action Plan in Policy Council Packet.</i> The Administration for Children and Families (ACF), State Child Develop Division (CDD) and California Community Care Licensing (CLL) require this corrective action plan in response to the incident at Balboa. ACF, CDD, CCL, and the PC Executive Committee have reviewed and approved this plan. CSB is asking for PC approval. A motion to approve CSB's Corrective Action Plan for submission to ACF was made by CherRita Jones and seconded by Nancy Fallas. The motion was approved.
<p>Closed Session:</p> <ul style="list-style-type: none"> Personnel Action 	<ul style="list-style-type: none"> A motion to approve Personnel Closed Session Action was made by Dennisha Marsh and seconded by Susana Lona. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of CSB's 2012-2013 Recruitment and Selection Criteria 	<ul style="list-style-type: none"> Christina Reich, Sr. Business Systems Analyst, presented the 2012 Head Start/Early Head Start/Child Development Recruitment and Enrollment plan to have the changes which include the 3 goals of CSB's programs. <i>Please see Admissions Priorities Information in Policy Council Packet.</i> Head Start Performance Standards require programs to develop a priority point system for enrolling new children and families. This information is developed using the community assessment and is updated annually. After updates are made the PC and Board of Supervisors are asked for approval. Also included here is CSB's Recruitment Plan that describes the activities taken to enroll families according to these criteria. Desired outcome: To inform the public about services available through the Contra Costa County Community Services Bureau, particularly those populations identified in our Community Assessment, and to recruit and enroll children and their families into the Head Start, Early Head Start, and Child Development Programs. <ul style="list-style-type: none"> Goal 1: To recruit eligible pregnant women, infants, toddlers, and children. <i>Performance: Maintained 100% enrollment all program year.</i> Goal 2: To recruit children with disabilities. <i>Performance: Exceeded 10% mandate – 11.2%.</i> Goal 3: To recruit special populations as per our community assessment and selection criteria: CPS/At Risk, Limited English, Need for Full Day Care, Homeless, TANF/CalWorks Recipient, Children with Health Impairments, Teen Parents, Grandparent Caregivers, and children of currently or formerly incarcerated parents. <i>Performance: All Categories of special populations served.</i> For the Contra Costa County CSB Admissions Priorities/Selection Criteria for 2012-2013 Program Year, “♦” was added to denote categorical eligibility. CSB has adopted the following selection criteria presented in order of priority, which also meets the regulations of its partner, the State Department of Education, with one exception* noted under Infants & Toddlers: <ul style="list-style-type: none"> Infant & Toddlers (Aged 0-3, including pregnant women)

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	<ol style="list-style-type: none"> 1. Transfers 2. CPS, Foster child ♦ & Child At Risk 3. Eligible infant/toddler with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Current TANF recipient ♦ or within 24 months 6. Eligible infant/toddler who is homeless ♦ 7. EXCEPTION: Contra Costa College – On October 3, 2008, the California Department of Education granted CSB an enrollment waiver to give first priority to children of college students of Contra Costa College Children’s Center. <ul style="list-style-type: none"> ○ Preschool (Aged 3-5) <ol style="list-style-type: none"> 1. Transfers 2. CPS, Foster child ♦ & Child At Risk 3. Eligible 4 year old with disabilities (IEP or IFSP) 4. Sibling of a child already enrolled in the program 5. Eligible 4 year old with special circumstances: Limited English, families needing full day services, currently homeless ♦ or homeless within the last 18 months, current TANF♦ recipient or within 24 months, health impairments, teen parents, grandparent caregivers, children with current or former incarcerated parent(s) 6. Lowest income 4 year old 7. Eligible 3 year old disabilities (IEP or IFSP) 8. Eligible 3 year old with special circumstances: Limited English, families needing full day services, currently homeless ♦ or homeless within the last 18 months, current TANF ♦ recipient or within 24 months, health impairments, teen parents, grandparent caregivers, children with current or former incarcerated parent(s) 9. Lowest income 3 year old <ul style="list-style-type: none"> ○ As per Head Start Performance Standard 1305.3 (c), at least 10 percent of the enrollment will be made available to children who meet the definition for children with disabilities. <p>● A motion to approve the 2012-2013 Recruitment and Selection Criteria was made by Susana Lona and seconded by Wendy Hall. The motion was approved.</p>
<p>Appoint and Approve Subcommittee Membership and Directive</p>	<p>● Tabled for next meeting</p>
<p>Complete Policy Council</p>	<p>● Tabled for next meeting</p>

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Training Interest Survey		
Action (Informal): <ul style="list-style-type: none"> Date for November PC Meeting 	<ul style="list-style-type: none"> Policy Council generally falls on the third Wednesday of every month. However, November's meeting date falls before Thanksgiving. A vote has been cast and PC members decided to move the meeting date from Wednesday, November 21st to Wednesday, November 14th. PC representatives should receive their November packets before the 9th. 	
Site Reports	<ul style="list-style-type: none"> Please file your site reports at the front table. Site reports were submitted from Ambrose, Balboa, Concord Child Care, and Contra Costa College. 	
Announcements	<ul style="list-style-type: none"> No Announcements 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> N/A 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> N/A