Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA

Date: 11/14/2012 **Time Convened:** 6:02 PM **Time Terminated:** 7:45 PM **Recorder:** Carolyn Nguyen

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	• Enrique Sanchez, Chairperson, called the meeting to order at 6:02 p.m. • Armando Morales, Parliament, reviewed the desired outcomes and meeting rules.
Public Comment	• No public comment
Correspondence	• No correspondence
Awarded Recognition of Staff Excellence	• Katharine Mason, CSB Division Manager, was recognized for her professionalism and tactful ways of dealing with situations at hand. Katharine was presented with flowers and a copy of the letter of recognition from the PC Chair. • Maria Corazon Buban, teacher at George Miller Concord, was nominated for always being positive and professional. She really has a big heart and passion as a teacher. Corazon was presented with a certificate of appreciation, flowers, and a copy of the nomination letter. • Carmen Encarnación, teacher at George Miller Concord, was nominated for always having a good attitude towards staff members, parents and children. Carmen was presented with a certificate of appreciation, flowers, and a copy of the nomination letter.
Administrative Reports • CSB Director • Division Manager • Fiscal	• Camilla Rand, CSB Director, announced that Debi Marsee, CSB Health Manager, was selected as the winner of the California Head Start Association's 2012 Program Services Staff of the Year Award. Her most notable achievements are related to her work to address oral health outcomes of children. Debi coordinates Give Kids a Smile Day and Strategies for Healthy Smiles to provide free dental exams and preventative treatment to children throughout Contra Costa County. Debi will be recognized in San Diego in February 2013. • CLOUDS – CSB is the first child care organization in the state that is doing anything like this. Currently CSB is trying to have State approval of paperless signature. State officials have been looking very carefully at our system and recently sent representatives from their fiscal unit to CSB sites; they were impressed. CSB is currently waiting on their final decision. Meanwhile it is very important that parents sign their children in and out every day on CLOUDS and the paper until the new system is approved. Any failures to sign-in/out accurately could result in CSB not be paid for its services. Presentation on the utilization of the CLOUDS system will be shown at the end of the year. • Budget –Decisions regarding Federal budget must be made by the Federal Government between November 24th and December 21st or "sequestration" will be initiated, which may result in CSB programs receiving an 8.6% cut.

TOPIC	RECOMMENDATION / SUMMARY

	• Video on sequestration was shown to show the positive impact of Head start programs on families and to help explain the impact of sequestration.
	• To reach California Representatives to the US Government regarding Head Start programs
	  o **Congressman**
	  ▪ 11th District (Oakley, Brentwood, Discovery Bay)
	  • Congressman Jerry McNerney: 2222 Grand Canal Blvd. #7, Stockton, CA 95207
	  • Phone (209) 476-8552 | Fax (209) 476-8587
	  • http://mcnerney.house.gov/
	  ▪ 10th District (Antioch, Bethel Island, Concord, El Cerrito, Oakley, Pleasant Hill, Walnut Creek)
	  • Congressman John Giaramendi: 1981 N Broadway Ste 220, Walnut Creek, CA 94596
	  • Phone (925) 932-8899 | Fax (925) 932-8159
	  • https://garamendi.house.gov/contact-me
	  ▪ 7th District (Pittsburg, Concord, Martinez, San Pablo, Richmond, El Cerrito)
	  • Congressman George Miller, 3220 Blume Drive, Ste. 160, Richmond, CA 94806
	  • Phone (510) 262-6500 | Fax (510) 222-1306
	  • https://georgemiller.house.gov/contact-me
	  o **Senators**
	  ▪ Barbara Boxer
	  • https://boxer.senate.gov/en/contact/policycomments.cfm
	  ▪ Diane Feinstein
	  • https://www.feinstein.senate.gov/public/index.cfm/e-mail-me
	• Katharine Mason, CSB Division Manager, stated that CSB is developing a new report through the CLOUDS system that will be brought to PC each month that captures statistics on how CSB is meeting its requirements. This report is projected to be completed in the next few months. Currently CSB's enrollment is at 100 percent. Attendance is over the 85 percent requirement. CSB is required to serve families with disability; the minimum requirement is 10% and we have until February 2013 to reach this. Currently CSB is at 9.9% for Head Start and 7.7% for EHS. All screenings and assessments (health, developmental, and Desired Results) are in compliance. Above 90% of all children have physical and medical exams. CSB is required to have 95% of families with dental exams and that has been met. Follow up dental exams are at 100%. For home base, home visits are all on target. Medical and Dental homes are due at 90 days of enrollment and 100% families have medical and dental homes.
	• Highlights – Male Involvement has been taking off with regular monthly meetings. This includes all males – Grandfathers, dads, uncles, etc.
	• On Friday, a letter for early closures in December for professional development for staff will be sent out to notify families of the dates that children will be going home early.

TOPIC	RECOMMENDATION / SUMMARY

	• Erik Brown, CSB Accountant II, presented the following fiscal reports:
	  o **2012 Head Start Program: September 2012** expenditures were **$12,525,425** YTD, which represents **73%** of the program budget.
	  o **2012 Early Head Start Program: September 2012** expenditures were **$2,771,381** YTD, which represents **64%** of the budget.
	  o **Credit Card expenditures** for all programs, including Head Start and Early Head Start, for the month of **September** were **$2,467.78.**
	  o **2011-2012 Child and Adult Care Food Program: September 2012** total number of meals served including breakfast, lunch, and supplements were **47,234**.
	• If you would like review the financial reports in greater detail, the Fiscal Committee meets each month prior to the Policy Council meeting.

Action:
• Consider Approval of CSB'S 2012-2013 P&P and Service Plan
	• Joanne Sanchez Rosa, Administrative Services Analyst III, and CherRita Jones from Cambridge presented on 2012-2013 P&P and Service Plan. Each year a subcommittee of staff and parents work together to update CSB's policies and Procedures; this is the operations manual for all CSB staff. After changes are made the PC and Board of Supervisors are asked for approval.
	  o There are changes in:
	  ▪ Section 1 – Administration
	  • Part I & II – Program Governance and Planning
	  o Clarification language added, but no changes to procedures
	  • Part III – Communications
	  o Updated procedures for reporting to County Child Protective Services and State Community Care Licensing
	  • Part IV – Record Keeping and Reporting
	  o Updates to record retention to 5 years.
	  o Updates to record retention of contract files.
	  • Part V – Monitoring
	  o Updates to monitoring language and descriptions.
	  o Added new multi-level monitoring procedures.
	  • Part VI – Self Assessment
	  o Clarification language added, but no changes to procedures
	  • Part VII – Program Human Resources Management
	  o Added policy and guidance for staff regarding calling in sick. Staff must call in by 6 am day of absence and must notify the supervisor by 3:00 pm for consecutive absences

TOPIC	RECOMMENDATION / SUMMARY
	o Updates for staff requirements for positions o Clarification language to classroom staffing and rations o Added Domestic Violence training for staff ▪ Section 2 – Child Development • Revision of Sunscreen Policy to Sun Protection Policy • Helmet Policy was discontinued • Clarification of exclusion policy due to unmet health requirements • Updates to Emergency Disaster/Earthquake Supplies section • Clarification language to food sanitation/safety procedures • Update-Caregiver groups • New – Ready to Learn Curriculum Enhancement description • Updates to Classroom Transitions for EHS & HS classrooms • New – CSB Child Development Brochure, toothbrush and hand washing guidance included in initial Home Visit procedure • Added guidance for Field Trips – Parents may not bring siblings or other children on field trips, school-age siblings may not be taken out of school, parents may drive their own child to field trip after signing their child out of school, parents may not drive other students or parents on a field trip. • New – Descriptions/staff guidance for Infant and Toddler support ▪ Section 3 – Family & Community Partnerships • Clarification language added, but no changes to procedures ▪ Section 4 – Program Design • Updates made to be compliance with California Department of Education Regulations • Updates made to reflect procedures to use of CLOUDS • New system for flagging files that have been determined eligible • New – Business Systems section ▪ Section 5 – Alternative Payment Program • Clarification language added, but no changes to procedures ▪ New Section 6 – Low Income Home Energy Assistance Program • General description • Eligibility requirements • Staff procedures for processing applications

TOPIC	RECOMMENDATION / SUMMARY
	• Complaint procedures ▪ Service Plans • No changes to content • Updates to page references will be made after policies and procedures are finalized o *For more details, please see summary of changes information included in PC packet.* • **A motion to approve the CSB's 2012-2013 Policies and Procedures and Service Plan was made by Maxwell Hayworth and seconded by Leticia Sandoval. The motion was approved.**
Action: • Consider Approval of New Hires	• **A motion to approve the CSB's Site Supervisor II candidate was made by Maxwell Hayworth and seconded by Claudia Ordaz. The motion was approved.**
Action: • Consider Approval of October 17, 2012 Policy Council Minutes	• The minutes of the October 17, 2012 Policy Council meeting were reviewed: • No revisions needed. • **A motion to approve the minutes from the October 17, 2012 Policy Council meeting was made by Micaela Ramos and seconded by Maxwell Hayworth. The motion was approved.**
Appoint & Approve Subcommittee Membership and Directive	• Much of the work completed by the PC is done through subcommittees. Staff will provide an overview of each subcommittee, answer any questions, and ask for sign ups. Some subcommittees meet once per year and others may meet monthly. Policy Council Standing Committees include: o Interview Panel/Personnel Committee – On call as needed o Fiscal Committee – Meets before Policy Council meetings o Self-Assessment Committee – Committee participates in Self-Assessment with staff and community members from February 18th – March 1st to interview staff and meets with parents. Meets once a year. o Ongoing Monitoring/Program Services Committee – Meet before Policy Council meetings o By-Laws/P&P's Committee – Via email or mail o Nutrition Services Advisory Committee – Meet twice a year and then meet one hour before Policy Council meetings to share information and collect input. o Health Services Advisory Committee – Meet at 40 Douglas in Martinez twice a year from 12:00 p.m. – 1:30 p.m.
Complete Policy Council Training Interest Survey	• Kristin Cooke, Administrative Services Analyst III, asked PC members to check the topics that they would like to have training on: o Financial literacy o Children's Education and Development o Health & Safety o Nutrition

<table>
<tr><th>TOPIC</th><th>RECOMMENDATION / SUMMARY</th></tr>
<tr><td></td><td>o Personal Growth and Support
o Community Services</td></tr>
<tr><td>Training:
• Accessing Community Resources</td><td>
• Monica Montano from CSB's Home Energy Assistance Program could not be here. Rita Loza, CSB Parent, Family and Community Engagement Manager, presented on Monica's behalf.
• <u>LIHEAP</u> – The Low-Income Home Energy Assistance Program is a federally funded program that assists low-income households with their heating and cooling needs, while helping protect the health and safety of the household.
o Bill Payment Assistance – LIHEAP may pay a portion of your energy bill in the form of a dual or single party warrant or a direct payment to a utility based on household income and size, energy cost, and funding availability.
o Energy Crisis Assistant – LIHEAP funds are available to low-income households that are in a crisis situation; such as receiving a 48-hour disconnect notice, or service termination by a utility company.
o Weatherization Assistance – The weatherization program provides services designed to reduce heating and cooling costs and improve the energy efficiency of a home, while safeguarding the health and safety of the household. The energy saving improvements may include: repair or replacement of gas heaters, repair or replacement of water heater, repair or replacement of stove/over, installation of ceiling insulation, weather-stripping of exterior doors, replacement of exterior doors (if necessary), installation of carbon monoxide alarms, installation of programmable thermostats, replacement of broken windows, ceiling fans, energy efficient light bulbs, furnace filters, refrigerators, and microwave ovens.
▪ Grants for weathering $3000 and can be used once every 3 years
• Who is Eligible – Priority for services is given to those households with the highest energy burden, while taking into consideration vulnerable populations such as elderly, disabled, and families with young children.
<table>
<tr><th colspan="3">2012 Program Year
(Valid through 12/31/2012)</th><th rowspan="2"></th></tr>
<tr><th>Size of Household</th><th>Gross Monthly Income</th><th>Gross Annual Income</th></tr>
<tr><td>1</td><td>$2,045.33</td><td>$24,544.00</td><td rowspan="6">How to Apply
Contact
Contra Costa County Community Services Bureau
Home Energy Assistance Program
2530 Arnold Dr Suite 360
Martinez, CA 94553
Ph: (925) 335-8900
Fax: (925) 335-8905</td></tr>
<tr><td>2</td><td>$2,674.66</td><td>$32,096.00</td></tr>
<tr><td>3</td><td>$3,304.00</td><td>$39,648.00</td></tr>
<tr><td>4</td><td>$3,933.33</td><td>$47,200.00</td></tr>
<tr><td>5</td><td>$4,562.66</td><td>$54,752.00</td></tr>
<tr><td>6</td><td>$5,192.00</td><td>$62,304.00</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><th>TOPIC</th><th>RECOMMENDATION / SUMMARY</th></tr>
<tr><td></td><td>
<table>
<tr><td>7</td><td>$5,310.00</td><td>$63,720.00</td><td></td></tr>
</table>

Stage II program – CSB Subsidized Child Care Program offers low cost or free child care for children 6 – 13 years of age.
Eligibility – Must be working, seeking employment, enrolled in a vocational/school program <u>AND</u> must meet the following income guidelines:

<table>
<tr><th>Size of Household</th><th>Gross Monthly Income</th><th rowspan="6">In addition, if you are currently receiving Cash Assistance, or have received it within the previous 24 months, you may be eligible immediately!</th><th rowspan="6">How to Apply
Contact
Community Services Bureau
Subsidized Child Care Program
2530 Arnold Dr Suite 360
Martinez, CA 94553
Ph: (925) 335-8910
Fax: (925) 335-8905</th></tr>
<tr><td>2</td><td>$3,283</td></tr>
<tr><td>3</td><td>$3,518</td></tr>
<tr><td>4</td><td>$3,908</td></tr>
<tr><td>5</td><td>$4,534</td></tr>
<tr><td>6</td><td>$5,159</td></tr>
</table>
</td></tr>
<tr><td>Site Reports</td><td>

Cambridge – CherRita Jones is supporting her center by being responsive to in-kind opportunities by giving her time or donating items.
Micaela Ramos at GMIII – Micaela is a part of the Triple P program (Positive Parenting Program) and encourages more parents to become involved as it is a great way to learn information and get resources. GMIII’s Harvest festival was a success.
Reyna Flores at GMIII – The children at this center were able to take free field trips to the Bay Area Discovery Museum (BADM). It is very educational unfortunately only 3 sites are selected as partnerships with BADM to receive these trips.

<u>Filed but not read:</u>

Balboa – Had their Open House on October 30th and it was a success. Parent participation was excellent. The center’s security and parents cooperation was been great thanks to the Site Supervisor who took the time to interview each parent. Room 3 is working on a beautiful and fun project with leaves. Cameron staff attended last month parent meeting to talk about the services they provide to the children.
Ambrose – Children are taught to interact when reading a book. There’s a new age appropriate playground. They are planning for a Winter Festival and Staff Appreciation day.

</td></tr>
<tr><td>Announcements</td><td>None</td></tr>
<tr><td>Meeting Evaluation</td><td><u>Pluses / +</u>
N/A
<u>Deltas / Δ</u>
N/A</td></tr>
</table>