



Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 05/15/2013 **Time Convened:** 06:07 PM **Time Terminated:** 07:25 PM **Recorder:** Erika Ramos

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"> • Enrique Sanchez, Chairperson, called the meeting to order at 6:07 pm. • He reviewed the desired outcomes and meeting rules.
Public Comment	<ul style="list-style-type: none"> • There is a need for more teachers in the classrooms at the centers.
Correspondence	<ul style="list-style-type: none"> • No correspondence
Administrative Reports <ul style="list-style-type: none"> • CSB Director • Division Manager • Fiscal 	<ul style="list-style-type: none"> • Camilla Rand, CSB Director, informed the Policy Council members of the results for Head Start and Early Head Start Re-competition and Sequestration program reductions. Community Services Bureau had to re-compete for its grant for the first time in forty-eight years as a result of a deficiency cited in the 2009 Federal Review in Infant and Toddler Care Giving. In July of 2012, Community Services Bureau submitted a re-competition grant and in April 2013, the results were received. The good news is that the program will retain 85% of its grant, and therefore the program has been one of the luckiest out of the 132 programs that had to apply for re-competition last year because some only retained 50% of their grant and some did not get their grant at all. The challenging part of re-competition (DRS) Designation Renewal System is the 15% reduction of the grant which will now be relocated to another agency, The Spanish Speaking Unity Council of Alameda County. The amount of 15% is pretty significant; it is equivalent to \$3 million dollars or 276 slots. This reduction will result in specific slots reductions compared to the past reductions which were made in different areas as possible and appropriate. • The 15% Re-competition reduction will be accompanied by a 5.27% Sequestration reduction that has been mandated on all federal programs starting on July 1, 2013. This 5.27% reduction is equivalent to \$1 million dollars. There is a plan in place for the \$4 million total program reductions. • The plan for re-competition consists of three center closures as follows: Lake Children’s Center, Crescent Park Center, and the Martinez Center. The decision regarding these specific centers came after a lengthy data analysis and review of the Community Needs Assessment in order to locate where throughout the county there is the greatest need and where we can afford to close and move slots. Also, we are proposing to close one room at the Balboa Center and another one at GMIII center. The classroom at Balboa will be relocated to the Brookside Center and the classroom at GMIII will be made vacant for the Special Day from West Contra Costa Unified, in an effort to maintain our required 10% of serving children with disabilities in our program.

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	<ul style="list-style-type: none"> • In addition, there will a reduction of five partners’ contracts throughout the county, five management and administrative positions, and the elimination of nineteen floater teacher positions. • We don’t know if sequestration will be permanent or overturned on July 1st, 2014. There will be an elimination of 56 Early Head Start Home Base slots throughout the county. Shortening the school year for Part-Day center-based and pre-school Home Base by nine weeks at the beginning and end of the school year will also take place. With all the changes that will be taking place, all the families will be taken care of and no child will be without services. • Christina Reich will do a presentation on the approval of re-competition and sequestration plan after Haydee Ilan presents the fiscal reports. • Haydee Ilan, CSB Accountant, presented the following fiscal reports: <ul style="list-style-type: none"> ○ 2012 Head Start Program: March 2013 expenditures were \$21,339,397 YTD, which represents 82% of the program budget. ○ 2012 Early Head Start Program: March 2013 expenditures were \$5,027,007 YTD, which represents 77% of the budget. ○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of March 2013 were \$5,943.76. ○ 2012-2013 Child and Adult Care Food Program: March 2013 total number of meals served including breakfast, lunch, and snacks were 53,704. • 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"> • Approval of Re-Competition and Sequestration Plan 	<ul style="list-style-type: none"> • Christina Reich, Division Manager (TU) reviewed the plan of Head Start & Early Head Start Re-competition and Sequestration reductions in its entirety. Christina explained in detail the past reductions in the last few years from (2010-2011 & 2011-2012) and the new reductions effective July 1, 2013. • She discussed the new agency, The Spanish Unity Council of Alameda County that was awarded 15% of the grant money. They will operate the 186 Head Start and 90 Early Head Start slots that CSB was reduced; the slots reductions are non-negotiable and will be effective July 1, 2013. Their service area is a portion of the Monument Corridor in Concord where the Cambridge Community Center and Concord Child Care centers currently operate in partnership with CSB. • She explained in depth all the areas that will have reductions. She went over the information for centers that will be closing, the classrooms that will be closing and the staff that will be off during the summer. She explained the reasoning behind choosing these specific centers, and how all the children, families, and staff will be accommodated as best as possible and that no currently enrolled child will lose care. • CSB is still the largest provider of subsidized care in Contra Costa County. • Displaced staff will be provided support through Workforce Development Board and County HR’s Rapid Response Team, The Unity Council of Alameda County, and Opportunity Junction.

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	<ul style="list-style-type: none"> Support for displaced children will be provided at a nearby CSB center, another subsidized center in the community, or a provider of the parent's choice through CSB alternative payment program if eligible. A motion to approve the Re-competition and Sequestration Plan was made by CherRita Jones and seconded by Susana Lona. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> Layoff of Part-day/ Part-year staff for the Summer 	<ul style="list-style-type: none"> Reni Radeva, PSAlll, explained the HS model for Part –Day/Part-Year staff. These staff only work eight months out of the year and are aware that they would be let go during summer. Reni presented the plan to lay off these teachers for this year 2012-2013. The school year starts in September and ends in May or June; it is a process that happens every year. A question was asked, if this staff is being affected because of sequestration? It was answered; sequestration is separate from this; this temporary summer lay-off happens annually regardless of sequestration. A motion to approve the Layoff of Part-day/ Part-year staff for the summer was made by Irma Ruiz and seconded by Wendy Hall. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of the Corrective Action Plan for 2013 Self- Assessment 	<ul style="list-style-type: none"> Christina Reich, Division Manager (TU) presented the results for the Action Plan for 2013 Self-Assessment to correct the area that was found out of compliance in the area of "Individualization." Teachers will receive support and individualization training as needed to teach them how to improve and document their results for their children's individualization. A motion to approve the corrective action plan for 2013 Self-Assessment was made by Wendy Hall and seconded by Sandra Velazquez. The motion was approved.
<p>Action:</p> <ul style="list-style-type: none"> Consider Approval of March 20, 2013 Policy Council Minutes 	<ul style="list-style-type: none"> The minutes of the March 20, 2013 Policy Council meeting were reviewed: No revisions needed. A motion to approve the minutes from the March 20, 2013 Policy Council meeting was made by Cory Cruz and seconded by Susana Lona. The motion was approved.
<p>Site Reports</p>	<ul style="list-style-type: none"> Las Deltas-Ana Iglesias- reported that the parents have participated in the garden and science projects. Special projects were conducted during the week of April 14-19 which was the Week of the Young Child. Other projects were the children's garden, a field trip to the Discovery Museum, and receiving information from library resources. GMIII-Reyna Flores- reported that both parents and children enjoyed the Week of the Young Child activities. There were special guests that visited the center, Spring cleaning both indoors and outdoors, planting, pruning and recycling activities are going on at the center. Resources were shared on specific topics: Child Abuse Prevention training, and Social Emotional training for parents. The math study conducted by the West Ed was completed successfully. Classrooms continue to go to the Discovery Museum; it offers hands on learning experiences. MECC-Enrique Sanchez- reported activities done on the Week of the Young Child were very dynamic and the children learned a lot. Friday was carnival day at GM Concord; he dressed up as a character for the children and he enjoyed the

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	<p>children smiles on their faces very much, it warmed his heart.</p> <ul style="list-style-type: none"> • Lake-Patricia Magaña- reported about the Week of the Young Child activities at the center were: a parade, dancing, games, face painting, love letters, pajama day and cooking projects. <p><u>Filed but not read:</u></p> <ul style="list-style-type: none"> • Lavonia Allen representative reported that children are excited and prepared for the transition of kindergarten. The special projects that they have been working on have been on the garden-they were able to eat the strawberries they planted. The Sheriff visited the center, and Minnie and Mickey visited during the Week of the Young Child. • Balboa-Susana Lona- reported about the Week of the Young Child and how they had a wonderful celebration. There was also an art exhibit in the entrance of the center. In her child’s classroom, they have a project of fish and the students are currently learning about the lives of fish. 	
Announcements	<ul style="list-style-type: none"> • Rita Loza, Comprehensive Services Manager for Parent, Family and Community Engagement invited the Policy Council to stay for the Public Hearing that was going to be held immediately after the Policy Council meeting. She informed that the purpose of the meeting was to hear from the community what their needs are and gather the public input and feedback. • She shared information regarding the Weatherization flyers and the services that they provide. • Also, she provided flyers from the Summer Food Service Program sponsored by the Pittsburg Unified School District for children ages 2-18. There will be free meals available and a list of the different locations is on the flyer. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Not everything is lost; the program needs to move forward 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None