

# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553



## **Meeting Minutes - Final** **Executive Subcommittee Meeting**

**Wednesday, September 3, 2025**  
**4:30 PM**

**West: 300 S. 27th St., Richmond | Central: 3068 Grant St., Building 8, Concord |**  
**East: 1203 West 10th St., Antioch | Far East: 240 Las Dunas Ave., Oakley |**  
**WEBINAR LINK | Zoom: <https://cccounty-us.zoom.us/j/86062753827> | Meeting ID:**  
**860 6275 3827**

**Head Start Policy Council**

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

Norma Chayrez, Chair, called the meeting to order at 4:50 p.m.

Gabriela Garibay, Vice Chair, reviewed the desired outcomes.

Janelle Lafrades, Parliamentarian, reviewed the meeting ground rules.

Attendance: Norma Chayrez, Gabriela Garibay, Janelle Lafrades, and TuLiisa Miller

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

There were no public comments

3. Staff Report

**Michelle Mankewich**, Administrative Services Assistant III, provided the program updates.

Working towards achieving 100% Enrollment by the end of September 2025.

4. [25-3480](#)

**Attachments:** [Exec Meeting Minutes 8-6-2025 DRAFT](#)

The team reviewed the minutes from the Executive Meeting on August 6, 2025.

The motion passed

A motion to approve the Executive meeting minutes was made by **Tu'Liisa Miller** and seconded by **Gabriela Garibay**.

The motion passed.

5. [25-3481](#)

**Attachments:** [PC Meeting Minutes 8-20-25 Draft](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the Policy Council Meeting on September 24, 2025, for approval.

6. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Maria Cortez, Teacher at George Miller III. Blanca Sanchez, Teacher at George Miller III. Balboa Children's Center's Staff: The teams and individuals will receive recognition on September 24, 2025, Policy Council Meeting for their outstanding work with the children and families.

7. [25-3482](#)

**Attachments:** [PC Agenda 9-24-2025 DRAFT](#)

The team reviewed and set the agenda for the September 24, 2025, Policy Council Meeting.

The Wellness Activity will be a "Fall Activity" What motivates you to stay engaged at your center?" "How do you keep your children engaged?"

## 8. Meeting Evaluation

**Pluses+**

All members of the Executive Subcommittee were in attendance

**Deltas-**

None

The next meeting is currently scheduled for October 6, 2025.

## Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 3068 Grant St, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

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