



CONTRA COSTA COUNTY

AGENDA

Head Start Policy Council

Wednesday, May 7, 2025

6:00 PM

Executive Subcommittee

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
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Staff Report
4. Review and approval of the Executive Meeting Minutes April 2, 2025 [25-1660](#)
Attachments: [Exec Minutes April 2, 2025 DRAFT](#)
5. Review of the April 16, 2025, Policy Council Minutes [25-1661](#)
Attachments: [PC Meeting Minutes April 16, 2025 DRAFT](#)
6. Decision regarding Parent Recognition
7. Review and agree on the May 21, 2025, Policy Council Agenda Meeting [25-1662](#)
Attachments: [PC Agenda May 21, 2025 DRAFT](#)
8. Meeting Evaluation

The next meeting is currently scheduled for June 4, 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, CA 94520, during normal business hours. Staff reports related to items on the agenda are also accessible online at 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.

For Additional Information Contact: Ana Araujo aaaraujo@ehsd.cccounty.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-1660

Agenda Date: 5/8/2025

Agenda #: 4.

CONTRA COSTA COUNTY

*1025 ESCOBAR STREET
MARTINEZ, CA 94553*



Meeting Minutes

Executive Subcommittee

Wednesday, April 2, 2025

6:00 PM

1470 Civic Ct. Suite 200 Concord, CA | Zoom

<https://us06web.zoom.us/j/88006104662> | Meeting ID 880 0610 4662

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

Gabriela Garibay, Policy Council Vice-Chair, called the meeting to order at 6:05 PM.

Present Gabriela Gomar Sandoval, Janelle Lafrades, and Tu'Liisa Miller

Absent Norma Chayrez

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

No public comments

3. Staff Report

Michelle Mankewich, Administrative Services Assistant III, provided the following report:

- The grant application has been submitted.
- Region IX has been closed as part of a consolidation from 10 offices to 5. This restructuring will not impact critical services.
- Attendance is currently at 97%. Head Start enrollment stands at 103.4%, while Early Head Start enrollment is at 87.6%.

4. ACTION: Review and approve the Executive Meeting minutes March 5, 2025

Attachments: [Exec MeetingMinutes March 5-2025](#)

The team reviewed the minutes from the Executive Meeting on March 5, 2025. No changes were made, and the minutes were approved.

This Consent Item was approved.

Motion: Miller

Second: Lafrades

5. Review of the March 19, 2025, Policy Council Minutes Draft

Attachments: [PC Minutes 3-19-25 DRAFT](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the meeting on April 19, 2025, for approval.

This Discussion Item was recommended.

6. Decision regarding Parent Recognition

The team reviewed all nomination forms and selected the following individuals for recognition at the Policy Council Meeting on April 19, 2025, for their outstanding contributions to the children and families: Mr. Thor Thomas, Guard at GM III; Ms. Michelle Mankewich, Administrative Services Analyst III at the CSB Administrative Office and Ms. Pat Taylor, Site Supervisor at Kids Castle.

7. Review and agree on the April 16, 2025, Policy Council Agenda meeting

Attachments: [PC Agenda 4-16-25 DRAFT](#)

The team reviewed and set the agenda for the Policy Council Meeting scheduled for April

19, 2025.

For the wellness activity, the team will ask representatives to share stories about our spring break, including the activities we did to keep our children engaged and how we transitioned from winter to spring.

This items was recommended

8. Meeting Evaluation

What went well: Good participation was noted, great plan for next meeting.

What can be improved: Be all present.

The next meeting is currently scheduled for May 7, 2025.

Adjourn

Gabriela Garibay, PC Vice-Chair, adjourned the meeting at 6:28 PM.

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CONTRA COSTA COUNTY

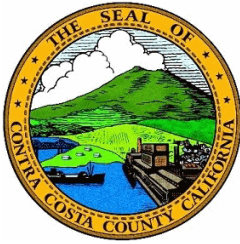
Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-1661

Agenda Date: 5/8/2025

Agenda #: 5.



CONTRA COSTA COUNTY

Committee Meeting Minutes - Final

Head Start Policy Council

Wednesday, April 16, 2025

6:00 PM 500 Ellinwood Way, Pleasant Hill | 1203 West
10th St. Building D Antioch, CA | 300 S. 27th
St. Richmond, CA | Zoom:
<https://us06web.zoom.us/j/88006104662> |
Meeting ID 880 0610 4662

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, Policy Council Chair, called the meeting to order at 6:20 PM.

Present

Sayuri Areliz Calle, Jazmine Bizzle-Murphy, Deanna Carmona, Norma Chayrez, Karen Coleman, Alesandra Dominguez, Ericka Garcia, Maria Gonzalez Garcia, Raquel Magana, Michelly Mendanha, Amy Mockoski, Kimberly Nieve, Iris Phillips, Ariana Reyes, Iris Romero, and Torrieanna Washington

Absent

Alexia Arpero, Yessica Calderon Gonzalez, Gabriela Gomar Sandoval, Nathalia Hernandez, Yesica Hernandez, Alexis Hines, Janelle Lafrades, Vilma Linares Amaya, Jennifer Martinez, Tu'Liisa Miller, Sinthia Montano, Shanell Murphy, Esther Navarro, Diana Nunez Ocaranza, Julieta Porras, Porsha Price, Courtney Sanders, Torrie Spikener, and Daniela Vega-Simpson

2. Wellness Activity

Policy Council Representatives participated in a wellness activity: Share about your spring break and activities you completed to keep your children busy. How did you transition from winter to spring?

3. Correspondence

[25-1450](#)

Attachments:

[Correspondence ACF-OHS Bilingual](#)

[Correspondence OHS -II](#)

[ACF-OHS-IM-25-03 Promoting Healthy Eating and Nutrition](#)

Norma Chayrez, the Policy Council Chair, read the following updates:

- Correspondence from the Office of Head Start - Information Memorandum on promoting healthy eating and nutrition for Head Start children and families.

- Correspondence from the Department of Health and Human Services' Administration for Children and Families about the consolidation of regional offices.

4. 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 requests for public comments.

5. Parent Recognition of Staff

The following staff were recognized for going above and beyond in their work with the children and the families: Mr. Thor Thomas, Guard at GM III, Ms. Michelle Mankewich, Administrative Services Analyst III, and Ms. Pat Taylor, Site Supervisor at Kids Castle, were presented with a certificate to acknowledge their dedication to children and families.

6. ACTION: Approval of March 19, 2025, Policy Council Minutes

[25-1451](#)

Attachments: [Policy Council Minutes March 19-2025](#)

The Policy Council meeting minutes from March 19, 2025, were reviewed, and no corrections were noted.

This Consent Item was approved.

Motion: Reyes

Second: Bizzle-Murphy

Aye: Areliz Calle, Bizzle-Murphy, Carmona, Chayrez, Coleman, Dominguez, Garcia, Gonzalez Garcia, Magana, Mendanha, Mockoski, Nieve, Phillips, Reyes, Romero, and Washington

Absent: Arpero, Calderon Gonzalez, Gomar Sandoval, Hernandez, Hernandez, Hines, Lafrades, Linares Amaya, Martinez, Miller, Montano, Murphy, Navarro, Nunez Oxaranza, Porras, Price, Sanders, Spikener, and Vega-Simpson

Result: Passed

7. Administrative Reports

[25-1452](#)

Attachments: [Administrative Reports](#)
[Fiscal Reports](#)
[Nutrition Report](#)

- Scott Thompson, Interim Director, presented the Director's Report:
- Amy Wells, Division Manager, Presented the CSB Administrative Reports.
- Priyanka Viduchi, Accountant III, presented the financial reports, Credit card reports And the Child and Adult Care Food Program report.

8. Presentation: Parent Resiliency

Gabby Vargas from Early Childhood Mental Health presented the Parent Resiliency Training

9. Presentation: Contra Costa County Library Program and Resources

Amy Mockoski, the Contra Costa County Librarian, presented the program and resources available through the Contra Costa County Library.

10. Presentation: 2024 – 2026 Community Assessment

[25-1467](#)

Attachments: [2024-2026 Community Assessment](#)

The presentation about the Community Assessment 2024-2026 was postponed until the meeting on May 21, 2025.

11. Subcommittee Updates

Norma Chayrez, Policy Council Chair, reported participating in the Fiscal Subcommittee, where she heard about the budget updates.

12. Site Reports

Some of the representatives shared:

Los Nogales Representative, the children had a great time during the Week of the Young Child (WOYC) with various activities, including pajama day and parachute play. They also received new toys. Additionally, they were reminded to share the parking lot with the recently opened neighboring site, the Migrant Head Start.

Marsh Creek Representative, the center increased the fun activities for the children during the WOYC, such as Pajama Day.

GM III Representative, the children had fun during the WOYC. They enjoyed making projects with fresh fruits along with the excitement of Crazy Hair Day. They also reported that construction started around the building.

13. Announcements & Parking Lot report

[25-1453](#)

Attachments: [Parking lot March 19-2025](#)

Amy Wells, Division Manager, presented the response to the Policy Parking Lot, noted on March 19, 2025,

Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement provided the following announcements:

Opportunity to participate in the **Make Parenting a Pleasure- Spanish**, a parent curriculum provided by via Zoom by trained Comprehensive Services staff. Check with your Family Advocate to access the Zoom link.

In collaboration with the Contra Costa Health Department, we are providing parents and caregivers with the opportunity to participate in **Traffic Safety Training**. This training will cover topics such as bicycle safety, road rules, and car safety. Please check the flyer at your sites and register with your family advocate for the Zoom training sessions: -

In English: Tuesday, May 6, at 4 p.m.

In Spanish: Thursday, May 8, at 4 p.m.

Then, there will be a **Bike Rodeo** where children and parents can practice sharing the road. This will occur at the Balboa Center on **Saturday, May 24, from 10:30 a.m. to 12 noon**. Neighboring sites are invited to bring their children with bikes and helmets.

14. Meeting evaluation

Pluses

Great Information

Met quorum

Deltas

None

The next meeting is currently scheduled for May 21, 2025.

Adjourn

Norma Chayrez, Policy Council Chair, adjourned the meeting to order at 8: 01 PM

Reserved for Meeting Minutes- presentations

[25-1449](#)

Attachments:

[Parent Resiliency Training 2025](#)

[Library Services- Head Start 2025](#)

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For Additional Information Contact: Ana Araujo

Ana Araujo aaaraujo@ehsd.cccounty.us



CONTRA COSTA COUNTY

Staff Report

1025 ESCOBAR STREET
MARTINEZ, CA 94553

File #: 25-1662

Agenda Date: 5/8/2025

Agenda #: 7.

POLICY COUNCIL AGENDA

Group/Meeting Name: CSB Policy Council Meeting

Date: May 21, 2025

Time: 6:00 PM – 8:00 PM

Meeting Locations:

- 500 Ellinwood Way, Pleasant Hill
- 1203 West 10th St. Building D Antioch, CA
- 300 S. 27th St. Richmond, CA

Zoom: <https://us06web.zoom.us/j/88006104662> | Meeting ID 880 0610 4662

Purpose: Conduct Regular Monthly Meeting

Agenda Item	Presenter	Times
1. Call To Order/Welcome	Chair- Norma Chayrez	2
2. Wellness Activity	Chair-Norma Chayrez	5
3. Correspondence *Attachment	Secretary-Tuliisa Miller	2
4. Public Comment	Public	2
5. Parent Recognition of Staff	Chair- Norma Chayrez	7
6. ACTION: Approval of April 16, 2025, Policy Council Minutes * Attachment ...	Secretary- Tuliisa Miller	7
7. Administrative Reports (Program updates, Program Report, and Fiscal Reports) *Attachments TMP-10120	Scott Thompson Amy Wells Ali Vahidizadeh	15
8. Single Audit CACFP Report 2024 *Attachment TMP-10119	Ali Vahidizadeh	5
9. Presentation: Guaranteed Income (GI) *Attachment TMP-10118	Rebecca Darnell Workforce Services	15
10. Presentation: 2024 – 2026 Community Assessment *Attachments 25-1467	Ayalew Lidete	20
11. Presentation: Nutrition	Irene Figueroa	15
12. Presentation: Safety and mindfulness	Monica DeVera	10
13. Subcommittee Reports	Subcommittee Representatives	4
14. Site Reports	Site Representatives	5
15. Announcements & Parking Lot report	Ana Araujo	4
16. Meeting Evaluation	All	2
17. Reserved for Meeting Minutes Presentations *Attachment TMP-10117		