



# CONTRA COSTA COUNTY

## AGENDA

### Head Start Policy Council

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Tuesday, January 7, 2025

6:00 PM

Meeting Location: 1470 Civic Court  
Suite 200, Concord CA 94520 | ZOOM:  
<https://us06web.zoom.us/j/88006104662>

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#### Executive Subcommittee

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

1. Call to Order/ Welcome
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 approve Executive Meeting Minutes November 6, 2024 [25-34](#)  
**Attachments:** [PC Exec minutes November 6, 2024 draft](#)
5. Review and agree on agenda for January 15, 2025, Policy Council Meeting [25-35](#)  
**Attachments:** [PC Agenda January 15, 2025 DRAFT](#)
6. Review November 20, 2024, Policy Council Minutes [25-36](#)  
**Attachments:** [PC Minutes November 20, 2024 DRAFT](#)

Evaluation of Meeting

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 1470 Civic Ct. Suite 200 Concord, CA 94520, 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.

For Additional Information Contact: Michelle Mankewich [Mmankewich@ehsd.cccounty.us](mailto:Mmankewich@ehsd.cccounty.us)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-34

**Agenda Date:** 1/7/2025

**Agenda #:** 4.

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553



## Committee Meeting Minutes - Draft

Executive Committee

Wednesday, November 6, 2024

6:00 PM

Meeting Location: 1470 Civic Court Suite 200, Concord CA 94520 | ZOOM:  
<https://cccouny-us.zoom.us/j/83201227641> | Conference Call: USA 8882780254  
8882780254

**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 Call to Order/Welcome (1 minute)

The Head Start Policy Council Vice Chair called the meeting to order at 6:00pm.

**Present**

Norma Chayrez, Gabriela Gomar Sandoval, Janelle Lafrades, and Tu'Liisa Miller

2 Public Comment (2 minutes)

No Public Comment

3 Staff Report (5 minutes)

Staff report provided by Michelle Mankewich, Administrative Service Analyst III.

Enrollment has hit 80% of our total funded slots, our full enrollment initiative requires 97% enrollment and we are steadily moving towards reaching that goal.

4 Review and approve the Executive Meeting minutes 10-8-24 (5 Minutes)

Amendments- Janelle Lafrades in attendees line instead of Janelle F. Lafrades  
Tuliisa Miller instead of Tulissa Miller under Action Review and approve September 4, 2024, Executive Meeting Minutes

**Moved, Seconded and duly carried to:**

**Approve September 4, 2024, Executive Team Meeting Minutes as amended.**

**Motion: Miller**

**Second: Chayrez**

5 Decision regarding Parent Recognition (5 minutes)

The group reviewed all nomination forms and selected Ms Isela Rodrigues from YMCA Fairgrounds site to receive recognition at the November 20, 2024 Policy Council Meeting for their outstanding work with the children and families. The nominated staff will be invited to receive recognition at the November 20, 2024, Policy Council meeting.

6 Review and agree on the agenda Policy November 20, 2024, Policy Council meeting (10 minutes)

The group reviewed and set the agenda for the November 20, 2024, Policy Council Meeting. Decided on wellness activity: Share a family tradition or recipe you enjoy during the Fall.

**This Discussion Item was recommended.**

7 Evaluated the Meeting (2 minutes)

Meeting Evaluation

What went well- Everyone was in attendance

What can be improved- Representatives can spread the word to other parents about staff nominations for excellence.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-35

**Agenda Date:** 1/7/2025

**Agenda #:** 5.

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## AGENDA - DRAFT

### CONTRA COSTA COUNTY Head Start Policy Council

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Wednesday, January 15, 2025

6:00 AM

Locations: 500 Ellinwood Way, Pleasant Hill | 1203 West 10th. St. Antioch, CA | 300 S. 27th St. Richmond, CA | Zoom: <https://us06web.zoom.us/j/88006104662>

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

1. Call to order/ Welcome
2. Wellness Activity
3. Correspondence **TMP-7978**  
**Attachments:** ACF OHS IM 24 06-Reporting Child Health and Safety Incidents  
ACF OHS IM 24 07 Fiscal Year 2025 Monitoring Process for Head Start Recipients
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
5. Parent Recognition of Staff
6. Approval of EHS Grant revision **TMP-7980**  
**Attachments:** EHS 2023 Budget Revision  
EHS 2023 Budget Revision SPA
7. Approval of Selection Criteria and Recruitment Plan **TMP-7981**
8. Approval of November 20, 2024, Policy Council Minutes **TMP-7982**  
**Attachments:** DRAFT- Policy Council Minutes November 20, 2024
9. Administrative Reports **TMP-7983**
10. Presentation- Program Goals and Objectives **TMP-7986**
11. Training- Making Parenting a Pleasure
12. Heard Site Reports



13. Heard Announcements

The next meeting is currently scheduled for February 19, 2025.

Evaluation of Meeting and Adjourn

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# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-36

**Agenda Date:** 1/7/2025

**Agenda #:** 6.

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**Policy Council Hybrid Meeting**



**Meeting Minutes - Draft**

**CONTRA COSTA COUNTY Head Start  
Policy Council**

**Wednesday, November 20, 2024**

**Locations: 500 Ellinwood Way, Pleasant Hill |  
6:00 PM  
1203 West 10th. St. Antioch, CA| 300 S. 27th St.  
Richmond, CA| Zoom:  
<https://cccouny-us.zoom.us/j/85441436391> |  
Call: 8882780254 Code: 379008**

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

**1. Call to Order and Welcome**

Present Deanna Carmona, Norma Chayrez, Ericka Garcia, Gabriela Gomar  
Sandoval, Maria Gonzalez Garcia, Yesica Hernandez, Raquel Magana, Tu'Liisa Miller, Amy Mockoski, Sinthia Montano, Kimberly Nieve, Porsha Price, Torrie Spikener, Sayuri Areliz Calle, and Maria Sanchez

2. Wellness Activity- Parents participated in sharing out their fall traditions and recipes they like to cook this time of year.

3. Correspondence- No correspondence at this time.

4. 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 comment

5. Parent Recognition of Staff- Parents recognized Isela Rodrigues from the YMCA Fairgrounds.

6. Policy Council Subcommittee overview

Attachments: PC Subcommittees Overview 2024

7. Approval of Subcommittee Leads

## Policy Council Hybrid Meeting

Approval of subcommittee leads as follows:

Program Services- Raquel Magana

Fiscal- Norma Chayrez

Self Assessment/ Monitoring- Gabriela Sandoval (Garibay)

Advocacy- Kimberly Nieve

Bylaws- Janelle Lafrades

Motion: Miller

Second: Mockoski

Aye: Carmona, Chayrez, Garcia, Gomar Sandoval, Gonzalez  
Garcia, Hernandez, Magana, Miller, Mockoski, Montano,  
Nieve, Price, Spikener, and Sanchez

Result: Passed

### 8. Approval of September 25, 2024 Policy Council Minutes

Attachments: September 25, 2024 Policy Council Minutes

Motion to approve September 25, 2024 Policy Council Minutes

Motion:

Second:

Aye: Carmona, Chayrez, Garcia, Gomar Sandoval, Gonzalez  
Garcia, Hernandez, Magana, Miller, Mockoski, Montano,  
Nieve, Price, Spikener, and Sanchez

Abstain: Sayuri Areliz Calle

Result: Passed

### 9. Administrative Reports

Attachments: PC Administrative Report Nov 24  
Program reports November 2024  
Fiscal Reports August 2024  
Child Nutrition Report August 2024  
Fiscal reports September 2024  
Child Nutrition Report September 2024

10. Presentation- Annual Self Assessment Report - Heard presentation on CSB Self Assessment in which no findings arose.
11. Training- Head Start Eligibility
12. Presentation- Annual Program Information Report 2023-2024
13. Site Reports
14. Program Announcements
15. Evaluation of the Meeting

## Policy Council Hybrid Meeting

The next meeting is currently scheduled for January 15, 2025

Adjourn

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