

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://ccccounty-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.