

CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553



Meeting Minutes Executive Subcommittee

Wednesday, March 5, 2025
6:00 PM

S1470 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. Call to Order and Welcome

Present

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

No public comments.

3. Staff Report

Michelle Mankewich, Administrative Services Assistant III provided updates on the following items:

- Continuation grant application is due April 1st, it must be approved during the March 19th Policy Council.
- Enrollment continues to steadily increase, overall, we are at 94.8% and need to enroll 26 more children and then maintain enrollment for 3 months.
- Three infant/ toddler classrooms are reopening in Central and East County. Los Arboles, Ambrose and George Miller Concord are currently enrolling. (Side note- Gabby was able to enroll her youngest in Los Arboles toddler room!!)
- Reviewed parent recognition form and agreed upon simplifications.

4.

Attachments: [Exec 2-5-25 Meeting Minutes](#)

The minutes were reviewed; no corrections were noted.

This Consent Item was approved.

Motion: **Lafrades**

Second: **Gomar Sandoval**

5. Review and Recommend parent recognition of staff

The Exec Team reviewed all nomination forms and selected:

- Christopher Martinez from March Creek.
- Lorena Perea from Lavonia Allen
- Veronica Silva & Kim Levias (as a team recognition) from Kids Castle

They will invite to receive recognition at the March 19, 2025, Policy, Policy Council meeting.

6.

Attachments: [PC Agenda 3-19-25 Draft](#)

The team reviewed and set the agenda for March 19, 2025, Policy Council Meeting.

Wellness Activity: How do you teach your child(ren) about saving money? Do you give them a piggy bank? Do you give them allowance? Do you have them earn items they want?

7. Evaluation of the Meeting

- **Pluses:** Good Participation
- **Deltas:** None

The next meeting is currently scheduled for April 2, 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 1470 Civic Ct. Suite 200, Concord CA, 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.

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