

# CONTRA COSTA COUNTY

*1025 ESCOBAR STREET  
MARTINEZ, CA 94553*



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

**Monday, October 6, 2025**  
**6:00 PM**

**1470 Civic Ct. Suite 200 Concord | Zoom:**  
**<https://cccouny-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

Janelle Lafrades, Chair, called the meeting to order at 6:09 p.m.

Janelle Lafrades, Chair, reviewed the desired outcomes.

Norma Chayrez, Parliamentarian, reviewed the meeting ground rules.

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 these program updates.

- Update on the full enrollment initiative, CSB has been working towards full enrollment for the past year, and reached our goal in the month of September. Now they work continue to maintain full enrollment.
- A Formal invitation was extended to Executive Team for the 2025 Parent and Family Engagement Conference in Orlando, Florida December 8-11, 2025.

4.

[25-4050](#)

**Attachments:** [Exec Meeting Minutes 9-3-2025 Draft](#)

The team reviewed the minutes from the Executive Meeting on September 3, 2025. No corrections were noted.

A motion to approve the Executive meeting minutes was made by **Norma Chayrez** and was seconded by **Gabriela Garibay**.

**This Discussion Item was approved.**

5.

[25-4051](#)

**Attachments:** [Emergency Policy Council Meeting Minutes 9-3-2025 Draft](#)

The team reviewed the PC minutes for September 3, 2025, no changes were noted, it will be presented at the Policy Council Meeting on October 15, 2025, for approval.

6.

[25-4052](#)

**Attachments:** [Policy Council Meeting Minutes 9-24-2025 Draft](#)

The team reviewed the PC minutes for September 24, 2025, a correction was noted, a spacing error. It will be presented at the Policy Council Meeting on October 15, 2025, for approval.

7. Decision regarding Parent Recognition of Staff

No eligible nominees were available, discussed how to encourage other parents to submit nominations.

8.

[25-4049](#)

**Attachments:** [Policy Council Agenda 10-15-2025 Draft](#)

The team reviewed and set the agenda for the October 15, 2025, Policy Council Meeting.

## 9. Meeting Evaluation

### **Pluses +**

Meeting was held.

Went over several topics

Discussed a seating strategy to promote conversation among reps prior to policy council meetings.

### **Deltas -**

Dim screen during meeting

The next meeting is currently scheduled for November 5, 2025.

## Adjourn

Meeting Adjourned at 7:15 p.m.

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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