

Policy Council Meeting Minutes

Location: 500 Ellinwood Way, Pleasant Hill, CA



Date: 9-25-24

Time Convened: 6:06 PM

Adjourned: 8:22 PM

Recorder: Claudia Haley

| Review Desired Outcomes and Meeting Rules | Juan Batiz, Policy Council Chair, called the meeting to order at 6:06 PM. Tuliisa Miller, Policy Council Vice Chair, reviewed the desired outcomes. Gabriela Gomar, Policy Council Parliamentarian, reviewed the meeting ground rules. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|-------------|---------------|------------------|----------------|--|--|---------------------|--------------|------------------|--|--|---------------|------------------|----------------|---------------------------|-------------|------------------------|--|--|---------------|--|--|--------------|---------------|-------------------|--|--|--|--|--|--------------------|---------------|--------------|--|--|--|--|--|----------------|-----------------|--|--|--|--|--|--|
| Correspondence | Karen Medrano, Policy Council Secretary shared; On August 16, 2024, the Office of Head Start received a notice of grant award. On August 21, 2024, Head Start Announced the Final Rule on supporting the Head Start work force and Consistent Quality Programing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Comment | None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parent Recognition of Staff | The following staff were recognized for going above and beyond in their work with the children and the families: <ul style="list-style-type: none">Ms. Blanca Rizo de la Torre, Teacher at GMC and Ms. Kafia Amin, Teacher at GMC; were presented with a certificate to acknowledge their dedication to children and families. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: Review and Consider Approval of the Past Parents and Community Representatives to the 2024-2025 Policy Council | Ana Araujo, Comprehensive Services Manager , provided Community Representatives & Past Parents wishing to serve on the 2024-2025 Policy Council the opportunity to read their Letters of Interest. <ul style="list-style-type: none">Head Start Past Parents Letters of Interest were received from Erika Garcia, Tuliisa Miller, and Janelle Lafrades.Community Representatives Letters of Interest were received from: Deanna Carmona from First 5 Contra Costa; Amy Mockoski from Contra Costa County Librarian Specialist and Dr. Karen Coleman from Economic Opportunity Council A motion to approve the Past Parents and Community Representatives to the 2024-2025 Policy Council was made by Norma Chayrez and seconded by Yessica Hernandez. <ul style="list-style-type: none">The motion passed with 14 votes in favor. <table><tr><th colspan="3">Ayes</th><th>Nays</th><th>Abstentions</th><th colspan="3">Not Present</th></tr><tr><td>Vilma Linares Amaya</td><td>Ariana Reyes</td><td>Yesica Hernandez</td><td></td><td></td><td>Alexia Arpero</td><td>Courtney Sanders</td><td>Kimberly Nieve</td></tr><tr><td>Yessica Calderon Gonzalez</td><td>Iris Romero</td><td>Gabriela Gomar Garibay</td><td></td><td></td><td>Raquel Magana</td><td></td><td></td></tr><tr><td>Maria Garcia</td><td>Maria Sanchez</td><td>Michelly Mendanha</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Nathalia Hernandez</td><td>Norma Chayrez</td><td>Porsha Price</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Shanell Murphy</td><td>Sinthia Montano</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | Ayes | | | Nays | Abstentions | Not Present | | | Vilma Linares Amaya | Ariana Reyes | Yesica Hernandez | | | Alexia Arpero | Courtney Sanders | Kimberly Nieve | Yessica Calderon Gonzalez | Iris Romero | Gabriela Gomar Garibay | | | Raquel Magana | | | Maria Garcia | Maria Sanchez | Michelly Mendanha | | | | | | Nathalia Hernandez | Norma Chayrez | Porsha Price | | | | | | Shanell Murphy | Sinthia Montano | | | | | | |
| Ayes | | | Nays | Abstentions | Not Present | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vilma Linares Amaya | Ariana Reyes | Yesica Hernandez | | | Alexia Arpero | Courtney Sanders | Kimberly Nieve | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yessica Calderon Gonzalez | Iris Romero | Gabriela Gomar Garibay | | | Raquel Magana | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maria Garcia | Maria Sanchez | Michelly Mendanha | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Nathalia Hernandez | Norma Chayrez | Porsha Price | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shanell Murphy | Sinthia Montano | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Action: Conduct 2024-2025 PC Executive Committee Officer Elections and consider approval of elected PC Executive Committee Officers | Ana Araujo, Comprehensive Services Manager for Parent, Family and Community Engagement , supported in conducting the Executive Committee Officers Elections. Nomination forms to be considered for the election of officers were read. All nominations for each position were seconded before voting took place. The 2024-2025 PC Executive Officers are as follows: <ul style="list-style-type: none">1. Chair: Norma Chayrez2. Vice-Chair: Gabriela Gomar3. Secretary: Tuliisa Miller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

4. Parliamentarian: Janelle Lafrades
A motion to approve the 2023-2024 PC Executive Committee Officer was made by Maria Garcia and seconded by Amy Mockoski.
- **The motion passed with 20 votes in favor.**

| Ayes | | | Nays | Abstentions | Not Present | | |
|--------------------|-----------------|---------------------------|------|-------------|---------------|------------------|----------------|
| Amy Mockoski | Ariana Reyes | Deanna Carmona | | | Alexia Arpero | Courtney Sanders | Kimberly Nieve |
| Dr. Karen Coleman | Iris Romero | Gabriela Gomar Garibay | | | Raquel Magana | | |
| Maria Garcia | Maria Sanchez | Michelly Mendanha | | | | | |
| Nathalia Hernandez | Norma Chayrez | Porsha Price | | | | | |
| Shanell Murphy | Sinthia Montano | Vilma Linares Amaya | | | | | |
| Yesica Hernandez | Tu'liisa Miller | Yessica Calderon Gonzalez | | | | | |
| Janelle Lafrades | Ericka Garcia | | | | | | |

Action: Approval Fiscal Single Audit and Improvement Plan

Ali Vahidizadeh, Administrative Services Assistant II, presented the Single Audit Report for the Year Ended June 30, 2023, and Corrective Action Plan.

U.S. Department of Health and Human Services

Direct Program(s)

Health Center Program Cluster:

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------|-------------------|------------------|
| COVID-19 Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care) | 93.224 | 4 H8FCS41183-01-01 | 1,890,135 | - |
| Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care) | 93.224 | 5 H80CS00050-22-00 | 2,017,385 | - |
| Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care) | 93.224 | 6 H80CS00050-21-01 | 1,713,714 | - |
| | | Cluster Subtotal | 5,621,234 | - |
| COVID-19 Provider Relief Fund and American Rescue Plan (ARP) Rural Distribution | 93.498 | N/A | 18,375,667 | - |
| Grants to Provide Outpatient Early Intervention Services with Respect to HIV Disease | 93.918 | N/A | 425,314 | 16,833 |
| Head Start Cluster: | | | | |
| Head Start | 93.600 | 09CH010862-05-05 | 19,594,230 | 2,218,923 |
| COVID-19 Head Start | 93.600 | 09HE000903-01-01 | 1,303,801 | - |
| | | Cluster Subtotal | 20,898,031 | 2,218,923 |

COUNTY OF CONTRA COSTA
Employment and Human Services Department-Community Services Bureau
Schedule of Child Nutritional Program Revenues
For the Year Ended June 30, 2023

Child and Adult Care Food Program (CACFP)

Assistance Listing Number 10.558

The Child and Adult Care Food Program income represents the assistance received from the Federal government in relation to the maintenance of a subsidized food program.

The following is a summary of the total assistance received by the County and the various child development programs to which the funds were allocated for the fiscal year ended June 30, 2023.

| | Total Federal Assistance |
|---------------------------------|---------------------------------|
| State Funded Programs: | |
| General Child Care Program | \$ 94,817 |
| CA State Preschool Program | 323,813 |
| Other Programs: | |
| Head Start and Early Head Start | 137,857 |
| Total Federal Assistance | \$ 556,487 |

Corrective Action Plan

Purpose of Plan: In the FY 22/23 Single Audit, EHSD received a finding of a Significant Deficiency in Internal Control over Compliance. In August 2022, the County approved the payment of Pandemic Service Relief Payments (PSRP) to eligible County employees across many departments. The PSRP payments were made to County employees through the County's payroll system. The PSRP payments were charged to the Coronavirus State and Local Fiscal Revery Fund (CSLFRF), ALN 21.027. County-wide correspondence was made to all department heads that PSRP payments were made from the CSLFRF program. These costs were not timely identified, and they were included in claims for reimbursement from Head Start and the CCDF Cluster. Items identified as causes of this deficiency were staffing, communication

| # | Objectives | Corrective Action | Person(s) Responsible | Evidence of Completion | Date of Completion | Status / Progress Updates |
|---|--------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Increase staffing due to vacancies in Fiscal during FY 22/23 | Hire staff | EHSD HR | Hired New CFO, 3 DFOs, 6 ASAs, and 3 Accountants | 12/2023 | Complete and ongoing. Fiscal is nearly at capacity but roles are being redefined and positions are being created to better meet demands. |
| 2 | Improve communication between CFO and DFOs | Weekly meetings scheduled to discuss current tasks, staffing, budgets and any issues. | CFO, Navdeep Singh | Regularly scheduled meetings in calendar. | 11/2023 | Complete and ongoing. Meeting scheduled weekly on Wednesdays unless there are conflicts. |
| 3 | Improve communication with Fiscal staff | Scheduled monthly Fiscal Analyst Meetings. | EHSD DFOs | Regularly scheduled meetings in calendar. | 8/2023 | Complete and ongoing. Meeting scheduled monthly on Fourth Thursday of the month unless there are conflicts. |
| 4 | Improve fiscal oversight | DFO to review all costs with Accountants prior to submission. CFO and accountants | Donn Matsuzaki, DFO | Each monthly report is reviewed and signed off by DFO. | 7/2023 | Complete and ongoing. In FY 23/24, \$148,228.64 in disallowed costs excluded from Head Start Claims and \$42,082.24 from Early Head Start Claims. |
| 5 | Improve Fiscal Capacity | DFO and ASA III to attend training on Head Start Uniform Guidance | Donn Matsuzaki, DFO | Certificate from WIPFLI Training Conference | 7/9/2024 | Completed. |

A motion to approve Corrective Action Plan was made by Tuliisa Miller and seconded by Maria Garcia.

- **The motion passed with 20 votes in favor.**

| Ayes | | | Nays | Abstentions | Not Present | | |
|--------------------|-----------------|---------------------------|------|-------------|---------------|------------------|----------------|
| Amy Mockoski | Ariana Reyes | Deanna Carmona | | | Alexia Arpero | Courtney Sanders | Kimberly Nieve |
| Dr. Karen Coleman | Iris Romero | Gabriela Gomar Garibay | | | Raquel Magana | | |
| Maria Garcia | Maria Sanchez | Michelly Mendanha | | | | | |
| Nathalia Hernandez | Norma Chayrez | Porsha Price | | | | | |
| Shanell Murphy | Sinthia Montano | Vilma Linares Amaya | | | | | |
| Yesica Hernandez | Tu'liisa Miller | Yessica Calderon Gonzalez | | | | | |
| Janelle Lafrades | Ericka Garcia | | | | | | |

Action: Approval of August 21, 2024, Policy Council Minutes

The August 21, 2024, Policy Council meeting minutes were reviewed, and no corrections were noted.

A motion to approve the minutes from August 21, 2024, Policy Council meeting was made by Janelle Lafrades and seconded by Deanna Carmona.

- **The motion passed with 15 votes in favor and 5 abstentions**

| Ayes | | | Nays | Abstentions | Not Present | | |
|---------------------|------------------|---------------------------|------|--------------------|---------------|------------------|----------------|
| Amy Mockoski | Yesica Hernandez | Deanna Carmona | | Iris Romero | Alexia Arpero | Courtney Sanders | Kimberly Nieve |
| Dr. Karen Coleman | Ericka Garcia | Gabriela Gomar Garibay | | Ariana Reyes | Raquel Magana | | |
| Maria Garcia | Maria Sanchez | Michelly Mendanha | | Nathalia Hernandez | | | |
| Norma Chayrez | Porsha Price | Tu'liisa Miller | | Shanell Murphy | | | |
| Vilma Linares Amaya | Janelle Lafrades | Yessica Calderon Gonzalez | | Sinthia Montano | | | |

Discussion on Award of Grant

Tabled to October meeting

Administrative Reports

Sarah Reich, Deputy Director TU, presented the report:

- EHD Director
- Division Manager
- Fiscal
- Grant award-CSB is looking forward to setting Goals and Objectives for the program and getting feedback from the PC representatives.
- Enhance Staffing by increasing salaries, bringing higher qualified staff to CSB.

- Full enrollment initiatives to reach full enrollment.

Amy Wells, Division Manager, reported:

Enrollment- July:

- The July 2024 enrollment was 53.7% for Head Start and 62.6 % for Early Head Start and Early Head Start Childcare Partnership #2.

Attendance- July:

- The July 2024 attendance was 71.49% for Head Start and Head Start Delegate and 80.02% for Early Head Start and Early Head Start Childcare Partnership #2.

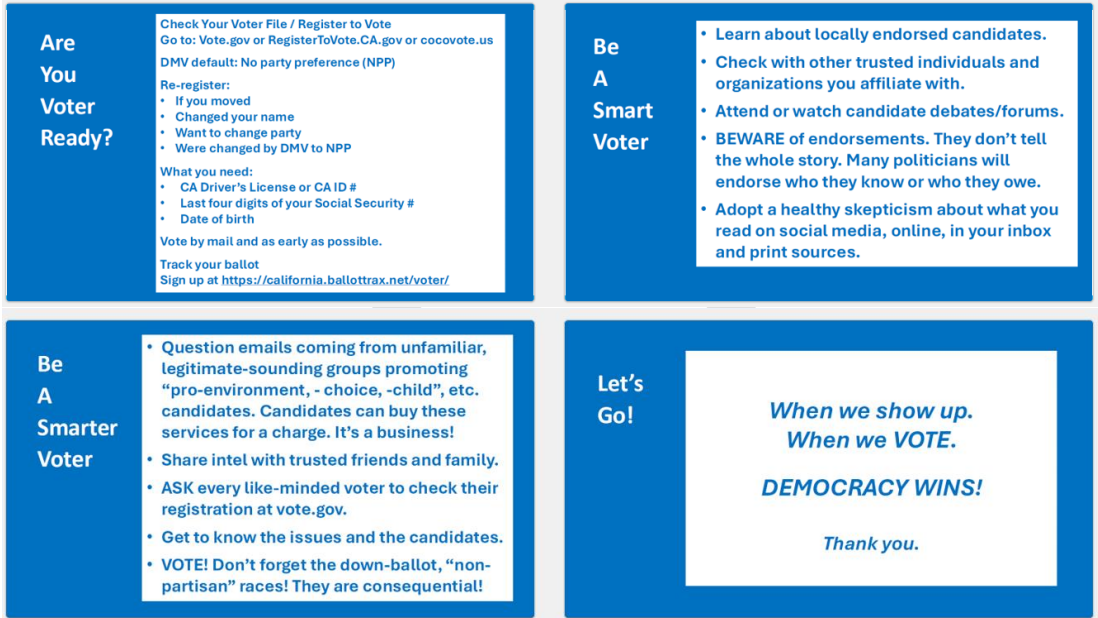
Monitoring:

- The Monitoring compliance rates for August 2024, were 99.9% for the Weekly Facility Checklist, 100% for the Daily and Safety Classroom Checklist, 99.9% for the Daily Playground Safety Checklist, 99.9% for the Monthly Playground Safety Checklist, and not data yet for the CSB Transition and Safety Tool, and On-Site Content Area Tool.

Presented September 2024 Mini PIR:

| September PIR Head Start | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------|
| A.12 Cumulative Enrollment | 723 | |
| C.7 Number of all children who are up to date (through the end of the program year) on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care. | 17 | 2.35% |
| C.8a The number who have received or are receiving medical treatment. | 84 | 11.62% |
| C.19 Number of all children, including those enrolled in Medicaid or CHIP, who have completed a professional dental examination during the program year. | 64 | 8.85% |
| C19.a.1 Of these, the number of children who have received or are receiving dental treatment. | 4 | 0.55% |
| C.1.a Number enrolled in Medicaid and /or CHIP | 475 | 65.70% |
| C1 Number of all children with health insurance | 559 | 77.32% |
| C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the enrollment year, indicating they were determined eligible by the LEA to receive special education and related services | 77 | 10.65% |
| C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported. | 42 | 5.81% |
| C.45 Number of families that received at least one program services to promote family outcomes. | 264 | |
| September PIR Early Head Start | | |
| A.10g Cumulative Enrollment of Children | 447 | |
| C.7 Number of all children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care. | 5 | 1.12% |
| C.8a The number who have received or are receiving medical treatment. | 26 | 5.82% |
| C.1.a Number enrolled in Medicaid and /or CHIP | 310 | 69.35% |
| C1 Number of all children with health insurance | 337 | 75.39% |
| C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the enrollment year, indicating they were determined eligible by the Part C Agency to receive early intervention services the Individuals with Disabilities Education Act (IDEA) | 4 | 0.89% |
| C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory and behavioral concerns since last year's PIR was reported. | 0 | 0.00% |
| C.45 Number of families that received at least one program services to promote family outcomes. | 86 | |

Ali Vahidizadeh, Administrative Services Assistant II, presented the following financial reports:

| | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> • 2023-2024 Head Start Program: In July 2024, year-to-date cash expenditures were \$24,190,983 YTD, representing 90% of the program budget. • 2023-2024 Early Head Start Program: In July 2024, year-to-date cash expenditures were \$15,599,166 YTD, representing 63% of the program budget. <p>❖ Credit Card expenditures for all programs, including Head Start and Early Head Start, for July 2024 were \$28,921.78.</p> <p>❖ Child and Adult Care Food Program: July 2024, total meals served, including breakfast, lunch, and supplements, were 11,885. With a claim reimbursement of \$38,273.</p> |
| Voter of Registration Presentation | <p>Renee Zeimer, Economic Opportunity Council, presented the Election 2024</p>  |
| Presentation 3rd DRDP Report | <p>Afi Fiaxe, Comprehensive Services Manager and Cathy Lucero, Assistant Director presented the 3rd Developmental Results Developmental Profile (DRDP)</p> <ul style="list-style-type: none"> • Reviewed the Desired Results Developmental Profile assessment including the developmental domains and measures. • Watched a DRDP observational video and discussed the assessment process teachers go through. • Shared baseline, mid-year, and final assessment results in comparison with our School Readiness Goals. • Shared the Pre- and post- survey results for the Parent engagement school readiness goal. |
| Subcommittees Updates | <ul style="list-style-type: none"> • No updates were given. |
| Site Reports | <p>Bayo Vista New site supervisor, they are happy with her. New teacher assistants, she is very nice. The center has received multicultural materials in the form of musical instruments.</p> |
| Announcements | <p>Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement provided the following announcements:</p> |

- Opportunity to participate in the Make parenting a Pleasure, a parent curriculum provided by trained Comprehensive Services staff. The curriculum is presented on weekly sessions starting Oct 8, 2024, by zoom. This time the sessions are only in English, next year we are presenting in Spanish.



| Training Calendar | | |
|-------------------------------------------------|------------|-------------------------------------|
| Sessions are from 9:30 to 11:00 AM as scheduled | | |
| Sessions | Dates | Training Topics |
| 1 | 10/8/2024 | Our Values and Goals |
| 2 | 10/15/2024 | Caring for Ourselves |
| 3 | 10/22/2024 | Special Time |
| 4 | 10/29/2024 | Understanding Stress |
| 5 | 11/5/2024 | Stress Busters |
| 6 | 11/12/2024 | Who is My Child? |
| 7 | 11/19/2024 | Family Helpers |
| 8 | 12/3/2024 | Communication |
| 9 | 12/10/2024 | My Child's Emotions |
| 10 | 12/17/2024 | Discipline is Teaching |
| 11 | 1/7/2025 | Strategies for Effective Discipline |
| 12 | 1/14/2025 | Reflection and Celebration |

- The Policy Council member agree on meeting location from the two options offered, Central location at ESHD Building at Pleasant Hill or to host satellite

meeting at 3 tentative county locations:

- Next Meetings: West: George Miller III Center, 300 South 27th. St. Richmond-
 - Central: EHS Building, 500 Ellinwood Way, Pleasant Hill
 - East: Fairgrounds Center, 1203 West 10th St. Antioch,
- The majority agreed on meeting at the EHS Building at 500 Ellinwood- Pleasant Hill.

- **Next meetings: at the EHSD Building, 500 Ellinwood Way. Pleasant Hill**
 - **1st Executive Meeting:** October 8, 2024 - Tuesday at CSB Administrative building
 - **PC Meeting:** October 16, 2024 - at HSD Building- 500 Ellinwood Way, Pleasant Hill

Meeting Evaluation

Pluses / +

- Great information
- Lots of new members

Deltas / Δ

- None

DRAFT