



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

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Wednesday, January 7, 2026

5:30 PM 1470 Civic Ct. Suite 200 Concord | Zoom:

<https://cccouny-us.zoom.us/j/86062753827> |

Meeting ID: 860 6275 3827

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#### Executive Subcommittee Meeting

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

**Gabriela Garibay, Chair**, called the meeting to order at 5:36 PM.

**Raquel Magana, Parliamentarian**, reviewed the desired outcomes and 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 the program updates:

**Federal Review:** From January 6, 2026, through January 8, 2026, a federal review is being conducted, containing fiscal audits and visits to all directly operated centers and partner sites. Results are expected to be received in the next couple of months.

**Enrollment:** CSB achieved over 97% Head Start enrollment for three consecutive months. In December, Early Head Start reached 98.4% enrollment; this level must be maintained for one additional month to exit the corrective action period.

**California Head Start Advocacy Day Invitation:** All are invited to attend on March 18, 2026, at the California State Capitol from 9:00 AM to 1:00 PM. Those interested should confirm with Michelle Mankewich by Friday, January 16, 2026, to begin the approval process. Additional details will be shared via email.

4. ACTION: Review and approval of the Executive Meeting Minutes November 5, 2025 [25-5461](#)

**Attachments:** [Executive Meeting Minutes 11-5-2025 Draft](#)

The team reviewed the minutes from the Executive Meeting on November 5, 2025.

A motion to approve the Executive meeting minutes was made by TuLiisa Miller and seconded by Norma Chayrez. The motion passed.

5. Review of November 19, 2025, Policy Council Minutes [25-5462](#)

**Attachments:** [Policy Council Meeting Minutes 11-19-25 Draft](#)

The team reviewed the PC minutes, no changes were noted, they will be presented at the Policy Council Meeting on November 19, 2025, for approval.

6. Decision regarding Parent Recognition of Staff

The team reviewed all nomination forms and selected the following individuals: Yolanda Williams, Teacher, at Verde, and Lorena Molina, Associate Teacher-Substitute, at Verde: The individuals will receive recognition at the January 21, 2026, Policy Council Meeting for their outstanding work with children and families.

7. Review and agree on January 21, 2026, Policy Council Meeting Agenda [25-5463](#)

**Attachments:** [Policy Council Agenda 1-21-2026 Draft](#)

The team reviewed and set the agenda for the January 21, 2026, Policy Council Meeting.

8. Meeting Evaluation

**Pluses:**

All members of the Executive Subcommittee were in attendance  
Snacks were great

**Deltas:**

The need to clarify what the parent - staff recognition forms are for and explain how to submit one

The next meeting is currently scheduled for February 4, 2026.

Adjourn

Meeting Adjourned at 5:56 PM

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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