



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Head Start Policy Council

Wednesday, February 4, 2026

6:00 PM 1470 Civic Ct. Suite 200 Concord | Zoom:
<https://cccouny-us.zoom.us/j/86062753827> |
Meeting ID: 860 6275 3827

Executive Subcommittee

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 6:01PM
Garibay 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.

New Food Vendor: CSB contracted a new food vendor whose services began on Monday February 2, 2026. Site have provided positive feedback regarding the food.

Annual Budget: The County is currently working on fiscal budget for 2026-2027. Once completed, it will be sent to Policy Council along with the Grant Application in April.

Attendance: A reminder of the attendance obligations as laid out in the Policy Council Bylaws

4. ACTION: Review and approval of the Executive Meeting Minutes January 7, 2026 [26-460](#)

Attachments: [Exec Meeting Minutes 1-7-2026 DRAFT](#)

The team reviewed the minutes from the Executive Meeting on January 7, 2026.

A motion to approve the Executive meeting minutes was made by Gabriela Garibay and seconded by Raquel Magana. The motion passed.

5. Review of January 21, 2026, Policy Council Minutes [26-461](#)

Attachments: [Policy Council Meeting Minutes 1-21-26 DRAFT](#)

The team reviewed the PC minutes, no changes were noted, they will be presented at the Policy Council Meeting on January 21, 2026, for approval.

6. Decision regarding Parent Recognition of Staff.

The team reviewed all nomination forms and selected the following individuals: Yesica Villa, Teacher, at Marsh Creek, Blanca Torres, Teacher, at George Miller, Sima Wardak, Teacher at George Miller, Maria Blas, Teacher at George Miller and Chan Sivilay, Teacher at George Miller III : The individuals will receive recognition at the February 18, 2026, Policy Council Meeting for their outstanding work with children and families.

7. Review and agree on February 18, 2026, Policy Council Meeting Agenda

[26-459](#)

Attachments: [Policy Council Agenda February 18, 2026 DRAFT](#)

The team reviewed and set the agenda for February 18, 2026, Policy Council Meeting.

8. Agreement on wellness activity for February 18, 2026, Policy Council Meeting

Group seating stretch chosen as wellness activity for the next Policy Council Meeting

9. Meeting Evaluation

Pluses:

- All members of the Executive Subcommittee were in attendance
- Reiterated ground rules and personal accountability
- Wellness activity planning

Deltas:

- No deltas

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

Adjourn

Meeting Adjourned 6:39PM

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For Additional Information Contact: Ana Araujo aaruajo@ehsd.cccounty.us