

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes
 Location: 1470 Civic Court, Suite 200

Date: 9-4-24 Time Convened 6:07 p.m. Time Terminated 7:07 p.m. Recorder: Claudia Haley

Attendees: Juan Batiz, TuLiisa Miller, Gabriela Gomar Garibay, Karen Medrano, Michelle Mankewich and Ana Araujo
 Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Juan Batiz, Chair, called the meeting to order at 6:07 p.m. Tuliisa Miller, Vice Chair, reviewed the desired outcomes. Gabriela Gomar Garibay, Parliamentarian, reviewed the meeting ground rules.
<ul style="list-style-type: none"> Public Comments 	None
<ul style="list-style-type: none"> Staff Reports 	<p>Michelle Mankewich, Administrative Services Assistant III, provided the program updates.</p> <ul style="list-style-type: none"> CSB received notice of award from the Office of Head Start, our Head Start Grant has been funded. KinderCare Expansion- a new partnership will start with Pittsburg Kinder Care allowing us to increase services in the area. CSB is on a corrective action plan under the Full Enrollment Initiative. We are striving to regain 100% enrollment by March 2025. In partnership with Contra Costa Health Services new Pedestrian Safety banners, encouraging people to slow down to keep families and children safe on the roads have been distributed to our sites.
<ul style="list-style-type: none"> Review Policy Council Bylaw 	<p>Ana Araujo, Comprehensive Services Manager, reviewed the current PC bylaws.</p> <ul style="list-style-type: none"> Reviewed the PC Bylaws quorum requirement. Announced that a review will be needed to meet the quorum during the 2024-2025 program year. The change proposal will be presented to the Bylaw subcommittees when the program slot map of enrolled children is finalized. Until changes happen, the Policy Council will continue meeting the requirements of 14 representatives to meet the quorum.
<ul style="list-style-type: none"> Action: Review and approve June 5, 2024, Executive Meeting Minutes 	<ul style="list-style-type: none"> The minutes were reviewed; no corrections were noted. A motion to approve June 5, 2024, Executive Meeting Minutes was made by Karen Medrano and seconded by Gabriela Gomar. The motion passed.
<ul style="list-style-type: none"> Review and Decide on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Ms. Blanca Rizo de la Torre, Teacher at George Miller and Ms. Kafia Amin, Teacher at GMC; to receive recognition at the September 25, 2024, Policy Council Meeting for their outstanding work with the children and families. The nominated staff will be invited to receive recognition at the September 25, 2024, Policy Council meeting.
<ul style="list-style-type: none"> Review and set Agenda for September 25, 2024, Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for the September 25, 2024, Policy Council Meeting. Wellness Activity: Encourage representatives to share their experience as Policy Council representatives.

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<ul style="list-style-type: none"> Meeting Evaluation 	<p><u>Pluses / +</u></p> <ul style="list-style-type: none"> Learned a lot this year Karen was thankful to the Site Supervisor for encouraging her to apply and volunteer on the Policy Council. 	<p><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> Nothing to report

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