



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Head Start Policy Council

---

Wednesday, May 7, 2025

6:00 PM

---

#### 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

Norma Chayrez, Policy Council Chair, called the meeting to order at 6:08 PM.

**Present**

Norma Chayrez, Gabriela Gomar Sandoval, Janelle Lafrades, and Tu'Liisa Miller

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.**

- We have heard the regional office of Head Start in San Francisco has been closed due to restructure. They are moving from "regions" to "areas," with that, we belong to the "West Area" with our reporting office in Colorado. We are yet to be assigned a program specialist.
- We had a visit from the Office of Head Start to follow up on four reported incidents during this grant cycle, September until March. Based on their observation, we have a deficiency in child health and safety, enhanced staff training is planned over the next few weeks.
- We are still looking into alternatives for meal service to our center, a Request for Proposals went out and the program is reviewing these proposals.
- This week CSB is completing the Head Start Program Self-Assessment and State Child Care Self Evaluations.

4. Review and approval of the Executive Meeting Minutes April 2, 2025

[25-1660](#)

**Attachments:**

[Exec Minutes April 2, 2025 DRAFT](#)

The team reviewed the minutes from the Executive Meeting on April 2, 2025. No changes were made.

A motion to approve the Executive Meeting Minutes was made by Janelle LaFrades and seconded by Gabriela Garibay. The motion passed.

**Motion:**

**Lafrades**

**Second: Gomar Sandoval**

5. Review of the April 16, 2025, Policy Council Minutes [25-1661](#)

**Attachments:** [PC Meeting Minutes April 16, 2025 DRAFT](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the Policy Council Meeting on May 21, 2025, for approval.

6. Decision regarding Parent Recognition

The team reviewed all nomination forms and selected the following individuals: Ms. Dina Marie Lopez, Family Advocate at Bayo Vista; Ms. Entesar Ebeid, Site Supervisor II at Marsh Creek; and Ms. Indira Martin, Master Teacher at Marsh Creek; to receive recognition on May 21, 2025, Policy Council Meeting for their outstanding work with the children and families.

7. Review and agree on the May 21, 2025, Policy Council Agenda Meeting [25-1662](#)

**Attachments:** [PC Agenda May 21, 2025 DRAFT](#)

The team reviewed and set the agenda for the May 21, 2025, Policy Council Meeting.

For the wellness activity, the team will ask representatives to share: "What program or activities do you plan with your kids to keep them learning through summer?"

8. Meeting Evaluation

- What went well: Good participation was noted, great plan for the next meeting.
- What can be improved: Be all present.

The next meeting is currently scheduled for June 4, 2025..

Adjourn

Meeting Adjourned at 6:45 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, CA 94520, 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.

For Additional Information Contact: Ana Araujo [aaaraujo@ehsd.cccounty](mailto:aaaraujo@ehsd.cccounty).