

CONTRA COSTA COUNTY

*1025 ESCOBAR STREET
MARTINEZ, CA 94553*



Meeting Minutes

Executive Subcommittee

Wednesday, April 2, 2025

6:00 PM

1470 Civic Ct. Suite 200 Concord, CA | Zoom

<https://us06web.zoom.us/j/88006104662> | Meeting ID 880 0610 4662

Head Start Policy Council

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, Policy Council Vice-Chair, called the meeting to order at 6:05 PM.

Present

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

Absent

Norma Chayrez

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

No public comments

3. Staff Report

Michelle Mankewich, Administrative Services Assistant III, provided the following report:

- The grant application has been submitted.
- Region IX has been closed as part of a consolidation from 10 offices to 5. This restructuring will not impact critical services.
- Attendance is currently at 97%. Head Start enrollment stands at 103.4%, while Early Head Start enrollment is at 87.6%.

4. ACTION: Review and approve the Executive Meeting minutes March 5, 2025

Attachments: [Exec MeetingMinutes March 5-2025](#)

The team reviewed the minutes from the Executive Meeting on March 5, 2025. No changes were made, and the minutes were approved.

This Consent Item was approved.

Motion: Miller

Second: Lafrades

5. Review of the March 19, 2025, Policy Council Minutes Draft

Attachments: [PC Minutes 3-19-25 DRAFT](#)

The team reviewed the PC minutes, no changes were noted, it will be presented at the meeting on April 19, 2025, for approval.

This Discussion Item was recommended.

6. Decision regarding Parent Recognition

The team reviewed all nomination forms and selected the following individuals for recognition at the Policy Council Meeting on April 19, 2025, for their outstanding contributions to the children and families: Mr. Thor Thomas, Guard at GM III; Ms. Michelle Mankewich, Administrative Services Analyst III at the CSB Administrative Office and Ms. Pat Taylor, Site Supervisor at Kids Castle.

7. Review and agree on the April 16, 2025, Policy Council Agenda meeting

Attachments: [PC Agenda 4-16-25 DRAFT](#)

The team reviewed and set the agenda for the Policy Council Meeting scheduled for April

19, 2025.

For the wellness activity, the team will ask representatives to share stories about our spring break, including the activities we did to keep our children engaged and how we transitioned from winter to spring.

This items was recommended

8. Meeting Evaluation

What went well: Good participation was noted, great plan for next meeting.

What can be improved: Be all present.

The next meeting is currently scheduled for May 7, 2025.

Adjourn

Gabriela Garibay, PC Vice-Chair, adjourned the meeting at 6:28 PM.

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