

Contra Costa County
EHSD – Community Services Bureau
Head Start Policy Council Executive Committee Meeting Minutes

Location: 1470 Civic Court, Concord Ca 94520

Date: 1/2/2019

Time Convened: 6:00 p.m.

Time Terminated: 6:20 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Delphine Smith, and Ana Araujo

Absentees: Pam Arrington

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Veronica Gutierrez, Chair called the meeting to order at 6:00 p.m. and reviewed the desired outcomes. Katie Cisco, Secretary, reviewed the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve November 7, 2018 Executive Meeting Minutes 	<p>The minutes were reviewed, no corrections were noted.</p> <p>A motion to approve November 7, 2018, Executive Meeting Minutes was made by Delphine Smith and seconded by Katie Cisco. The motion passed.</p>
<ul style="list-style-type: none"> Parent Recognition of Staff Excellence 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Carol Weadon, Site Supervisor II at Bayo Vista Children Center and Valery Nunley, Teacher at Ambrose, to receive recognition at the January 16, 2019, Policy Council Meeting for their excellent work. <p>Imelda Prieto-Martinez, Policy Council Clerk will invite both to attend the January 16, 2019, Policy Council meeting to receive their recognition.</p>
<ul style="list-style-type: none"> Staff Report 	<p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"> CSB Education Managers had a successful visit with Transitional Kindergarten(TK) and kindergarten teachers from Brentwood and John Swett Unified school district to discuss supporting CSB children transitioning to kindergarten. Another meeting with West Contra Costa Unified School District (WCCUSD) is pending. CSB’s Health Manager, Debi Marsee, is serving as lead for the newly established Rapid Response Team. The goals for this newly formed workgroup include emergency card modification and development of strategies for safe and effective responsiveness in the classrooms when emergencies occur. Sophia Talbot, CSB Nutritionist, is the Holiday Food Fight lead for CSB. She has emailed CSB recipients promoting the event and included quick and simple directions and a link for making donations.

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	<ul style="list-style-type: none"> During the month of December, CSB hired a temporary Child Nutrition Food Supervisor and an extra temporary transporter to meet the needs and provide healthy meals to all children program-wide. Additionally, the Bureau hired two temporary Teacher Assistant Trainees (TAT) to maintain a viable pull of substitutes needed for the classrooms, a Site Supervisor II and a Comprehensive Services Assistant Manager. The Bureau is also in the process of recruiting candidates to fill the Comprehensive Services Manager for Mental Health & Disabilities job as the position will also become vacant as of December 31, 2018. 	
<ul style="list-style-type: none"> Review November 28, 2018 Policy Council Meeting Minutes 	November 28, 2018 Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes.	
<ul style="list-style-type: none"> Set Agenda for January 16, 2019 Policy Council Meeting 	<ul style="list-style-type: none"> The group reviewed and set the agenda for January 16, 2019. 	
<ul style="list-style-type: none"> Meeting Evaluation 	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> Opportunity to call-in 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> None