

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

Date: 1/6/2020 Time Convened 6:00 p.m. Time Terminated 6:30 p.m. Recorder: Imelda Prieto Martinez

Attendees: Jasmine Cisneros, Matthew Carlson, Karen Medrano, Jamillah Monroe, Rita Loza, and Christina Reich

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> Jasmine Cisneros, Chair, called the meeting to order at 6:00 p.m. Matthew Carlson, Vice Chair, reviewed the desired outcomes and the meeting ground rules.
<p>Action:</p> <ul style="list-style-type: none"> Review and approve November 4, 2020, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve November 4, 2020, Executive Meeting Minutes was made by Matthew Carlson and seconded by Jamillah Monroe. The motion passed.</p>
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<ul style="list-style-type: none"> The group reviewed all nomination forms and selected Ms. Vicki Carr-Trotter, Site Supervisor II at Lavonia Allen, and Mrs. Glorious Jackson, Family Child Care Provider, to receive recognition at January 20, 2021, Policy Council Meeting for her outstanding work with the children and families. <p>Zully Acosta, Experience Clerk, will invite them to attend the January 20, 2021, Policy Council meeting to receive her recognition.</p>
<p>Staff Report</p>	<p>Christina Reich, Division Manager, provided updates on the following items:</p> <ul style="list-style-type: none"> Give Kids a Smile Day is celebrated on the first Friday of February. Give Kids a Smile Day is a program-wide event to provide free dental exams to all enrolled children. This year, because of COVID-19, CSB, in partnership with the Dental Society, plans a modified Give Kids a Smiles Day by providing chair time at the actual dental offices, and the date will be pushed back because of the surge in COVID cases. CocoKids hosted a Lead Poisoning Prevention mandatory training required by Community Care Licensing for all teaching staff. Comprehensive Services staff attended a Vaccine Hesitating training to support and provide families with accurate information about the COVID-19 vaccine. Comprehensive Services staff and Family Child Care Providers received training on Asthma and Safe Sleep Practices. We are in the process of ordering sleep sacks, which are the approved alternative to blankets recommended for infants. CSB has contracted with Early Childhood Mental Health Services to provide Mental Health Services to enrolled children. The therapists visited classrooms to build relationships with teaching staff to get a sense of the environment.

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	<ul style="list-style-type: none"> • The Make Parenting a Pleasure curriculum and the Parent Interest surveys are being reviewed to develop tip sheets and activities to use at Parent Meetings. • Every year, CSB submits the Program Information Report to Congress to demonstrate with data that CSB is doing all that is required by law. • CSB is piloting a Nutrition curriculum through the Dairy Council. Location and dates will be announced as soon as it's finalized. • Comprehensive Services team shared their accomplishments during their end of the year meeting. • Self-Assessment was conducted with a modified assessment tool from the Office of Head Start and included how services have changed due to the pandemic. The results will be shared with the Policy Council next month. • Rita Loza, Comprehensive Services Manager, provided an overview of the Summary of Changes to Open Meetings Laws. 	
<ul style="list-style-type: none"> • Review November 18, 2020, Policy Council Minutes 	<ul style="list-style-type: none"> • The group reviewed November 18, 2020, Policy Council Minutes. 	
<ul style="list-style-type: none"> • Review and set Agenda for January 20, 2021, Policy Council Meeting 	The group reviewed and set the agenda for January 20, 2021, Policy Council Meeting. Ice Breaker: "Word of the Year"	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • Welcome to Jamillah • The first meeting of the year with a full Exec board 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> • None