

Contra Costa County
EHSD – Community Services Bureau
Bylaws Subcommittee Meeting Minutes
 Location: Zoom Virtual Meeting

Date: 2/3/2021 Time Convened: 4:35 pm Time Terminated: 5:00 pm Recorder: Imelda Prieto Martinez
 Attendees: Karen Medrano, Matthew Carlson, Dana Von Austin, Myriah Herrington, Rita Loza, and Michelle Mankewich

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> • Review Desired Outcomes and Ground Rules 	<ul style="list-style-type: none"> • Matthew Carlson, Executive Committee Vice Chair, read the desire outcomes and meeting rules.
<p>Action required:</p> <ul style="list-style-type: none"> • Review Item(s) with Subcommittee <ul style="list-style-type: none"> ➤ 2020- 2021 PC Bylaws 	Committee members reviews Summary of Changes to Head Start Policy Council Bylaws. Summary of Changes table is attached for reference.
<ul style="list-style-type: none"> • Input from Subcommittee 	Rita Loza, Comprehensive Services Manager, reviewed the materials and asked the subcommittee members if there were any questions or if anyone needed clarification on the information shared or if there were any input or feedback on the information shared.
<ul style="list-style-type: none"> • Meeting Evaluation 	<ul style="list-style-type: none"> • Plusses: Good information and Ended meeting on time • Deltas: None

Summary of Changes to Head Start/Early Head Start Policy Council Bylaws 2021

Bylaw Section	Bylaw Modification	Rationale
1. Name	No change	No change
2. Purpose	No change	No change
3. Authority	No change	No change
4. Policy Council Membership A. Composition 1. Parent of Currently enrolled children 2. Past Parent Representative 3. Community Agency Representative B. Term of Membership C. Absences D. Resignation E. Termination F. Vacancy	A. Added "36 members" A1- added paragraph detailing election of Representative/ Alternate A2 & A3 No change B. Removed Executive Officer term C. Added definition for excused absence (24 hour notice required) D. No change E. Added, "Past Parent or Community member notified in writing" F. Added, "Parent Center committee is responsible for filling vacancies by election"	A. To provide a clear description of composition A1- moved definition of alternate into this section A2 & A3 No change B. To align terms of all PC reps C. To clarify how unexcused absences are calculated D. No change E. To clarify steps for termination of Past Parent and Community Members F. To clarify vacancy procedure
5. Executive Committee A. Officers B. Election of officers C. Attendance D. Removal of office E. Officer Vacancies	Added definition of Executive Committee A. No change B. Added verbiage on who can be elected, also added votes are cast by roll call C. No change D. No change E. Added verbiage on if Chair position is vacant	To clarify role of Executive Committee A. No change B. To add clarification on who can be elected and to follow Brown Act on voting C. No change D. No change E. To clarify procedure
6. Subcommittees	Added, "must follow the Brown Act"	To ensure regulations are followed
7. Meetings A. Regular Meetings B. Special Meetings C. Quorum D. Voting	Added, "agendas shall comply with the Brown Act..." A. Added, "Meeting agendas will be published 96 hours in advance"	To ensure regulations are followed A. To clarify notice of meetings

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	<ul style="list-style-type: none"> B. Changed 96 hour notice to 24 hour notice C. Changed 25% to 40% D. Removed " The Chairperson votes only in the case of a tie" 	<ul style="list-style-type: none"> B. To ensure regulations are followed C. To ensure regulations are followed D. To ensure regulations are followed
8. Resolution of Disputes	Added " Program Governance Section 10, i-iv"	To clarify regulation
9. Amendments	No change	No change