

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

Date: 11/4/2020 Time Convened 6:00 p.m. Time Terminated 6:30 p.m. Recorder: Imelda Prieto Martinez

Attendees: Jasmine Cisneros, Matthew Carlson, Karen Medrano, Rita Loza, Linda Frazier-Stafford, and Michelle Mankewich

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 October 7, 2020, Executive Meeting Minutes 	<p>The minutes were reviewed; no corrections were noted.</p> <p>A motion to approve October 7, 2020, Executive Meeting Minutes was made by Matthew Carlson and seconded by Karen Medrano. The motion passed.</p>
<ul style="list-style-type: none"> Review and Make a Decision on Parent Recognition of Staff 	<p>There were no nomination forms received at the moment. Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), will inform Site Supervisors that the Policy Council will resume the Parent Recognition of Staff so that parents are encouraged to nominate staff for their dedication and hard work.</p>
<p>Staff Report</p>	<p>Michelle Mankewich, ASA III (TU), provided updates on the following items:</p> <ul style="list-style-type: none"> CSB was pleased to send 4 Comprehensive Services Clerks to the Virtual Region 9 Family Engagement and Cultural Effectiveness Conference. We are looking forward to them bringing knowledge back to share with the whole Comprehensive Service Team. CSB has been recognized by the California State Association of Counties (CSAC) for the Merit Award under the area of Government Finance, Administration & Technology, for its use of technology to enhance communication with families during COVID-19. We are pleased to offer the opportunity for a virtual Program for Infant Toddler Care (PITC) training to three of our CSB staff this week. The goal of PITC is to help infant/toddler care teachers/staff recognize and implement significantly important relationship-based practices and design care environments that are responsive to infants, toddlers, and their families. In these unprecedented times, the implementation of PITC principals is crucial in the care and well-being of caregivers, teachers, families, and children.
<ul style="list-style-type: none"> Review October 21, 2020, Policy Council Minutes 	<ul style="list-style-type: none"> The group reviewed October 21, 2020, Policy Council Minutes.
<ul style="list-style-type: none"> Review and set Agenda for November 18, 2020, Policy Council Meeting 	<p>The group reviewed and set the agenda for November 18, 2020, Policy Council Meeting. Ice Breaker: “What are you thankful for?”</p>

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Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> • Good facilitation • Meeting ended on time • Linda and Michelle for supporting the meeting 	<u>Deltas / Δ</u> <ul style="list-style-type: none"> • None