



**Policy Council Meeting Minutes**  
Virtual Meeting



**Date:** 1/20/2021

**Time Convened:** 6:03 PM

**Time Terminated:** 8:00 PM

**Recorder:** Imelda Prieto Martinez

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	Jasmine Cisneros, Chair, called the meeting to order at 6:03 PM. Matthew Carlson, Vice Chair, reviewed the desired outcomes and meeting ground rules.
Public Comment	None
Correspondence	None
Staff Recognition	<p>The following staff was recognized for going above and beyond in their work with the children and the families:</p> <ul style="list-style-type: none"> <li>Glorious Jackson, Family Child Care Provider, and Vicki Carr-Trotter, Site Supervisor II at Lavonia Allen, were presented with a certificate and a book to acknowledge her dedication to the children and families.</li> </ul>
Ice Breaker	Policy Council Representatives participated in an icebreaker activity - "Word of the Year" - to open communication and build connections among members.
<p><b>Administrative Reports</b></p> <ul style="list-style-type: none"> <li>CSB Interim Director</li> <li>Interim Division Manager</li> <li>Fiscal</li> </ul>	<p>Katharine Mason, CSB Interim Director, welcomed Policy Council representatives and thanked them for attending.</p> <p>Administrative updates:</p> <ul style="list-style-type: none"> <li>COVID-19 Response and Relief Act 2021 has allocated \$250 Million to Head Start programs nationwide. Similar to the 2020 funding received, 2021 funding will be provided to prevent, prepare for, and respond to COVID-19.</li> <li>In November, we have an opportunity to consolidate our HS/EHS grant with our EHS-CCP grant (one grant application, one set of reporting, etc.). We will be working on this proposal for approval and submission in the coming weeks.</li> <li>CSB is currently revising our application (previously approved by PC in May 2020) to fund a much needed new central kitchen. Because it is a new fiscal year for the Federal Government, we will be bringing this revised application to Policy Council for review and approval in the coming weeks.</li> <li>Vickie Wetzel-Kaplan, CSB's Departmental Fiscal Officer (DFO), will be leaving us at the end of the month to return to her position in the EHSD Contracts Unit to support their efforts to process Department/Bureau contracts timely and efficiently. Vickie returned to us in 2019 as DFO and was formerly CSB's Head Start/Early Head Start accountant. The Department is working to open, recruit for and hire a new DFO, and in the interim, EHSD will support our accountants and Bureau with fiscal needs. The recommended new DFO, as a "key position" under Head Start, will be presented to Policy Council for approval once selected.</li> <li>Interviews for CSB Director will be held in late February or early March. As a "key position" under Head Start, the recommended new Director will be presented to Policy Council for approval once selected.</li> </ul>

Amy Wells, Interim Division Manager, provided enrollment and attendance statistics for the month of November and December as follows:

November:

- Enrollment for the month was 57.29% for Head Start, 84.89% for Early Head Start, and 68% for Early Head Start Child Care Partnership #2.
- Attendance for the month was 78.7% for Head Start, 87.9% for Early Head Start, and 79.50% for Early Head Start Child Care Partnership #2.

December:

- Enrollment for the month was 57.59% for Head Start, 88.74% for Early Head Start, and 72.53% for Early Head Start Child Care Partnership #2.
- Attendance for the month was 63.24% for Head Start, 68.80% for Early Head Start, and 74.15% for Early Head Start Child Care Partnership #2.

Program updates:

- All classrooms remain open, and we continue to operate at a smaller capacity, as previously mentioned. Classrooms have now operated for 10 weeks with only 1 cohort closure (in September).
- Contra Costa County is now back in the Red tier; as a result, we will not be placing additional children in our in-class instruction at this time. We will revisit gradually adding children for in-class instruction when we move back up to the Orange tier. We will continue to enroll new families for DL.
- CSB staff held a call with the Office of Head Start T/TA Specialist, Croshoun Austin, on Thursday, October 29. CSB was given the opportunity to share the many strengths and accomplishments within our program's various content areas, including Education, Comprehensive Services, Partnerships, Wellness, ERSEA, and Technology. Croshoun was very pleased with what CSB is doing to meet the needs of children, families, and staff and plans to share some of our strategies with other Grantees. No T/TA needs were identified or recommended.
- CSB held its first virtual Health and Nutrition Services Advisory Committee Meeting, a meeting required by the Head Start Performance Standards. There were many health professionals from the county and community-based programs. The agenda included presentations by WIC, Health Services Testing Program, Help Me Grow, Regional Center of the East Bay, Anthem Blue Cross, and Cal State East Bay Nursing Program.
- We were so pleased to offer the opportunity for virtual Program for Infant Toddler Care (PITC) training to three of our CSB staff. The goal of PITC is to help infant/toddler care teachers/staff recognize and implement crucially 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 principles is crucial in the care and well-being of caregivers, teachers, families, and children.
- All CSB's Site Supervisors and Education Managers attended the third in a series of training provided by the Ounce of Prevention called, Lead, Learn, Excel. Lead, Learn, Excel is a professional learning program that helps early childhood education leaders develop skills to support everyday learning and continuous improvement. The most recent training focused primarily on "Team Lesson Planning" and how to incorporate the "parent voice" in all aspects of classroom planning.

	<ul style="list-style-type: none"> <li>CSB had several staff who participated in the wonderful department-wide wellness initiative of the I Walk Challenge. Congrats to Contra Costa College, who took home first place and our awesome Bayo Vista team who took home second place! Congrats to all the top individual walkers/honorable mentions, all of whom are from CSB! We were also the bureau with the most walkers, and shout out to GMC for winning the "most spirited" building! These wonderful "walkers" are such an inspiration to us all.</li> </ul> <p>Haydee Ilan, Accountant III, presented the following fiscal reports:</p> <ul style="list-style-type: none"> <li><b>2020-2021 Head Start Program: November 2020</b> year to date cash expenditures were \$11,667,876 YTD, representing 62% of the program budget.</li> <li><b>2020-2021 Early Head Start Program: November 2020</b> year to date cash expenditures were \$2,096,852 YTD, representing 51% of the program budget.</li> <li><b>2020-2020-2021 Early Head Start – CC Partnership: November 2020</b> year to date cash expenditures were \$519,340 YTD, representing 100% of the program budget.</li> <li><b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>November 2020</b>, were \$21,744.23.</li> <li><b>Child and Adult Care Food Program: November 2020</b>, total meals served, including breakfast, lunch, and supplements, were 8,930.</li> </ul>
<p><b>Presentation:</b> Summary of Recent Changes to Open Meeting Laws</p>	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), provided an overview of the Summary of Changes to Open Meetings Laws.</p> <p>New Rules for Board Members:</p> <ul style="list-style-type: none"> <li>Use of Social Media – The Brown Act prohibits the board member from using a series of outside communications of any kind, whether directly or indirectly or through intermediaries, to discuss, deliberate, or take action on any matter that is within the board's jurisdiction. <ul style="list-style-type: none"> <li>Individual Board Member's Used of Social Media Permitted: A board member may engage in separate conversations or communication about agency business on any internet-based social media platform that is open and accessible to the public, for the following purposes: <ul style="list-style-type: none"> <li>To answer questions</li> <li>To provide information to the public</li> <li>To solicit information from the public regarding a matter in the board's jurisdiction</li> </ul> </li> <li>Response or Reaction by Second Board Member Prohibited: Board members may not post any reply to the first board member's post about agency business, even though the reply is just a "smiley face" emoji. Similarly, board members may not "like," "dislike," or otherwise react to the first board member's port. The new rules apply to all internet-based social media platforms that are open and accessible to the public. For example, they apply to Facebook, Instagram, and Twitter;; to comment sections on blogs, news articles, and chatrooms.</li> </ul> </li> </ul> <p>Threats of litigation must be included in the agenda packet.</p> <ul style="list-style-type: none"> <li>Public agencies must make a written record of the verbal threat of litigation and if that is to be discussed in a closed session.</li> </ul> <p>A Return to Live Meetings</p>

	<ul style="list-style-type: none"> <li>One of many actions the Governor took to address the pandemic was the issuance of Executive order 29-20. This order expressly waived all Brown Act requirements for board members' physical presence, the clerk, or the public as a condition of participation in or to establish a quorum for a public meeting. The order permits boards to hold public meetings entirely via teleconference or electronically by Zoom until the stay home order is lifted.</li> </ul>																																																												
<b>Subcommittee Updates</b>	<p><b>Program Services:</b> Magda Bedros, Assistant Director, shared the information presented and discussed during the subcommittee meeting, including the 2019-2020 Annual Report and Using the Home as a Learning Environment.</p> <p><b>Fiscal:</b> Myriah Herrington shared the information reviewed during their subcommittee meeting, including Fiscal reports from November, which were reviewed in depth.</p>																																																												
<p><b>Action:</b> Consider Approval of the 2021-2022 CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan</p>	<p>Tracy Lewis, ASA II, provided an overview of the 2021-2022 CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan. The Program Services Subcommittee reviewed documents, and there were no changes suggested.</p> <p><b>A motion to approve the 2021-2022 CSB Admissions Priorities and Selection Criteria - Recruitment and Enrollment Plan was made by Delia Zarges and seconded by Devlyn Sewell. The motion passed</b></p> <table border="1" data-bbox="390 586 1969 987"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Deanna Carmona</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Jason Streffery</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td>Jasmine Jackson</td> <td>Priscilla Proteau</td> </tr> <tr> <td>Delia Zarges</td> <td></td> <td></td> <td></td> <td>Maria Roxana Alvarado</td> <td>Luis Acuna</td> </tr> <tr> <td>Matthew Carlson</td> <td></td> <td></td> <td></td> <td>Matthew Carlson</td> <td></td> </tr> <tr> <td>Maria Barrios</td> <td></td> <td></td> <td></td> <td>Kara Simmons</td> <td></td> </tr> <tr> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> <td>Karen Medrano</td> <td></td> </tr> <tr> <td>Maria Palestino</td> <td></td> <td></td> <td></td> <td>Evelyn Garcia</td> <td></td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td>Folakemi Omole</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> <td>Maria Chavez</td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Jasmine Cisneros	Deanna Carmona			Deniedre Henry	Jason Streffery	Joel Nickelson-Shanks	Nivette Moore-Abalo			Jasmine Jackson	Priscilla Proteau	Delia Zarges				Maria Roxana Alvarado	Luis Acuna	Matthew Carlson				Matthew Carlson		Maria Barrios				Kara Simmons		Myriah Herrington				Karen Medrano		Maria Palestino				Evelyn Garcia		Jamillah Monroe				Folakemi Omole		Devlyn Sewell				Maria Chavez	
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<p><b>Action:</b> Consider Approval of the November 18, 2020, Policy Council Minutes</p>	<p>The minutes of the November 18, 2020, Policy Council meeting were reviewed and no corrections were noted.</p> <p><b>A motion to approve the minutes from the November 18, 2020, Policy Council meetings was made by Nivette Moore-Abalo and seconded by Delia Zarges. The motion was approved.</b></p> <table border="1" data-bbox="390 1105 1969 1503"> <thead> <tr> <th colspan="2">Ayes</th> <th>Nays</th> <th>Abstentions</th> <th colspan="2">Not Present</th> </tr> </thead> <tbody> <tr> <td>Jasmine Cisneros</td> <td>Deanna Carmona</td> <td></td> <td></td> <td>Deniedre Henry</td> <td>Jason Streffery</td> </tr> <tr> <td>Joel Nickelson-Shanks</td> <td>Nivette Moore-Abalo</td> <td></td> <td></td> <td>Jasmine Jackson</td> <td>Priscilla Proteau</td> </tr> <tr> <td>Delia Zarges</td> <td></td> <td></td> <td></td> <td>Maria Roxana Alvarado</td> <td>Luis Acuna</td> </tr> <tr> <td>Matthew Carlson</td> <td></td> <td></td> <td></td> <td>Matthew Carlson</td> <td></td> </tr> <tr> <td>Maria Barrios</td> <td></td> <td></td> <td></td> <td>Kara Simmons</td> <td></td> </tr> <tr> <td>Myriah Herrington</td> <td></td> <td></td> <td></td> <td>Karen Medrano</td> <td></td> </tr> <tr> <td>Maria Palestino</td> <td></td> <td></td> <td></td> <td>Evelyn Garcia</td> <td></td> </tr> <tr> <td>Jamillah Monroe</td> <td></td> <td></td> <td></td> <td>Folakemi Omole</td> <td></td> </tr> <tr> <td>Devlyn Sewell</td> <td></td> <td></td> <td></td> <td>Maria Chavez</td> <td></td> </tr> </tbody> </table>	Ayes		Nays	Abstentions	Not Present		Jasmine Cisneros	Deanna Carmona			Deniedre Henry	Jason Streffery	Joel Nickelson-Shanks	Nivette Moore-Abalo			Jasmine Jackson	Priscilla Proteau	Delia Zarges				Maria Roxana Alvarado	Luis Acuna	Matthew Carlson				Matthew Carlson		Maria Barrios				Kara Simmons		Myriah Herrington				Karen Medrano		Maria Palestino				Evelyn Garcia		Jamillah Monroe				Folakemi Omole		Devlyn Sewell				Maria Chavez	
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**Report:**  
2019-2020 Annual Report

Monica DeVera, ASA III, provided an overview of the 2019-2020 Annual Report. The Annual Report showcases the work we do in our community. It summarizes all of CSB's services and innovation, and work that has been done in 2019-20. The following is a brief summary of the report; a hard copy of the full report will be provided at the next meeting and are available online.

Key Highlights include the following

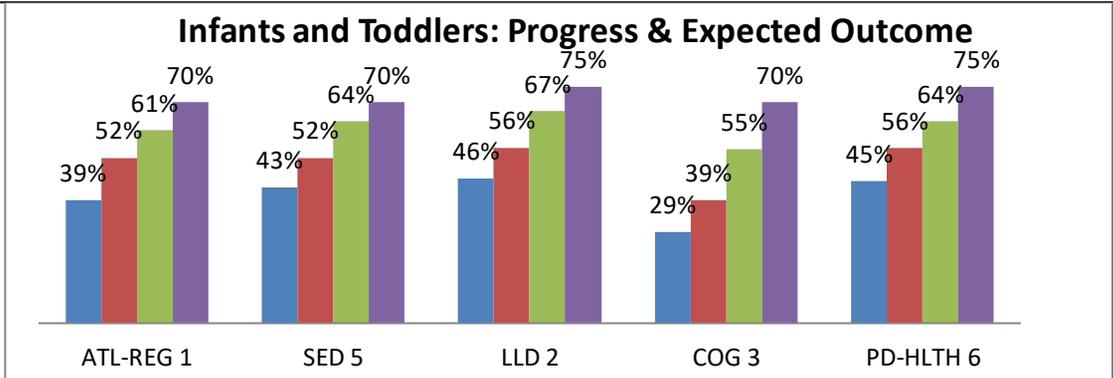
- Kiosks have now been installed at several of our centers (GM III, GMC, Marsh Creek, Civic)
- CSB began providing CLASS coaching services for Early Head Start teachers at partner sites. Two groups were established: Making the Most of Classroom Interaction (MMCI), a face-to-face coaching group, and My TeachStone Direct coaching online group.
- Due to COVID-19 & Shelter-in-Place, CSB adapted and implemented several items such as grab-and-go educational materials for families, a hotline for families to receive support in meeting needs; teachers provided virtual learning via CLOUDS and social media.
- CSB now has a partnership with the Early Childhood Mental Health Program to enhance Mental Health services for children, families, and staff.

CLASS Results - Countywide domain scores indicate that CSB was above our internal threshold, as well as the 2019 Federal Head Start threshold.

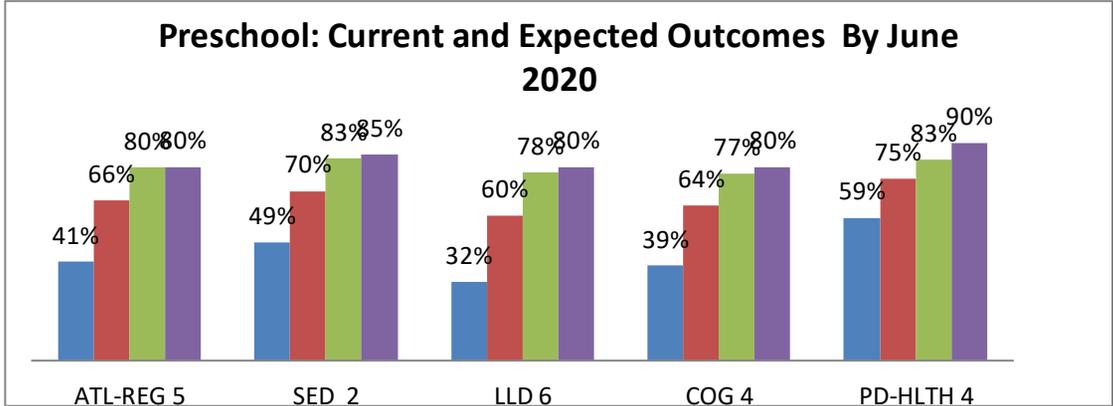
- 2019-20 Countywide Total Average Domain Scores

Domains	Scores		
	Countywide Total Average Domain Score	2019-20 CSB Threshold	Lowest 10% Threshold Nation-Wide
Emotional Support	6.1	6	5.66
Classroom Organization	6.07	6	5.28
Instructional Support	3.54	3	2.31

2019-20 Outcomes



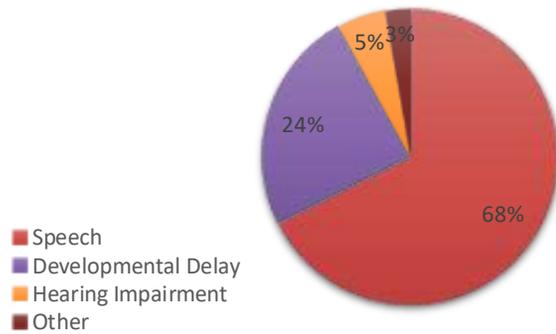
Baseline, mid-year, and year-end outcomes of Infants and Toddlers: Progress and Expected Outcomes. The domain with the greatest improvement was **Cognition, including Math and Science**: Number Sense of Quantity (COG 3), with a **forty-one (41%)** increase in improvement in children from baseline to year-end assessment.



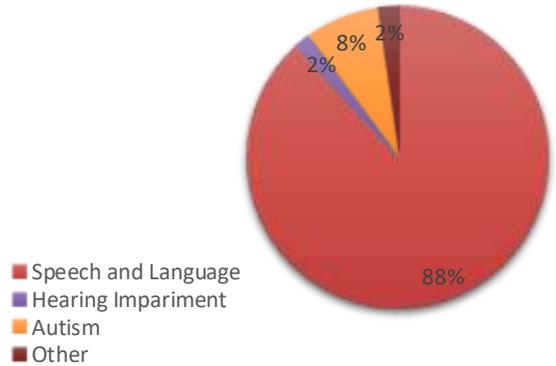
Baseline, mid-year, and year-end outcomes of Preschool: Current and Expected Outcomes by June 2020. The domain with the greatest improvement was **Cognition, including Math and Science**: Number Sense of Quantity (COG 3), with a **forty-one (41%)** increase in improvement in children from baseline to year-end assessment.

Disabilities

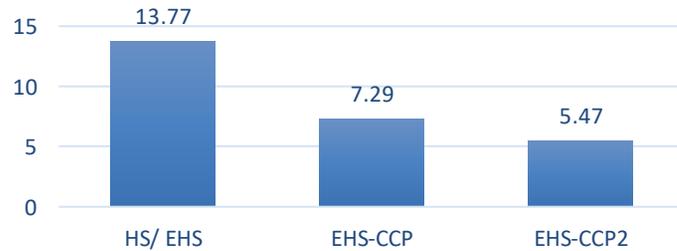
2019-2020 EHS Disability by type



2019-2020 HS Disability by Type



Total Enrollment % for Children with a Disability



	<p>Community Services Block Grant  CSB and the Economic Opportunity Council (EOC) awarded  <b>12</b> subcontractors with Community Services Block Grant (CSBG) funding to support our most vulnerable residents in the community.  Through CSBG funding, CSB assisted residents with the following:</p> <ul style="list-style-type: none"> <li>• Over one hundred residents received employment training that eliminated employment barriers.</li> <li>• <b>135</b> families were housed in Emergency Family Shelter and received nutritious meals daily.</li> <li>• Over <b>100,000</b> hot meals were served to residents in the community.</li> <li>• <b>Five</b> Student Interns who graduated from the Student Intern program obtained permanent employment in the public and private sector, which allowed them to receive health and retirement benefits.</li> </ul> <p>Audits &amp; Reviews  In 2019 and 2020, Federal, State, and CPA firms performed six audits. The outcome of all was no findings. The areas audited were:</p> <ul style="list-style-type: none"> <li>• Office of Head Start 2020 Focus Area Two (FA2) Federal Review</li> <li>• FY 2017-2018 Single Audit</li> <li>• FY 2018-2019 State Child Development Audit</li> </ul>
<p><b>Training:</b>  Make Parenting a Pleasure</p>	<p>Melissa Molina, CS Assistant Manager, and Iris Lopez, Senior Clerk, provided an overview of the Make Parenting a Pleasure curriculum.</p> <p>The Head Start program performance standard Code of Federal Regulation (CFR)1302.51(b) indicates that "A program must, at a minimum, offer opportunities for parents to participate in a research-based parenting curriculum that builds on parents' knowledge and offers parents the opportunity to practice skills to promote children's learning and development. A program that chooses to make significant adaptations to the parenting curriculum to better meet the needs of one or more specific populations must work with an expert or experts to develop such adaptations."</p> <p><b>Basic assumptions for being a parent</b></p> <ul style="list-style-type: none"> <li>• Parenting is the most challenging and most important job there is!</li> <li>• Parents care deeply about their children.</li> <li>• There is no one right way to be a parent or a child.</li> <li>• Parents are the experts about their children.</li> <li>• Parents are the foundation of the family.</li> <li>• Parents who come to parenting classes are special!</li> </ul> <p><b>The beginning of Make Parenting a Pleasure</b></p> <ul style="list-style-type: none"> <li>• This program started in Eugene, Oregon, in 1983, in response to the needs of parents experiencing stress. It was designed to address and support many parents experiencing isolation, stress, lack of parent information, and social support.</li> <li>• Several professionals got together and developed a curriculum that was made possible through a grant from the US WEST Foundation. Based on parents and children who participated in Make Parenting a Pleasure and who were invaluable in helping create the program, the 13 curriculum topics were developed.</li> </ul>

	<ul style="list-style-type: none"> <li>• This program is designed for families to meet once a month during the evening, in a classroom type setting (daycare provided if needed).</li> <li>• In this class, a social system is developed among the participating families.</li> <li>• Each topic can easily be individualized to meet the needs of each group. Each module offers the material in a variety of learning methods.</li> <li>• What is said in class is confidential and would not be repeated outside of class.</li> </ul> <p><b>Curriculum Topics:</b></p> <ul style="list-style-type: none"> <li>• Getting Started</li> <li>• Nurturing: Taking care of ourselves</li> <li>• Understanding Stress</li> <li>• Stress and Anger Management: Techniques</li> <li>• Managing anger, modeling alternatives</li> <li>• The dance of communication: Nonverbal</li> <li>• Communication: Listening skills</li> <li>• Verbal communication</li> <li>• Child development: The basics</li> <li>• Discipline: Laying the foundation</li> <li>• Discipline: A parent's toolbox</li> <li>• Discipline: Challenging behaviors</li> <li>• Closure: Saying goodbye</li> </ul> <p><b>Filling the glass demonstration</b></p> <p>To demonstrate the importance of taking care of ourselves, the group participated in a "Filling the Glass" activity as the day goes by, your glass (stress level declines). <i>How do we refill our glass again?</i></p> <p>Taking care of ourselves reduces the stress of being a parent. When we give positive attention to ourselves, we can provide positive attention to our children too.</p> <p>Sites will present three topics during the parent meeting via zoom. Tip sheets and activities from the curriculum are being sent via group email once a week.</p>
Site Reports	<p><b>Ambrose</b></p> <ul style="list-style-type: none"> <li>• Contra Costa Sheriff's Department gifted all children at the center and Distance Learners with beautiful toys. Teachers keep supporting Distance Learners through ZOOM and weekly check-ins.</li> <li>• Isabel Renggenathen brought hot chocolate for the staff.</li> <li>• Grab-N-Go bags with family activities were distributed.</li> <li>• Diapers were donated to one of our families.</li> </ul> <p><b>Bayo Vista</b></p> <ul style="list-style-type: none"> <li>• Bayo Vista celebrates good attendance from the children participating in in-service instruction and the Distance Learning children at home.</li> </ul>

	<ul style="list-style-type: none"> <li>The families received winter jackets from the Contra Costa County Sheriff Department and Macy's Department store of Walnut Creek with the help of the Rodeo Housing Authority. Each child in the center, including siblings, were provided with warm winter coats.</li> <li>Classrooms received new tablets to be used for Distance Learning. The Distance Learning teachers received new cassette players to be used for activities during Zoom sessions.</li> <li>A large tree located in front of the building was removed due to the tree roots creating damage. The front entranceway is clear and open.</li> <li>Teacher staff lounge work has begun, space will be made entirely over for teachers enjoyment during breaks</li> <li>Activities are sent to families through emails and Facebook.</li> </ul> <p><b>Contra Costa College</b></p> <ul style="list-style-type: none"> <li>Contra Costa College celebrates the success of remaining open during these trying times to help our children and their families.</li> <li>A new dryer and refrigerator were installed.</li> <li>The toddler room is learning about trains. The children seem to be excited about the trains, and they love all the books that the teachers are reading.</li> <li>CS staff shared resources with the parents about the food bank and COVID testing sites to help stop the spread.</li> </ul>				
Announcements	<p>Rita Loza, Comprehensive Services Manager (on behalf of Ana Araujo, Comprehensive Services Manager for Parent, Family, and Community Engagement), provided the following announcements and resources:</p> <ul style="list-style-type: none"> <li>United Way of California link <a href="https://myfreetaxes.org/spread-the-word">https://myfreetaxes.org/spread-the-word</a></li> <li>Rental assistance help link <a href="https://www.shelterinc.org/renthelp">https://www.shelterinc.org/renthelp</a></li> <li>Free Internet Link <a href="https://www.everyoneon.org/find-offers">https://www.everyoneon.org/find-offers</a></li> <li>Turn Power @ Home Training Series (sends flyers)</li> <li>Make Parenting a Pleasure Tips Sheets and Activities will be emailed on a weekly bases</li> </ul>				
Meeting Evaluation	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;"><u>Pluses / +</u></th> <th style="width: 40%; text-align: center;"><u>Deltas / Δ</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Excellent facilitation</li> <li>Kudos to Melissa and Iris for their presentation</li> <li>Remaining positive and grateful</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>None</li> </ul> </td> </tr> </tbody> </table>	<u>Pluses / +</u>	<u>Deltas / Δ</u>	<ul style="list-style-type: none"> <li>Excellent facilitation</li> <li>Kudos to Melissa and Iris for their presentation</li> <li>Remaining positive and grateful</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
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