

Contra Costa County  
Community Services Bureau  
**Policy Council Meeting Minutes**

Location: Pacheco Center, Pacheco, CA

Date: October 15, 2008

Time Convened: 6:07 pm

Time Terminated: 8:07 pm

Recorder: Lin Tallman

TOPIC	RECOMMENDATION / SUMMARY
<b>Review Desired Outcomes and Meeting Rules</b>	<ul style="list-style-type: none"> <li>Denice Mullaney, chair, called the meeting to order, reviewed the desired outcomes and meeting ground rules.</li> </ul>
<b>Public Comment</b>	<ul style="list-style-type: none"> <li>No public comment</li> </ul>
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>No correspondence</li> </ul>
<b>Award Parent Recognition of Staff Excellence</b>	<ul style="list-style-type: none"> <li>Denice and Joanne DeNardo introduced the Parent Recognition of Staff program and encouraged council members to recognize staff members.</li> </ul>
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>Division Manager</li> <li>Fiscal</li> </ul>	<ul style="list-style-type: none"> <li>Pat Stroh, Director, welcomed the new policy council members and encouraged the members to participate in the various trainings that will be offered throughout the year. Policy Council is a great way to learn how to advocate for your child's education now and through their school years.</li> <li>Camilla Rand, Division Manager, also welcomed the new members. She announced that one thousand children transitioned out to kindergarten this year so there are many new families and faces. She reminded members of CSB's commitment to safety for the children, with the alarmed gates and doors. She also reminded parents that communication with staff is very important and encouraged them to make eye contact with the teacher when dropping off and picking up.</li> <li>She announced that the Administration for Children and Families (ACF) has given us \$75,000 to support CSB teachers in obtaining their bachelor degrees, by covering their tuition, books, childcare, etc. with these funds.</li> <li>Vickie Kaplan, Head Start and Early Head Start Accountant, introduced herself. CSB's program serves 2,020 children, 204 of which are EHS. She presented the August expenditures for Head Start: August expenses were <b>\$999,553</b>, with YTD expenditures at <b>\$8,928,440</b> which represents <b>54%</b> of our budget. For the Early Head Start program August expenses were <b>\$174,773</b>, with YTD expenditures at <b>\$1,163,554</b> which represents <b>58%</b> of the budget. CSB's program year (fiscally) is January 1<sup>st</sup> to December 31<sup>st</sup>. The money needs to be encumbered by Dec 31<sup>st</sup> and paid out by the end of March of the following year.</li> </ul>

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<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Consider Approval of New Hires</li> </ul>	<ul style="list-style-type: none"> <li>Enid Mendoza, Personnel Analyst II, presented the following staff members for hire: <ul style="list-style-type: none"> <li><b>Teacher:</b> <ul style="list-style-type: none"> <li>Tieng Chanthavee</li> <li>Sara Knight</li> </ul> </li> <li><b>Comprehensive Services Manager:</b> <ul style="list-style-type: none"> <li>Stephanie Tucci</li> </ul> </li> <li><b>Associate Teacher</b> <ul style="list-style-type: none"> <li>Paulette McNorton</li> </ul> </li> </ul> </li> <li><b>A motion to approve the new hires was made by Diana Estrada and seconded by Joanna Garcia. The motion was approved.</b></li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and consider approval of Minutes from Sept. 7, 2008 Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>The minutes from September 27, 2008 were reviewed. No corrections were noted.</li> <li><b>A motion to accept the minutes was made by Elvia Alvarez and seconded by Carmen Cisneros. The motion was approved.</b></li> </ul>
<p><b>Complete Policy Council Training Ideas Survey</b></p>	<ul style="list-style-type: none"> <li>Joanne DeNardo, Comprehensive Services Manager, introduced herself. The training interest survey was distributed. Members were encouraged to complete the survey and turn it in at the end of the meeting. After tallying the responses, trainings for the Policy Council will be scheduled for various meetings throughout the year.</li> </ul>
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>Training on the California Lifeline Telephone Service program</li> </ul>	<ul style="list-style-type: none"> <li>Tessa Bunn, Sr. Outreach Specialist from RHA, introduced the Lifeline Telephone Service program. She reminded council members that 911 calls made from cell phones go to the Highway Patrol, not their local police department. And encouraged them to consider participating in the Lifeline Telephone Service program.</li> </ul>
<p><b>Explanation of Subcommittee and Sign-Ups</b></p>	<ul style="list-style-type: none"> <li>Joanne DeNardo explained the reason for the Policy Council subcommittees. These are parent-run subcommittees with assigned staff members. Explanations of the subcommittees were made by their staff support member. <ul style="list-style-type: none"> <li>Enid Mendoza – Personnel / Interview Subcommittee</li> <li>Vickie Kaplan – Fiscal Subcommittee</li> <li>Carolyn Johnson, recruiting on behalf of Christina Reich – Self-Assessment subcommittee</li> <li>Joanne DeNardo – By-Laws Subcommittee</li> <li>Joanne DeNardo, recruiting on behalf of Doris Blumenfeld – Program Services/Ongoing Monitoring Subcommittee</li> </ul> </li> </ul>

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<b>Appointment of Subcommittee Member and Directive</b>	<ul style="list-style-type: none"> <li>• Following a period for subcommittee sign-ups, Chairs for each of the committees was determined.</li> <li>• Crystal Whitehead for Program Services</li> <li>• Karen Lane for By-Laws</li> <li>• Yara Garduño for Self Assessment</li> <li>• Denice Mullaney for Fiscal Subcommittee</li> <li>• Vanesha Greene as Chair, Toni as vice-chair for Personnel/Interview</li> </ul> <p><b>A motion to approve the subcommittee and chairs was made by Joanne Garcia and seconded by Yara Garduño. The motion was approved.</b></p>	
<b>Site Reports</b>	<ul style="list-style-type: none"> <li>• Joanne outlined the way site reports should be presented.</li> </ul>	
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Annabelle from the League of Women Voters reminded the council that alone we can not do as much as we can together. The league is issue driven and the big thing in California is the Initiative Process. She discussed a few of the propositions and made resources available to the council members.</li> <li>• Joanne announced that there will be a nutrition advisory committee, that meets 3x a year</li> <li>• Orientation makeup training will be organized by Joanne.</li> <li>• Forms that you may still need to complete and turn in.</li> <li>• Foreclosure intervention workshop</li> <li>• Brown Act – the Oct. 23<sup>rd</sup> broadcast has been cancelled</li> </ul>	
<b>Meeting Evaluation</b>	<p style="text-align: center;"><b>Pluses</b></p> <ul style="list-style-type: none"> <li>• Good information</li> <li>• Good turnout</li> </ul>	<p style="text-align: center;"><b>Deltas</b></p> <ul style="list-style-type: none"> <li>• Some phones continued to go off after members were advised to turn them on vibrate or silent</li> <li>• Some children interruptions</li> </ul>