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## Agenda

<b>Group/Meeting Name: CSB Policy Council Meeting</b>	
<b>Date:</b> October 19, 2011	<b>Time:</b> 6:00 – 8:00 PM
<b>Location:</b> 500 Ellinwood Way, Pleasant Hill	
<b>Meeting Leader:</b> Dawn Miguel, Chair	
<b>Purpose:</b> Conduct Regular Monthly Meeting	

*The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or subcommittee meetings. Please contact Alicia Prieto at least 48 hours before the meeting at (510) 374-3874*

### Desired Outcome: By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules
Public comment
An understanding of any correspondence
Parent Recognition of Staff Excellence Award recognition
An understanding of administrative reports
An agreement on new hires
Approval of Minutes from September 24, 2011 Policy Council Meeting
Appointment and approval of subcommittee membership and directive
An understanding of the Policy Council Training Interest Survey
An understanding of DECA
An understanding of Site Reports
Announcements
Meeting Evaluation

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Reviewed Desired Outcomes and Meeting Rules	Present Clarify Check for understanding	Dawn Miguel	3 Minutes
Public Comment	Present Clarify	Public	3 Minutes

<b>Agenda</b>			
<b>What (Content)</b>	<b>How (Process)</b>	<b>Who</b>	<b>Time (Minutes)</b>
Correspondence	Present Clarify	Reyna Flores	2 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul>	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of New Hires</li> <li>• Ratify Executive Committee's Approval of New Hires</li> </ul>	Present Clarify Check for understanding Check for Agreement	Enid Mendoza	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of September 24, 2011 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Dawn Miguel	5 Minutes
Appoint and Approve Subcommittee Membership and Directive	Present Clarify Check for understanding Check for Agreement	Staff to Subcommittees	20 Minutes
Complete Policy Council Training Interest Survey	Present Clarify Check for understanding Check for Agreement	Kristin Cooke	15 Minutes
DECA Training	Present Clarify Check for understanding	Suzanne Di Lillo	20 Minutes
Site Reports	Present Clarify Check for Understanding	Site Representatives	15 Minutes
Announcements	Present Clarify Check for Understanding	Staff	5 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	2 Minutes

**CONTRA COSTA COUNTY**  
**COMMUNITY SERVICES BUREAU**  
**2010-2011 HEAD START GRANDPARENT PROGRAM**  
 agosto 2011 YTD Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Balance	5 % YTD
a. PERSONNEL	\$ 5,578	\$ 10,384	\$ 4,806	54%
b. FRINGE BENEFITS	3,197	5,905	2,708	54%
c. TRAVEL	1,854	1,855	1	100%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	3,103	3,325	222	93%
f. CONTRACTUAL	13,391	25,976	12,585	52%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	-	313	313	0%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 27,124</b>	<b>\$ 47,758</b>	<b>\$ 20,634</b>	<b>57%</b>
j. INDIRECT COSTS	890	2,242	1,352	40%
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	<b>\$ 28,014</b>	<b>\$ 50,000</b>	<b>\$ 21,986</b>	<b>56%</b>
<b>In- Kind (Non Federal Share)</b>	<b>\$ 3,125</b>	<b>\$ 12,500</b>	<b>\$ 9,375</b>	<b>25%</b>

**CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
2010-2011 HEAD START GRANDPARENT PROGRAM  
August 2011 YTD Expenditures**

1	2	3	4	5	6	7	8	9
DESCRIPTION	Sep-10 thru Nov-10	Dec-10 thru Mar-11	Apr-11 thru Jun-11	Jul-11 thru Aug-11	Actual YTD	Total Budget	Remaining	%
<b>a. PERSONNEL (Object Class 6a)</b>	\$ 1,894	\$ 944	\$ 256	\$ 2,484	\$ 5,578	\$ 10,384	\$ 4,806	54%
<b>b. FRINGE BENEFITS (Object Class 6b)</b>	\$ 903	\$ 615	\$ 143	\$ 1,536	\$ 3,197	\$ 5,905	\$ 2,708	54%
<b>c. TRAVEL (Object Class 6c)</b>								
1. Out of Town Travel								
<b>TOTAL TRAVEL (6c)</b>	\$ -	\$ -	\$ 1,854	\$ -	\$ 1,854	\$ 1,855	\$ 1	100%
<b>d. EQUIPMENT (Object Class 6d)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>e. SUPPLIES (Object Class 6e)</b>								
1. Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2. Child and Family Services Supplies	-	-	-	-	-	-	-	0%
3. Food Services Supplies	-	-	-	-	-	-	-	0%
4. Other Supplies	3,062	41	-	-	3,103	3,325	222	93%
<b>TOTAL SUPPLIES (6e)</b>	\$ 3,062	\$ 41	\$ -	\$ -	\$ 3,103	\$ 3,325	\$ 222	93%
<b>f. CONTRACTUAL (Object Class 6f)</b>								
1. Adm Svcs (e.g., Legal, Accounting Temp Help)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2. Health/Disabilities Services	-	-	-	-	-	-	-	0%
Estimated Medical Revenue from Medi-Cal	-	-	-	-	-	-	-	0%
3. Food Services	-	-	-	-	-	-	-	0%
5. Training & Technical Assistance	-	-	-	-	-	-	-	0%
7. Delegate Agency Costs	-	-	-	-	-	-	-	0%
8. Other Contracts	-	6,670	5,501	1,220	13,391	25,976	12,585	52%
<b>TOTAL CONTRACTUAL (6f)</b>	\$ -	\$ 6,670	\$ 5,501	\$ 1,220	\$ 13,391	\$ 25,976	\$ 12,585	52%
<b>g. CONSTRUCTION (Object Class 6g)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>h. OTHER (Object Class 6h)</b>								
1. Depreciation/Use Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2. Occupancy Costs	-	-	-	-	-	-	-	0%
4. Utilities, Telephone	-	-	-	-	-	-	-	0%
5. Building and Child Liability Insurance	-	-	-	-	-	-	-	0%
6. Bldg. Maintenance/Repair and Other Occupancy	-	-	-	-	-	-	-	0%
8. Local Travel	-	-	-	-	-	193	193	0%
9. Nutrition Services (CCFP & USDA Reimb.)	-	-	-	-	-	-	-	0%
13. Parent Services	-	-	-	-	-	-	-	0%
14. Accounting & Legal Services	-	-	-	-	-	-	-	0%
15. Publications/Advertising/Printing	-	-	-	-	-	120	120	0%
16. Training or Staff Development	-	-	-	-	-	-	-	0%
17. Other	-	-	-	-	-	-	-	0%
<b>TOTAL OTHER (6h)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313	\$ 313	0%
<b>I. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	\$ 5,860	\$ 8,270	\$ 7,754	\$ 5,240	\$ 27,124	\$ 47,758	\$ 20,634	57%
<b>j. INDIRECT COSTS</b>	87	273	203	327	890	2,242	1,352	40%
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	\$ 5,946	\$ 8,542	\$ 7,957	\$ 5,568	\$ 28,014	\$ 50,000	\$ 21,986	56%
<b>In- Kind (Non Federal Share)</b>	\$ -	\$ 3,125	\$ -	\$ -	\$ 3,125	\$ 12,500	\$ 9,375	25%

**CONTRA COSTA COUNTY**  
**COMMUNITY SERVICES BUREAU**  
**ARRA EHS EXPANSION FUNDING (7/1/10 - 9/30/11)**  
 August 2011 YTD Expenditures

DESCRIPTION	YTD Actual	Total Budget	Balance	% YTD
a. PERSONNEL	\$ 358,488	\$ 315,466	\$ (43,022)	114%
b. FRINGE BENEFITS	218,250	150,498	(67,752)	145%
c. TRAVEL	600	1,050	450	57%
d. EQUIPMENT	-	20,600	20,600	0%
e. SUPPLIES	183,468	208,989	25,521	88%
f. CONTRACTUAL	1,391,731	1,784,353	392,622	78%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	81,085	184,642	103,557	44%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 2,233,622</b>	<b>\$ 2,665,598</b>	<b>\$ 431,976</b>	<b>84%</b>
j. INDIRECT COSTS	106,110	68,141	(37,969)	156%
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	<b>\$ 2,339,732</b>	<b>\$ 2,733,739</b>	<b>\$ 394,007</b>	<b>86%</b>
In- Kind (Non Federal Share)	\$ 115,738	\$ 683,435	\$ 567,697	17%

**CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
ARRA EHS EXPANSION FUNDING (7/1/10 - 9/30/11)  
August 2011 YTD Expenditures**

1	2	3	4	5	6	7	8	9	10
DESCRIPTION	Jul-10 thru Sep-10	Oct-10 thru Dec-10	Jan-11 thru Mar-11	Apr-11 thru Jun-11	Jul-11 thru Aug-11	Actual YTD	Total Budget	Remaining	%
a. PERSONNEL (Object Class 6a)	\$ 21,617	\$ 49,583	\$ 117,738	\$ 93,909	\$ 75,642	\$ 358,488	\$ 315,466	\$ (43,022)	114%
b. FRINGE BENEFITS (Object Class 6b)	\$ 12,982	\$ 21,358	\$ 75,349	\$ 60,643	\$ 47,916	\$ 218,250	\$ 150,498	\$ (67,752)	145%
c. TRAVEL (Object Class 6c)									
1. Out of Town Travel									
<b>TOTAL TRAVEL (6c)</b>	\$ -	\$ 65	\$ 518	\$ 18	\$ -	\$ 600	\$ 1,050	\$ 450	57%
d. EQUIPMENT (Object Class 6d)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,600	\$ 20,600	0%
e. SUPPLIES (Object Class 6e)									
1. Office Supplies	\$ 1,161	\$ 1,747	\$ 199	\$ 530	\$ 1,129	\$ 4,766	\$ 11,825	\$ 7,059	40%
2. Child and Family Services Supplies	110,414	11,769	18,502	26,490	942	168,118	149,639	(18,479)	112%
3. Food Services Supplies	-	69	-	202	-	271	500	229	54%
4. Other Supplies	1,087	535	844	1,788	6,060	10,313	47,025	36,712	22%
<b>TOTAL SUPPLIES (6e)</b>	\$ 112,662	\$ 14,120	\$ 19,545	\$ 29,010	\$ 8,131	\$ 183,468	\$ 208,969	\$ 25,521	88%
f. CONTRACTUAL (Object Class 6f)									
1. Adm Svcs (e.g., Legal, Accounting Temp Help)	\$ 90	\$ 991	\$ 666	\$ 407	\$ -	\$ 2,154	\$ 36,337	\$ 34,183	6%
2. Health/Disabilities Services	-	-	866	1,158	-	2,024	3,200	1,176	63%
Estimated Medical Revenue from Medi-Cal	-	-	-	-	3	3	-	(3)	0%
3. Food Services	-	-	-	-	-	-	-	-	0%
5. Training & Technical Assistance	436	1,002	24,506	(420)	12,492	38,015	60,000	21,985	63%
7. Delegate Agency Costs	-	-	-	-	3	3	-	(3)	0%
8. Other Contracts	36,350	260,993	394,353	589,314	68,522	1,349,532	1,684,816	335,284	80%
<b>TOTAL CONTRACTUAL (6f)</b>	\$ 36,876	\$ 262,985	\$ 420,390	\$ 590,459	\$ 81,020	\$ 1,391,731	\$ 1,784,353	\$ 392,622	78%
g. CONSTRUCTION (Object Class 6g)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
h. OTHER (Object Class 6h)									
1. Depreciation/Use Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2. Occupancy Costs	6,269	2,449	266	539	120	9,643	18,450	8,807	52%
4. Utilities, Telephone	928	738	204	199	79	2,149	4,400	2,251	49%
5. Building and Child Liability Insurance	72	-	-	-	-	72	750	678	10%
6. Bldg. Maintenance/Repair and Other Occupancy	6,676	5,707	13,825	3,834	-	30,041	70,412	40,371	43%
8. Local Travel	21	178	1,107	893	3,602	5,801	1,300	(4,501)	448%
9. Nutrition Services (CCFP & USDA Reimb.)	-	-	-	-	-	-	-	-	0%
13. Parent Services	-	-	-	303	-	303	1,842	1,539	16%
14. Accounting & Legal Services	-	393	258	201	124	976	3,290	2,314	30%
15. Publications/Advertising/Printing	-	2,529	24	2,547	-	5,100	3,500	(1,600)	146%
16. Training or Staff Development	35	136	3,225	18,216	5,136	26,748	72,946	46,198	37%
17. Other	249	-	-	3	-	252	7,752	7,500	3%
<b>TOTAL OTHER (6h)</b>	\$ 14,251	\$ 12,129	\$ 18,908	\$ 26,735	\$ 9,062	\$ 81,085	\$ 184,642	\$ 103,557	44%
<b>I. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	\$ 198,388	\$ 360,240	\$ 652,448	\$ 800,775	\$ 221,772	\$ 2,233,622	\$ 2,665,598	\$ 431,976	84%
<b>J. INDIRECT COSTS</b>	-	-	41,955	53,006	11,148	106,110	68,141	(37,969)	156%
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	\$ 198,388	\$ 360,240	\$ 694,403	\$ 853,781	\$ 232,920	\$ 2,339,732	\$ 2,733,739	\$ 394,007	86%
In- Kind (Non Federal Share)	\$ 237	\$ 549	\$ 91,466	\$ -	\$ 23,485	\$ 115,738	\$ 683,435	\$ 567,697	17%

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
**2010-2012 ARRA HS EARLY LEARNING MENTOR COACHES PROGRAM**  
August 2011 YTD Expenditures

1 DESCRIPTION	2 YTD Actual	3 Total Budget	4 Balance	5 % YTD
a. PERSONNEL	\$ 1,342	\$ 6,608	\$ 5,266	20%
b. FRINGE BENEFITS	630	5,133	4,503	12%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	394	11,414	11,020	3%
f. CONTRACTUAL	16,892	174,300	157,609	10%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	-	1,367	1,367	0%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 19,057</b>	<b>\$ 198,822</b>	<b>\$ 179,765</b>	<b>10%</b>
<b>J. INDIRECT COSTS</b>	<b>479</b>	<b>1,428</b>	<b>948</b>	<b>34%</b>
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	<b>\$ 19,536</b>	<b>\$ 200,250</b>	<b>\$ 180,713</b>	<b>10%</b>
<b>In- Kind (Non Federal Share)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**CONTRA COSTA COUNTY**  
**COMMUNITY SERVICES BUREAU**  
**2010-2012 ARRA EHS EARLY LEARNING MENTOR COACHES PROGRAM**  
 August 2011 YTD Expenditures

DESCRIPTION	YTD Actual	Total Budget	Balance	% YTD
a. PERSONNEL	\$ 316	\$ 817	\$ 501	39%
b. FRINGE BENEFITS	149	634	485	24%
c. TRAVEL	-	-	-	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	57	1,558	1,501	4%
f. CONTRACTUAL	5,984	20,800	14,817	29%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	-	764	764	0%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 6,506</b>	<b>\$ 24,573</b>	<b>\$ 18,067</b>	<b>26%</b>
<b>j. INDIRECT COSTS</b>	<b>92</b>	<b>177</b>	<b>85</b>	<b>52%</b>
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	<b>\$ 6,598</b>	<b>\$ 24,750</b>	<b>\$ 18,152</b>	<b>27%</b>
<b>In- Kind (Non Federal Share)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**CONTRA COSTA COUNTY**  
**COMMUNITY SERVICES BUREAU**  
**2011 HEAD START PROGRAM**  
 August 2011 Expenditures

DESCRIPTION	YTD Actual	Total Budget	Balance	% YTD
a. PERSONNEL	\$ 2,358,963	\$ 3,673,302	\$ 1,314,339	64%
b. FRINGE BENEFITS	1,543,189	2,452,636	909,447	63%
c. TRAVEL	4,270	22,000	17,730	19%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	183,582	340,350	156,768	54%
f. CONTRACTUAL	5,855,501	8,709,232	2,853,731	67%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	627,293	1,084,975	457,682	58%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 10,572,799</b>	<b>\$ 16,282,495</b>	<b>\$ 5,709,696</b>	<b>65%</b>
j. INDIRECT COSTS	636,165	837,513	201,348	76%
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	<b>\$ 11,208,964</b>	<b>\$ 17,120,008</b>	<b>\$ 5,911,044</b>	<b>65%</b>
<b>In- Kind (Non Federal Share)</b>	<b>\$ 2,401,115</b>	<b>\$ 4,280,002</b>	<b>\$ 1,878,887</b>	<b>56%</b>

**CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
2011 HEAD START PROGRAM  
August 2011 Expenditures**

1	2	3	4	5	6	7	8
DESCRIPTION	Jan-11 thru Mar-11	Apr-11 thru Jun-11	Jul-11 thru Aug-11	Actual YTD	Total Budget	Remaining Budget	% YTD
<b>a. PERSONNEL (Object Class 6a)</b>	\$ 811,525	\$ 1,034,302	\$ 513,136	\$ 2,358,963	\$ 3,673,302	\$ 1,314,339	64%
<b>b. FRINGE BENEFITS (Object Class 6b)</b>	\$ 523,651	\$ 691,930	\$ 327,608	\$ 1,543,189	\$ 2,452,636	\$ 909,447	63%
<b>c. TRAVEL (Object Class 6c)</b>							
1. Out of Town Travel							
Head Start Staff	\$ 1,577	\$ 2,354	\$ -	\$ 3,931	\$ 15,000	\$ 11,069	26%
Head Start Parents	720	(381)	-	339	7,000	6,661	5%
<b>TOTAL TRAVEL (6c)</b>	\$ 2,297	\$ 1,974	\$ -	\$ 4,270	\$ 22,000	\$ 17,730	19%
							#DIV/0!
<b>d. EQUIPMENT (Object Class 6d)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>e. SUPPLIES (Object Class 6e)</b>							
1. Office Supplies	\$ 10,966	\$ 13,782	\$ 5,423	\$ 30,170	\$ 75,000	\$ 44,830	40%
2. Child and Family Services Supplies	16,521	16,122	2,239	34,882	105,000	70,118	33%
3. Food Services Supplies	49	91	44	183	8,000	7,817	2%
4. Other Supplies	35,240	23,739	59,368	118,346	152,350	34,004	78%
<b>TOTAL SUPPLIES (6e)</b>	\$ 62,775	\$ 53,734	\$ 67,073	\$ 183,582	\$ 340,350	\$ 156,768	54%
<b>f. CONTRACTUAL (Object Class 6f)</b>							
1. Adm Svcs (e.g., Legal, Accounting Temp Help)	\$ 18,034	\$ 48,339	\$ 24,233	\$ 90,606	\$ 75,000	\$ (15,606)	121%
2. Health/Disabilities Services	12,090	11,868	5,904	29,862	44,772	14,910	67%
Estimated Medical Revenue from Medi-Cal	-	(22,754)	-	(22,754)	(485,000)	(462,246)	5%
3. Food Services	929	-	400	1,330	4,500	3,170	30%
5. Training & Technical Assistance	5,259	32,622	4,707	42,587	123,415	80,828	35%
7. Delegate Agency Costs	360,838	669,494	290,876	1,321,209	2,011,694	690,485	66%
8. Other Contracts	1,204,574	2,625,694	562,394	4,392,661	6,934,852	2,542,191	63%
<b>TOTAL CONTRACTUAL (6f)</b>	\$ 1,601,724	\$ 3,365,263	\$ 888,515	\$ 5,855,501	\$ 8,709,232	\$ 2,853,731	67%
<b>g. CONSTRUCTION (Object Class 6g)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>h. OTHER (Object Class 6h)</b>							
1. Depreciation/Use Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
2. Occupancy Costs	43,649	75,827	23,843	143,319	280,000	136,681	51%
4. Utilities, Telephone	27,497	30,391	13,685	71,572	96,000	24,428	75%
5. Building and Child Liability Insurance	3,648	-	-	3,648	25,000	21,352	15%
6. Bldg. Maintenance/Repair and Other Occupancy	25,165	37,529	31,635	94,330	110,000	15,670	86%
8. Local Travel	8,882	11,657	4,282	24,821	40,000	15,179	62%
9. Nutrition Services	53,987	93,160	-	147,147	442,002	294,855	33%
(CCFP & USDA Reimb.)	-	(107,539)	(4,313)	(111,851)	(318,397)	(206,546)	35%
13. Parent Services	15,324	2,840	824	18,988	57,763	38,775	33%
14. Accounting & Legal Services	2,250	7,024	1,299	10,572	15,000	4,428	70%
15. Publications/Advertising/Printing	-	3,439	-	3,439	18,000	14,561	19%
16. Training or Staff Development	80,044	66,734	4,605	151,383	152,890	1,507	99%
17. Other	23,394	34,270	12,263	69,927	166,717	96,790	42%
<b>TOTAL OTHER (6h)</b>	\$ 283,836	\$ 255,331	\$ 88,124	\$ 627,293	\$ 1,084,975	\$ 457,682	58%
<b>I. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>	\$ 3,285,810	\$ 5,402,533	\$ 1,884,456	\$ 10,572,799	\$ 16,282,495	\$ 5,709,696	65%
<b>J. INDIRECT COSTS</b>	113,141	454,666	68,358	636,165	837,513	201,348	76%
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	\$ 3,398,951	\$ 5,857,199	\$ 1,952,814	\$ 11,208,964	\$ 17,120,008	\$ 5,911,044	65%
<b>In-Kind (Non Federal Share)</b>	\$ 926,233	\$ 1,317,437	\$ 157,445	\$ 2,401,115	\$ 4,280,002	\$ 1,878,887	56%

**CONTRA COSTA COUNTY**  
**COMMUNITY SERVICES BUREAU**  
**2011 EARLY HEAD START PROGRAM**  
 August 2011 Expenditures

DESCRIPTION	YTD Actual	Total Budget	Remaining	% YTD
<b>a. PERSONNEL</b>	\$ 220,937	\$ 312,910	\$ 91,973	71%
<b>b. FRINGE BENEFITS</b>	143,772	230,028	86,256	63%
<b>c. TRAVEL</b>	779	3,500	2,721	22%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	13,718	28,800	15,082	48%
<b>f. CONTRACTUAL</b>	600,483	1,534,165	933,682	39%
<b>g. CONSTRUCTION</b>	-	-	-	0%
<b>h. OTHER</b>	41,099	59,718	18,619	69%
<b>I. TOTAL DIRECT CHARGES</b>	\$ 1,020,788	\$ 2,169,121	\$ 1,148,333	47%
<b>j. INDIRECT COSTS</b>	65,015	71,342	6,328	91%
<b>k. TOTAL - ALL BUDGET CATEGORIES</b>	\$ 1,085,802	\$ 2,240,463	\$ 1,154,661	48%
<b>In-Kind (Non-Federal Share)</b>	\$ 89,244	\$ 542,280	\$ 453,036	16%

CONTRA COSTA COUNTY  
COMMUNITY SERVICES BUREAU  
2011 EARLY HEAD START PROGRAM  
August 2011 Expenditures

1	2	3	4	5	6	7	8
Description	Jan-11 thru Mar-11	Apr-11 thru Jun-11	Jul-11 thru Aug-11	Actual YTD	Total Budget	Remaining Budget	% YTD
<b>a. Salaries &amp; Wages (Object Class 6a)</b>							
a. PERSONNEL (Object Class 6a)	\$ 71,169	\$ 104,870	\$ 44,898	\$ 220,937	\$ 312,910	\$ 91,973	71%
<b>b. FRINGE BENEFITS (Object Class 6b)</b>							
b. FRINGE BENEFITS (Object Class 6b)	\$ 48,763	\$ 67,620	\$ 27,390	\$ 143,772	\$ 230,028	\$ 86,256	63%
<b>c. Travel (Object Class 6c)</b>							
c. TRAVEL (Object Class 6c)	\$ 432	\$ 152	\$ 195	\$ 779	\$ 3,500	\$ 2,721	22%
<b>d. EQUIPMENT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>e. SUPPLIES (Object Class 6e)</b>							
1. Office Supplies	\$ 1,414	\$ 293	\$ 21	1,729	\$ 2,500	\$ 771	69%
2. Home Base Supplies for EHS	3,416	1,250	83	4,748	8,000	3,252	59%
3. Food/Nutrition Services Supplies	-	-	-	-	750	750	0%
4. Other Supplies	3,579	4,358	(697)	7,240	17,550	10,310	41%
e. TOTAL SUPPLIES (Object Class 6e)	\$ 8,409	\$ 5,901	\$ (593)	\$ 13,718	\$ 28,800	\$ 15,082	48%
<b>f. CONTRACTUAL (Object Class 6f)</b>							
1. Adm Svcs (e.g., Legal, Accl., Temp Contracts)	\$ 1,239	\$ 2,700	\$ 501	4,440	\$ 5,000	\$ 560	89%
2. Health/Disabilities Services	2,460	1,447	-	3,907	19,188	15,281	20%
3. Food Services	191	7	-	199	500	301	40%
5. Training & Technical Assistance	353	4,028	1,404	5,785	43,628	37,843	13%
8. Other Contracts	151,989	336,592	97,570	586,151	1,465,849	879,698	40%
TOTAL CONTRACTUAL (6f)	\$ 156,232	\$ 344,775	\$ 99,475	\$ 600,483	\$ 1,534,165	\$ 933,682	39%
<b>g. CONSTRUCTION (Object Class 6g)</b>							
TOTAL CONSTRUCTION (6g)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>h. OTHER (Object Class 6h)</b>							
2. Bldg Occupancy/Rents & Leases	\$ 630	\$ 1,018	\$ (43)	1,604	\$ 836	\$ (768)	192%
4. Utilities, Telephone	233	609	236	1,077	1,100	23	98%
5. Building and Child Liability Insurance	-	-	-	-	1,500	1,500	0%
6. Building Maint/Repair and Other Occupancy	126	5	42	172	500	328	34%
8. Local Travel	429	1,819	331	2,579	2,250	(329)	115%
9. Nutrition Services							
Child Nutrition Costs	-	-	-	-	-	-	0%
(CCFP & USDA Reimb.)	-	-	-	-	-	-	0%
13. Parent Services	1,880	865	50	2,795	7,141	4,346	39%
14. Accounting & Legal Services	355	551	169	1,074	1,175	101	91%
15. Publications/Advertising/Printing	-	25	-	25	2,000	1,975	1%
16. Training or Staff Development	22,736	956	309	24,001	27,593	3,592	87%
17. Other	2,723	2,865	2,181	7,769	15,623	7,854	50%
TOTAL OTHER (6h)	\$ 29,112	\$ 8,713	\$ 3,274	\$ 41,099	\$ 59,718	\$ 18,619	69%
<b>I. TOTAL DIRECT CHARGES</b>							
Sum of Line 6a-6h	\$ 314,117	\$ 532,031	\$ 174,640	1,020,788	\$ 2,169,121	\$ 1,148,333	47%
<b>J. INDIRECT COSTS</b>							
Enter Costs Not Reflected in I above	2,450	56,528	6,037	65,015	71,342	6,328	91%
<b>K. TOTAL - ALL BUDGET CATEGORIES</b>	\$ 316,567	\$ 588,559	\$ 180,677	\$ 1,085,802	\$ 2,240,463	\$ 1,154,661	48%
In-Kind (Non-Federal Share)	\$ 16,759	\$ 50,469	\$ 22,016	\$ 89,244	\$ 542,280	\$ 453,036	16%

## SUMMARY CREDIT CARD EXPENDITURE

Agency: Community Services Bureau

Month: August 2011

Credit Card: Visa/U.S. Bank

### Authorized Users

C. Rand, Acting Bureau Dir
M. Williams, Per Admin
S. DiLillo, AD
C. Johnson, AD
J. Rowley, AD
P. Arrington, AD
R. Radeva, PSA III
S. Kim, Interim Div Mgr
J. DeNardo, CSM
K. Cooke, CSM

Stat. Date	Card Account #	Amount	Program	Purpose/Description
08/22/11	xxxx9105	275.89	HS Parent Services	Misc Services and Supplies
08/22/11	xxxx9105	358.84	Head Start	Training & registrations
08/22/11	xxxx9105	119.62	EHS Expansion	Training & registrations
08/22/11	xxxx9105	119.62	Early Head Start	Training & registrations
08/22/11	xxxx8798	1,031.24	EHS Expansion	Books, Periodicals & Subscriptions
08/22/11	xxxx8798	714.93	EHS Expansion	Other Travel - employees
08/22/11	xxxx8798	250.00	EHS Expansion	Training & registrations
08/22/11	xxxx8830	19.35	Head Start	Office Expense
08/22/11	xxxx8855	199.00	EHS Expansion	Training & registrations
08/22/11	xxxx8855	2,504.48	EHS Expansion	Other Travel - employees
08/22/11	xxxx8855	84.83	EHS Expansion	Books, Periodicals & Subscriptions
08/22/11	xxxx8855	397.75	EHS Expansion	Educational supplies/courses
08/22/11	xxxx4980	2,000.00	CSBG	Memberships
08/22/11	xxxx1874	638.00	EHS Expansion	Training & registrations
08/22/11	xxxx1874	169.40	EHS Expansion	Other Travel - employees
08/22/11	xxxx1874	738.46	EHS Expansion	Books, Periodicals & Subscriptions
08/22/11	xxxx1874	923.07	Head Start T/TA	Books, Periodicals & Subscriptions
08/22/11	xxxx1874	184.61	Early Head Start T/TA	Books, Periodicals & Subscriptions
<b>TOTAL</b>		<b>10,729.09</b>		

EMPLOYMENT & HUMAN SERVICES DEPARTMENT  
 COMMUNITY SERVICES BUREAU  
 CHILD NUTRITION FOOD SERVICES  
 CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED  
 FY 2011-2012

Month covered	2011 August
Approved sites operated this month	18
Number of days meals served this month	23
Average daily participation	743
<b>Child Care Center Meals Served:</b>	
Breakfast	13,503
Lunch	17,079
Supplements	14,614
Total Number of Meals Served	<u>45,196</u>

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

Location: Hyatt Hotel, Diamond Blvd., Concord, CA

Date: September 24, 2011      Time Convened: 10:54 am      Time Terminated: 12:26 pm      Recorder: Lin Tallman

<b>SUMMARY RECOMMENDATION</b>	
❖ <b>Review Desired Outcomes and Meeting Rules</b>	<ul style="list-style-type: none"> <li>• Heather Jackson called the meeting to order.</li> <li>• Dennisha Marsh reviewed the desired outcomes and meeting 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>• Received a letter from Araceli Navarro: she participated in PC last year and is requesting to become a community representative for the PC.</li> </ul>
❖ <b>Review PC Bylaws and Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Kristin outlined the reason for the distribution of the memory sticks. We have used a lot of paper in the past and we are going to begin to e-mail things to the people who provide their e-mail address to avoid using a lot of excess paper.</li> <li>• The bylaws and all the orientation materials are on the memory stick for your review.</li> <li>• At future meetings the hard copy packets will not be available. Everything will be projected on a screen at the meeting. Please read your minutes when you receive them so that they do not need to be read during the policy council meetings. This will free up time during the meeting for active business.</li> <li>• PC reps are asked to bring issues from their sites to the PC and take information gathered at the meetings back to their site meetings/parents.</li> <li>• Highlighted that only official policy council reps can vote. Everyone is welcome to come to the meeting but only the official rep can vote.</li> </ul>
❖ <b>Review Officer Positions</b>	<ul style="list-style-type: none"> <li>• The Executive Committee Positions and Responsibilities were reviewed from the packet and the current Executives spoke a little about their experiences as an Executive Committee member.</li> <li>• This committee meets monthly two weeks prior to the PC meeting to set the agenda for the PC meeting. They also vote on things that come up between meetings, their outcomes are then ratified by the entire PC after the action.</li> <li>• Each office also serves as Chair on a sub-committee.</li> </ul>
❖ <b>Review PC Expense Reimbursement</b>	<ul style="list-style-type: none"> <li>• The "green sheet" for expense reimbursement was presented and reviewed. Some child care is provided at the policy council meetings but we prefer that you find outside child care as the space available for child care is limited. This reimbursement is not for use when you leave your child home with grandma and you don't pay her. If you are paying her, then you can claim this.</li> </ul>

TOPIC	SUMMARY/RECOMMENDATION
<ul style="list-style-type: none"> <li>❖ <b>Additional Forms Review</b></li> </ul>	<ul style="list-style-type: none"> <li>• The manner in which we calculate mileage was outlined. If you have excessive mileage exceptions please let Kristin know so she doesn't alter them (\$0.51 per mile is the reimbursement rate).</li> <li>• Code of Conduct form: outlines our expectation of representative's conduct while in public. Please sign them and turn them in after the meeting. If you have any questions please ask Kristin for clarification.</li> <li>• Form 700 – Statement of Economic Interest: basically says that you do not gain anything financially for participating in the policy council. These forms need to be signed and filed with the Clerk of the Board downtown. Please turn them in at the end of the meeting.</li> <li>• Presented the Parent Recognition of Staff Excellence was reviewed. Parents nominate staff members and the executive committee votes on who will be recognized.</li> <li>• Presented the Site Report to the Policy Council: this is how you tell us what is happening at your center. Please always write your report so that your site's information can be included in the minutes. You can work on it with your classroom's teacher(s) and site supervisor(s). Having it with you at your site's parent meeting will help you to capture things that are happening.</li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of New Hire</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Kristin explained the process of reviewing and approving information on new hires. The following persons were presented for approval to hire:</li> <li>• <b>Teacher:</b> <ul style="list-style-type: none"> <li>○ Shaleen Alcutt</li> <li>○ Michelle Manning</li> </ul> </li> <li>• <b>Master Teacher:</b> <ul style="list-style-type: none"> <li>○ Alma G. Lyons</li> <li>○ Gemma Monreal</li> </ul> </li> <li>• <b>A motion to approve the new hires was made by Dawn Miguel and seconded by Araceli Navarro. The motion was approved.</b></li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Action:</b> <ul style="list-style-type: none"> <li>• Consider Approval of August 17, 2011 Policy Council Minutes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The minutes of the August 17, 2011 policy council meeting were reviewed:</li> <li>• <b>A motion to approve the minutes, with the above noted revisions, from the August 17, 2011 policy council meeting was made by Dawn Miguel and seconded by Reyna Flores. The motion was approved.</b></li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Action:</b> <ul style="list-style-type: none"> <li>• Review and consider approval of Community Representatives</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Heather reminded council of the letter submitted by Araceli Navarro from the Child Care Council requesting to be a community member of the policy council. Diana re-read the letter.</li> <li>• Other community members might be from the PTA, Public Health, and similar organizations, though no one else has requested to participate yet.</li> </ul>

TOPIC	SUMMARY / RECOMMENDATION
<ul style="list-style-type: none"> <li>❖ <b>Election:</b> <ul style="list-style-type: none"> <li>• Conduct 2011-2012 PC Executive Committee Officer Elections</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A motion to approve Araceli for the Community Member spot was made by Travis Tomlinson and seconded by Erika Lopez. The motion was approved.</li> <li>• 2011-2012 Office Elections:</li> <li>• Nominees for Parliamentarian are: Armando Morales, Edith Vinner <ul style="list-style-type: none"> <li>▪ Armando Morales was elected</li> </ul> </li> <li>• Nominees for Secretary are: Edith Vinner, Erika Lopez, Reyna Flores <ul style="list-style-type: none"> <li>▪ Reyna Flores was elected</li> </ul> </li> <li>• Nominees for Vice Chair are: Dennisha Marsh, Susanna Lona, Erica Mendieta <ul style="list-style-type: none"> <li>▪ Erica Mendieta was elected</li> </ul> </li> <li>• Nominees for Chair are: Dennisha Marsh, Dawn Miguel <ul style="list-style-type: none"> <li>▪ Dawn Miguel was elected</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Administrative Reports</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• Division Manager</li> <li>• Fiscal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Division Manager: <ul style="list-style-type: none"> <li>○ Katharine Mason reported that CSB centers are on track to be fully enrolled by the end of September, which is the end of the first 30 days of the program year.</li> </ul> </li> <li>• Fiscal Reports: <ul style="list-style-type: none"> <li>○ 2011 Head Start program: July 2011 expenditures were \$387,498 with YTD of \$9,643,649, which is 56% of the budget.</li> <li>○ 2011 Early Head Start program: July 2011 expenditures were \$35,322 with YTD of \$940,447, which is 42% of budget.</li> <li>○ Grandparent Program (G2g) (thru the Head Start program, partnered with Families First). July 2011 expenditures were \$2,961 for a YTD of \$25,407 which is 51% of this \$50,000 grant.</li> <li>○ ARRA EHS Expansion Funding: (7/1/10-9/30/11) July 2011 expenditures were \$69,670 for YTD expenses of \$2,176,481 which represents 80% of this grant's budget for the duration of the grant.</li> <li>○ 2010-2012 ARRA HS Early Learning Mentor Coaches Program: July 2011 expenditures were \$3,825 which represents 10% of the \$200,250 program budget.</li> <li>○ 2010-2012 ARRA EHS Early Learning Mentor Coaches Program: July 2011 expenditures were \$1,225 which represents 17% of the \$24,750 program budget.</li> <li>○ Credit Card expenditures for all programs, including Head Start and Early Head Start, for the month of July 2011 were \$4,117.17.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>❖ <b>Meeting Evaluation</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Pluses / +</b> <ul style="list-style-type: none"> <li>• Congratulated all the male attendees</li> <li>• Had fun with the business</li> </ul> </li> <li>• <b>Deltas / Δ</b> <ul style="list-style-type: none"> <li>• Suggested that meeting be in a circle, which they normally are, we just couldn't do it for this meeting</li> </ul> </li> </ul>