Glenn County Office of Education

Department of Child and Family Services

### **Policy Council Regular Meeting**

### **Minutes**

### **Virtual Meeting Wednesday, February 23, 2022**

Zoom: 6:00 to 8:00 p.m.

1. **Call meeting to order: 6:23pm**
2. **Roll call taken and quorum established**
   1. Members Present: Phadie Irons, Araceli Garcia, Adriana Mojica, Gilberto Tovar, Rosa Maria Velasquez.
   2. Members Absent: Cecilia Sanchez, Tiffany Gonzalez, Chris Redes, Monica Paniaugua, Shayla Perez
   3. Staff Present: Heather Aulabaugh, Director; Kassy Espinoza, Coordinated Services Liaison, Lily Ramirez ERSEA, Miriam Lopez for Translation
3. **Public Comment on Agenda Items: NONE**
4. **Minutes of January 2022 read, corrected and/or approved**

Matter: To approve the minutes as written

Motion/Second: Adriana Mojica/ Phadie Irons

Vote: Unanimous

1. **Correspondence: NONE**
2. **Reports:** 
   1. **Division Report & Program Training**: Lily Ramirez- ERSEA Specialist
      1. Lily shared the eligibility criteria, explaining the enrollment process. She gave examples of the waiting list and how they are ranked using a points system, prioritizing them for services.
   2. **Fiscal and Non-Federal Report**: January 2022
   3. **Program Service Report** *(Enrollment, Disabilities, Mental Health, Family, Health/Dental/Nutrition and Prenatal Services)*: January 2022
   4. **Parent Activity Fund Report**: January 2022
   5. **Family Engagement Report**
      1. Kassy shared information about the newsletter coming in March that will go out to families via REMIND.
   6. **Director’s Report:**
      1. Community Needs Assessment Review
   7. **Board Liaison Pass Down**: Chris Redes (Absent)
3. **New Business: NONE**
4. **Approval Packet: Review/Action items:**
5. 2021-2022 Policy Council Election of Officers (tabled from 1/2022)
   1. Chairperson

Matter:

Motion/Second:

Vote:

* 1. Vice-Chairperson

Matter:

Motion/Second:

Vote:

* 1. Attendance Clerk

Matter:

Motion/Second:

Vote:

* 1. Recorder

Matter:

Motion/Second:

Vote:

1. Early/Head Start Recruitment Plan & Schedule

Matter: To approve as written.

Motion/Second: Araceli Garcia/ Adriana Mojica

Vote: Unanimous

1. 2022-2023 Early/Head Start Recruitment and Enrollment Priorities

Matter: To approve as written.

Motion/Second: Araceli Garcia/ Adriana Mojica

Vote: Unanimous

1. Job Description - Program Compliance Specialist

Matter: To approve the job description as written

Motion/Second: Adriana Mojica/ Rosa Valazquez

Vote: Unanimous

1. **Old Business: NONE**
2. **Closed Session: None**

a. Personnel Committee recommendations for employment: (**standing agenda item**, confidential personnel information is handed out and discussed at each PC meeting in closed session) - **information item: 7:40 p.m.**

* Teacher Aide(s)

1. **Open Session (outcome of closed session): 7:43 p.m.**
2. **Schedule Next Meeting: March 23, 2022 -** Virtual
3. **Unscheduled Non-Action Matters and Public Comment: NONE**
4. **Meeting Adjourned: 7:44 p.m.**