



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: April 10, 2018

Subject: Approval of Head Start Policy Council Bylaws

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**RECOMMENDATION(S):**

ACCEPT and APPROVE the revised Head Start Policy Council Bylaws for the Community Services Bureau, as recommended by the Employment and Human Services Department.

**FISCAL IMPACT:**

None

**BACKGROUND:**

Head Start Performance Standards 1304.50(d)(1)(ii) require annual Board of Supervisors approval of the Head Start Policy Council Bylaws. Below is a summary of the revisions reviewed and approved by the Head Start Policy Council on January 17, 2018.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/10/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I  
Supervisor  
Candace Andersen, District II  
Supervisor  
Karen Mitchoff, District IV  
Supervisor  
Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 10, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: Diane Burgis, District III  
Supervisor

By: June McHuen, Deputy

Contact: CSB, (925) 681-6389

cc: Nasim Eghlima, Ana Araujo

BACKGROUND: (CONT'D)

**Summary of Changes to Head Start Policy Council Bylaws**

<b>Bylaw Section</b>	<b>Modification</b>	<b>Rationale</b>
1. Throughout	Grammar corrections	Corrections
2. III. G. Officer Vacancies	Added "officer vacancies".	To clarify sentence.
3. IV. Policy Council Membership	Changed "CFR 1306.3(h)" to "CFR 1305.2"	To update new performance code.
4. IV. A. Compositions	Removed Currently Enrolled Representatives table and added "The numbers of parent representatives is determined by the 1/60 formula, 1 representative for every 60 HS/EHS slots".	To explain calculation of parent representation.
5. IV.B. Term of Membership	Changed "three year" to "five year".	To update term from 3 years to 5 years.
6. IV. E. Resignation	Added "is no longer enrolled in the program".	To clarify enrollment status.
7. IV.F. Termination	Added "the member represents".	To clarify to which Center the notice was sent.
8. VIII. Meetings	Added "Policy Council meetings take place the 3 <sup>rd</sup> Wednesday of every month, with the exception of July and December".	To clarify meeting schedule.
9. VIII. D. Quorum	Added "is required to meet quorum".	To clarify the sentence.
10. VIII. E. Voting	Added "The Chairperson votes only in the case of a tie."	To clarify when the Chairperson can vote.

11. Appendix I: Head Start Performance Standards: Governance and Policy Council	Removed	To comply with new code.
12. Appendix 2: Head Start Performance Standards Appendix A	Removed	To comply with new code.
<u>CONSEQUENCE OF NEGATIVE ACTION:</u>		
If not approved, Department will not be in compliance with Head Start regulations.		
<u>CHILDREN'S IMPACT STATEMENT:</u>		
The Employment and Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: Children Ready for and Succeeding in School, Outcome 3: Families that are Economically Self-sufficient, and Outcome 4: Families that are Safe, Stable, and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.		
<u>ATTACHMENTS</u>		
Bylaws Redline copy		
Bylaws Clean copy		
Summary of Changes		