

CARE Team Meeting Notes

October 21, 2026

Attendees: Nikki Bravo, Sarah Maxwell, Andres Rodriguez, Gabriela Fabian-Santiago, Lulu Contreras, Karla Snell, Tasha Steele, Heidi Johnson

1. Team Check-In

- Team members shared joys and challenges from the week.

2. Love Languages and Workplace Appreciation

- Completed a Love Language Quiz and discussed adapting it for regional teams.
- Explore a shorter, more accessible version that is relevant to workplace relationships.
- Heidi shared a worksheet outlining six ways to show appreciation in the workplace as a possible resource.

3. Staff Appreciation

- Discussed adding the Staff Appreciation resource and QR code to the staff portal, posting updated materials at sites, and clarifying how staff can participate.
- Heidi proposed “You Deserve a Shout-Out” cards for an upcoming Regional Team Meeting (RTM).

4. ICE Protocol and Practice Drills

- Reviewed the Head Start Immigration and Customs Enforcement (ICE) Protocol.
- Recommended a condensed reference guide for entrances or staff lanyards, including what to say and who to contact.
- Discussed potential training through PERC and/or an immigration attorney, including possible Leadership Team training.
- Discussed an ICE Protocol-focused December Choose Your Own Training, potentially led by Gabriela.

5. Action Items

Owner	Next Step
Nikki & Sarah	Look for shorter, accessible Love Language Quiz options appropriate for agency teams.

Nikki & Sarah	Develop a condensed ICE Protocol reference guide.
Gabriela	Contact Charleen about immigration attorney training for the Leadership Team and possible PERC training.
Gabriela	Explore leading a December Choose Your Own Training focused on the ICE Protocol.
Nikki	Follow up with Alisha about adding the Staff Appreciation resource and QR code to the portal.
Sarah	Ask Kerry/Angie about printing materials for sites and sending a reminder explaining how to use the resource.
Heidi	Lead a “You Deserve a Shout-Out” activity at an upcoming RTM.