



COUNTY-WIDE POLICY COUNCIL

Tuesday, April 6, 2021
6:00 P.M.

VIA ZOOM

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. CALL TO ORDER	Araceli Zavalza		
II. ROLL CALL	Margarita Mancilla		1-2
III. APPROVAL OF MINUTES	Araceli Zavalza	Approval	3-8
IV. FRESNO EOC PROGRAM REPORT – HEALTH SERVICES – TRAINING AND EMPLOYMENT	Julio Romero Patrick Turner	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Araceli Zavalza	Information	
VI. FRESNO EOC COMMISSIONER’S REPORT	Zina Brown-Jenkins	Approval	9-13
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF FEBRUARY 2021	Jessica Aquino	Approval	14-18
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports for the Month of February 2021 Early Head Start Head Start Center Base Head Start Home Base	Yessenia Magallon	Approval	19-23
B. County-Wide Policy Council Appointment of New Chairperson	Olga Jalomo-Ramirez	Approval	24
C. County-Wide Policy Council Appointment of New Vice-Chairperson	Araceli Zavalza	Approval	25
D. Installation of New County-Wide Policy Council Chairperson and Vice-Chairperson	Rosa M. Pineda/ Nidia Davis	Approval	26
IX. INFORMATIONAL ITEMS			
A. Personnel Committee Reports	Candace Liles	Information	27-28
B. Head Start School Readiness 2 nd Aggregation	Elizabeth Turner/ Guadalupe Zuniga	Information	29-30
C. Early Head Start Strengths, Needs, Interest, Parent Survey (SNIPS) Results	Patricia Gonzalez de Martinez	Information	31-33
D. Head Start 0 to 5 Funding Opportunity Announcement (FOA) Grant Update	Emilia Reyes, CEO	Information	34-35
E. Quality Improvement Plan (QIP)	Rosa M. Pineda	Information	36
F. OHS Federal Fiscal Review	Rosa M. Pineda/ Nidia Davis	Information	37
G. Head Start 0 to 5 Monthly Program Update Report (PUR) for the Month of February 2021	Rosa M. Pineda/ Nidia Davis	Information	38-40
X. ANNOUNCEMENTS	Jolanna Grayson	Information	
A. May 4, 2021 – Next CWPC Meeting via ZOOM at 6:00 p.m.			
B. May 18, 2021 – Next Executive Board Meeting via ZOOM at 6:00 p.m.			
C. May 31, 2021 – Memorial Day – Holiday			
XI. ADJOURNMENT			

**COUNTY-WIDE POLICY COUNCIL
MINUTES**

April 6, 2021

CALL TO ORDER

The meeting was called to order at 6:01 p.m. by Araceli Zavalza, CWPC Vice-Chairperson via ZOOM Call.

ROLL CALL

Roll Call was called by Jessica Aquino, CWPC Treasurer. The following Representatives were present: Xiomara Cuyuch Francisco, Margarita Mancilla, Jessica Aquino, Natalie Montano, Tran Thao, Maria G. Moreno, Cynthia Carrisalez, Karla Manuel, Monica Rodriguez, Sara Quintana, Yessenia Magallon, Cesia Munoz, Ofelia Sandoval, Kimberly Lujan, Soraya Ifticene, Alma Ramos, Candace Liles, Veronica Aguilera, Carol Perez, Ashleigh Rocker Greene, Emilia Juarez, Ana Torres Amezcua, Jolanna Grayson, Blanca Yulianna Perez Torres, Maria Lara, Mayra Cedano-Heredia, Alma Gonzalez, Araceli Zavalza, Fawnda Cole, Anahi Escobar, Maribel Sierra, Sonia Tiznado, William Trigueros, Natisha Goins, LaVera Smith, Jeorgina Padilla, Zina Brown-Jenkins, James Martinez, Jewel Hurtado and Jimi Rodgers.

Araceli Zavalza, CWPC Vice-Chairperson, informed Representatives that due to a lack of full quorum the meeting will move forward to Informational Items.

**FRESNO EOC PROGRAM
REPORT – HEALTH SERVICES
AND TRAINING &
EMPLOYMENT**

Julio Romero, Healthcare Projects Manager, Fresno EOC Health Services informed Representatives at tonight's meeting of services provided at the Clinic.

- Family Planning Clinic – Provides education, counseling and treatment services to men, women and teens of reproductive age. We provide high standard, confidential and comprehensive medical services to low-income, uninsured and underinsured adults and adolescents.
- Adolescent Family Life Plan (AFLP) – Provides teen parents (ages 18 and younger) with support and guidance to enhance their parenting skills and obtain social and economic independence.
- COVID-19 Testing – The clinic provides free rapid testing. Also, Health Services is available to provide testing at large events.

Patrick Turner, Assistant Director, Fresno EOC Training & Employment shared information on services provided by Training and Employment.

- Young Adult Program for ages 16 to 24 years. Work courses are provided on-line and participants must work on site for a maximum of 200 hours.
- Valley Apprenticeship Connections is a pre-apprenticeship training program in Fresno. Also training in Selma in connection with the High-Speed Rail System project. The program prepares individuals for the construction industry.
- State Community College is offering mechanic classes starting on May 10, 2021 and Madera Community College is offering classes in April 2021.

At this time, Araceli Zavalza, CWPC Vice-Chairperson, informed Representatives that a full quorum has been met and the meeting will continue with Action Items.

**APPROVAL OF PREVIOUS
CWPC MINUTES**

Araceli Zavalza, CWPC Vice-Chairperson, informed Representatives of the March 2, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the March 2, 2021 CWPC Minutes as written and read was made by Margarita Mancilla and seconded by Ana Torres Amezcua. Motion carried.

COMMUNITY
REPRESENTATIVE REPORTS

No Community Representatives Reports were given at tonight's meeting.

FRESNO EOC
COMMISSIONERS' REPORT

Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives of the January 27, 2021 Fresno EOC Board of Commissioners meeting minutes. This information was sent to Representatives prior to tonight's meeting.

Ms. Brown-Jenkins shared the following:

- Leonard Smith, former prison inmate, created a program "Advance Peace". His goal during imprisonment was finding ways to reduce on-going violence in the communities. The program provides resources to help young men to help themselves.
- Congressman Jim Costa gave the Legislative Report.
- A new vaccination site is located at Fresno City College.

Motion to approve the January 27, 2021, Fresno EOC Board of Commissioners meeting minutes as written and read was made by Ofelia Sandoval and seconded by Veronica Aguilera. Motion carried.

MONTHLY FINANCIAL
STATUS REPORTS FOR THE
MONTH OF FEBRUARY 2021

Jessica Aquino, CWPC Treasurer, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month of February 2021. These reports were sent to Representatives prior to tonight's meeting.

Ms. Aquino reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of February 2021 and year-to-date.

Motion to approve the Monthly Financial Status Reports for February 28, 2021 for Early Head Start and Head Start was made by Veronica Aguilera and seconded by Candace Liles. Motion carried.

AVERAGE DAILY
ATTENDANCE (ADA)
REPORTS FOR THE
MONTH OF FEBRUARY 2021

Yessenia Magallon, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of February 2021 for Early Head Start and Head Start. This information was sent to Representatives prior to tonight's meeting.

The Early Head Start monthly ADA for February 2021 is 64.60% for Center Base and 57.24% for Home Base.

The Head Start monthly ADA for February 2021 is 92.63% for Center Base and 93.91% for Home Base.

Attendance should maintain an 85% daily rate and show opportunities for correction and resources for continuous improvement and partnership.

Motion to approve the ADA Reports for Early Head Start, Head Start Center Base and Home Base for February 2021 was made by Xiomara Cuyuch Francisco and seconded by Sonia Tiznado. Motion carried.

COUNTY-WIDE POLICY
COUNCIL APPOINTMENT OF
NEW CHAIRPERSON

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the County-Wide Policy Council Appointment of New Chairperson. This information was sent to Representatives prior to tonight's meeting.

On February 2, 2021, Mr. Carlos Lopez, resigned as CWPC Chairperson. The position of CWPC Chairperson has remained vacant, as no appointments or nominations were made to fill the vacancy during last month's CWPC meeting that took place on March 2, 2021. Upon further review by staff, it was determined that the CWPC Bylaws under Article 7, Section 1 – Parliamentary Procedures, notes that Robert's Rules of Order-Revised shall be the guide of parliamentary procedures of the CWPC. According to Robert's Rules of Order-Revised, the Vice-Chairperson automatically becomes the Chairperson if the Chairperson dies or resigns and the

COUNTY-WIDE POLICY
COUNCIL APPOINTMENT OF
NEW CHAIRPERSON – (Cont.)

office of Vice-Chairperson then becomes vacant. According to the CWPC Bylaws (Article III, Section 9 – CWPC Executive Board Vacancy) should the vacancy be an elected CWPC Executive Board member, the Chairperson will appoint a new officer.

If approved by the CWPC, current Vice-Chairperson, Araceli Zavalza, will assume the office of CWPC Chairperson effective April 6, 2021.

Motion to approve the County-Wide Policy Council Appointment of new Chairperson, Araceli Zavalza was made by Carol Perez and seconded by Ana Torres Amezcua. Motion carried.

COUNTY-WIDE POLICY
COUNCIL APPOINTMENT OF
NEW VICE-CHAIRPERSON

Araceli Zavalza, CWPC Chairperson, informed Representatives of the County-Wide Policy Council her consideration of how she determined her decision of appointing new Vice-Chairperson, Ashleigh Rocker Greene has accepted the appointment of CWPC Vice-Chairperson.

If approved by the CWPC, Representative Ashleigh Rocker Greene, will assume the office of CWPC Vice-Chairperson effective April 6, 2021.

Motion to approve the County-Wide Policy Council Appointment of new Vice-Chairperson, Ashleigh Rocker Greene, was made by Natalie Montano and seconded by Veronica Aguilera. Motion carried.

INSTALLATION OF
COUNTY-WIDE POLICY
COUNCIL NEW
CHAIRPERSON AND
VICE-CHAIRPERSON

Rosa M. Pineda, Early Care & Education Director, informed Representatives the Installation of New CWPC Chairperson and CWPC Vice-Chairperson for the 2020-2021 school year.

Ms. Pineda, congratulated the newly appointed CWPC Chairperson and Vice-Chairperson for the 2020-2021 CWPC Executive Board Committee and administered the oath of office to:

Araceli Zavalza	Chairperson
Ashleigh Rocker Greene	Vice-Chairperson

Motion to approve Installation of CWPC Chairperson and CWPC Vice-Chairperson was made by Natalie Montano and seconded by Candace Liles. Motion carried.

PERSONNEL COMMITTEE
REPORT

Candace Liles, CWPC Personnel Committee Chairperson, informed Representatives of the Personnel Committee Report, which is presented monthly to CWPC. This information was sent to Representatives prior to tonight's meeting.

Ms. Liles reported the hiring/separation/job descriptions, personnel actions of Early Head Start and Head Start staff, as well as eligibility lists created for April 6, 2021.

HEAD START SCHOOL
READINESS 2ND
AGGREGATION

Guadalupe Zuniga, Home Base Services Manager and Elizabeth Turner, Early Childhood Education Coordinator, informed Representatives of the Head Start School Readiness 2nd Aggregation. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program Performance Standard 1302.33 (b) (1) A program must conduct standardized and structured assessments, which may be observation-based or direct, for each child that provide ongoing information to evaluate the child's developmental and progress in outcomes aligned to the goals described in the Head Start Early Learning Outcome Framework: Ages Birth to Five. Such assessments must result in information for teachers, home visitors, and parents and conducted with sufficient frequency to allow for individualization within the program year.

Ongoing child assessment occurs in Head Start 0 to 5 with all enrolled children. In order to determine how children are progressing and where support may be needed, Fresno EOC Head Start 0 to 5 collects and analyzes child assessment data 3 times a year. The data aggregation assessment periods: Fall, Winter and Spring.

For each data aggregation period, data is collected and sent to Child Care Results Analytics to be analyzed, Child Care Results Analytics provides reports: program wide reports, site and

HEAD START SCHOOL
READINESS 2ND
AGGREGATION – (Cont.)

classroom reports and individual child reports. The reports assist the program in planning and supporting positive child outcomes. Teacher and Home Visitors also utilize this data to plan and implement according to each child's strengths and needs.

Ms. Turner shared that Head Start assessed a total of 1,295 children (3 year old's and 4 year old's) for center base and home base in the areas of: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition and Perceptual, Motor, and Physical Development for the Fall and Winter assessments.

Based on the percentages from the Fall and Winter assessments, we are confident the percentages will increase higher for the Spring assessment.

EARLY HEAD START
STRENGTHS, NEEDS,
INTEREST, PARENT SURVEY
(SNIPS) RESULTS

Patricia Gonzalez de Martinez, Early Head Start Family Engagement Coordinator, informed Representatives of the Early Head Start Strengths, Needs, Interest, Parent Survey (SNIPS) Results. This information was sent to Representatives prior to tonight's meeting.

The outcomes of the survey are used as one of many tools to guide the overall program planning process. Staff also utilize this data to plan for parent workshops according to parents' interests and/or needs.

The SNIPS Survey is completed annually by Early Head Start parents/guardians. It is distributed each school year to inform staff of the family's strengths and/or needs.

This year, the SNIPS Survey was sent to parents/guardians by email in January 2021. We sent a total of 308, and received a total of 152 surveys from Center Base and Home Base in the Early Head Start program.

HEAD START 0 TO 5
FUNDING OPPORTUNITY
ANNOUNCEMENT (FOA)
GRANT UPDATE

Emilia Reyes, Fresno EOC Chief Executive Officer (CEO), informed Representatives of the Head Start 0 to 5 Funding Opportunity Announcement (FOA) Grant Update. This information was sent to Representatives prior to tonight's meeting.

On February 21, 2020, we received a letter from Office of Head Start (OHS) stating that Fresno County Economic Opportunities Commission in Fresno, CA met one or more of the criteria listed in the Head Start Program Performance Standard Regulation 45 CFR Part 1304 requiring an open competition. OHS provided information on how the determination was made and explained the competitive process. The FOA was released for all interested parties to apply on October 28, 2020.

Staff received County-Wide approval on December 22, 2020 and EOC Board of Commissioners approval on December 28, 2020 for Fresno EOC Head Start 0 to 5's proposal to serve 2,138 pregnant mothers and children aged birth-to-five that spans throughout all of Fresno County using an approach that organizes the county into 11 community clusters. The intent is to reorient the early childhood system in Fresno County and will eliminate the duplication and siloed services. Fresno EOC Head Start 0 to 5 is requesting \$41,700,206 (Head Start will program \$35,128,661 and Early Head Start will program \$6,571,545). Fresno EOC will provide a nonfederal contribution of \$10,425,052.

Head Start 0 to 5 will also collaborate with community partners that involve Fresno County Superintendent of Schools, Fresno Unified School District and Exceptional Parents Unlimited. Early Head Start will provide Home Base and Center Base services to 478 pregnant, women, children and families. Head Start will provide Center Base services to 1,660 children that will consist of the following program options: 6 hours, 7.5 hours, and 11 hours a day. Home Base program option 3 to 5 year-olds and families will no longer exist.

As a result of the refunding application process, all staff will receive a potential layoff notice. In addition, staff who positions are not in the new grant will receive a permanent layoff notice. Those positions are from the following departments: Home Base Services, Family/Community Services, Mental Health, Health Services, Staff Development, Nutrition Services, Volunteer Services, Disabilities Services, Information Systems, Finance department, Education Services

HEAD START 0 TO 5
FUNDING OPPORTUNITY
ANNOUNCEMENT (FOA)
GRANT UPDATE – (Cont.)

and Early Head Start. Layoffs also include those that currently do not meet the minimum qualifications of their position.

Head Start 0 to 5 submitted the application to Office of Head Start requesting \$41,700,206 on January 4, 2021 and the grant funding announcement is expected by June 2021.

The current grant ends on June 30, 2021.

QUALITY IMPROVEMENT
PLAN (QIP)

Emilia Reyes, Fresno EOC Chief Executive Officer (CEO), informed Representatives of the Quality Improvement Plan (QIP). This information was sent to Representatives prior to tonight's meeting.

The Head Start 0 to 5 Quality Improvement Plan (QIP) Report is in response to the follow-up Federal Review deficiencies received in January 2020.

The report includes statements of the deficiencies:

1. Inadequate internal control
2. Incorrect allocation of costs regarding the Executive Plaza
3. Errors in calculation of federal interest

The QIP also outlines the corrective actions to be implemented, with a timeline, staff responsible to implement, resources available to assist in training and technical assistance, documentation of corrective actions completed, and ongoing status of activities (completed/pending).

Administrative staff have received frequent feedback from the Administration for Children and Families through our Program Specialist at Region IX. Our Fiscal issues were resolved prior to December 31, 2020 when our corrective action period closed.

On February 16, 2021, Fresno EOC wired Office of Head Start, two (2) checks totaling \$1,941,814.00 as agreed upon to reconcile the QIP. OHS confirmed receipt of the funds for repayment on February 23, 2021 and asked for the agency to complete the Release of Federal Interest form and return to them. Once, completed, they will have to be notarized and mailed to us for the official release.

On March 26, 2021 we officially received notification that Head Start is no longer in a corrective action plan and are in compliance with the Office of Head Start Performance and Compliance Standards.

OFFICE OF HEAD START
(OHS) FEDERAL FISCAL
REVIEW

Emilia Reyes, Fresno EOC Chief Executive Officer (CEO), informed Representatives of the Office of Head Start (OHS) Federal Fiscal Review. This information was sent to Representatives prior to tonight's meeting.

The Head Start 0 to 5 Quality Improvement Plan (QIP) Report is in response to the follow-up Federal Review deficiencies received in January 2020.

The report includes statements of the deficiencies:

1. Inadequate internal control
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Administrative staff have received frequent feedback from the Administration for Children and Families through our Program Specialist at Region IX. Our Fiscal issues were resolved prior to December 31, 2020 when our corrective action period closed.

OFFICE OF HEAD START
(OHS) FEDERAL FISCAL
REVIEW – (Cont.)

We received notice on February 26, 2021 that Office of Head Start would be conducting a Federal Fiscal Review because of corrective actions completed. The review will start the week of March 1, 2021.

We recently received word that we met all Fiscal compliance during the Fiscal Review and we are awaiting the official Notification of Award (NOA).

EARLY HEAD START/
HEAD START MONTHLY
PROGRAM UPDATE REPORT
(PUR) FOR THE MONTH OF
FEBRUARY 2021

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of February 2021. This information was sent to Representatives prior to tonight's meeting.

As mandated by the Office of Head Start, all Early Head Start and Head Start Programs are to comply with a Monthly Program Information Report to the CWPC.

The monthly report covers the following areas: Program Information Summary, Communication and Guidance from the HHS Secretary, Wait List Totals, and Meals/Snacks Totals for Children, for the Early Head Start and Head Start program.

ANNOUNCEMENTS

Jolanna Grayson, CWPC Historian, made the following Announcements:

- A. May 4, 2021 – Next CWPC Meeting Via ZOOM at 6:00 p.m.
- B. May 18, 2021 – Next Executive Board Meeting Via ZOOM at 6:00 p.m.
- C. May 31, 2021 – Memorial Day Holiday

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Veronica Aguilera and seconded by Ana Torres Amezcua. Motion carried.

The meeting adjourned at 7:54 p.m.

Submitted By:

Esther Lepe
Recording Secretary