



COUNTY-WIDE POLICY COUNCIL

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

VIA ZOOM

REVISED AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page(s)</u>
I. CALL TO ORDER	Araceli Zavalza		
II. ROLL CALL	Margarita Mancilla		
III. APPROVAL OF MINUTES	Araceli Zavalza	Approval	1-10
IV. FRESNO EOC PROGRAM REPORT – Summer Recess			
V. COMMUNITY REPRESENTATIVE REPORTS	Araceli Zavalza	Information	
VI. FRESNO EOC COMMISSIONERS REPORT	Zina Brown-Jenkins	Approval	11-16
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF MAY 2021	Jessica Aquino	Approval	17-21
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports for the Month of May 2021 Early Head Start Center Base Early Head Start Home Base Head Start Center Base Head Start Home Base	Yessenia Magallon	Approval	22-26
B. Executive Board and County-Wide Policy Council Proposed Meeting Dates for 2021-2022 Program Year	Olga Jalomo-Ramirez	Approval	27-29
C. Proposed Revisions to the Local Parent Meeting ByLaws	Olga Jalomo-Ramirez	Approval	30-35
D. Fresno EOC Head Start 0 to 5 Budget Modification	Rosa M. Pineda/ Nidia Davis	Approval	
E. No Cost Extension	Rosa M. Pineda/ Nidia Davis	Approval	
IX. INFORMATIONAL ITEMS			
A. Personnel Committee Report	Candace Liles	Information	36
B. Head Start CB/HB Health Services Compliance Report August 2020–April 2021	Marie Sani/ Guadalupe Zuniga	Information	37-39
C. CWPC Program Governance Questionnaire Results 2020-2021	Olga Jalomo-Ramirez	Information	40-50
D. Head Start 0 to 5 Program Update Report (PUR) for the Month of May 2021	Rosa M. Pineda	Information	51-53
E. Head Start 0 to 5 Notice of Award Announcement	Rosa M. Pineda	Information	54
X. ANNOUNCEMENTS	Jolanna Grayson	Information	
A. August 2-4, 2021 – Early Head Start Center Base Closed for Home Visits and Training			
B. August 3, 2021 – CWPC Meeting Via ZOOM at 6:00 p.m.			
C. August 9-12, 2021 – All Head Start Center Base Home Visits with Parent Orientation and Family Reviews			
D. August 13, 2021 – Head Start Center Base Phase-In			
E. August 16, 2021 – Head Start Center Base First Day of Classes			
F. August 16, 2021 – First Day of CSPP Part Day 7.5 Hour Classes			

XI. ADJOURNMENT

**COUNTY-WIDE POLICY COUNCIL
MINUTES**

July 6, 2021

- CALL TO ORDER The meeting was called to order at 6:03 p.m. by Araceli Zavalza, CWPC Chairperson via ZOOM Call.
- Araceli Zavalza, CWPC Chairperson, informed Representatives at tonight's meeting that only Executive Board members can make a motion and second on Action Items and vote.**
- As per the Fresno EOC Head Start 0 to 5 County-Wide Policy Council Bylaws under ARTICLE V. MEETINGS, Section 3. Quorum:
- A quorum shall be constituted by 51% of the CWPC's membership.
- The CWPC Executive Board shall act on behalf of the CWPC body in the summer months (June, July and August) in the event there is no quorum of the general body.
- ROLL CALL Roll Call was called by Jessica Aquino, CWPC Treasurer. The following Representatives were present:
- Araceli Zavalza, Ashleigh Rocker Greene, Jessica Aquino, Maria G. Moreno, Yessenia Magallon, Candace Liles, Fawnda Cole, Emilia Juarez, Marycruz Rojas Maravillas, Xiomara Cuyuch, Alma Martinez, Cesia Munoz, Veronica Aguilera, Brenda Marmolejo, Sonia Tiznado, Maria Lara, Mayra Cedano-Heredia, Ana Yareli Galarza, Zina Brown-Jenkins, and Jimi Rodgers. A quorum of the Executive Board was present.
- APPROVAL OF PREVIOUS
CWPC MINUTES Araceli Zavalza, CWPC Chairperson, informed Representatives of the June 1, 2021 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.
- Motion to approve the June 1, 2021 CWPC Minutes as written and read was made by Fawnda Cole and seconded by Jessica Aquino. Motion carried
- FRESNO EOC PROGRAM
REPORT - The Fresno EOC Program Report is in Summer Recess (June, July and August) and will resume in September.
- 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 April 16, 2021 and May 26, 2021 Fresno EOC Board of Commissioners meeting minutes. This information was sent to Representatives prior to tonight's meeting.
- Ms. Jenkins shared that the Head Start 0 to 5 Program was awarded the new Grant for the next 5 years.
- Upon hearing the good news Ms. Jenkins asked "What is the first thing we are going to do?" The response was "Provide more services to children during Home Visits."
She also thanked staff for all their hard work in making this new Grant possible and is very grateful to be part of the Head Start 0 to 5 Program.
- Motion to approve the April 16, 2021 and May 26, 2021 Fresno EOC Board of Commissioners meeting minutes as written and read was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.

MONTHLY FINANCIAL
STATUS REPORTS FOR THE
MONTH OF MAY 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 May 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 April and year-to-date.

Motion to approve the Monthly Financial Status Reports for May 31, 2021 for Early Head Start and Head Start was made by Fawnda Cole and seconded by Candace Liles. Motion carried.

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

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

Per Performance Standard 1302.16, a program must track attendance for each child and implement a process to ensure children are safe when they do not arrive at school. In addition, a program must implement strategies to promote attendance by providing information about the benefits of regular attendance; support families to promote the child's regular attendance; conduct a home visit or make other direct contact with a child's parent if a child has multiple unexplained absences' and thereafter, use individual child attendance data to identify children with patterns of absences that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children.

The Early Head Start monthly ADA for May 2021 is 64.39% for Center Base and 82.63% for Home Base.

The Head Start monthly ADA for May 2021 is 94.02% for Center Base and 80.88% 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 May 2021 was made by Ashleigh Rocker Greene and seconded by Fawnda Cole. Motion carried.

EXECUTIVE BOARD AND
COUNTY-WIDE POLICY
COUNCIL MEETING DATES
FOR 2021-2022 PROGRAM
YEAR

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Executive Board and County-Wide Policy Council (CWPC) Meeting Dates for 2021-2022 Program Year. This information was sent to Representatives prior to tonight's meeting.

Ms. Ramirez informed Representatives that in preparation for the 2021-2022 school year, staff is recommending that the CWPC meetings continue to take place the first Tuesday of each month and Executive Board meetings on the third Tuesday of each month. In accordance with the Head Start 0 to 5 County-Wide Policy Council Bylaws, Article V. Meetings, Section 1. Frequency of Meetings, Head Start 0 to 5 CWPC shall meet monthly.

January 2022: CWPC meeting will be moved to January 11, 2022 due to Winter Break Schedule.

Motion to approve the Executive Board and County-Wide Policy Council Meeting Dates for 2021-2022 Program Year was made by Yessenia Magallon and seconded by Fawnda Cole. Motion carried.

PROPOSED REVISIONS TO
LOCAL PARENT MEETING
BYLAWS

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the Proposed Revisions to Local Parent Meeting Bylaws. This information was sent to Representatives prior to tonight's meeting.

PROPOSED REVISIONS TO
LOCAL PARENT MEETING
BYLAWS – (Cont.)

Ms. Ramirez informed Representatives that on August 11, 2020 the County-Wide Policy Council (CWPC) approved revisions of the CWPC Bylaws. To support and align with Head Start 0 to 5 CWPC Bylaws, staff is recommending that the changes reflect the merge of Head Start and Early Head Start to Head Start 0 to 5, Local Parent Committee (LPC) to Local Parent Meeting (LPM) and Delegates to Representatives.

CWPC approved is needed to implement the Local Parent Meeting Bylaws for the 2021-2022 school year.

Motion to approve the Proposed Revisions to Local Parent Meeting Bylaws was made by Yessenia Magallon and seconded by Fawnda Cole. Motion carried.

FRESNO EOC HEAD START 0
TO 5 BUDGET MODIFICATION

Rosa M. Pineda, Early Care & Education Director, informed Representatives of the Fresno EOC Head Start 0 to 5 Budget Modification. This information was displayed onto the screen at tonight's meeting.

Staff recommends approval for full Board consideration modifications to the Head Start 0 to 5 FY 2020 budget by \$4,175,066 and reallocate the unspent program funds to other expenditures in FY 2020. Early Head Start will reallocate \$150,663 and Head Start will reallocate approximately \$4,024,403 for projects outlined in the attached budget documents.

During the FY 2020, numerous Head Start 0 to 5 staff have been granted medical leaves due to health concerns, pregnancy complications, and/or baby bonding. In these instances, the state of California provides compensation and/or the agency's Worker's Compensation carrier pays staff approximately 65% of their usual wages, effectively saving the program 2/3 of the cost of each staff's salary. Unpaid personal leaves have also been authorized for some staff. The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and little use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent. All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefit and operations line items to the uses outlined in the attached revised budgets. Fiscal Impact with these budget revisions Head Start 0 to 5 would utilize FY 2020 funds to accomplish previously unfunded, and needed projects. Early Head Start seeks to reallocate \$150,663 Head Start \$4,024,403 for a total for Head Start 0 to 5 of \$4,175,066.

For Head Start 0 to 5 to continue to provide a quality program for the community's families/children by replacing/repairing equipment/materials needed for the centers to continue to operate in accordance with Community Care Licensing and Head Start Program Performance Standards.

If approved by the CWPC, Head Start 0 to 5 will submit an application to Region IX requesting authorization to revise our FY 2020 expenditures. If no approval is received, the unused funds would be returned to the federal government when our budgets are closed out.

Ms. Pineda reviewed some of the line items in the 2020 Head Start 0 to 5 Budget Modification.

HEAD START: \$4,024,403

Supplies: Preschool Backpacks, Laptops, Children's Books, Replace Classroom Furniture, etc.

Contractual: A/C Unites at 10 centers, 2 Modular Buildings (Sanger Head Start and Huron Head Start), etc.

FRESNO EOC HEAD START 0 TO 5 BUDGET MODIFICATION (Cont.)

EARLY HEAD START: \$150,633

Supplies: Classroom Consumables, Classroom Furniture Replacement, Children’s Books

Contractual: Playground at Mt. Carmel (Franklin Head Start), etc.

After a question and answer period, motion to approve the Fresno EOC Head Start 0 to 5 Budget Modification was made by Fawnda Cole and seconded by Emilia Juarez. Motion carried.

NO COST EXTENSION

Rosa M. Pineda, Early Care & Education Director and Nidia Davis, Program Support Director, informed Representatives of the No Cost Extension. This information was displayed onto the screen at tonight’s meeting.

Staff recommends approval for full Board consideration of a No Cost Extension to our grant funding for the period ending June 30, 2021 for Grant # 09CH010290. By extending these grant funds, it will allow us continuous access to the funds in order to carry out the work from the Basic grant funds, Facilities project funds and COVID-19 funds. We are requesting access to the remaining funds available after June 30, 2021. The plan is to fully obligate these funds by December 30, 2021, therefore requesting an extension until this date.

During the FY 2020, numerous Head Start 0 to 5 staff have been granted medical leaves due to health concerns, pregnancy complications, and/or baby bonding. In these instances, the state of California provides compensation and/or the agency’s Worker’s Compensation carrier pays staff approximately 65% of their usual wages, effectively saving the program 2/3 of the cost of each staff’s salary. Unpaid personal leaves have also been authorized for some staff. The COVID-19 pandemic, the shelter in place order and the flexibility for some staff to continue to work from home have increased the savings for reasons such as smaller utility bills, minimal mileage reimbursement, and little use of classroom consumables. Some annual functions such as the Parent Volunteer Luncheon and the End of the Year Staff In-service were canceled due to the pandemic. Parent meetings have become virtual, so parent mileage, meal costs and babysitting funds also remain unspent. All of these changes have resulted in program savings. Head Start 0 to 5 requests permission to redirect funds from personnel, fringe benefit and operations line items to the uses outlined in the attached revised budgets. Fiscal Impact with these budget revisions Head Start 0 to 5 would utilize FY 2020 funds to accomplish previously unfunded, and needed projects. Early Head Start seeks to reallocate \$150,663 Head Start \$4,024,403 for a total for Head Start 0 to 5 of \$4,175,066.

For Head Start 0 to 5 to continue to provide a quality program for the community’s families/children by replacing/repairing equipment/materials needed for the centers to continue to operate in accordance with Community Care Licensing and Head Start Program Performance Standards.

If approved by the CWPC, Head Start 0 to 5 will submit an application to Region IX requesting authorization to revise our FY 2020 expenditures. If no approval is received, the unused funds would be returned to the federal government when our budgets are closed out.

Ms. Pineda informed Representative that the No Cost Extension goes hand in hand with the Head Start 0 to 5 Budget Modification. As of July 1, 2021 a new Grant number has been issued for the next 5 years. We are requesting to carry over funds from FY 2020 to go into Year 1 of the new Grant. The deadline to request carryover obligated funds is December 30, 2021.

Motion to approve the No Cost Extension was made by Fawnda Cole and seconded by Yessenia Magallon. 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 July 6, 2021.

PERSONNEL COMMITTEE
REPORT – (Cont.)

Rosa M. Pineda, Early Care & Education Director, shared that some of the promotions listed are from the positions that were originally targeted for layoffs. The staff applied and went through the Interview Process and were approved to transfer over to other positions in the new Grant.

HEAD START CENTER
BASE/HOME BASE HEALTH
SERVICES COMPLIANCE
REPORT AUGUST 2020-
APRIL 2021

Marie Sani, Health Services Director and Guadalupe Zuniga, Home Base Manager, informed Representatives of the Head Start Center Base/Home Base Health Services Compliance Report August 2020 to April 2021. This information was sent to Representatives prior to tonight's meeting.

Ms. Sani and Ms. Zuniga, informed Representatives that the Head Start Center Base/Home Base Health Services Compliance Report August 2020 to April 2021 included a comparison of Physical and Dental exams as well as immunizations percentages. During the comparison of previous year's health numbers, it was noted that, this year's percentage numbers were lower this program year by 5-20%. This is due to increased challenges to obtain the health and dental information. Some providers were not able to see clients during the COVID-19 Pandemic. In addition, many of our parents in Center Base and Home Base were also only remote learning.

Our staff used various techniques ZOOM calls, texting and phone calls. Other staff performed screenings for vision and hearing outside of centers using extra protective equipment and additional cleaning precautions. We also conducted fluoride drive through events for fluoride varnish applications after visual dental exams.

CWPC PROGRAM
GOVERNANCE
QUESTIONNAIRE RESULTS
2020-2021

Olga Jalomo-Ramirez, Family/Community Services Manager, informed Representatives of the CWPC Program Governance Questionnaire Results 2020-2021. This information was sent to Representatives prior to tonight's meeting.

Ms. Ramirez shared that results from the questionnaire are used to train and improve staff, Representatives, Community Representatives and EOC Commissioners on Head Start's Program Governance.

This year, the questionnaire was provided to all participants through a link, QR code and by mail. Overall, we received 23 responses out of 64 Representatives, Community Representatives and Fresno EOC Board of Commissioners.

EARLY HEAD START/
HEAD START MONTHLY
PROGRAM UPDATE REPORT
(PUR) FOR THE MONTH OF
MAY 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 May 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.

HEAD START 0 TO 5 NOTICE
OF AWARD ANNOUNCEMENT

Rosa M. Pineda, Early Care & Education Director, informed Representative of the Head Start 0 to 5 Notice of Award Announcement. This information was sent to Representatives prior to tonight's meeting.

Ms. Pineda indicated that Ms. Zina Brown-Jenkins previously shared the information on the new Grant.

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 Standards Regulations 45 CFR Part 1304 requiring an open competition. OHS provided information on how the determination was made and explained the competitive process. The Head Start Funding Opportunity Announcement (FOA) was released for all interested parties to apply on October 28, 2020.

HEAD START 0 TO 5 NOTICE
OF AWARD ANNOUNCEMENT
(Cont.)

Staff received County-Wide Policy Council approval on December 22, 2020 and EOC Board of Commissioners approval on December 28, 2020. Head Start submitted the application to OHS requesting \$41,700,203 on January 4, 2021.

On June 18, 2021, Jim Costa, Representative (D-CA 16th District) announced that Fresno EOC Head Start was awarded \$41,700,203 as requested (\$41,203,006 – basic funding and \$497,197 – T&TA). Overall, 2,590 pregnant mothers and children ages birth-to-five will receive comprehensive and collaborative services throughout Fresno County using an approach of 13 community clusters. Head Start 0 to 5 will collaborate with community partners to provide Early Head Start Center Base and Home Base services to 478 pregnant women, children and families and Head Start Center Base and Home Base services to 2112 children. Head Start Center Base services will consist of the following program options: 3.5 hours, 6 hours, 7.5 hours and 11 hours a day.

For the Head Start 0 to 5 program, 120 Home Base slots for 3-5 year olds will go back into Head Start.

ANNOUNCEMENTS

Candace Liles, CWPC Personnel Committee Chairperson, made the following Announcement:

- A. August 2-4, 2021 – Early Head Start Center Base Closed for Home Visits and Training
- B. August 3, 2021 – CWPC Meeting via ZOOM at 6:00 p.m.
- C. August 9-12, 2021 – All Head Start Center Base Home Visits with Parent Orientation and Family Reviews
- D. August 13, 2021 – Head Start Center Base Phase-In
- E. August 16, 2021 – Head Start Center Base First Day of Classes
- F. August 16, 2021 – First Day of CSPP Part-Day 7.5 Hour Classes

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Yessenia Magallon and seconded by Fawnda Cole. Motion carried.

The meeting adjourned at 7:29 p.m.

Submitted By:

Esther Lepe
Recording Secretary