



Fresno EOC
Head Start
0 to 5

Early Care
&
Education

COUNTY-WIDE POLICY COUNCIL

Tuesday, March 7, 2023

5:30 P.M. – Dinner

6:00 P.M. – Meeting

FRANKLIN HEAD START

1189 MARTIN Street

Fresno, CA 93706

(559) 233-0882

AGENDA

	<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I. CALL TO ORDER	Stephanie Salazar		
II. ROLL CALL	Denisse De Dios		
III. APPROVAL OF MINUTES	Stephanie Salazar	Approval	
IV. FRESNO EOC PROGRAM REPORT – RURAL TABACCO	Martha Zarate	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Stephanie Salazar	Information	
VI. FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF DECEMBER OF 2022	Zina Brown-Jenkins	Approval	
VII. MONTHLY FINANCIAL STATUS REPORT FOR THE MONTH OF DECEMBER 2022	Stephanie Salazar	Approval	
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For the month of January 2023 for Head Start Center Base and Early Head Start	Maria Yolanda Padilla	Approval	
B. COVID-19 Mitigation Policy	Marie Sani	Approval	
IX. INFORMATIONAL ITEMS			
A. Head Start 0 to 5 COVID-19 Updates	Marie Sani	Information	
B. Personnel Committee Report	Juana Cervantes	Information	
C. County-Wide Policy Council Appointment of New Treasurer	Stephanie Salazar	Information	
D. FY 2022 Head Start PACT Time Results	Tamar Grigsby/ Helen Uyeda	Information	
E. Head Start 0 to 5 Program Update Report (PUR) for the month of January 2023	Rosa M. Pineda/ Nidia Davis	Information	
X. ANNOUNCEMENTS	Leticia Villasenor	Information	
A. March 31, 2023 – Cesar Chavez Day Holiday			
B. April 3-10, 2023 – Spring Break – Classes Closed for Head Start and CSPP Part Day – CSPP Full Day Operate Regular Day			
C. April 11, 2023 – County-Wide Policy Council Meeting			
XI. ADJOURNMENT	Stephanie Salazar	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
FEBRUARY 07, 2023**

- CALL TO ORDER** The meeting was called to order at 6:15 p.m. by Stephanie Salazar, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Stephanie Salazar, CWPC Chairperson. The following Representatives were present: Maria Ramos, Ramiro Espinoza, Alma Martinez-Guillen, Teresa Medal, Laura Barnes, Jesus Sanchez, Stephanie Salazar, Zoua Thao, Stephanie Vasquez, Fawnda Cole, Sandra Guerrero, Vianney Contreras, Amber Daniels, Jennifer MacDougall, Laura Castillo, Adriana Corona, Kathaline Torres, Maria Rolon, Flor Juarez, Mariana Mena, Rebecca Ramos, Ana Gastelum, Silvia Zarate, Rom Yoeun, Clarissa Varela, Angela Diaz, Brianna Jaurique, Marianna Lemieux, Natasha Chalk, Michelle Taylor, Silvia Ramirez Montes, Dayana Contreras, Natasha Goins, Stephen Taylor, Zina Brown-Jenkins, Jimi Rodgers. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Stephanie Salazar, CWPC Chairperson, informed Representatives of the January 17, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.
- Motion to approve the January 17, 2023 CWPC Minutes as written and read was made by Mariana Mena and Jennifer MacDougall. Motion carried.
- COMMUNITY REPRESENTATIVE REPORTS** Stephanie Salazar, CWPC Chairperson, welcomed the Community Representatives to tonight's meeting. The Community Representatives had no reports to present.
- FRESNO EOC COMMISSIONERS' REPORT** Zina Brown-Jenkins, Fresno EOC Commissioner informed Representatives monthly she reports on updates, events, and summarizes information received from the Fresno EOC Board meetings to the CWPC. At this time, there are no items to report for the December 14, 2022 Board Meeting due to the pending approval of the December Board Meeting Minutes for when the Board reconvenes in January 2023.
- FINANCIAL STATUS REPORT FOR THE MONTH OF NOVEMBER 2022** Stephanie Salazar, CWPC Chairperson, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month November 2022. These reports were sent to Representatives prior to tonight's meeting.
- Ms. Salazar reported that the Monthly Financial Status Reports show all expenditures for the entire Early Head Start and Head Start programs for the month of November 2022 and year-to-date. The report includes Basic and Training & Technical Assistance budget and credit card expenses as required by the Head Start Act of December 12, 2007, section 642 Powers and Functions of Head Start Agencies (d) Program Governance Administration, (2) Conduct of Responsibilities, (A) through (1) and (3) Training and Technical Assistance.
- Motion to approve the Monthly Financial Status Report for November 30, 2022 for Early Head Start and Head Start was made by Maria Ramos and seconded by Sandra Guerrero. Motion carried.
- Laura Castillo, CWPC Representative asked why they were reviewing the Financial Status Report for the month of November 2022.
- Nidia Davis, Program Support Director, notified the representative December 2022 Financial Status Report will be presented in the month of March 2023, due to the Finance Cycle.
- AVERAGE DAILY ATTENDANCE (ADA) REPORTS FOR THE MONTH OF DECEMBER 2022** Stephanie Salazar, CWPC Chairperson informed Representatives of the Average Daily Attendance (ADA) Report for the month of December 2022 for Head Start and Early Head Start. This information was sent to Representatives prior to tonight's meeting.

Per Head Start Program 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 Head Start monthly ADA for December 2022 was 75.18% for Center Base. Head Start Home Base is now tracking numbers of home visits, total Head Start Home Base Home Visits completed were 89. Total Head Start enrollment for December 2022 is 1595. Our overall funded enrollment is 2112, to which we have a total of 549 vacancies (501 for CB and 48 for HB). We continue to recruit families and have a waitlist of 379 children, 167 families on the waitlist are over-income and 189 are three-year olds. At this time, due to licensing requirements we can only enroll 9 three year olds per class. In addition, we continue to face a shortage of staff across the following service areas: Education Services, Health Services, Family/Community Services and Home Base. Staff shortage continues to impact us where classes have had to be cancelled and current staff are having to cover multiple sites to serve enrolled children and families. Regardless, staff continue to recruit by canvassing, attending community events and facilitating presentations about the program.

Early Head Start's monthly ADA for the month of December 2022 for Center Base was 73.57%. Early Head Start Home Base is also tracking the number of Home Visits, total of Early Head Start Home Visits completed were 359. Total enrollment for Early Head Start for the month of December 2022 was 250. Our overall funded enrollment for Early Head Start is 478, to which we have a total of 241 vacancies (97 for CB and 144 for HB). We currently have 79 families waitlisted (50 for CB and 29 for HB). Of those 13 families on the waitlist are over income. Early Head Start is also facing staff shortages. In addition to staff shortage, low enrollment in Early Head Start is due to pending Center Base sites that are scheduled to open but are pending Community Care Licensing approval and/or city permits (Clinton/Blythe & Mendota). We continue to collaborate and partner with local agencies that provide services to pregnant teens, mothers, and/or prenatal care services to inform them of our Early Head Start Program.

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 Head Start Center Base and Early Head Start Center Base for December 2022 was made by Clarissa Varela and seconded by Mariana Mena. Motion carried.

HEAD START 0 TO 5 RECRUITMENT AND ENROLLMENT POLICY

Sara Flores, ERSEA Coordinator, informed Representatives of the Head Start 0 to 5 Recruitment and Enrollment Policy. This information was sent to Representatives prior to tonight's meeting.

Annually the Head Start 0 to 5 Recruitment and Enrollment Policy is reviewed and updated with the CWPC ERSEA Committee. This process affords the opportunity to ensure that we are recruiting and accepting children most in need of Head Start 0 to 5 services.

Ms. Flores went over the tracked changes of the Head Start 0 to 5 Recruitment and Enrollment Policy, which were provided to the representatives.

Motion to approve the Head Start 0 to 5 Recruitment and Enrollment Policy was made by Marianna Lemieux and seconded by Maria Rolon. Motion carried.

HEAD START 0 TO 5 SELECTION CRITERIA

Sara Flores, ERSEA Coordinator, informed Representatives of the Head Start 0 to 5 Selection Criteria. This information was sent to Representatives prior to tonight's meeting.

A program must annually establish selection criteria that weigh the prioritization of selection of participants based on community needs identified on the community needs assessment. This includes family income, whether the child is homeless or in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as

appropriate. Selection allows our program to identify and enroll children who are most in need of Head Start Services.

Ms. Flores informed the representatives this information requires annual approval and is presented same as previous.

Motion to approve the Head Start 0 to 5 Recruitment and Enrollment Policy was made by Marianna Mena and seconded by Sandra Guerrero. Motion carried.

HEAD START 0 TO 5 COVID-19 UPDATES

Marie Sani, Health Services Manager, informed Representatives at tonight's meeting of the Head Start 0 to 5 COVID-19 Updates. This information was sent to Representatives prior to tonight's meeting.

At this time, 96% of Head Start 0 to 5 staff have been fully immunized. Fresno County currently has 5.9 new positive cases per 100,000 moving down from 13.3. Fresno County has a Low COVID rate. Fresno County also has increased rates of the Flu and Respiratory Syncytial Virus (RSV).

In addition, we continue to collaborate with Fresno County Public Health Department (FCPHD) and our Health Advisory Committee and developed a COVID Mitigation Plan based on COVID-19 community levels and Daycare/Preschool regulations to keep current in our isolation, quarantine, and masking procedures. We continue to do masking for those with symptoms, exposures and having tested positive. We continue to report 3 or more COVID-19 cases in Head Start 0 to 5 to Community Care Licensing (CCL) and 20 or more cases to the FCPHD through their computerized system called SPOT.

As recommended more children are being vaccinated, however children with COVID symptoms will be sent home a minimum of 5 days until symptoms resolve or for children with a positive COVID-19 test results, they will need to be out a minimum of 5 to 10 days, case dependent per our COVID Mitigation Plan. Medi-cal provides at home tests 8 per month. To find a testing site call (833)422-4255 or 211.

The Food and Drug Administration (FDA) approved the COVID vaccine for children 0 to 5. We distributed new vaccine posters in English and Spanish. The vaccine is available at many clinics. The FCPHD website has 2 pages of clinics that give vaccines to children 6 months to 5 years. The vaccines are the best prevention and are safe and effective. There are also many local events on the Fresno Public Health Website.

Anyone can schedule an appointment for COVID vaccination at <https://myturn.ca.gov/>

Ms. Sani shared the COVID-19 Mitigation Policy is informational today, will be presented as an Action Item for the upcoming CWPC.

PERSONNEL COMMITTEE REPORT

Stephanie Salazar, CWPC 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. Salazar reported on the Hiring/Personnel Action Positions, Resignations/Separations, Promotions/Status Change and Job Descriptions for Positions of Head Start 0 to 5 staff created for February 07, 2023.

HEAD START 0 TO 5 MONTHLY PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF DECEMBER 2022

Nidia Davis, Program Support Director, informed Representatives of the Early Head Start/Head Start Monthly Program Update Report (PUR) for the month of December 2022. This information was sent to Representatives prior to tonight's meeting.

This information is intended to keep the CWPC apprised of program activities on the Monthly Program Update Reports as required.

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 governing body and policy council.

The monthly report covers the following areas: Monthly Program Activity Summaries, Program Enrollment Reports, Monthly Reports of Meals and Snacks provided, Communication and Guidance from the Health and Human Services Secretary for Children, for the Early Head Start and Head Start program.

Ms. Davis shared Head Start 0 to 5 continues to recruit for children and vacant staff positions, if there is anyone that qualifies please apply. She is also looking forward to the opening of closed sites.

Ms. Brown-Jenkins asked for some of the sites there are children on waitlists waiting to be cleared by a nurse so they can enter the classroom.

Ms. Sani replied Health Services has four nurses, if there are any children needing immunization clearance there are also nursing students on Tuesdays and Thursdays that can assist.

Ms. Brown-Jenkins asked if the parents are to call the downtown office.

Ms. Davis shared there are Family Services Specialist (FSS) at the sites, they can communicate with them to see if their documentation is complete.

Ms. Salazar asked in regards to the center yearly budgets, how are they determined and is there a way to increase.

Olga Jalomo-Ramirez, Family/Community Services Manager shared they are based on enrollment per center, they are currently being reviewed to see if they can possibly be increased for the next school year.

Laura Castillo, CWPC Representative for Franklin Head Start asked what is the need to increase the yearly budget.

Ms. Salazar shared the funds can be used for different things. For her center they are interested in a dental speaker for their Local Parent Meetings (LPM) and providing dental kits to take home.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson made the following Announcement:

- A. February 13, 2023 – Lincoln’s Day Holiday – No School
- B. February 20, 2023 – President’s Day Holiday – No School
- C. March 7, 2023 – County-Wide Policy Council Meeting

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Silvia Ramirez Montes and seconded by Marianna Lemieux. Motion carried.

The meeting adjourned at 6:51 pm.

Submitted By:

Christina Quiros
Secretary I