



**COUNTY-WIDE POLICY COUNCIL**

Tuesday, April 11, 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		6-7
III. APPROVAL OF MINUTES	Stephanie Salazar	Approval	8-17
IV. FRESNO EOC PROGRAM REPORT – TRAINNG & EMPLOYMENT	Patrick Turner	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Stephanie Salazar	Information	
VI. FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF JANUARY 2023	Zina Brown-Jenkins	Approval	18-23
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTHS OF JANUARY AND FEBRUARY 2023	Jesus Sanchez	Approval	24-38
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For the month of February 2023 for Head Start Center Base and Early Head Start	Maria Yolanda Padilla	Approval	39-48
IX. INFORMATIONAL ITEMS			
A. Head Start 0 to 5 COVID-19 Updates	Marie Sani	Information	49
B. Personnel Committee Report	Juana Cervantes	Information	50-52
C. County-Wide Policy Council Appointment of New Early Head Start Representative	Stephanie Salazar	Information	53
D. Self-Assessment Data Review Week May 10 to May 12, 2023 Invitation to Participate in Self-Assessment	Veronica Galvan	Information	54-55
E. Head Start School Readiness Goals Outcome 2022-2023	Helen Uyeda/ Tamar Grigsby/ Guadalupe Zuniga	Information	56-57
F. Head Start and Early Head Start Under Enrollment Letter 2023	Rosa M. Pineda	Information	58-59
G. CSPP Continued Funding Application FY 2023-2024	Helen Uyeda/ Tamar Grigsby	Information	60
H. CCTR Continued Funding Application FY 2023-2024	Helen Uyeda/ Tamar Grigsby	Information	61
I. Head Start 0 to 5 Program Update Report (PUR) for the month of February 2023	Rosa M. Pineda/ Nidia Davis	Information	62-64
X. ANNOUNCEMENTS	Leticia Villasenor	Information	
A. April 22, 2023 – Annual Father Conference			65-66
B. May 2, 2023 – County-Wide Policy Council Meeting			
XI. ADJOURNMENT	Stephanie Salazar	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
MARCH 7, 2023**

- CALL TO ORDER** The meeting was called to order at 6:10 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 Medel, Laura Barnes, Jesus Sanchez, Erica Silva, Stephanie Salazar, Zoua Thao, Stephanie Vasquez, Fawnda Cole, Amber Daniels, Maria Yolanda Padilla, Adrianna Corona, Kathaline Torres, Maria Rolon, Mariana Mena, Selena Dimas, Candy Rodriguez, Rebecca Ramos, Juana Cervantes, Lidia Cruz, Rom Yoeun, Antonia Garza, Clarissa Varela, Angel Macias, Angela Diaz, Brianna Jaurique, Natasha Chalk, Yoselin Cruz Maya, Silvia Ramirez Montes, Natasha Goins, Steven Taylor, Itzi Robles, Jimi Rodgers, Zina Brown-Jenkins and Sherry Neil. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Stephanie Salazar, CWPC Chairperson, informed Representatives of the February 7, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
- Motion to approve the February 7, 2023 CWPC Minutes as written and read was made by Fawnda Cole and seconded by Angela Diaz. Motion carried.
- FRESNO EOC PROGRAM REPORT – RURAL TOBACCO** Martha Zarate, Education Coordinator, shared that her program educates the rural community on the dangers of smoking tobacco, and the dangers of second-hand and third-hand smoke. Rural children have been more affected by tobacco smoke because of COVID-19 and staying inside. Ms. Zarate’s program educates parents on the new tobacco products coming out. Some parents are unaware of the addictive chemical nicotine in tobacco, as well as, new tobacco products such as vape pens. Some children as young as 10 years old, 5<sup>th</sup> grade, are vaping at school. “Kick it California” is an outlet that parents can reach out to via phone or text to help them quit smoking. If parents have a child 0-5 they can receive free nicotine patches to help prevent them from smoking. Ms. Zarate’s program also educates parents on how to present to city council members and complete presentations for students in elementary and middle schools to further educate them tobacco.
- Stephanie Salazar, CWPC Chairperson, asked if there was a flyer or pamphlet to distribute.
- Ms. Zarate replied Representatives could find more information in the directory under Health Services.
- COMMUNITY REPRESENTATIVE REPORTS** Stephanie Salazar, CWPC Chairperson, welcomed the Community Representatives to tonight’s meeting and asked if they had any reports to share.
- Natisha Goins, Community Representative, shared due to COVID-19 and quarantining WIC has been conducting all of their appointments over the phone and virtually. They are beginning to go back to on-sight appointments for enrollment and recertification. WIC is continuing to provide books for children. Those attending Kings Canyon Head Start can pick up books on Thursday, March 9, 2023. Lastly, the expanded formula options allowed WIC to offer formulas other than Similac due to the formula crisis. However, the formula crisis is coming to an end so WIC will only offer Similac again.
- FRESNO EOC COMMISSIONERS’ REPORT** Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives that the CWPC and the Fresno EOC Board of Commissioners must have timely and accurate information to ensure programmatic and fiduciary accountability of Fresno EOC Head Start 0 to 5. The information below was discussed and mentioned during the Fresno EOC Board of Commissioners meeting that took place December 14, 2022. Previous Commissioners Appreciation: Board Chair, Linda Hayes, provided Commissioner Jewel Hurtado representing Target Area C with an appreciation plaque to thank her for her two years of service as a Fresno EOC Board. 10A1 – Budget Revision for Coronavirus Response and Relief Supplemental

Appropriations (CRRSA) Act: Commissioner Amy Arambula inquired if Head Start was included in the compensation survey, Emilia Reyes, Chief Executive Officer stated Head Start was not included but shortly after the agency completed the adjustments, Head Start did their own compensation adjustments and currently providing retention incentives to current and on boarding staff. 10A2 – Budget Revision for American Rescue Plan Act (ARPA): Commissioner Amy Arambula inquired clarification regarding the \$1.2 million that is no longer going to be used to purchase Richard Keyes, Rosa Pineda, Head Start Director stated these funds will be used for staff retention.

FINANCIAL STATUS REPORT  
FOR THE MONTH OF  
DECEMBER 2022

Fawnda Cole, CWPC Representative, informed Representatives of the Monthly Financial Status Report for Early Head Start and Head Start programs for the month December 2022. These reports were sent to Representatives prior to tonight's meeting.

Ms. Cole reported that the Monthly Financial Status Reports show all expenditures for the Early Head Start and Head Start programs for the month of December 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 December 31, 2022 for Early Head Start and Head Start was made by Angela Diaz and seconded by Rom Yoeun. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE  
MONTH OF JANUARY 2023

Maria Yolanda Padilla, CWPC Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of January 2023 for Head Start and Early Head Start. This information was sent to Representatives prior to tonight's meeting.

The Head Start monthly ADA for January 2023 for Center Base was 80.56%. Head Start Home Base is now tracking number of home visits. Total Head Start Home Base Visits completed were 447.

Early Head Start's monthly ADA for the month of January 2023 was 80.63%. Early Head Start Home Base is also tracking the number of home visits. Total Early Head Start Home Visits completed were 655.

Motion to approve the ADA Reports for Head Start Center Base and Early Head Start Center Base for January 2023 was made by Fawnda Cole and seconded by Mariana Mena. Motion carried.

COVID-19 MITIGATION  
POLICY

Marie Sani, Health Services Manager, stated a policy was created with the help of the Health Services Advisory Committee (HSAC) and a health consultant from our Public Health Department. Also included is a document that outlines what we will be doing regarding our vaccination procedures. It also delineates the High, Medium and Low COVID rates.

On January 24, 2023 it was reviewed and approved by the HSAC.

At the last CWPC meeting on February 7, 2023 it was presented as an informational item.

Ms. Sani stated volunteers are still required to be vaccinated or must have a medical or religious exemption. 210 testing kits are being distributed to the centers. Head Start centers are back to Family Style meals.

Ms. Sani reviewed the COVID-19 Mitigation Policy. The Final Rule requires Head Start programs to have an evidence-based COVID-19 mitigation policy, developed in consultation with their HSAC. Since the start of the pandemic Fresno EOC has been following the below guidance:

1. Required primary series vaccinations for all staff and volunteers, and recommended for children 2 years of age and older.
2. Universal masking of all children 2 and older. We instituted a Mask Campaign and received mask donations from around the country. Since universal masking has been dropped, universal masking is no longer required but is still recommended (see matrix).
3. Implemented COVID screeners for staff and volunteers.

4. Required Weekly Mandated testing of vaccinated staff with assistance from the African-American Coalition. This was dropped in August of 2020 after guidance from the Fresno County Department of Public Health.
5. Isolation and quarantining of staff and children with + Covid tests.
6. Reporting cases of COVID to DPH SPOT website, Human Resources and later in the pandemic if three or more cases, Community Care Licensing.
7. We developed a Sanitation Schedule for staff to use for infection control and prevention.
8. Switched to individual plating as a prevention strategy instead of family style.
9. Ventilation – Filters were installed and a ventilation risk reduction strategy was adopted.

Natasha Chalk, CWPC Representative, stated Wilson Head Start parents would like to know if temperature checks are required for everyone.

Ms. Sani replied that it is not in the plan to continue to temperature check; however, the thermometers will remain at the centers in case needed. The health screenings are remaining in effect and masks are optional.

Angela Diaz, CWPC Representative, asked if wearing masks during Socialization is optional.

Ms. Sani replied yes, it is optional also.

Ms. Cole asked what is the point of approving this Mitigation Policy when California has dropped everything involving COVID, even school districts aren't funded anymore.

Ms. Sani replied Head Start 0 to 5 is under Community Care Licensing (CCL), governed by the Health and Human Services Department and must go by the more stringent rules. All of the children are not vaccinated yet, so there is more concern.

Ms. Cole asked if children have to be vaccinated in order to attend class.

Ms. Sani replied no, and there are medical and religious exemptions for parents and volunteers, if needed.

Ms. Sani read through the Low Covid Rate<10 column on the Mitigation Prevention Measures form.

Motion to approve the COVID-19 Mitigation Policy was made by Kathaline Torres and seconded by Stephanie Vazquez. Motion carried.

#### HEAD START 0 TO 5 COVID-19 UPDATES

Ms. Sani stated Fresno County currently has 5.9 positive cases per 100,000. Fresno County now has LOW COVID rates.

Jimi Rodgers, EOC Commissioner, asked if Ms. Sani had any rates on the Flu and RSV.

Ms. Sani replied, no, but we are monitoring these viruses closely at the centers.

#### 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 March 7, 2023.

All promotions, transfers, separations and new hires are to be presented to the CWPC monthly, as an information item.

#### COUNTY-WIDE POLICY COUNCIL APPOINTMENT OF NEW TREASURER

On January 24, 2023, Juanita Macias Arias submitted her resignation as Treasurer for the CWPC. As a result, the office of CWPC Treasurer is vacant. According to the CWPC ByLaws, "should a vacancy be of an elected member, the Chairperson will appoint a new officer" (Article III, Section 9 – CWPC Executive Board Vacancy).

At this time, Stephanie Salazar, CWPC Chairperson, has appointed Jesus Sanchez to be the new CWPC Treasurer for remainder of 2022-2023 program year. The new appointed CWPC Treasurer will take office, March 7, 2023 following the CWPC meeting.

Mr. Sanchez introduced himself to the CWPC and stated he appreciates being appointed and will do his best.

#### FY 2022 HEAD START PACT TIME RESULTS

Tamar Grigsby, Education Manager, shared the PACT calendar is a monthly activity calendar that supports family literacy, learning in the home, and school readiness. The goal is to increase family reading and interactive literacy activities between parent and child.

Head Start program provides every family in Head Start with PACT time. Families are encouraged to complete PACT time by reading together and/or completing the activities listed. PACT time is provided year-round and is sent home at the beginning of every month, July through June. Families are asked to complete the PACT time calendar and return it at the end of each month. The time spent with PACT time is counted towards our In-Kind.

Ms. Cole asked how do you figure out the calculation for activities.

Ms. Grigsby shared the rate is based on the amount of time spent on the activity.

Ms. Salazar stated parents can mark the activity and time spent, 10 minutes, an hour, etc.

Ms. Pineda shared that the program receives credit for everything you log and the rate is calculated based on a set rate, \$17.60 per hour. Ms. Pineda encourages parents to do as many activities as possible because the program is behind for this school year. One-on-one time with your child is great for learning, interaction and for the Head Start program as well.

Ms. Chalk asked if Ms. Pineda could explain what PACT calendar and In-Kind is.

Ms. Pineda stated it is a requirement of the Office of Head Start (OHS). OHS provides the program with \$42 million dollars of federal funds and they would like volunteer hours to account for a percentage of the funds provided, In-Kind. It may be volunteer hours or businesses providing free items, such as allowing Head Start to use their church for free. Ms. Pineda informed Representatives that Family Engagement/Volunteer Services staff are going out to the Local Parent Meetings (LPM) and centers to talk to teachers more about In-Kind, so that parents can get a better understanding.

Ms. Brown-Jenkins asked if Ms. Pineda could explain why Citrus and other centers have \$0 for In-Kind.

Ms. Pineda replied it means parents haven't submitted any PACT calendars or blue In-Kind forms for that center. She would like to generate a list to show the amount of In-Kind the centers should have based on the number of enrolled children. She has asked Ms. Jalomo-Ramirez to bring back the Volunteer Luncheon to give parents something to look forward to for their volunteer hours.

Ms. Vazquez asked if volunteers need to be fully vaccinated to volunteer in the classroom?

Ms. Pineda replied, yes, but parents can also complete volunteer hours at home. She may implement a healthy competition between centers for motivation.

Audrey Metcalf, Family Engagement/Volunteer Services Specialist, stated if parents would like to submit late PACT calendars, they can ask their teacher which calendars are missing and submit.

Ms. Pineda stated parents can submit January and February's PACT time, but no months prior because In-Kind will be calculated from January 1, 2023 – December 31, 2023.

#### HEAD START 0 TO 5 MONTHLY PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF JANUARY 2023

Rosa M. Pineda, Head Start Director, stated the information attached is intended to keep the CWPC apprised of program activities on the Head Start 0 to 5 Monthly Program Update Report as required by the Head Start ACT of December 12, 2007.

As per mandate, Head Start agencies provide monthly updates to the Board and Policy council.

On January 6, 2023 U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start issued communication Mitigating the Spread of COVID-19 in Head Start Programs by approval of the final rule. This final rule removes the requirement for universal masking for all individuals ages 2 and older and requires that Head Start programs have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Services Advisory Committee. This final rule does not address the vaccination and testing requirement, which is still under review. The vaccine requirement remains in effect. This final rule is effective January 6, 2023.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson made the following Announcement:

- 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

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Natasha Chalk and seconded by Rom Yoeun. Motion carried.

The meeting adjourned at 7:05 p.m.

Submitted By:

Brionna Warren  
Secretary I

(CWPC MINUTES MARCH 07 2023 FINAL) bw 03/21/23 ~ CWPC (2022-2023 (CWPC MINUTES) ~