



**COUNTY-WIDE POLICY COUNCIL**

Tuesday, May 2, 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	8-20
IV. FRESNO EOC PROGRAM REPORT – FOOD DISTRIBUTION	Gabriela Romero	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Stephanie Salazar	Information	
VI. FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF FEBRUARY 2023	Zina Brown-Jenkins	Approval	21-27
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF MARCH 2023	Jesus Sanchez	Approval	28-35
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Report For the month of March 2023 for Head Start Center Base and Early Head Start	Maria Yolanda Padilla	Approval	36-45
IX. INFORMATIONAL ITEMS			
A. Head Start 0 to 5 COVID-19 Updates	Marie Sani	Information	46
B. Personnel Committee Report	Juana Cervantes	Information	47-48
C. CWPC Summer Months Meetings (June, July, August)	Olga Jalomo-Ramirez	Information	49
D. Head Start Center Base and Home Base End-of-Year Activities	Helen Uyeda/ Guadalupe Zuniga	Information	50-52
E. CSPP Program’s Self-Evaluation (PSE)	Helen Uyeda	Information	53
F. CWPC Program Governance Questionnaire	Olga Jalomo-Ramirez	Information	54-66
G. Head Start 0 to 5 Cost of Living Adjustment (COLA)	Rosa M. Pineda	Information	67
H. Quality Improvement (QI) Application	Rosa M. Pineda	Information	68-69
I. Head Start 0 to 5 Program Update Report (PUR) for the month of March 2023	Rosa M. Pineda/ Nidia Davis	Information	70-72
X. ANNOUNCEMENTS	Leticia Villasenor	Information	
A. May 9, 2023 – Volunteer Luncheon			
B. May 26, 2023 – Last Day for Head Start Home Base Socialization			
C. May 29, 2023 – Memorial Day – Holiday			
D. May 30, 2023 – Head Start 0 to 5 Summer Recruitment for 2023-2024 Program Year			
E. May 30, 2023 – Last Day for Children (3.5 and 7.5 Hour Classes)			
F. June 2, 2023 – Last Day for Children (6 Hour Classes)			
G. June 6, 2023 – County-Wide Policy Council Meeting			
H. June 30, 2023 – Last Day for CSPP Classes (11-Hour Classes)			
XI. ADJOURNMENT	Stephanie Salazar	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
APRIL 11, 2023**

- CALL TO ORDER** The meeting was called to order at 6:12 p.m. by Stephanie Salazar, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Fawnda Cole, CWPC Vice-Chairperson. The following Representatives were present: Chloe Hiebert, Anna Fernandez, Alma Martinez-Guillen, Miroslava Woodard, Laura Barnes, Stephanie Salazar, Zoua Thao, Fawnda Cole, Silvano Rebolledo, Jose De Los Santos, Amber Daniels, Maria Yolanda Padilla, Jennifer MacDougall, Adriana Corona, Laura Castillo, Maria Rolon, Flor Juarez, Mariana Mena, Selene Dimas, Candy Rodriguez, Latrice Turton, Lidia Cruz, Rom Yoeun, Clarissa Varela, Angel Macias, Brianna Jaurique, Ashley Sierra, Natasha Chalk, Maricruz Jarquin, Silvia Ramirez Montes, Aleyda Matos, Jackie Burke, Natisha Goins, 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 March 7, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
- Motion to approve the March 7, 2023 CWPC Minutes as written and read was made by Fawnda Cole and seconded by Maria Lemieux. Motion carried.
- FRESNO EOC PROGRAM REPORT – TRAINING & EMPLOYMENT** Francisco Juarez, Academic & Career Advisor, gave the CWPC a brief description of his background and the reason he moved to Fresno, CA. He stated he is originally from Monterey and moved to Fresno to attend Fresno State University. Mr. Juarez was kicked out of his home at 16 years old due to religious reasons and he stated he shared this because this event in his life was the reason he chose his career path. Mr. Juarez works with 14-24-year-old individuals and helps them with personal and professional development. He is the instructor with Work Force Connections for youth, and under directorship of Patrick Turner, Training and Employment Director. He asked multiple CWPC members what was their first job. Some worked as housekeepers, picked strawberries, worked at fast food restaurants, etc. He emphasized how a lot of youth have no idea where to begin when applying for jobs, whether it’s creating a resume or properly completing an application. His job consists of working with youth to help them begin the job search and application process.
- Training and Employment helps over 200 youth with work experience through paid internships. The program works with local business such as SPCA, Walgreens, WSS, etc. Many recent high school graduates struggle to obtain a job because they have no experience, so the paid internship helps them obtain respectable experience. Although the program is similar to a temp agency, Training and Employment provides quality services and helps youth obtain communication skills and become prepared for the workforce, rather than only helping them find a job. Fresno EOC’s mission statement is “Fight to end poverty.” Training and Employment attempts to help our youth so they don’t have to live in poverty.
- Training and Employment offers scholarships through the workforce connection board for vocational training/schools. The program helps pay for vocational school tuition, fees, and even after certification helps buy work attire/clothing. The program also does referrals. If a student dropped out of high school at 16, 17, 18, they provide referrals to help youth obtain a GED or Diploma.
- Another program offered is the VACC program, a construction training program. It is a 12-week program for certification to be a construction worker. Graduates obtain 9 certifications through the state, and become a member of the Union Board. There is a 100% guarantee to obtain a job after completion of the program.
- The final program through Training and Employment is a summer paid internship program. It is a program for youth with a maximum of 160 hours from July to August. There is a limited amount of positions for this program due to high demand.

Zoua Thao, CWPC Rep, asked Mr. Juarez if they also worked with Special Education youth.

Mr. Juarez replied yes and stated they work with autistic youth, youth with IEP's and other learning disabilities. They adjust for those individuals because they have different learning abilities. It helps to receive a collaborative effort with parents so that they can receive focused assistance.

Mother of Amber Daniels, CWPC Rep, thanked Mr. Juarez for sharing his personal experience. She stated it was very inspirational and encouraging to see how it pushed him to where he is today in life.

Mr. Juarez stated the program is 100% free. The program also provides supportive services such as paying for participants outfits for their interview and helping vocational employees such as nursing students pay for scrubs.

#### COMMUNITY REPRESENTATIVE REPORTS

Stephanie Salazar, CWPC Chairperson, welcomed the Community Representatives to tonight's meeting and asked if they had any reports to share.

There were no reports to share.

#### 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 following information was discussed and mentioned during the Fresno EOC Board of Commissioners meeting that took place January 18, 2023;

- Transforming and Inspiring: Sanctuary and Support Services Misty Gattie-Blanco, Sanctuary and Support Director provided a detailed presentation on the various programs provided by Sanctuary and Support Services for the community.
- Introduction of New Commissioners: Linda Hayes, Board Chair introduced the following new commissioners to the Fresno EOC Board: Early Brown serving Target Area G and Daniel Parra Target Area C.
- Signatory Authorization Resolution: Emilia Reyes, Chief Executive Officer, provided a brief overview of the 2023 Signatory Resolution.
- Seating of Commissioners: Linda Hayes, Board Chair announced the recommended Target Area representatives, Community Sector nominees, and Public Official appointed for a two-year term to the board effective January 1, 2023.

Motion to approve the Fresno EOC Commissioners' Report was made by Fawnda Cole and seconded by Aleyda Matos. Motion carried.

#### MONTHLY FINANCIAL STATUS REPORTS (FSR) FOR THE MONTHS OF JANUARY AND FEBRUARY 2023

Fawnda Cole, CWPC Representative, informed Representatives of the Monthly Financial Status Reports for Early Head Start and Head Start programs for the months of January and February 2023. These reports were sent to Representatives prior to tonight's meeting.

Ms. Cole stated these reports show expenditures for the Head Start/Early Head Start Programs Basic Trainings & Technical Assistance budgets, which also includes credit card expenses.

Sherry Neil, Fresno EOC Commissioner, asked for clarification regarding the line item "Other" on the reports. She asked what would be some examples of other costs.

Ms. Davis stated there are other expenses such as utility expenses, food costs, contracting, etc., and asked if those were the expenses Ms. Neil inquired about.

Ms. Neil asked for clarification regarding the "Other Costs\*" expenses above the Staff & Parent Training line item.

Jennifer Tillman, Head Start 0 to 5 Finance Manager, stated she would look into the exact expenses and follow up with the CWPC.

Ms. Neil stated on the credit card statement for February for Head Start there is a \$744 towing fee. She asked if that charge was for one of Head Start's buses.

Ms. Davis shared there was an issue with two inoperable cars from an apartment complex next door to CDC, which were left in the CDC parking lot. The City of Fresno threatened to fine the program if the vehicles weren't removed. Ronnie Cantu, Support Services Manager, asked if we could pay for towing as a program in order to prevent a siting violation with a larger expense.

Motion to approve the Monthly Financial Status Reports for January and February 2023 for Early Head Start and Head Start was made by Mariana Mena and seconded by Fawnda Cole. Motion carried.

AVERAGE DAILY ATTENDANCE (ADA) REPORTS FOR THE MONTH OF FEBRUARY 2023 FOR HEAD START CENTER BASE AND EARLY HEAD START

Maria Yolanda Padilla, CWPC Representative, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of February 2023 for Head Start and Early Head Start.

Ms. Davis informed the CWPC that there was a typo in the summary stating Early Head Start's ADA report was for December 2022; however, it corresponds with February 2023.

Motion to approve the ADA Reports for the month of February 2023 for Head Start Center Base and Early Head Start was made by Angel Macias and seconded by Maria Rolon. Motion carried.

HEAD START 0 TO 5 COVID-19 UPDATES

Marie Sani, Health Services Manager, shared that Fresno County currently has 4.9 positive cases per 100,000 COVID-19 rate. Ms. Sani reviewed the rates on her way to the CWPC meeting and stated the rate has gone down to 3.9 positive cases per 100,000. If any staff or children test positive, they must stay home for 5 days. She informed the CWPC if they would like further information to view the Fresno Public Health website.

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 April 11, 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 EARLY HEAD START REPRESENTATIVE

Stephanie Salazar, CWPC Chairperson, stated on February 03, 2023, Destiny Serrato submitted her resignation as Early Head Start Representative for the CWPC. As a result, the office of CWPC Early Head Start Representative was vacant. At this time, Ms. Salazar appointed Zoua Thao to be the new CWPC Early Head Start Representative, effective today after the meeting.

Ms. Thao greeted everyone and stated her child attends Addams EHS.

SELF-ASSESSMENT DATA REVIEW WEEK MAY 10 TO MAY 12, 2023 INVITATION TO PARTICIPATE IN SELF-ASSESSMENT

Veronica Galvan, Quality Assurance Manager, stated she would like to cordially invite CWPC to attend one of Head Start's important meetings, Self-Assessment Data Review Week. According to the Head Start Program Performance Standards (HSPPS), our program must guarantee we are providing the best services to our families, and allowing their input in decision making. As a program, we ensure meeting the standard by gathering to review and analyze data. If targets are not met, staff examine why the target isn't being met. This consists of review monitoring, writing reports and sharing all data we are obtaining for each program area.

Ms. Galvan invited all CWPC to discuss what it takes for our program to have high quality services. She stated the meeting is May 10 to May 12, 2023, three full days of meetings. She informed the CWPC that if there is a specific program or service area they would like to know more about, they can choose a time frame according to their desired service area time. She stated the program has had a great group of parents come in the past, and she would love to see new parents participate. If any parents are interested they may contact Family Engagement/Volunteer Services.

HEAD START SCHOOL  
READINESS GOALS  
OUTCOME 2022-2023

Guadalupe Zuniga, Home Base Services Manager, stated per HSPPS, the Head Start Program is expected to:

- Align program school readiness goals with the Early Learning Outcomes Framework.
- Create and implement a plan of action for achieving the goals.
- Assess child progress on an ongoing basis and aggregate and analyze data three times per year, fall, winter and spring.
- Examine data for patterns of progress for groups of children in order to individualize services as well as to develop and implement a plan for program improvement.

Tamar Grigsby, Education Services Manager, reviewed the School Readiness report. The graphs show the break down from winter and fall assessments. At top of the form it states responding, exploring, building and integrating. There are different levels based on age, and different ranges based on developmental levels. There are 5 developmental levels that are reviewed when assessing children, approaches to learning, social and emotional development, language and literacy, cognition and perceptual, motor, and physical development. In Fall 3-year old children assessed at a 51% in approaches to learning; however, when reviewed in winter, numbers increased to 80%. The increase is similar in every developmental area.

Sherry Neil, Fresno EOC Commissioner, gave kudos to Head Start staff because beginning at 51% then going up to 80% is incredible.

HEAD START AND EARLY  
HEAD START UNDER  
ENROLLMENT LETTER 2023

Nidia Davis, Program Support Director, informed the CWPC that on March 24, 2023 Head Start received a formal letter from the Administration for Children and Families (ACF) stating the program has been under enrolled for 4 consecutive months. The Head Start program is under enrolled by 454 slots and Early Head Start by 217 slots. If the program does not meet enrolment within a 12-month period, the Office of Head Start (OHS) may decrease the programs funding. Rosa M. Pineda, Head Start Director and Ms. Davis will be meeting with Emilia Reyes, Chief Executive Officer, to create creative ways to increase enrollment. They will also meet with OHS to obtain strategies to meet enrollment goals. According to the OHS, Fresno EOC Head Start is not the only program with decreasing enrollment and it is occurring at many other Head Starts within our Region. There is a huge competition for the age group we service. Management is contemplating converting some 3-5-year-old slots to Early Head Start.

The program has until April 7, 2024 to acquire full enrollment. Staff are brainstorming ideas to expand recruitment efforts. Management is also trying to fill staff vacancies for positions to accommodate more children. Head Start Management has revised some job descriptions so that there are more opportunities to fill vacancies. There are 132 vacancies out of 530 positions.

Ms. Brown-Jenkins asked if the under-enrollment issue was based on staff positions or waitlisted children.

Ms. Davis stated currently the program has a significant amount of 3-year old children on the waitlist; however, not enough staff to accommodate them. Head Start is currently moving teachers around in order for more children to be served. Ms. Reyes would like to fill staff vacancies first because if we enroll children first, we will continue to bottle neck ourselves.

Ms. Brown-Jenkins shared that Fresno City and Fresno State have a Child Development Center on campus, so we should look into encouraging some of the young students to apply for the positions. Even some parents in the room go to school and who better to hire than those who know the system.

Natasha Goins, Community Representative, stated she was informed WIC staff aren't qualified to participate in the program.

Ms. Jalomo-Ramirez responded to Ms. Brown-Jenkins, informing her that Head Start does indeed recruit parents and encourage parents to apply for desired positions within the program.

Ms. Jalomo-Ramirez replied to Ms. Goins regarding the qualifications and stated Head Start follows the Federal Income Guidelines. Staff work closely with WIC referrals, but many parents are above those federal guidelines, so unable to enroll in the program. However, if families receive Cal Win, Cash Aid, Foster Children or EBT, they can automatically apply for enrollment no matter their income.

Ms. Cole stated if you work for the program, you cannot have a child enrolled in Head Start.

Ms. Jalomo-Ramirez added that there is process for staff to enroll their children; however, typically Head Start does not allow children of Head Start employees to enroll.

Maria Rolon, CWPC Rep, mentioned if you receive food stamps you can enroll, but how about if you receive Medi-Cal?

Ms. Jalomo-Ramirez replied yes, if you receive Cal Fresh, but at this time it does not apply for Medi-Cal or WIC recipients.

Ms. Salazar asked if the CWPC could advocate to change the guidelines?

Ms. Jalomo-Ramirez stated grantees have reach out to raise guidelines in the past, and she will look into the process parents can take to advocate for changes.

Ms. Davis stated the SNAP/EBT proposal was taken to our local congressman Senator Feinstein, and that is how it was approved. The best process is to form a committee of parents and bring the information to our local district so that they can take it to Washington DC due to us being a federally funded program. If they will listen to anyone, it will be our Head Start parents. Parents can create letters to promote change. Ms. Davis stated if parents have any more ideas, please share with Ms. Jalomo-Ramirez or other staff.

Ms. Brown-Jenkins asked if the issues could be brought up in their meeting with the OHS the following day for suggestions.

Ms. Davis stated the meeting with OHS is to inform them that we received a formal letter. The ERSEA committee could discuss the issue in their meeting, as well as issues could be advocated for at the Region 9 meeting.

Laura Castillo, CWPC Rep, asked if the staffing issue is because people aren't meeting the desired qualifications.

Ms. Davis replied yes, the barriers are not the applicants but the issue is that they don't qualify so they are knocked off of the interview pool. The Job Descriptions are currently being revised to help candidate's eligibility for positions. Some changes have been non-paid experience to support recent graduates who don't have much experience qualify.

Ms. Grigsby expanded and stated when reviewing applicants for education positions, she is noticing a lot of applicants have units but have no work experience. Staff are trying to be more innovative in the hiring process because we want to provide quality staff; however, we do not want to lower our qualifications too much because we need quality staff for our children.

Ms. Zuniga, shared that Home Base education applicants can apply without a degree as long as they are working toward continuing their education. Staff have been going to job fairs at the high school level, so that high schoolers can get an idea of what Early Child Development consists of.

Ms. Davis shared that her and upper management are in the last days of completing a COMP study, reviewing pay rates and looking to increase pay to the market rate for competitiveness. Head Start was not included in the study, so she expects to receive a COMP study for Head Start soon. She stated we are hopeful we will reach our full enrollment.

**CSPP CONTINUED FUNDING APPLICATION FY 2023-2023**

Helen Uyeda, Education Services Manager, stated the California State Preschool Program (CSPP) is a state funded program. The grant provides funding to braid with Head Start, which is federally funded. The CSPP program is a full year program, and extends hours up to 11 hours depending on parent's needs. Each year we must apply for funding.

**CCTR CONTINUED FUNDING APPLICATION FY 2023-2024**

Helen Uyeda, Education Services Manager, stated CCTR is also a state funded program. Head Start 0 to 5 applied for the funds on March 10, 2023 and the application was received and accepted on March 28, 2023 for the upcoming 2023-2024 fiscal year. This program services children 0-3 for infants and toddlers. Head Start is in the process of opening a new center in Selma, Eric White, to service toddlers. The center is pending Fire Marshall inspection and once we

receive fire inspection clearance, then Community Care Licensing (CCL) will complete their Site Visit inspection. Staff can continue with enrolling children and placing staff at the center. There will be 2 classrooms and per the HSPPS for 4 children there should be 1 staff supervising. Eric White will have 2 classrooms with 8 children in each class.

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

Ms. Davis received communication from the OHS. She and Rosa M. Pineda, Head Start Director, are working to finalize the application for Cost of Living Adjustment (COLA) so that all Head Start 0 to 5 staff will receive a 5.6% pay increase. The deadline for the application is April 21, 2023.

Early Head Start and Head Start are continuing to recruit for staff and children. Ms. Davis asked if CWPC knows anyone who qualifies for a position to please encourage them to apply on the Fresno EOC website.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson made the following Announcement:

- A. April 22, 2023 – Annual Father Conference
- B. May 2, 2023 – County-Wide Policy Council Meeting

A CWPC Representative asked when is the last day of school.

Ms. Salazar stated she should double check with the center her child is enrolled at, but she believes it is the last week of July.

Ms. Uyeda stated it depends on the program options. There are 3.5 hour, 6 hour, 7.5 and 11 hour classes. Originally 3.5, 6 and 7.5 hour class schedules last day was May 25, 2023; however, classes must operate a specific amount of days so due to some days of non-operation, the last day will extend to May 30, 2023. The full day 11 hour classes are year around and does not close for summer or winter break, operates 240 days.

Ms. Salazar reminded the CWPC to submit their reimbursement forms and informed them that Mr. Juarez left flyers for the Training and Employment information at the front table.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Jose De Los Santos and seconded by Fawnda Cole. Motion carried.

The meeting adjourned at 7:38 p.m.

Submitted By:

Brionna Warren  
Secretary I