



COUNTY-WIDE POLICY COUNCIL

Tuesday, October 3, 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		6-9
III.	APPROVAL OF MINUTES	Stephanie Salazar	Approval	10-21
IV.	FRESNO EOC PROGRAM REPORT – TRAINING & EMPLOYMENT	Patrick Turner	Information	
V.	COMMUNITY REPRESENTATIVE REPORTS	Stephanie Salazar	Information	
VI.	FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF JUNE 2023	Zina Brown-Jenkins	Approval	22-27
VII.	MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF AUGUST 2023	Jesus Sanchez	Approval	28-34
VIII.	ACTION ITEMS			
	A. Average Daily Attendance (ADA) Reports for the month of August 2023 for Head Start Center Base and Early Head Start	Maria Yolanda Padilla/ Zoua Thao	Approval	35-44
	B. CWPC Elections for 2023-2024 Program Year/Installation of New Officers	Olga Jalomo-Ramirez	Approval	45-49
IX.	INFORMATIONAL ITEMS			
	A. Full Enrollment Initiative Updates	Sara Flores/ Olga Jalomo-Ramirez	Information	50-54
	B. In-Kind Monthly Status Report for the month of August 2023	Tashon Smallwood	Information	55-61
	Personnel Committee Report	Amber Daniels	Information	62-64
	C. Head Start School Readiness 3 rd Aggregation for 2022-2023	Helen Uyeda/ Guadalupe Zuniga	Information	65-79
	D. Tri-Annual Self-Assessment November 16, 2023 through November 17, 2023 Invitation	Veronica Galvan	Information	80-81
	E. Head Start 0 to 5 Program Update Report (PUR) For the Month of August 2023	Rosa M. Pineda/ Nidia Davis	Information	82-84
X.	ANNOUNCEMENTS	Angel Macias	Information	
	A. October 2023 – Food Distribution (See attachment)			85
	B. October 9, 2023 – Indigenous People’s Day Holiday (No School)			
	C. October 21, 2023 – Annual Father Conference			
	D. October 26, 2023 – Program Governance Training			
	E. November 7, 2023 – County-Wide Policy Council Meeting at 6:00 p.m.			
XI.	ADJOURNMENT	Stephanie Salazar	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
SEPTEMBER 5, 2023**

- CALL TO ORDER** The meeting was called to order at 6:20 p.m. by Stephanie Salazar, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Laura Barnes, CWPC Representative. The following Representatives were present: Stephanie Salazar, Laura Barnes, Jesus Sanchez, Stephanie Vasquez, Jose De Los Santos, Jennifer MacDougall, Maria Rolon, Mariana Mena, Rom Yoeun, Angela Diaz, Marianna Lemieux, Natasha Chalk, Jackie Burke and Natisha Goins. A quorum was not present.
- FRESNO EOC PROGRAM REPORT – LIHEAP** Gilda Arreguin, LIHEAP Director, introduced herself to the CWPC and provided her contact information for further needed assistance. Ms. Arreguin shared that Energy Services is a large program and there are other smaller programs it is comprised of, LIHEAP and Weatherization. LIHEAP assists community members with gas and electric bills, providing credits to assist families with their bill. LIHEAP has been able to help clients with 8-9 thousand-dollar bills. Water bill assistance may be provided as well through the LIHWAP program.
- Patricia Ybarra, LIHEAP Director, introduced herself and asked staff to reach out if they would like her to go to the centers to teach about the programs. She stated she could education the rural communities on the type of credits they qualify for because they differ from city residents
- Monica Goats, Energy Services Director, stated her program currently offers free solar to residents in the 93706 area. It is a free grant through the state of California. She stated it is completely free, and although clients will continue to receive PG&E bills, they will reduce significantly. Energy Services provides utility assistance and home repairs for free as well. Clients do not have to own their home, renters can apply for the services also. The solar program is ending in December, so she encouraged the CWPC and staff to spread the word.
- COMMUNITY REPRESENTATIVE REPORTS** Jackie Burke, Community Programs Manager for California Food Bank, stated her program serves various school sites for Fresno, Madera and Tulare county. There is a back-pack program, which provides children with enough food that they can fit inside of their backpack. Students may be enrolled by school nurses, teachers and other education staff.
- The California Food Bank also offers the School Pantry program. The pantry is open monthly to families and students of the district, and it also reaches out to the community as well. All types of food is available and anyone can pick up items from the pantry. Some school sites have a physical pantry on campus. Ms. Burke provided her contact information for those interested in learning more about the programs.
- FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF JUNE 2023** There are no items to report at this time.
- FULL ENROLLMENT INITIATIVE UPDATES** Sara Flores, ERSEA Coordinator, stated per Performance Standard 130215, a program must maintain its funded enrollment level and fill any vacancy as soon as possible. The

recruitment data provided in the packet includes the programs recruitment efforts up to August 10, 2023. Head Start Center Base has 617 repeater children and has accepted 494 new children for the upcoming program term. This gives us a total of 1111 children pending enrollment for the upcoming program term, which started on August 14, 2023. The first day of home visits for Head Start Home Base took place the week of August 7, 2023 and had 60 children enrolled. Early Head Start Center Base started the week of July 1, 2023 and had 39 children enrolled. Early Head Start Home Base also started the week of July 1, 2023 and had 243 children enrolled.

Head Start 0 to 5 continues to identify age eligible siblings of Head Start 0 to 5 children and reaching out to Community Partners to let them know we are actively recruiting children. We also continue to recruit by distributing marketing materials and participating in community recruitment events.

IN-KIND MONTHLY
STATUS REPPORT FOR
THE MONTH OF JULY
2023

Tashon Smallwood, Family Engagement/Volunteer Services Coordinator, stated per Performance Standard 1303.4, The Head Start Act stipulates that the federal share of the total costs of the Head Start program will not exceed 80 percent of the total grantee budget unless a waiver has been requested and granted. If the grantee agency fails to obtain and document the required 20 percent, or other approved match, a disallowance of federal funds may be taken. Non-federal match must meet the same criteria for allowability as other costs incurred and paid with federal funds. The responsible Health and Human Services official may approve a waiver of all or a portion of the non-federal match requirement on the basis of the grantee's written application submitted for the budget period.

By accurately documenting in-kind expenditures, your program has a record of its financial "sweat equity" for potential funders. Sweat equity the value of work performed in lie of payment. Head Start 0 to 5 is committed to being transparent and communicating information to our County-Wide Policy Council. In doing so, we want to make sure that parents/guardians are aware of our Non-Federal Match goal and our progress.

Mr. Smallwood stated Head Start 0 to 5 is a free program for everyone so we must match 20% of the total funded grant per year in In-Kind. For the past 2 years the program hasn't met the In-Kind goal; however, a waiver was submitted/accepted. The program has exhausted our waivers, so must meet the In-Kind goal this program year.

Mr. Smallwood presented the supporting documents showing the In-Kind of each center.

Natasha Chalk asked what were the blacked-out sections of the tables.

Mr. Smallwood stated they meant no In-Kind was submitted at that time.

Stephanie Salazar asked if there are any consequences if the center does not submit In-Kind.

Mr. Smallwood stated it affects the entire program as a whole, but there are no specific consequences by center.

Ms. Pineda stated due to the pandemic there were vaccination requirements. Since the requirements have been removed, it should help the classrooms with more parent volunteers. She said if we had a parent every day in the classroom, we would meet our goal. The PACT Time calendar is very important. It asks you to read a book, go over alphabet, or other activities and if completed and returned we will receive In-Kind credit.

Jennifer MacDougall asked if parents must be immunized also?

Marie Sani, Health Services Director, stated yes, parents need two doses of MMR, and one of D-TAP. They are common immunizations that parents should have received to attend high school. TB tests must be completed within the past year. If parents do not have immunizations they can complete PACT Time. They may also take activities home to assist Teachers; for example, take items to cut for classroom activities.

PERSONNEL COMMITTEE
REPORT

Stephanie Salazar, CWPC Chairperson, stated the Personnel Committee report consists of a list of: Hiring/Personnel Action Positions, Resignations/Separations, Promotion/Status Change, and Job Descriptions for Position for the month. All promotions, transfers, separations and new hires are to be presented to the CWPC monthly, as an informational item.

HEAD START 0 TO 5
PROGRAM INFORMATION
REPORT (PIR) 2022-2023

Veronica Galvan, Quality Assurance Manager, stated per Section 642(d)(2) of the Head Start Act, each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and head Start agency operations, including the Program Information Report (PIR). In the packet is an overview of what program options we were funded for and gives the demographics of all children served. The PIR details curriculum and assessments that were used. It also shows how many teachers we have and vacancies. This report is comprehensive data collected from the Office of Head Start (OHS) to identify trends and it helps with decision making for the Head Start 0 to 5 program.

HEAD START CENTER
BASE AND HOME BASE
EDUCATION COMMITTEE
PLAN

Helen Uyeda, Education Services Manager, stated the Head Start 0 to 5 Education Committee reviews the Educational Service Plan annually and provides input for updates and amendments. The Educational Service Plans are guides for parents and staff to incorporate all comprehensive services offered through Head Start. The areas we focus on include the formation of Head Start 0 to 5 Education Committee parent opportunities for education input, parent opinion surveys and education services plan draft.

During the process the PACT time calendar for Head Start will also provide monthly additional educational learning activities to afford parents an opportunity to document any activities they feel will benefit all children.

Guadalupe Zuniga, Home Base Services Manager, stated the Center Base and Home Base Education Plan is developed through on-going parent cooperation and input at Home Visits and Local Parent Meetings (LPM). The Center Base and Home Base Education Committee is formed by staff explaining the importance of parent input into their children's education during Home Base orientation, weekly home visits and LPM meetings. At LPM's parents are given an opportunity to share curriculum ideas they have presented to the teaching staff during the weekly home visit.

FOCUS AREA I
OUTCOMES

Rosa M. Pineda, Head Start Director, stated the Office of Head Start develops and continuously assesses and updates its monitoring protocol, measuring the quality of Head Start program practices. In the review we discussed the Education Committee Meeting Plan, Budgets, In-Kind, and how we receive parent interaction. The program was in compliance in all areas of monitoring. One area that had a concern was under the Fiscal department. Ms. Pineda, Ms. Davis and Ms. Salazar will have a meeting with the Fresno EOC Board to develop a plan to improve in the Fiscal area before the Focus Area II review monitoring.

During Focus Area II monitoring, the reviewer visits classrooms, speaks with staff in regards to what goes on within their area and they also speak to parents.

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

Rosa M. Pineda, Head Start Director, stated the PUR is provided to parents each month to display what is happening within the program. This report focuses on the dates of the new school year. The communication through the Office of Head Start (OHS) consisted of OHS monitoring process for Fiscal Year 2024 (FY24) and shares the updated process to

conduct Focus Area 1 (FA1), Focus Area 2 (FA2), and Classroom Assessment Scoring System (CLASS®). As a reminder, from the spring of 2020 through spring of 2023, OHS did not use CLASS scores for DRS determinations due to the COVID-19 pandemic.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson, made the following Announcements:

- A. September 2023 – Food Distribution (see attachment)
- B. October 3, 2023 – Next County-Wide Policy Council Meeting at 6:00 p.m.
- C. October 3, 2023 – County-Wide Policy Council Elections for 2023-2024 Program Year

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Stephanie Salazar and seconded by Mariana Mena. Motion carried.

The meeting adjourned at 7:09 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES SEPTEMBER 5 2023 FINAL) bw 09/20/23 ~ CWPC (2023-2024 (CWPC MINUTES) ~