



COUNTY-WIDE POLICY COUNCIL

Tuesday, November 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	Fawnda Cole		
II. ROLL CALL	Aldo Alvarado Rebolledo		6-7
III. APPROVAL OF MINUTES	Fawnda Cole	Approval	8-17
IV. FRESNO EOC PROGRAM REPORT – RURAL TOBACCO	Martha Zarate	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Fawnda Cole	Information	
VI. FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF AUGUST 2023	Zina Brown-Jenkins	Approval	18-24
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF SEPTEMBER 2023	Stephanny Vazquez	Approval	25-31
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For the month of September 2023 for Head Start and Early Head Start	Fawnda Cole	Approval	32-40
B. Community Representative Recommendations For the 2023-2024 Program Year	Olga Jalomo-Ramirez	Approval	41-42
C. Early Head Start/Head Start Program School Readiness Goals 2023-2024 Draft	Guadalupe Zuniga/ Felicia Amescua	Approval	43-60
D. Fiscal Year 2024 Head Start 0 to 5 Continuation/ Refunding Application – Year 4	Rosa M. Pineda/ Nidia Davis	Approval	61-65
E. Resolution for Head Start Director	Rosa M. Pineda	Approval	66-67
IX. INFORMATIONAL ITEMS			
A. Full Enrollment Initiative Updates	Sara Flores/ Olga Jalomo-Ramirez	Information	68-72
B. In-Kind Monthly Status Report for the Month of September 2023	Olga Jalomo-Ramirez	Information	73-79
C. Personnel Committee Report	Fawnda Cole	Information	80-82
D. Head Start 0 to 5 Program Update Report (PUR) For the Month of September 2023	Rosa M. Pineda/ Nidia Davis	Information	83-85
X. ANNOUNCEMENTS			
A. November 2023 – Food Distribution			86
B. November 10, 2023 – Veteran’s Day Holiday – No School			
C. November 16-17, 2023 – Tri-Annual Self-Assessment			
D. November 23-24, 2023 – Thanksgiving Break – Head Start 0 to 5 – No School			
XI. ADJOURNMENT	Fawnda Cole	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
OCTOBER 3, 2023**

- CALL TO ORDER** The meeting was called to order at 6:03 p.m. by Stephanie Salazar, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Fawnda Cole, CWPC Vice-Chairperson. The following Representatives were present: Blanca Vallador, Shelly Navarro, Betsaida Ledesma, Denise Jackson, Miroslava Woodward, Karla Mendoza, Laura Barnes, Jalyssa McGill Jenkins, Erica Silva, Brian Shepherd, Phillip Pikes, Cynthia Espindola, Zoua Thao, Michelle Taylor, Fawnda Cole, Silvano Rebolledo, Mariah Hicks, Phillip Pikes, Alma Martinez, Christina Ochoa, Amber Daniels, Georgette Salazar, Stephanny Vazquez, Maria Rolon, Katherine Castro, Joshua Barkley, Mariana Mena, Latrice Turton, Melanie Garcia, Gloria Martinez, Adriana Mendoza, Antonio Basilio, Clarissa Varela, Celia Ochoa, Heladio Rosales, Angela Diaz, Fawnda Cole, Ma Mendoza Estrada, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Destiny Campos, Natasha Chalk, Priscilla Thompson, Sandra Carrillo Tapia, Jessica Castillo, Jovanna Tobar, Natisha Goins, Steven Taylor, Sherry Neil and Zina Brown-Jenkins. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Stephanie Salazar, CWPC Chairperson, informed Representatives of the September 5, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
Motion to approve the September 5, 2023 CWPC Minutes as written and read was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.
- FRESNO EOC PROGRAM REPORT – TRAINING & EMPLOYMENT** Patrick Turner, Director of Training & Employment, stated the department has three separate programs that provide services to the community, Workforce Connection, Valley Apprentice Connection and Employment & Training. Mr. Turner stated Workforce Connection extends services to the east side of Fresno as well as rural areas such as Coalinga, Mendota and Parlier. Workforce Connection serves the youth, ages 14-24 years old.

The Valley Apprentice Connection program partners with many different companies, Department of Social Services, Probation Department, Community Colleges and others. This program specializes in helping clients build a trade during a 3-month training. Clients are not paid during the training; however, they receive multiple certificates in which assist them with obtaining a job after completion. This program serves individuals over the age of 18. Clients do not have to be fluent in English.

Employment & Training also offers a small internship program for teens who recently graduated from high school and need help bridging the gap of employment.
- COMMUNITY REPRESENTATIVE REPORTS** Natisha Goins, Community Representative for Women Infants & Children (WIC), stated that if government shut-downs occur in the near future, it will not affect WIC. However, there may be changes to the fruit and vegetable increased allotted amount. If there are any changes WIC will send out a mass text message or clients can view the website.

WIC is currently accepting on-sight appointments. If clients cannot make it in-person, they may complete their appointment remotely.

WIC currently has books for children. New books will be obtainable in January 2024.

Ms. Goins stated broken, lost or stolen cards can be mailed out to clients or replaced in the WIC office.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF JUNE 2023** Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives that Emilia Reyes, Child Executive Officer, provided a brief overview of the 2024-2025 Community Action Plan, to be submitted to the Department of Community Services Development to be in compliance with the Community Services Black Grant Act.

Jon Escobar, Food Services Director, shared with the Board the upcoming Summer Food Express Bus Services Program taking place in the Fresno County area from June 12, 2023 through August 11, 2023, to continue to provide Healthy Meals for kids ages 1-18.

Susan Lopez, School of Unlimited Learning (SOUL) Principal, announced the SOUL received Western Association of Schools and Colleges (WASC) Accreditation for an additional six years.

Misty Gattie-Blanco, Sanctuary and Support Services Director, announced the Fireworks Sale will take place on Wednesday, June 28th through Friday, June 30th from 12pm – 9pm and Saturday, July 1st through Tuesday July 4 from 10am – 9pm located at 2945 S. Elm Avenue, Fresno, CA 93706. All proceeds will go to LGBTQ+ Resource Center. Gattie-Blanco, also shared the LGBTQ+ Resource Center raised a total of \$6,000 from June Pride Month events.

Thomas Dulin, Transit Systems Director, announce the upcoming Transit System & Food Services Job Fair that is taking place on Saturday, July 15, 2023 at the Nielson Conference Center from 9am – 1pm.

Rosa M. Pineda, Head Start 0 to 5 Director, announced the upcoming Recruitment Faire/Makers Fire taking place on Saturday, July 15, 2023. At the Franklin Head Start from 9am – 2pm.

Ms. Reyes, introduced the following new staff to the Fresno EOC team, Amanda Venegas, Public Information Officer, Nelson Dibie, Human Resources Director, and Jay Zapata who was promoted to Chief Financial Officer.

Commissioner James Martinez inquired the possibility to help those employees that were laid off by Bitwise Industries. Reyes stated EOC participated in the City Hall Job Fair that took place on Friday, June 16, 2023 from 10am – 1pm to support and target those employees as well.

Ms. Brown-Jenkins encouraged the CWPC to attend the next Fresno EOC Board meeting on October 5, 2023. If they could not attend physically, the meeting will also be available on Facebook live.

Motion to approve Fresno EOC Commissioners Report for the Month of June 2023 was made by Stephanie Salazar and seconded by Fawnda Cole.

MONTHLY FINANCIAL
STATUS REPORTS (FSR)
FOR THE MONTH OF
AUGUST 2023

Fawnda Cole, CWPC Representative, stated this report shows expenditures for the Head Start/Early Head Start Program Basic and Trainings & Technical Assistance budgets for the month of August 2023, which also includes credit expenses as required by the Head Start Act of December 12, 2007.

Sherry Neil, Fresno EOC Commissioner, asked why one of the budget line items were in the negative, and will there be another Budget Training available for parents.

Jennifer Tillman, Finance Manager, stated a budget revision is currently in process to cover the costs. She stated there was a Budget Training on September 12, 2023 to help parents understand the budget.

Ms. Pineda stated per Head Start Program Performance Standards (HSPPS), it states the program must train parents to be able to make decisions regarding spending and the budget. The Budget Training disclosed how money is spent at each Center. For example, meals, telephone, janitors, everything that goes into the Center Budget. Ms. Pineda also stated there would be another Budget Training. Representatives may also receive training on Center Budgets at the LPM meetings.

Motion to approve the Monthly Financial Status Reports for August 2023 for Head Start and Early Head Start was made by Stephanie Salazar and seconded by Jalyssa McGill Jenkins Motion carried.

AVERAGE DAILY
ATTENDANCE (ADA) REPORT
FOR THE MONTH OF
AUGUST 2023 FOR HEAD

Zoua Thao, Representative, informed Representatives of the Average Daily Attendance (ADA) Report for the month of August 2023 for Head Start Center Base and Early Head Start. Head Start's monthly ADA for August 2023 for Center Base was 87.75%. Total number of Head Start Home Base Visits completed were 504. Early Head Start's monthly ADA for August 2023 for Center Base was 84.38%. Total number of Early Head Start Home Visits completed were 869.

START CENTER BASE AND
EARLY HEAD START

Motion to approve the ADA Report for the month of August 2023 for Head Start Center Base and Early Head Start was made by Stephanie Salazar and seconded by Fawnda Cole. Motion carried.

CWPC ELECTIONS FOR
2023-2024 PROGRAM
YEAR/INSTALLATION OF
NEW OFFICERS

Olga Jalomo-Ramirez, Family/Community Services Manager, stated in accordance with the HSPPS section 1301.3, an agency must (a) establish policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

Ms. Jalomo-Ramirez stated elections will be held tonight to fill the positions of the CWPC Executive Board, which shall be comprised of six (6) elected officers, six (6) standing committee chairpersons, and two (2) elected officers or appointed Representatives from Early Head Start, one (1) for Home Base and one (1) for Center Base. Representatives were separated by eight (8) Clusters.

Ms. Jalomo-Ramirez stated Representatives could nominate another person or themselves. Once a position is filled, a Representative from that Cluster cannot run for any other positions. If a former Representative is completing a term, they will not be able to vote. Only new Representatives can vote. Alternates can vote but cannot run for office; Representatives must have been voted in at the local level.

Elections began and those nominated gave a brief explanation of why they would like to be elected as a Representative of the Executive Board.

Fawnda Cole was elected Chairperson.

Jalyssa McGill Jenkins was elected as Vice-Chairperson.

Aldo Alvarado Rebolledo was elected as Secretary.

Stephanny Vazquez was elected as Treasurer.

Michelle Taylor was voted as Sgt-at-Arms.

Priscilla Thompson was elected as the Historian.

The Executive Board was called to the front to read an Oath and be sworn in.

Motion to approve CWPC Elections for 2023-2024 Program Year/Installation of New Officers was made by Stephanie Salazar and seconded by Clarissa Varela. Motion carried.

FULL ENROLLMENT
INITIATIVE UPDATES

Sara Flores, ERSEA Coordinator, stated per Performance Standard 1302.15, a program must maintain its funded enrollment level and fill any vacancy as soon as possible. The following data reflects our recruitment efforts for the program term 2023-2024 for the Head Start 0 to 5 program.

Head Start Center Base has 1255 children enrolled this 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 has 79 children enrolled. Early Head Start Center Base started the week of July 1, 2023 and has 279 children enrolled.

The program 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. The program also continues to recruit by distributing marketing materials and participating in community recruitment events.

Sherry Neil, Fresno EOC Commissioner, asked what is the process for the incomplete applications, and is there a time limit for parents to submit so that their child may be enrolled.

Ms. Flores stated staff send parents an Incomplete Letter explaining what is missing from their application. It could be income, documents, pending immunizations, etc. There is no time limit for parents to submit missing information, but the sooner the better so that they may be enrolled at a Center/Area quickly.

IN-KIND MONTHLY STATUS
REPORT FOR THE MONTH
OF AUGUST 2023

Olga Jalomo-Ramirez, stated the information attached and presented is intended to keep the CWPC apprised of the Head Start 0 to 5 In-Kind Monthly Status Report. Per Performance Standard 1303.4, and in accordance with section 640(b) of the Act, 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.

Head Start's YTD In-Kind totals for the month of August 2023 was \$22,363.62. Early Head Start's YTD In-Kind totals for the month of August 2023 was \$46,723.60. The YTD Head Start 0 to 5 In-Kind totals for the months of January to August 2023 is \$4,242,324 (51%). Failing to reach our In-Kind goal of \$8,660,339 annually may affect funding if not reached by December 31, 2023. The In-Kind totals each month need to maintain an average of \$721,695 between both Head Start and Early Head Start to reach our In-Kind goal for the 2023/2024 Fiscal Year.

A Representative asked why aren't we meeting the goal?

Ms. Jalomo-Ramirez stated due to low return of PACT Time calendars, donations and lack of volunteers in the classroom. The more parents that volunteer, the more In-Kind is accumulated.

PERSONNEL COMMITTEE
REPORT

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

HEAD START SCHOOL
READINESS 3RD
AGGREGATION FOR 2022-
2023

Guadalupe Zuniga, Home Base Services Manager, stated she and Ralph Carrillo, Interim ECE Coordinator would be going over comparisons of Fall and Spring aggregated data.

Mr. Carrillo stated the program aggregates data three times during the academic school year, Fall, Winter and Spring. Staff review the data to observe the growth in comparison throughout the school year. This helps our Family Development Specialists, Home Base Educators and Teachers understand what children's needs are. Mr. Carrillo stated we met our School Readiness goals, and children grew in every area, social and emotional development, language and literacy, approaches to learning, etc.

TRI-ANNUAL SELF-
ASSESSMENT NOVEMBER
16, 2023 THROUGH
NOVEMBER 17, 2023
INVITATION

Olga Jalomo-Ramirez, Family/Community Services Manager, stated Head Start 0 to 5 must conduct a Self-Assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program's progress towards meeting goals established under paragraph (a) of this section, compliance with program performance standards throughout the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness; communicate and collaborate with the governing body and policy council, program staff, and parents of enrolled children when conducting the annual Self-Assessment; and, submit findings of the Self-Assessment to the responsible HHS official.

Ms. Jalomo-Ramirez stated Veronica Galvan, Quality Assurance Manager, would like to extend an invitation to all parents to attend the Self-Assessment Orientation that will be held on October 18, 2023. If parents would like to participate they may contact Family Engagement/Volunteer Services staff or Ms. Jalomo-Ramirez.

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

Rosa M. Pineda, Head Start Director, stated the PUR is a mandate from the Office of Head Start. in which intends to keep the CWPC apprised of program activities within the Head Start 0 to 5. Ms. Pineda highlighted the All Staff Pre-Service that was held on August 2, 2023. All staff are mandated to complete 15 hours of training per year. Staff received training on Child Abuse, Pest Management, Nutrition, Inclusion and variety of other training at the Pre-Service.

Staff were also introduced and participated in a dollar-for-child fundraiser. This is the first year Head Start 0 to 5 is participating in the fundraiser and the goal is to raise ten thousand dollars.

Eric White in Selma is open for Early Head Start Toddler classrooms. Franklin Head Start is opening up 2 toddler classrooms. We are waiting for Community Care Licensing (CCL) to approve the opening. The classes will serve 2-3-year old children.

Ms. Pineda encourage the CWPC to volunteer in the classroom. It has been difficult over the past couple years due to the pandemic, but the COVID-19 vaccination requirements have been lifted.

Marie Sani, Health Services Manager, made an announcement that during the pandemic clients did not have to renew their Medi-Cal insurance application, but automatic recertification is no longer in affect, so parents must recertify.

ANNOUNCEMENTS

Stephanie Salazar, CWPC Chairperson made the following Announcements:

- A. October 2023 – Food Distribution (See attachment)
- 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.

ADJOURNMENT

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

The meeting adjourned at 8:21 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES OCTOBER 3 2023 FINAL) bw 10/23/23 ~ CWPC (2023-2024 (CWPC MINUTES) ~