



COUNTY-WIDE POLICY COUNCIL

Tuesday, December 5, 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	8-18
IV. FRESNO EOC PROGRAM REPORT – HEALTH SERVICES	Julio Romero	Information	
V. COMMUNITY REPRESENTATIVE REPORTS		Information	
VI. FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF OCTOBER 2023	Zina Brown-Jenkins	Information	19
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF OCTOBER 2023	Stephanny Vazquez	Approval	20-26
VIII. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For the month of October 2023 for Head Start and Early Head Start Center Base	Fawnda Cole	Approval	27-36
IX. INFORMATIONAL ITEMS			
A. Full Enrollment Initiative Updates	Olga Jalomo-Ramirez/ Sara Flores	Information	37-41
B. In-Kind Monthly Status Report for the Month of October 2023	Olga Jalomo-Ramirez	Information	42-48
C. Personnel Committee Report	Latrice Turton	Information	49-51
D. State of California Department of Social Services (CSDD) CCTR 2024-2025 Request for Application (RFA)	Helen Uyeda	Information	52-57
E. California State Preschool Program (CSPP) 2024-2025 Continued Funding Application	Helen Uyeda	Information	58-61
F. State of California Department of Social Services (CSDD) CCTR 2024-2025 Continued Funding Application	Helen Uyeda	Information	62-66
G. County-Wide Policy Council Appointment of Early Head Start Representatives	Fawnda Cole	Information	67
H. Head Start 0 to 5 Program Update Report (PUR) For the Month of October 2023	Rosa M. Pineda/ Nidia Davis	Information	68-70
X. ANNOUNCEMENTS	Priscilla Thompson	Information	
A. December 2023 – Food Distribution			71
B. December 14, 2023 – Last Day of classes for Center Base (3.5 and 6-hour class) and Home Base due to Winter Break			
C. December 18, 2023 – Last Day of classes for CSPP Part Day (7.5-hour class) due to Winter Break			
D. December 20, 26, 2023 and January 2, 2024 – CSPP Full Day Closed			
E. December 20-26, 2023 and January 2-6, 2024 – EHS Center Base Closed			
F. January 8, 2024 – Center Base Classes (3.5, 6.0 and CSPP 7.5-hour class) resume for Center Base and Home Base			
G. January 9, 2024 – Next County-Wide Policy Council Meeting at 6:00 p.m.			
XI. ADJOURNMENT	Fawnda Cole	Approval	



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

- CALL TO ORDER** The meeting was called to order at 6:12 p.m. by Fawnda Cole, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Aldo Alvarado Rebolledo, CWPC Secretary. The following Representatives were present: September Smith, Laura Barnes, Erica Silva, Kristin Quintero, Gloria Martinez, Betsaida Ledesma, Denise Jackson, Cynthia Espindola, Jeanette Trejo, Michelle Taylor, Silvano Reboddedo, Alma Martinez, Jose De Los Santos, Christina Olea, Maria Padilla, Georgette Salazar, Stephanny Vazquez, Maria Rolon, Katherine Castro , Joshua Barkley, Mariana Mena, Latrice Turton, Leslie Mendoza, Adriana Mendoza, Angela Diaz, Fawnda Cole, Clarissa Varela, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Natasha Chalk, Priscilla Thompson, Jessica Castillo, Jovanna Tobar, Elisa Campos, Natisha Goins, Steven Taylor, Jimi Rodgers and Zina Brown-Jenkins. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Fawnda Cole, CWPC Chairperson, informed Representatives of the October 3, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
Motion to approve the October 3, 2023 CWPC Minutes as written and read was made by Betsaida Ledesma and seconded by Maria Mena. Motion carried.
- FRESNO EOC PROGRAM REPORT – RURAL TOBACCO** There were no Fresno EOC Program reports.
- COMMUNITY REPRESENTATIVE REPORTS** Natisha Goins, Community Representative of Women, Infants & Children (WIC), informed Representatives that the WIC program is participating in Toys for Tots and will be collecting toys up until December 16, 2023. If parents have already signed up through another program, they will not be able to sign up through WIC. If interested, parents may call a WIC Representative at 559-263-1150.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF AUGUST 2023** Zina Brown-Jenkins, Fresno EOC Commissioner, informed Representatives of the information discussed and mentioned during the Fresno EOC Board of Commissioners meeting that took place in August 2023.
Annette Thornton, WIC Director, provided a brief overview of the Women, Infants & Children (WIC) services provided to the community. Thornton introduced two clients, Cynthia Espindola and Edgar Perez, and presented a video of client Karen Perez, who shared their experience with the WIC program.
Commissioner Robles, recommended to provide mothers with a Breastfeeding Educational training with the importance of Breastfeeding Children.
The Annual Report was discussed and Representatives were encouraged to read page number 22 in the CWPC packet for more detailed information about the report.
Ms. Brown-Jenkins stated Emilia Reyes, Chief Executive Officer, provided a report regarding her attendance at the 2023 National Community Action Partnership (NCAP) Conference in Atlanta Georgia.
Ms. Brown-Jenkins stated the next Fresno EOC Commissioner’s meeting will be held on December 7, 2023 at 5:30 p.m.
Motion to approve Fresno EOC Commissioners Report for the Month of August 2023 was made by Mariana Mena and seconded by Betsaida Ledesma. Motion carried.

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

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

Motion to approve the Monthly Financial Status Reports (FSR) for the month of September 2023 for Head Start and Early Head Start was made by Georgette Salazar and seconded by Maria Mena. Motion carried.

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

Fawnda Cole, CWPC Chairperson, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of September 2023 for Head Start Center Base and Early Head Start. Head Start's monthly ADA for September 2023 for Center Base was 85.46%. Total number of Head Start Home Base Visits completed were 343. Early Head Start's monthly ADA for September 2023 for Center Base was 78.74%. Total number of Early Head Start Home Visits completed were 972.

Motion to approve the ADA Reports for the month of September 2023 for Head Start Center Base and Early Head Start was made by Maria Mena and seconded by Betsaida Ledesma. Motion carried.

COMMUNITY REPRESENTATIVE RECOMMENDATIONS FOR THE 2023-2024 PROGRAM YEAR

Olga Jalomo-Ramirez, Family/Community Services Manager, stated per Head Start Act 642 and the Head Start 0 to 5 County-Wide Policy Council Bylaws, Membership of the County-Wide Policy Council (CWPC) shall be comprised of individuals from businesses, public or private community organizations, as well as those who are familiar with resources and services for low-income children and families.

At the beginning of each school year, the CWPC Executive Board is provided with a list of local community partners by which they select who they would like to participate in the CWPC meetings. In doing so, this affords the CWPC and Community Representatives to make decisions for program operations. The four community representative agencies that were selected to participate in the 2023-2024 school year are Fresno EOC Women, Infants and Children (WIC), Central Valley Regional Center (CVRC), Exceptional Parents Unlimited (EPU) and Supportive Services.

Fresno EOC WIC provides vouchers for families to receive dietary supplements, food and prenatal services. CVRC assists with the development of disabled individuals within families through Home Visits. EPU works with children with delays and/or behaviors. Supportive Services provides babysitting vouchers for families to receive affordable childcare.

Ms. Cole added that children do not have to be diagnosed with IEP/IFSP by a Physician for assistance through CVRC or EPU.

Motion to approve Community Representative Recommendations for the 2023-2024 Program Year was made by Priscilla Thompson and seconded by Silvano Rebolledo. Motion carried.

EARLY HEAD START/HEAD START PROGRAM SCHOOL READINESS GOALS 2023-2024 DRAFT

Guadalupe Zuniga, Home Base Services Manager, informed Representatives that Head Start Program Performance Standard Achieving program goals requires all agencies to establish school readiness goals. Head Start 0 to 5 uses five domains, represented by the central domains of the Framework, as the basis for school readiness goals. They consist of: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition and Perceptual, Motor, and Physical Development.

Felicia Amescua, School Readiness Coordinator, stated on September 01, 2023, Head Start 0 to 5 staff, parents and partners used the aggregated data from Child Care Results (CCR) Analytics to review and establish school readiness goals for the 2023-2024 program year.

Head Start 0 to 5 has developed five goals in which, children will demonstrate age appropriate positive approaches toward learning, children will demonstrate age appropriate positive social behavior, emotion regulation and emotion well-being, children will demonstrate age appropriate positive communication, language and emergent literacy skills, children will demonstrate age appropriate positive general cognitive skills, and children will demonstrate age appropriate positive health and physical development. Ms. Amescua provided examples for each goal to provide Representatives with more understanding.

Motion to approve Early Head Start/Head Start Program School Readiness Goals 2023-2024 Draft was made by Betsaida Ledesma and seconded by Joshua Barkley. Motion carried.

FISCAL YEAR 2024 HEAD
START 0 TO 5
CONTINUATION/REFUNDING
APPLICATION – YEAR 4

Rosa M. Pineda, Head Start Director, stated Head Start 0 to 5 is in year 4 of a 5-year grant period. The Refunding Application is submitted every year by the deadline, October 1st. The Head Start/ Early Head Start Refunding Grant Application for FY 2024 (Year 4 of the funding cycle) includes the following budget components:

1. Basic Head Start Budget (G094122): \$37,624,649
2. Basic Early Head Start Budget (G094122): \$8,376,194
3. Head Start Training and Technical Assistance Budget (G094120): \$323,827
4. Early Head Start Training and Technical Assistance Budget (G094121): \$173,371

Ms. Pineda briefly discussed each budget category such as Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Construction, Other, Total Direct Charges and Indirect Charges.

Ms. Pineda stated the Non-Federal Share category pertains to In-Kind, which is about 20% of the programs budget.

Mr. Rebolledo asked Ms. Pineda to expand on In-Kind because many parents are unsure of how it works.

Ms. Pineda stated the most common way to obtain In-Kind is by parents volunteering in the classroom. One hour of volunteering in the classroom is equivalent to \$17.60. Parents completing and returning the PACT Calendar is another way to obtain In-Kind. Ms. Pineda stated parents may take home activities and cut out/glue projects for teachers to obtain In-Kind as well. Teaching your child how to put on their own socks and shoes can qualify as In-Kind. Ms. Pineda encouraged parents to speak with their Teachers to ask specific questions about In-Kind.

Ms. Brown-Jenkins asked Ms. Pineda why Head Start no longer invites parents to the National Head Start Association (NHSA) Conferences.

Ms. Pineda stated the previous CWPC Chairperson was invited to this past NHSA Conference in Phoenix Arizona, but could not make it.

Ms. Brown-Jenkins suggested incorporating more parents to be involved in the trip. She stated her experience was phenomenal as a previous parent in the program when she attended the NHSA Conference.

Motion to approve Fiscal Year 2024 Head Start 0 to 5 Continuation/Refunding Application – Year 4 was made by Cynthia Espindola and seconded by Betsaida Ledesma. Motion carried.

RESOLUTION FOR HEAD
START DIRECTOR

Rosa M. Pineda, Head Start Director, stated she is asking for approval from the CWPC to allow her to accept and sign any Community Care Licensing (CCL) documents that require authorization from the CEO, Emilia Reyes, as it pertains to Fresno EOC Head Start 0 to 5. CCL requires timely live signatures, so when Emilia Reyes is not available this would give Ms. Pineda the authority to complete the signatures. If the CWPC approves this agenda item, it will then be presented to the EOC Board for final approval and authorization.

Georgette Salazar, CWPC Representative, asked if there is a record for parents to review what was signed.

Ms. Pineda replied yes, and it only applies to Licensing documents. Ms. Reyes will have knowledge of any documents Ms. Pineda signs as well.

Motion to approve Resolution for Head Start Director was made by Betsaida Ledesma and seconded by Georgette Salazar. 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. A program must fill any vacancy within 30 days.

The recruitment data attached includes our recruitment efforts up to October 12, 2023. Head Start Center Base has 1356 children enrolled and Head Start Home Base has 80 children enrolled. Early Head start Center Base has 49 children enrolled and Early Head Start Home Base has 314 children enrolled. This gives us a total of 1799 children enrolled in Head Start 0 to 5.

We continue 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.

Ms. Flores stated ERSEA has expanded marketing by participating on social media, Instagram and Facebook. Head Start 0 to 5 also had a segment on channel 30 and channel 26, before school started. ERSEA completed an express enrollment fair to register children in-person and on the spot. ERSEA also participates in many community events. For Halloween ERSEA participated in a trunk-or-treat at LCC and gave parents information about Head Start 0 to 5.

Ms. Brown-Jenkins asked if all parents could be given Head Start 0 to 5 t-shirts for further promotion of the program.

Ms. Pineda stated staff will be ordering t-shirts for all of the children for promotion. T-shirts will also be given to all new CWPC Representatives. Due to Fresno EOC being a non-profit agency, staff cannot sale shirts.

Jose De Los Santos, CWPC Representative, asked if parents could retrieve the QR code through text message so that parents may promote the program on their social media.

Ms. Flores stated parents may follow the program on social media and obtain the QR code.

Ms. Pineda stated everyone cannot received a t-shirt but she will give a t-shirt to the top parent volunteer of the month each month.

Mr. Rebolledo asked why the waitlisted children and incomplete application categories were so high. Are we completing follow-ups for these applications?

Ms. Flores replied yes, follow-ups are completed for each applicant. The incomplete application tab does not categorize by reason, so many incomplete applications are due to pending parent information such as income verification, immunizations, etc. Also, a lot of children on the waitlist are over-income, or 3-year-old children that cannot be enrolled into class because there is a maximum number of 3-year-old children in the classroom.

Elisa Campos, Community Representative, asked what is the turn-around for a referral.

Ms. Flores stated it is 1-2 days; however, due to some centers being short staffed, she asks parents to wait a week.

Jimi Rodgers, EOC Commissioner, asked what is the incomplete application turn-around.

Ms. Flores stated there is no specific time limit. Staff make at least 3 attempts. Sometimes parents do not get back to staff so the final attempt is a home visit.

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

Olga Jalomo-Ramirez, Family/Community Services Manager, stated 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 September 2023 was \$200,592.94. Head Start In-Kind totals are accumulated by classroom and non-classroom volunteer services, consultants, goods, foster grandparents, PACT Time, Space, and CSPP. Early Head Start's YTD In-Kind totals for the month of September 2023 was \$17,802.40. Early Head Start In-Kind totals are accumulated by home activities, literacy/growing readers and classroom/non-classroom volunteer services. The YTD Head Start 0 to 5 In-Kind totals for the months of January to September is \$4,839,061. 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

and average of \$721,695 between both Head Start and Early Head Start to reach our In-Kind goal for the 2023-2024 Fiscal Year.

Ms. Jalomo-Ramirez encouraged parents to continue participating in the classroom and completing PACT Calendars. She informed the CWPC they may turn in calendars from previous months up until August 2023.

Natasha Goins, Parent Planning & Review Committee Chairperson, asked if there are any repercussions if Head Start 0 to 5 does not meet the In-Kind requirement.

Ms. Jalomo-Ramirez stated yes, the program would have to give some of the grant money back.

PERSONNEL COMMITTEE REPORT

Fawnda Cole, 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 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 0 TO 5 PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF SEPTEMBER 2023

Rosa M. Pineda, Head Start Director, stated the PUR is a mandate from the Office of Head Start (OHS) in which intends to keep the CWPC apprised of program activities within Head Start 0 to 5. Ms. Pineda stated EHS Home Base has filled all of their Family Development Specialist (FDS) vacancies and is now fully staffed. However, staff will continue to recruit and hire staff for EHS Center Base.

Ms. Pineda stated many staff recently attended/completed CPR training and a group of staff attended the ChildPlus Training Scramble in Las Vegas, Nevada, September 24-28, 2023. ChildPlus is the software the program uses to enroll and track information for each child/family.

On September 7, 2023, Eric White began enrolling children. The center is located in Selma. There will be a total of 16 children and 2 classrooms for Eric White.

ANNOUNCEMENTS

Fawnda Cole, CWPC Chairperson, made the following Announcements:

- A. November 2023 – Food Distribution
- 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

Ms. Cole reminded parents that the Parent Career Resources flyer was available on the back table.

Ms. Jalomo-Ramirez stated various individuals will attend the Parent Career Resource event and provide tips on how to prepare your resume, apply for a job and complete an interview. Some vendors will be taking applications on site.

ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made by Georgette Salazar and seconded and Joshua Barkley. Motion carried.

The meeting adjourned at 8:09 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES NOVEMBER 7 2023 FINAL) bw 11/21/23 ~ CWPC (2023-2024 (CWPC MINUTES) ~