



COUNTY-WIDE POLICY COUNCIL

Tuesday, February 6, 2024

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	8-16
IV. FRESNO EOC PROGRAM REPORT – HOUSING & SHELTER	Misty Gattie-Blanco	Information	
V. COMMUNITY REPRESENTATIVE REPORTS	Fawnda Cole	Information	
VI. FRESNO EOC COMMISSIONERS REPORT FOR THE MONTH OF DECEMBER 2023	Zina Brown-Jenkins	Approval	17-22
VII. MONTHLY FINANCIAL STATUS REPORTS FOR THE MONTH OF DECEMBER 2023	Jennifer Tillman	Approval	23-29
VIII. IN-KIND MONTHLY STATUS REPORT FOR THE MONTH OF DECEMBER 2023	Jennifer Tillman	Information	30-36
IX. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For the month of December 2023 for Head Start and Early Head Start	Cynthia Espindola/ Silvano Rebolledo	Approval	37-46
B. Head Start 0 to 5 Program Update Report (PUR) For the Month of December 2023	Rosa M. Pineda/ Nidia Davis	Approval	47-50
C. Head Start 0 to 5 Selection Criteria	Olga Jalomo-Ramirez	Approval	51-53
X. INFORMATIONAL ITEMS			
A. Full Enrollment Initiative Updates	Olga Jalomo-Ramirez	Information	54-60
B. Personnel Committee Report	Latrice Turton	Information	61-63
C. Annual Summary of Self-Assessment Decisions 2023-2024	Veronica Galvan	Information	64-71
XI. ANNOUNCEMENTS	Priscilla Thompson	Information	
A. February 12, 2024 – Lincoln’s Day Holiday – No School			
B. February 19, 2024 – President’s Day Holiday – No School			
C. March 5, 2024 – Next County-Wide Policy Council Meeting at 5:30 p.m.			
XII. ADJOURNMENT	Fawnda Cole	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
JANUARY 9, 2024**

- CALL TO ORDER** The meeting was called to order at 6:06 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, Denise Jackson, Miroslava Woodward, Jalyssa McGill Jenkins, Erica Silva, Brian Shepherd, Cynthia Espindola, Michelle Taylor, Silvano Rebolledo, Kristin Quintero, Alma Martinez, Cristina Olea, Nobal Hernandez Diaz, Sylvia Hollins, Maria Rolon, Maria Yolanda Padilla, Joshua Barkley, Mariana Mena, Adriana Mendoza, Antonio Basilio, Rom Yoeun, Esmeralda Trejo, Brenda Bacasegua, Fawnda Cole, Ma Mendoza Estrada, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Cienna Arder, Priscilla Thompson, Sandra Carrillo Tapia, Jessica Castillo, Karina Padilla, Veronica Cortez and Jimi Rodgers. A quorum was present.
- APPROVAL OF PREVIOUS CWPC MINUTES** Fawnda Cole, CWPC Chairperson, informed Representatives of the December 5, 2023 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
Motion to approve the December 5, 2023 CWPC Minutes as written and read was made by Brenda Bacasegua and seconded by Mariana Mena. Motion carried.
- FRESNO EOC PROGRAM REPORT – CENTRAL VALLEY AGAINST HUMAN TRAFFICKING** Evelyn Gonzalez, Outreach Coordinator, stated Central Valley Against Human Trafficking works with victims of human trafficking within six counties from Kern County to Merced County. Human trafficking victims include women, men, children, immigrants, and many different demographics of individuals. Some victims experience labor trafficking and are forced to complete services or acts, and are unable to leave their situation.

Ms. Gonzalez stated if anyone suspects an emergency human trafficking situation to call 911, but if a non-emergency situation is suspected to call the National Human Trafficking hotline at 1-888-373-7888. The hotline operates 24/7 and law enforcement will investigate and follow-up with leads. For more information or if the CWPC would like a presentation on human trafficking, they can call Ms. Gonzalez at Fresno EOC at 559-263-1379.

Ms. Gonzalez’s program supports human trafficking victims throughout the entire process until they are able to sustain themselves. They have four apartment units available for victims in need of shelter. They provide case management and go to court to advocate for victims, as well as, assist victims with obtaining benefits and financial support. Ms. Gonzalez informed the CWPC that any public recreational centers, schools, and stores such as Walmart, that have a diamond placard that has Safe Place on it, is a location in which a minor may seek help through.

Jalyssa McGill Jenkins asked Ms. Gonzalez if she helps with services for victims after they have been rescued out of human trafficking, such as mental health services.

Ms. Gonzalez stated yes, they continue to support victims in many ways and will even transport victims to therapy if needed.
- COMMUNITY REPRESENTATIVE REPORTS** No reports were provided at this time.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF NOVEMBER 2023** Jimi Rodgers, EOC Commissioner, stated the report is dated October 2023 because the EOC Board would meet every other month. Due to the Board wanting to provide the CWPC and agency with timely and accurate information to ensure programmatic and fiduciary accountability, they will meet every month moving forward.

Motion to approve the Fresno EOC Commissioners Report for the Month of November 2023 was made by Antonio Basilio and seconded by Ma Mendoza Estrada. Motion carried.

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

Jalyssa McGill Jenkins, CWPC Vice- Chairperson, stated this report shows expenditures for the Head Start/Early Head Start Program Basic and Trainings & Technical Assistance budgets for the month of November 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 November 2023 for Head Start and Early Head Start was made by Mariana Mena and seconded by Maria Rolon. Motion carried.

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

Cynthia Espindola, Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of November 2023 for Head Start Center Base and Early Head Start. Head Start's monthly ADA for November 2023 for Center Base was 81.80%. Total number of Head Start Home Base Visits completed were 370. Early Head Start's monthly ADA for November 2023 for Center Base was 81.73%. Total number of Early Head Start Home Visits completed were 936.

Motion to approve the ADA Reports for the month of November 2023 for Head Start Center Base and Early Head Start was made by Brenda Bacasegua and seconded by Ma Mendoza Estrada. Motion carried.

FULL ENROLLMENT INITIATIVE UPDATES

Olga Jalomo-Ramirez, Family/Community Services Manager, stated the following data reflects our recruitment efforts for the program term 2023-2024 for the Head Start 0 to 5 program. We have a total funded enrollment of 1992 in Head Start Center Base. We have a total funded enrollment of 94 in Early Head Start Center Base. We have a have a total funded enrollment of 120 in Head Start Home Base and Early Head Start Home Base has a funded enrollment of 384.

The recruitment data attached includes our recruitment efforts up to December 14, 2023. Head Start Center Base has 1436 children enrolled and Head Start Home Base has 77 children enrolled. Early Head Start Center Base has 49 children enrolled and Early Head Start Home Base has 323 children enrolled. This gives us a total of 1885 children enrolled in the Head Start 0 to 5 program.

Also, on December 14, 2023, Head Start submitted a Locally Designed Program Option (LDO) to enroll more eligible 3 years old children in the classroom. Ms. Jalomo-Ramirez will keep the CWPC updated on the status of the LDO.

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

Olga Jalomo-Ramirez, Family/Community Services Manager, stated Head Start's YTD In-Kind Totals for the month of November 2023 was \$750,493.51. Head Start's 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 November 2023 was \$56,793.84. 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 November is \$5,798,939.

Failing to reach our In-Kind goal of \$8,660,339 annually may affect funding if not reached by December 31, 2023. Ms. Jalomo-Ramirez stated the program has until January 31, 2024 to enter all In-Kind totals from 2023. She will keep the CWPC updated when final calculations are complete.

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.

FY 2024 HEAD START 0 TO 5 BUDGET PROCESS

Jennifer Tillman, Finance Manager, stated the reports attached displays the Annual Budget Preparation Process as it outlines the steps staff, parents, CWPC and Fresno EOC Board of Commissioners implement from drafting of local site budgets and submission of the continuation funding application to the Office of Head Start for final approval and award of the needed funds. There are ten steps and Representatives may review the report to understand the details of the process.

HEAD START CENTER BASE & HOME BASE EDUCATION COMMITTEE PLAN PROCESS

Ralph Carrillo, Interim ECE Coordinator and Guadalupe Zuniga, Home Base Services Manager. Ms. Zuniga 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 the 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.

Mr. Carrillo displayed Franklin Head Starts Education Plan 2023-2024 to give the CWPC an example of what the plan consists of. He stated it helps parents to work with staff to revise and update the current plan at the center.

A Representative asked if staff offer services for children struggling with speech.

Mr. Carrillo replied yes, staff will individualize the Education Plan based on the child's needs. As well as, help assist parents with getting the child a referral with partners or the school district.

Ms. Cole informed the Representative they may go straight to their child's home school where they will attend elementary and inform staff they would like an IEP, in which must be completed within 60 days.

Veronica Cortez, Community Representative, clarified and stated once a parent requests an IEP in writing, staff have 15 days to respond, and the parent has another 15 days to respond after initial request, then staff has another 60 days to process the IEP.

EARLY HEAD START CENTER BASE & HOME BASE CURRICULUM PLANNING PROCESS OUTLINE

Ralph Carrillo, Interim ECE Coordinator and Guadalupe Zuniga, Home Base Services Manager. Ms. Zuniga stated per Head Start Program Performance Standards center-base and family child care program must implement developmentally appropriate research-based early childhood curricula as appropriate that:

- (i) Based on scientific valid research and have standardized training procedures and curriculum materials to support implementation.
- (ii) Are aligned with the Head Start Learning Outcomes Framework: Ages Birth to Five.
- (iii) Have an organized developmental scope and sequence that include plans and materials for learning experiences based on developmental progression and how children learn.

Mr. Carrillo stated Center Base is utilizing Creative Curriculum 6th edition. Studies include Tubes and Tunnels, Trees and Clothes.

Ms. Pineda stated the committee is formed consisting of an ECE Specialist, HB Supervisor Center Director or Teacher Director and parents of currently enrolled children. Parents learn about the curriculum, and what goes into it the overall education process at the centers. They also learn about the assessment tools and screening tools that staff use to ensure the needs of the children are being met. The curriculum is fully aligned with DRDP and CLASS Observation tools.

HEAD START AND EARLY HEAD START STRENGTHS, NEEDS AND INTERESTS PARENT (SNIP) SURVEY

Olga Jalomo-Ramirez, Family/Community Services Manager, and Guadalupe Zuniga, Home Base Services Manager. Ms. Zuniga stated the SNIP Survey is completed annually by Head Start 0 to 5 parents/caregivers. It is distributed at the beginning of each school year to inform staff of our family's strengths, needs and interests. This year, the SNIP Survey was sent to parents/caregivers by mail or email in September 2023. A total of 2122 was distributed, and we received a total of 1224 surveys from Center Base and Home Base program option.

Ms. Jalomo-Ramirez stated Head Start received 925 surveys in English, Spanish and Hmong. The highest need for families for food and the next need was employment. She encouraged the CWPC to review supporting documentation to view the report in full.

SELF-ASSESSMENT DATA REVIEW WEEK FEBRUARY 26, 28, 2024 & MARCH 1, 2024 INVITATION TO PARTICIPATE IN SELF-ASSESSMENT

Veronica Galvan, Quality Assurance Manager, stated Self-Assessment II is approaching and she would like to invite the CWPC to participate. Self-Assessment is a period of monitoring each department within the program and assessing data to ensure we are providing quality services. The Triannual Self-Assessment Orientation Training will be held on February 14, 2024 and the Triannual Self-Assessment meetings will be held on February 26, 28 and March 1, 2024 in the

EOC Board Room. Ms. Galvan stated parents may sign up for the Orientation through her or Family Engagement/Volunteer Services staff.

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

Rosa M. Pineda, Head Start Director, stated the information provided in the PUR is intended to keep the CWPC apprised of program activities throughout the month. She stated on November 20, 2023, Program Instruction was released indicating The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, Supporting the Head Start Workforce and Consistent Quality Programming. The OHS is soliciting feedback on the proposed changes and will use comments submitted by the public in making decisions for the final rule. This will affect the program the proposed revisions would ensure OHS provides clear federal requirements for wages and benefits to support the Head Start workforce, better integration of mental health into all levels of Head Start programming, and enhanced standards in other service areas to promote quality improvement and clarity or requirements. Ms. Pineda informed the CWPC a link will be shared through ChildPlus so that they may access the information.

LOCALLY DESIGNED
PROGRAM OPTION

Rosa M. Pineda, Head Start Director, stated she asked the OHS through Head Start 0 to 5's Region IX Specialist if the program may receive a waiver to increase the amount of 3-year old children from 17 to 20. According to the Community Assessment, there are a total of 33,193 three and four-year old children in Fresno County and 14,120 are 3 years old. Currently we have 230 three-year-old children on the waitlist, 192 three-year-old online referrals, 127 three-year-old incomplete applications, and 33 Early Head Start transitions. The waiver is intended for 17 Head Start sites and 20 predominantly three-year-old classes.

BUDGET MODIFICATION
JANUARY 1, 2023
THROUGH DECEMBER 31,
2023

Rosa Pineda, Head Start Director, stated the federal government provides funds each year for the Fresno EOC Head Start 0 to 5 program. The program experienced savings in the Basic 2023 Budgets that equal more than \$250,000, thus mandating a formal budget revision to be request from Region IX staff prior to expenditure of these funds for new purposes. These savings are due in large part to numerous personnel vacancies and Leaves of Absence (LOA's) in 2023.

On December 31, 2023, staff submitted the budget modification onto the Head Start Enterprise System (HSES) for Head Start 0 to 5 FY 2023 budget for a total of \$9,650,853 to reallocate the unspent program funds to other expenditures in FY 2024. These changes will assist in the full implementation of our program and School Readiness Goals by providing additional resources for children's learning (books), maintenance and repair for program sites to improve the environments for children, families and staff. Some repairs include ruff repairs, new floors, car coverings for the parking lot, sandbox upgrades, etc. Ms. Pineda will keep the CWPC informed of the response from Region IX.

ANNOUNCEMENTS

Priscilla Thompson, Historian, made the following Announcements:

- A. January 15, 2024 – Martin Luther King Jr. Day Holiday – No School
- B. February 6, 2024 – Next County-Wide Policy Council Meeting at 6:00 p.m.

Floro Trujillo, Family Engagement/Volunteer Services Coordinator, informed the CWPC that the Governance Training makeup is coming up on Wednesday, January 24, 2024 and flyers are available. If parents are interested they can complete the bottom section of the flyer and return to staff.

ADJOURNMENT

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

The meeting adjourned at 7:38 p.m.

Submitted By:

Brionna Warren
Secretary I

(CWPC MINUTES JANUARY 9 2024 FINAL) bw 1/16/24 ~ CWPC (2023-2024 (CWPC MINUTES) ~