



COUNTY-WIDE POLICY COUNCIL

Tuesday, March 5, 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	8-14
IV. FRESNO EOC PROGRAM REPORT – ADOLESCENT FAMILY LIFE PROGRAM (AFLP)	David Beale	Information	15
V. COMMUNITY REPRESENTATIVE REPORTS FOR MARCH 2024	Community Reps	Information	16-17
VI. FRESNO EOC COMMISSIONERS REPORT FOR JANUARY 2024	Zina Brown-Jenkins	Information	18
VII. MONTHLY FINANCIAL STATUS REPORTS FOR JANUARY 2024	Stephanny Vazquez	Approval	19-27
VIII. IN-KIND MONTHLY STATUS REPORT FOR JANUARY 2024	Jennifer Tillman	Information	28-30
IX. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For January 2024	Cynthia Espindola/ Silvano Rebolledo	Approval	31-39
B. Head Start 0 to 5 Program Update Report (PUR) For January 2024	Rosa M. Pineda/ Nidia Davis	Approval	40-42
C. Head Start 0 to 5 Recruitment and Enrollment Policy	Olga Jalomo-Ramirez	Approval	43-49
X. INFORMATIONAL ITEMS			
A. Full Enrollment Initiative Updates	Olga Jalomo-Ramirez	Information	50-55
B. Personnel Committee Report for February 2024	Latrice Turton	Information	56-58
C. FY 2023 Head Start PACT Time and Early Head Start Growing Readers Report	Ralph Carrillo	Information	59-61
XI. ANNOUNCEMENTS	Priscilla Thompson	Information	
A. Clean Share Mobility Network Presentation			
B. March 25, 2024 – April 1, 2024 – Spring Break – Classes closed for Head Start and CSPP Part Day – CSPP Full Day Operate Regular Day			
C. March 29, 2024 – Cesar Chavez Day Holiday			
D. April 9, 2024 – Next County-Wide Policy Council Meeting at 5:30 p.m.			
XII. ADJOURNMENT	Fawnda Cole	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
FEBRUARY 6, 2024**

- CALL TO ORDER** The meeting was called to order at 6:03 p.m. by Fawnda Cole, CWPC Chairperson.
- ROLL CALL** Roll Call was called by Fawnda Cole, CWPC Chairperson. The following Representatives were present: Blanca Valladolid, Marylou Ruiz, Betsaida Ledesma, Zittaly Alvarez, Jalyssa McGill Jenkins, Erica Silva, Jeanette Trejo, Jonathan Cole, Silvano Rebolledo, Sabrina Vega, Alma Martinez, Jasmine Arreola, Cristina Olea, Sylvia Hollins, Maria Yolanda Padilla, Joshua Barkley, Mariana Mena, Latrice Turton, Gloria Martinez, Catalina Leon, Antonio Basilio, Rom Yoeun, Esmeralda Trejo, Clarissa Varela, Denise Rangel, Fawnda Cole, Graciela Reyes Mendoza, Destiny Campos, Natasha Chalk, Genesis Heredia, Karina Padilla, Veronica Cortez, Natasha Goins, Maria Rodriguez-Lopez, 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 January 9, 2024 CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.

Motion to approve the January 9, 2024 CWPC Minutes as written and read was made by Joshua Barkley and seconded by Mariana Mena. Motion carried.
- FRESNO EOC PROGRAM REPORT – HOUSING & SHELTER** No reports at this time.
- COMMUNITY REPRESENTATIVE REPORTS** No reports at this time.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF DECEMBER 2023** Zina Brown-Jenkins, Fresno EOC Commissioner, stated the below was discussed and mentioned during the Fresno EOC Board of Commissioners meeting that took place December 7, 2023:
- A. Commissioner Appreciation
 - Chair Hayes thanked the following previous Commissioners for their years of services as Fresno EOC Board members: Itzi Robles and Ruben Zarate and provided them with a plaque of appreciation.
 - B. Financial Reports
 - The Chief Financial Officer, Jay Zapata, presented a detailed report of the Agency’s Financial statements and the Head Start (HS) Financial Status Report as of Year-to-Date for September 2023. Commissioner Garabedian stated in order to be in compliance with the CSBG Standards, the Board of Commissioners will receive financial reports updates at each regular Board meeting.
 - C. 2024 CSBG Budget
 - The Chief Financial Officer, Jay Zapata, provided a detailed overview of the proposed 2024 CSBG Budget, itemizing the funds for the Agency’s Focus Area and the Strategic Goals & Objectives. Commissioner Arambula inquired about the possibility of providing an update mid-year of unspent funds and allocating funds towards CAP60. Emilia Reyes, Chief Executive Officer, stated an update will be provided mid-year at the Executive Committee Meeting.
 - D. Program Dashboard and Impact Report – School of Unlimited Learning (SOUL)
 - Susan Lopez, Principal of SOUL, provided a detailed report of CAP60 preview Data Visualization Dashboard of SOUL’s 2022/2023 School Year fund Impact Report. Commissioner Jaime-Mileham and Arambula continued in further discussion of additional features the database should capture.
- Motion to approve the Fresno EOC Commissioners Report for the Month of December 2023 was made by Mariana Mena and seconded by Rom Yoeun. Motion carried.
- MONTHLY FINANCIAL STATUS REPORTS (FSR)** Jennifer Tillman, Finance Manager, stated staff recommends to accept the Head Start and Early Head Start’s (EHS) Monthly Financial Status Report for the month of December 2023.

FOR THE MONTH OF
DECEMBER 2023

This funding will support personnel and operating expenses totaling \$42,804,497 (\$35,059,099 – HS \$7,745,398 – EHS), and the Non-Federal Share match is \$8,560,900 (\$7,011,820 – HS - \$1,549,080 – EHS) for the Fiscal year.

To accurately capture all expenditures incurred during the month of December 2023 and update the remaining balances, we aim to provide a comprehensive reflection of the financial activity. This assessment will help determine whether there are any unobligated funds remaining in the grant for the year 2023. If there are any unobligated funds we will need to reallocate the funds in the budget revision.

Motion to approve the Monthly Financial Status Reports (FSR) for the Month of December 2023 was made by Jalyssa McGill Jenkins and seconded by Betsaida Ledesma. Motion carried.

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

Jennifer Tillman, Finance Manager, stated the Monthly In-Kind Report for the month of December 2023 consists of \$577,044 (HS) which is accumulated by classroom and non-classroom volunteer services, consultants, goods, foster grandparents, PACT Time, space, and CSPP. Early Head Start's In-Kind Status Report for the month of December 2023 is \$230,944 which is accumulated by home activities, literacy/growing readers and classroom and non-classroom volunteer services.

The Fiscal Impact Year to Date for HS and EHS from January to December 2023 is \$7,546,188 (\$5,744,036 – HS; \$1,802,152 – EHS). Which results in a shortage of \$3,279,236.

In conclusion, failing to reach our In-Kind goal of \$10,825,424 annually for the 2023 fiscal year, may affect funding. However, we have the ability to request a non-federal share waiver for the unmatched funds.

Ms. Brown-Jenkins stated in the past there were incentives for parents who volunteered and did exceptionally well with In-Kind hours. She asked if those incentives could be put back in place.

Rosa M. Pineda, Head Start Director, stated the Volunteer Luncheon was placed on hold during COVID-19; however, it reconvened last year and all top volunteers were invited. The Luncheon will continue to take place each year moving forward.

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

Jalyssa McGill Jenkins, CWPC Vice-Chairperson, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of December 2023 for Head Start and Early Head Start. Head Start's monthly ADA for December 2023 for Center Base was 78.74%. Total number of Head Start Home Base Visits completed were 143. Early Head Start's monthly ADA for December 2023 for Center Base was 77.89%. Total number of Early Head Start Home Visits completed were 494.

Motion to approve the ADA Reports for the month of December 2023 for Head Start and Early Head Start was made by Clarissa Varela and seconded by Rom Yoeun. Motion carried.

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

Rosa M. Pineda, Head Start Director, stated the PUR is a document written to provide monthly updates to the Board and CWPC. Ms. Pineda stated Head Start 0 to 5's contractor is working on submitting the blue prints to the city of Mendoza in regards to the Amor EHS center in Selma. Once we receive the City's approval for the project, we will begin the remodeling project.

Ms. Pineda stated the Office of Head Start (OHS) opened a notice or proposed rulemaking (NPRM) to the public for feedback/comments. This was in regards to making changes to the Head Start Program Performance Standards (HSPPS). The public feedback/comments are no longer available since January 19, 2024. Ms. Pineda will keep the CWPC updated on the status of the HSPPS changes.

Motion to approve the Head Start 0 to 5 PUR For the Month of December 2023 was made by Betsaida Ledesma and seconded by Mariana Mena. Motion carried.

HEAD START 0 TO 5
SELECTION CRITERIA

Olga Jalomo-Ramirez, Family/Community Services Manager, stated the HSPPS states every year the program must review and/or revise our Selection Criteria. The Selection Criteria allows our program to identify and enroll children who are most in need of Head Start services. On October 18, 2023, November 8, 2023, December 6, 2023, and January 10, 2024, staff met with the Eligibility Recruitment Selection Enrollment and Attendance (ERSEA) Committee to review and discuss the Selection Criteria to determine if any changes or amendments were necessary. There

were no changes identified, so the Head Start 0 to 5 Selection Criteria will move forward for full Board consideration at the Commission Meeting.

Motion to approve the Head Start 0 to 5 Selection Criteria was made by Betsaida Ledesma and seconded by Mariana Mena. Motion carried.

FULL ENROLLMENT
INITIATIVE UPDATES

Olga Jalomo-Ramirez, Family/Community Services Manager, stated on March 24, 2023 we received a letter from the Regional Program manager of Office of Head Start letting us know that we are under-enrolled under the criteria listed in the Head Start Act.

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 total funded enrollment of 120 in Head Start Home Base. Early Head Start Home Base has a funded enrollment of 384.

The recruitment data attached in the packet includes our recruitment efforts up to January 25, 2024. Head Start Center Base has 1463 children enrolled and Head Start Home Base has 80 children enrolled. Early Head Start Center Base has 44 children enrolled and Early Head Start Home Base has 325 children enrolled. This gives us a total of 1912 children enrolled in Head Start 0 to 5. We continue to identify age eligible siblings of Head Start 0 to 5 and reaching out to Community Partners to let them know we are actively recruiting children.

Maria Yolanda Padilla, CWPC Representative, asked if low enrollment is due to low staffing.

Ms. Jalomo-Ramirez stated yes, we still need Family Services Specialists, Family Support Assistants, Teacher Assistants, and Teachers, and it does affect our enrollment due to meeting proper student/teacher ratios. She stated if the OHS approves the FEI plan then more 3-year old's may be enrolled in the classrooms, 20 instead of 17, and it can add 200 more children in to Head Start 0 to 5.

PERSONNEL COMMITTEE
REPORT

Jalyssa Jenkins, Vice-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.

During the month of January 2024, six (6) New Hires were onboarded and five (5) potential New Hires are in the hiring process pending fingerprint clearance. Head Start 0 to 5 is working alongside Fresno EOC Human Resources Department to implement a new process to expedite the interview and hiring process to fill open vacancies in a timely manner.

ANNUAL SUMMARY OF
SELF-ASSESSMENT
DECISIONS 2023-2024

Veronica Galvan, Quality Assurance Manager, stated per HSPPS we must effectively oversee progress towards program goals on an ongoing basis. We conduct a self-assessment and analyze our qualitative and quantitative data three times a year, November, February and May. Staff complete monitoring and obtain reports to check if program goals have been met. The packet displays a birds-eye-view of what is conducted during Self-Assessment. Staff invites Parent's/Guardian's and Board Commissioners to participate and together, they identify strengths and areas for continuous improvement, when necessary.

ANNOUNCEMENTS

Fawnda Cole, CWPC Chairperson, made the following Announcements:

- 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.

ADJOURNMENT

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

The meeting adjourned at 7:04 p.m.

Submitted By:

Brionna Warren
Secretary I