



Fresno EOC  
**Head Start**  
**0 to 5**

**Early Care**  
**&**  
**Education**

+

**COUNTY-WIDE POLICY COUNCIL**

Tuesday, June 4, 2024

5:30 P.M. – Dinner

6:00 P.M. – Meeting

WEST CONFERENCE ROOM

1920 MARIPOSA STREET SUITE #230

FRESNO, CA 93721

(559) 263-1200

**AGENDA**

		<u>Presenter</u>	<u>Motion</u>	<u>Page</u>
I.	CALL TO ORDER	Fawnda Cole		
II.	ROLL CALL	Aldo Alvarado Rebolledo		5-8
III.	APPROVAL OF MINUTES	Fawnda Cole	Approval	9-17
IV.	FRESNO EOC PROGRAM REPORT – SUMMER RECESS	None	Information	
V.	COMMUNITY REPRESENTATIVE REPORTS FOR JUNE 2024	Community Reps	Information	18-19
VI.	FRESNO EOC COMMISSIONERS REPORT FOR APRIL 2024	Zina Brown-Jenkins	Approval	20-27
VII.	MONTHLY FINANCIAL STATUS REPORTS FOR APRIL 2024	Stephanny Vazquez	Approval	28-34
VIII.	IN-KIND MONTHLY STATUS REPORT FOR APRIL 2024	Jennifer Tillman	Information	35-37
IX.	ACTION ITEMS			
	A. Average Daily Attendance (ADA) Reports For April 2024	Cynthia Espindola/ Silvano Rebolledo	Approval	38-46
	B. Head Start 0 to 5 Program Update Report (PUR) For April 2024	Rosa M. Pineda	Approval	47-52
X.	INFORMATIONAL ITEMS			
	A. Full Enrollment Initiative Updates	Sara Flores	Information	53-58
	B. Personnel Committee Report for May 2024	Latrice Turton	Information	59-62
	C. FY 2023 Proposed Carryover January 1, 2023 to December 31, 2023	Rosa M. Pineda	Information	63-64
	D. Activities Integrating of Mathematics and Science (AIMS) Partnership	Ralph Carrillo	Information	65
	E. CWPC Program Governance Questionnaire Results 2023-2024	Floro Trujillo	Information	66-79
	F. CSPP Program’s Self-Evaluation (PSE)	Ralph Carrillo	Information	80
	G. Head Start 0 to 5 Properties with Federal Interest	Jennifer Tillman	Information	81-83
	H. Community Needs Assessment 2024	Rosa M. Pineda	Information	84-85
XI.	ANNOUNCEMENTS	Priscilla Thompson	Information	
	A. June 2024 – Food Distribution			
	B. June 19, 2024 – Juneteenth Holiday			
	C. July 2, 2024 – County-Wide Policy Council – Executive Plaza – West Conference Room			
	D. July 4, 2024 – Independence Day Holiday			
XII.	ADJOURNMENT	Fawnda Cole	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
MAY 7, 2024**

CALL TO ORDER	The meeting was called to order at 6:01 p.m. by Fawnda Cole, CWPC Chairperson.
ROLL CALL	<p>Roll Call was called by Fawnda Cole, CWPC Chairperson. The following Representatives were present: Blanca Valladolid, Marylou Ruiz, Betsaida Ledesma, Zitlaly Alvarez, Jalyssa McGill Jenkins, Erica Silva, Cynthia Espindola, Michelle Taylor, Jonathan Cole, Silvano Rebolledo, Sabrina Vega, Alma Martinez Guillen, Jasmine Arreola, Cristina Olea, Katherine Castro-Marquez, Maria Rolon, Joshua Barkley, Mariana Mena, Melanie Garcia, Gloria Martinez, Rom Yoeun, Esmeralda Trejo, Clarissa Varela, Celia Ochoa, Denise Rangel, Fawnda Cole, Ma Mendoza Estrada, Graciela Reyes Mendoza, Destiny Campos, Natasha Chalk, Margarita Limon, Jessica Castillo, Karina Padilla, Veronica Cortez, Annette Thornton, Steven Taylor, Jimi Rodgers and Zina Brown-Jenkins.</p> <p>At this time Ms. Cole informed the representatives that we did not have quorum, and would moving forward with Informational Items.</p>
FRESNO EOC PROGRAM REPORT – FOOD DISTRIBUTION	<p>Gabriela Romero, Community Service Program Manager, informed Representatives of the Food Distribution that will be taking place for the month of May 2024. She informed the representatives Fresno EOC collaborates with the Food Bank to provide the food distribution and sharing there is no documentation required. They do not turn anyone away and all ages are welcome. Services are provided from 8:00 am until they run out of donations. A flyer has been provided for anyone who is interested.</p>
COMMUNITY REPRESENTATIVE REPORTS FOR APRIL 2024	<p>There were no Community Representative Reports provided.</p>
IN-KIND MONTHLY STATUS REPORT FOR MARCH 2024	<p>Floro Trujillo, Family Engagement/Volunteer Services Coordinator stated the Monthly In-Kind Report for the month of March 2024 consists of \$271,903 (Head Start) which is accumulated by classroom and non-classroom volunteer services, consultants, goods, foster grandparents, PACT Time, and space. Early Head Start’s In-Kind Status Report for the month of March 2024 is \$110,732 which is accumulated by classroom/non-classroom volunteer services, home activities, literacy/growing readers, consultants, goods, and space.</p> <p>The Fiscal Impact for Head Start and Early Head Start from January to March 2024 is \$1,894,736 (\$1,466,183 – HS; \$428,553 – EHS). Which results in a shortage of \$8,930,688.</p>
FULL ENROLLMENT INITIATIVE UPDATES	<p>Sara Flores, ERSEA Coordinator, stated due to the Locally Designed Option (LDO) being approved by the Office of Head Start in March 2024, enrollment numbers have been steadily increasing.</p> <p>Head Start Center Base has 1,588 children enrolled and Head Start Home Base has 80 children enrolled. Early Head Start Center Base has 54 children enrolled and Early Head Start Home Base has 331 children enrolled. This gives us a total of 2053 children enrolled in Head Start 0 to 5.</p>
PERSONNEL COMMITTEE REPORT FOR APRIL 2024	<p>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.</p> <p>Staff will continue to collaborate with Human Resources and Communication Department to advertise program vacancies until all positions are filled. Lastly, to support recruitment efforts of staff, a Job Fair is being planned for June 2024.</p>
COUNTY-WIDE POLICY COUNCIL (CWPC) SUMMER	<p>Olga Jalomo-Ramirez, Family/Community Services Manager, thanked all parents for their participation in the CWPC. She stated today would be the last meeting for the 2023-2024 school year. During the summer months, June, July and August, CWPC Representatives are not required</p>

MONTHS MEETINGS (JUNE, JULY, AUGUST)

to attend the meetings. The Executive Board will attend the meetings on June 4, July 2 and August 6, 2024. The Executive Board will act on behalf of the CWPC body. All Representatives are welcome to attend, although participation is not required for the CWPC, it is encouraged. The meetings will be held at Fresno EOC's Central Office in the West Conference room. All CWPC Representatives will continue to receive packets.

A Representative inquired about the times of the meetings, Ms. Jalomo-Ramirez shared the times will remain the same.

HEAD START CENTER BASE AND HOME BASE END-OF-YEAR ACTIVITIES

Guadalupe Zuniga, Home Base Services Manager, excitingly stated it is time to give out child certificates. Ms. Zuniga went over the information for the 2023-2024 program year, the presentation of children's certificates will be given to children during their last day of attendance. She thanked all of the Representatives for sending their children to school and giving them the opportunity to learn.

Lao Cha, Education Services ECE Coordinator went over the spreadsheet of information regarding the times and dates for the certificate presentations.

- Last Day for 3.5-Hour & 7.5-Hour Classrooms is May 24, 2024
- Last Day for 6-Hour Classrooms is May 29, 2024
- Last Day for 11-Hour Classrooms is June 28, 2024

Ms. Zuniga stated page 64 of the packet displays the dates and times for Center Base children and page 63 displays the dates and times for Home Base children. Home Base will be presenting children's certificates at their last Socialization Day, May 24, 2024.

It was shared cupcakes will not be aloud due to the Nutrition Guidelines, neither balloons as they pose a danger to the children, as well as some of the centers have limited space to please keep attendees to the parents/guardians of the children.

CWPC PROGRAM GOVERNANCE QUESTIONNAIRE

Olga Jalomo-Ramirez, Family/Community Services Manager, stated the Program Governance Questionnaire is provided on an annual basis. Ms. Jalomo-Ramirez asked parents to please complete the questionnaire by May 21, 2024. The questionnaire is provided in English and Spanish and a QR code was provided for parents to access easily and complete online. Head Start 0 to 5 would love to have feedback from parents.

At this Quorum has been met.

Ms. Cole informed the representatives the remainder of the Informational Items will be presented prior to moving on with the Action Items.

FRESNO EOC STRATEGIC PROGRAM PROCESS REPORT – HEAD START 0 TO 5 – YEAR 1 (2023)

Nidia Davis, Program Support Director, informed the Representatives this is the first time presenting this report, we are aligning with the Fresno EOC. She shared the Fresno EOC Strategic Program Process Report – Head Start 0 to 5 – Year 1 (2023) is required to submit annual reports, a report will be provided that is reflective of Spring and Fall 2023.

Ms. Davis stated there have been 5,584 home Visits, 99,439 volunteer hours, 803 children who transitioned to kindergarten along with other items in the report. She also shared the Federal match was met and exceeded by \$800,000.

HEAD START 0 TO 5 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. Parents were invited to attend the Self-Assessment Orientation training that will be held on the following day.

A representative asked if they are unable to attend the Orientation Training are they still able to attend the meetings that will be held on May 13-15, 2024.

Ms. Galvan replied yes, they are always welcomed to attend.

APPROVAL OF PREVIOUS  
CWPC MINUTES

Fawnda Cole, CWPC Chairperson, informed Representatives of the April 9, 2024, CWPC Minutes. This information was sent to Representatives prior to tonight's meeting.

Motion to approve the April 9, 2024, CWPC Minutes as written and read was made by Maria Mena and seconded by Clarissa Varela. Motion carried.

FRESNO EOC  
COMMISSIONERS' REPORT  
FOR THE MONTH OF MARCH  
2024

Zina Brown-Jenkins, Commissioner, shared the following:

- Seating of Commissioners, Oliver Baines, Fresno EOC Board Chairperson introduced the new Commissioner Lauren Nikkel, Fresno County Economic Development Corporation.
- Annual Election of Officer Treasurer program Kenneth Price, Legal Counsel asked for nomination from the floor for Treasurer. The Commission nominated and approved Charles Garabedian as Treasurer.
- School of Unlimited Learning (SOUL): Material Revision Petition, Susan Lopez, Principal/Chief Academic Officer provided a brief overview of the petition to eliminate SOUL's classroom-based program component and enhance its existing Independent Study program and submit to Fresno Unified School District for approval.
- Agency Financial and Head Start Financial Status January 2024, Jay Zapata, Chief Financial Officer, presented an overview report of the agency Financial Statements and the Head Start Financial Status Report as of Year-to-Date for January 31, 2024.
- Chief Executive Officer (CEO) Report Emilia Reyes, CEO highlighted the 2024 All-Staff Conference which took place on Friday, March 15, 2024, at the Clovis Veterans Memorial District. The Advancing Fresno County Guaranteed Income was launched on Friday, March 15, 2024, within 24 hours there were 1,000 applications received. The Community Needs Assessment (CNA) was launched on Tuesday, March 5, 2024, with four Community Forums locations and 52 focus groups.

Motion to approve the Fresno EOC Commissioners' Report for the month of January 2024 was made by Graciela Mendoza and seconded by Mariana Mena. Motion carried.

MONTHLY FINANCIAL  
STATUS REPORTS (FSR)  
FOR THE MONTH OF MARCH  
2024

Jalyssa McGill Jenkins, CWPC Vice-Chairperson, stated staff recommends review and acceptance from CWPC for Monthly Financial Status Reports for March 2024. This funding supports personnel and operating expenses totaling \$46,498,041 (\$37,620,149 – Head Start; \$8,380,694 – Early Head Start) and the Non-Federal Share match \$10,825,424 (\$8,686,908 – Head Start; \$2,138,516 – Early Head Start) for the 2024 Fiscal Year.

Motion to approve the Monthly Financial Status Reports (FSR) for the Month of March 2024 was made by Joshua Barkley and seconded by Clarissa Varela. Motion carried.

AVERAGE DAILY  
ATTENDANCE (ADA)  
REPORTS FOR THE MONTH  
OF MARCH 2024

Silvano Rebolledo, CWPC Early Head Start Representative, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of March 2024 for Head Start and Early Head Start. Head Start's monthly ADA for March 2024 for Center Base was 80.81%. Total number of Head Start Home Base Visits completed were 256. Early Head Start's monthly ADA for March 2024 for Center Base was 82.25%. Total number of Early Head Start Home Visits completed were 795.

Motion to approve the ADA Reports for the month of March 2024 was made by Joshua Barkley and seconded by Natasha Chalk. Motion carried.

HEAD START 0 TO 5  
CHANGE OF SCOPE

Rosa M. Pineda, Head Start Director informed the Representative she is presenting the Change of Scope for review. Ms. Pineda shared the Change of Scope goes along with the under-enrollment. She is proposing to ask the Office of Head Start to reduce children's slots by 20% which would be a total of 470 with the new funded enrollment of 2120. The slot reduction would be for slots that are currently vacant. If the request is approved Head Start 0 to 5 will be monitored for 12 months for full enrollment. Staffing will also be reduced and will also include the unfilled vacancies. Funds will not be reduced, once full enrollment is met they can increase the number of funded slots. If the Change of Scope is not put into effect the Office of Head Start will monitor Head Start 0 to 5 for 6 months, if full enrollment is still not met, then funds will be reduced.

Ms. Brown-Jenkins asked for the 470 slots, if it was safe to assume these children are in another school.

Ms. Pineda shared for the Home Base slots the Home Base Educator position there cannot be filled, they have changed the 3.5-hour classrooms to 6-hour classrooms to accommodate the needs of the parents.

Ms. Brown-Jenkins asked what will be the timeline to increase the numbers.

Ms. Pineda replied they will need to go one year with reduction and maintain full enrollment, after they can increase the slots.

A Representative asked if the Clovis Head Start would be 6-hours.

Ms. Pineda Replied yes. She also shared they are proposing to close Area II, and search for a separate location. They have taken into consideration the Community Needs Assessment, as well as the Office of Head Start pushing for Duration hours. For Mosqueda Head Start they have been trying to relocate from the area due to unhoused people staying around the center, Kings Canyon Head Start as well as Maple Vista Head Start are in the surrounding area and children can attend there. Reedley Head Start will also be closed but Jefferson Head Start can accommodate the children.

Motion to approve the Head Start 0 to 5 Change of Scope was made by Maria Mena and seconded by Joshua Barkley. Motion carried.

#### HEAD START 0 TO 5 PROGRAM UPDATE REPORT (PUR) FOR THE MONTH OF MARCH 2024

Rosa M. Pineda, Head Start Director, stated the PUR is a document written to provide monthly program updates to the Board and CWPC.

Ms. Pineda shared some of the items provided on the PUR as well as the Communication and Guidance from the United States Health and Human Services (HHS) Secretary. On March 21, 2024 they received notification from the Office of Head Start informing us that we have been randomly selected to participate in an Improper Payment study to ensure Federal funding was expended, and associated programs were implemented in full accordance with statutory and public policy requirements.

Motion to approve the Head Start 0 to 5 PUR for the Month of March 2024 was made by Joshua Barkley and seconded by Clarissa Varela. Motion carried.

#### ANNOUNCEMENTS

Fawnda Cole, CWPC Chairperson, made the following Announcements:

- A. May 24, 2024 – Last Day for Head Start Home Base Socialization
- B. May 27, 2024 – Memorial Day Holiday – Classes closed
- C. Last day of school for Children: 3.5 and 7.5 hours is May 25, 6.0 hours is May 29 and 11 hours is June 28.
- D. June 3, 2024 – Head Start 0 to 5 Summer Recruitment for 2024-2025 Program Year kicks off
- E. June 28, 2024 – Last Day for CSPP Classes (11-Hour Classes)

#### ADJOURNMENT

There being no further business to discuss, motion to adjourn meeting was made Jalyssa McGill Jenkins and seconded by Clarissa Varela. Motion carried.

The meeting adjourned at 7:02 p.m.  
Submitted By:

Christina Quiros  
Secretary I

(CWPC MINUTES MAY 7, 2024)    **cq** 5/17/24    ~ CWPC (2023-2024 (CWPC MINUTES) ~