



COUNTY-WIDE POLICY COUNCIL

Tuesday, July 2, 2024

5:30 P.M. – Dinner

6:00 P.M. – Meeting

FRESNO EOC BOARD ROOM
 1920 MARIPOSA STREET SUITE #310
 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		6-7
III.	APPROVAL OF MINUTES	Fawnda Cole	Approval	8-18
IV.	FRESNO EOC PROGRAM REPORT – SUMMER RECESS	None	Information	
V.	COMMUNITY REPRESENTATIVE REPORTS FOR JULY 2024	Community Reps	Information	19-20
VI.	FRESNO EOC COMMISSIONERS REPORT FOR MAY 2024	Zina Brown-Jenkins	Information	21
VII.	MONTHLY FINANCIAL STATUS REPORTS FOR MAY 2024	Stephanny Vazquez	Approval	22-28
VIII.	IN-KIND MONTHLY STATUS REPORT FOR MAY 2024	Jennifer Tillman	Information	29-31
IX.	ACTION ITEMS			
	A. Average Daily Attendance (ADA) Reports For May 2024	Cynthia Espindola/ Silvano Rebolledo	Approval	32-42
	B. Head Start 0 to 5 Program Update Report (PUR) For May 2024	Rosa M. Pineda	Approval	43-45
	C. Head Start 0 to 5 Program Options for 2024-2025 Program Year	Rosa M. Pineda	Approval	46-50
X.	INFORMATIONAL ITEMS			
	A. Full Enrollment Initiative Updates	Sara Flores	Information	51-57
	B. Personnel Committee Report for June 2024	Latrice Turton	Information	58-61
	C. Early Head Start School Readiness 2 nd Aggregation and Head Start School 3 rd Aggregation	Felicia Amescua	Information	62-89
XI.	ANNOUNCEMENTS	Priscilla Thompson	Information	
	A. July 2024 – Food Distribution			90
	B. July 4, 2024 – Independence Day Holiday			
	C. August 6, 2024 – County-Wide Policy Council – Executive Plaza – Board Room			
XII.	ADJOURNMENT	Fawnda Cole	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)
MINUTES
JUNE 4, 2024**

CALL TO ORDER The meeting was called to order at 5:52 p.m. by Fawnda Cole, CWPC Chairperson.

ROLL CALL Roll Call was called by Aldo Alvarado Rebolledo, CWPC Secretary. The following Representatives were present: Fawnda Cole Priscilla Thompson, Silvano Rebolledo, Latrice Turton, Alma Martinez, Michelle Taylor and Clarissa Varela.

APPROVAL OF PREVIOUS CWPC MINUTES Fawnda Cole, CWPC Chairperson, informed Representatives of the May 7, 2024, CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.

Motion to approve the May 7, 2024, CWPC Minutes as written and read was made by Clarissa Varela and seconded by Aldo Alvarado Rebolledo. Motion carried.

At this time Nidia Davis, Program Support Director, asked for the agenda to be to be amended for Informational Item C to be moved to Action Item C.

Agenda will be amended.

FRESNO EOC PROGRAM REPORT – SUMMER RECESS No reports at this time.

COMMUNITY REPRESENTATIVE REPORTS FOR JUNE 2024 No reports at this time.

FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF APRIL 2024 Fawnda Cole, CWPC Chairperson, stated Fresno EOC Commissioner Zina Brown-Jenkins recommends approval of the Fresno EOC Commissioner’s report for the month of April, 2024.

The approved Bylaws state that a commissioner shall be deemed to have vacated that Commissioner’s Board seat after three (3) absences of regular meetings during a calendar year. No later than five (5) days before the next Board of Commissioners’ meeting after the third vacancy.

Commissioners have inquired if they may participate electronically in Board meeting so that they will not be removed due to excessive absences. The answer is a highly qualified, yes. Currently, the Brown Act allows for remote participation with certain rules.

Emilia Reyes, Chief Executive Officer, thanked Commissioner Mitchell for the advance notice of letting Reyes know she will be traveling for April’s Board Meeting and providing address to be included in the agenda.

Commissioner McAlister thanked Fresno EOC for participation in the Association Black Social Workers for the Community Engagement Event that took place on March 23, 2024, at the Saints Community Church.

Commissioner Nikkle thanked the Fresno EOC Human Resources department for participation in the job fair that the Fresno County EDC put together in partnership with the County Department of Social Services that was held on Thursday, April 11, 2024, at the Manchester Center from 9:00 am – 1:00 pm.

Agency Financial and Head Start Financial Status Report for February 2024 Angela Riofrio, Finance Director, provided and overview report of the Agency Financial Statements and the Head Start Financial Status Report as of Year-to-Date for February 29, 2024.

During the Fresno EOC Head Board of Commissioner meeting Emilia Reyes, Chief Executive Officer, stated she is proud and thanked staff for their amazing job on engaging with the community. She stated 4,000 surveys have been completed for the Community Needs Assessment and so far, we have received 5,000 application for the Guaranteed Income Project.

Motion to approve the Fresno EOC Commissioners' Report for the month of April 2024 was made by Alma Martinez and seconded by Clarissa Varela. Motion carried.

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

Fawnda Cole, CWPC Chairperson, stated staff recommends review and acceptance from CWPC for Monthly Financial Status Reports for April 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 April 2024 was made by Aldo Alvarado Rebolledo and seconded by Clarissa Varela. Motion carried.

IN-KIND MONTHLY STATUS
REPORT FOR APRIL 2024

Jennifer Tillman, Finance Manager, stated the Monthly In-Kind Report for the month of April 2024 consists of \$264,030 (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 April 2024 is \$97,377 which is accumulated by classroom/non-classroom volunteer services, home activities, literacy/growing readers, consultants, goods, and space.

The Fiscal Impact for Head Start 0 to 5 Non-Federal share should be \$10, 825, 424. Year to Date for Head Start and Early Head Start from January to April 2024 for In-kind is \$2,258,465 (\$1,732,535 – HS; \$525,930 – EHS). This indicates that Head Start 0 to5 has met the 21 percent of the \$10,825,424, Non-Federal share goal. Failing to reach our In-kind goal of \$10,825,424 annually for the 2024 fiscal year, may affect funding. However, we have the ability to request a non-federal share waiver for the unmatched funds.

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

Silvano Rebolledo, CWPC Representative, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of April 2024 for Head Start and Early Head Start. Head Start's monthly ADA for April 2024 for Center Base was 82.83%. Total number of Head Start Home Base Visits completed were 320. Early Head Start's monthly ADA for April 2024 for Center Base was 81.63%. Total number of Early Head Start Home Visits completed were 1181.

Motion to approve the ADA Reports for the month of April 2024 was made by Alma Martinez and seconded by Clarissa Varela. Motion carried.

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

Nidia Davis, Program Support Director, stated the PUR is a document written to provide monthly program updates to the Board and CWPC.

Ms. Davis, shared for the Program Information Summary for Head Start 0 to 5 on April 15-18, 2024 20 employees attended the National Head Start Conference in Portland, Oregon. As well as on April 20, 2024 they had 20 participants attend the Annual Father Conference that took place at the Franklin Head Start Auditorium. For Communication and Guidance from the United States Health and Human Services; on April 24, 2024 Head Start received notification form the Administration of Children and Families of a 2.35% Cost of Living Adjustment (COLA) that will be used towards the compensation study. For Head Start 0 to 5 they have kicked off their recruitments for the 2024-2025 program year, as well as continuing to recruit for vacant positions. Applications for children will be taken at Kings Canyon Head Start and a job fair will be held at Franklin Head Start please encourage people to apply or attend.

Motion to approve the Head Start 0 to 5 PUR for the Month of April 2024 was made by Fawnda Cole and seconded by Alma Martinez. Motion carried.

FY 2023 PROPOSED
CARRYOVER JANUARY 1, 2023-
THROUGH DECEMBER 31,
2023

Jennifer Tillman, Finance Manager, stated the information presented is a Proposed Carryover for January 1, 2023 through December 31, 2023 for Fiscal Year (FY) 2023 in the amount of \$13,634,865.10 (Head Start: \$10,582,528.10 and Early Head Start \$3,052,337.00).

Head Start 0 to 5 is applying for permission to carryover the unobligated funds for Fiscal Year (FY) 2023 in the amount of \$13,634,865.10. The amount reflects monies from a previously approved carryover for Fiscal Year 2021 and 2022 (Year 1 and 2), and a budget revision for Fiscal Year 2023 Year 3). On January 2, 2024, we were approved to spend monies from FY 2022 in the amount of \$4,516,786; however, we were unable to spend monies within this designated time frame. As a result, this carryover includes the amount previously approved in the amount of \$4,516,786 from FY 2022 and the \$9,118,079.10 from FY 2023.

Motion to approve the FY 2023 Proposed Carryover January 1, 2023 – December 31st, 2023 was made by Clarissa Varela and seconded by Silvano Rebolledo. Motion carried.

FULL ENROLLMENT
INITIATIVE UPDATES

Sara Flores, ERSEA Coordinator, stated the information presented below is intended to keep the County-Wide Policy Council apprised on Full Enrollment Initiative updates. 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 following data reflects our recruitment efforts for the program term 2023-2024 for the Head Start 0 to 5 program. This report includes Head Start, Early Head Start Center Base Sites, CCTR/CSPP, and Partners. 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. This report also includes our Head Start Home Base and Early Head Start Home Base recruitment efforts. 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 includes our recruitment efforts up to May 9, 2024. Head Start Center Base has 1623 children enrolled and Head Start Home Base has 80 children enrolled. Early Head Start Center Base has 56 children enrolled and Early Head Start Home Base has 336 children enrolled. This gives us a total of 2095 children enrolled in Head Start 0 to 5. If funded enrollment is not maintained this will result in loss of funding.

PERSONNEL COMMITTEE
REPORT FOR MAY 2024

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.

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 15, 2024.

ACTIVITIES INTEGRATING OF
MATHEMATICS AND
SCIENCE (AIMS)
PARTNERSHIP

Ralph Carrillo, Interim Education Manager, shared AIMS is a non-profit organization that supports playful, imaginative, creative, human-centered and socially-informed approaches to teaching, learning mathematics, science, and policies and practices that are culturally-relevant and transformative.

AIMS Center provides monthly professional learning and coaching in the are of Science, Technology, Engineering, Art and Mathematics (STEAM) TO Fresno EOC Head Start 0 to 5 staff. The monthly sessions engage Head Start and Early Teachers in deepening their own understanding of STEAM, reflecting on research-based teaching practices that are appropriate for the variations of developmental levels in their classroom. AIMS provides Individualized coaching with staff (45 minutes to 1-hour session) to aid in Lesson Planning, Project Planning and reflective feedback. AIMS provides parent/child engagement home Family Kits are provided to Families with one-page directions in both English and Spanish and include a teddy bear to illustrate yoga poses and help children understand the positions.

Mr. Carrillo added this partnership has been enacted since 2016 beginning with Jefferson Head Start and has since been expanded to Franklin Head Start, Mosqueda Head Start, La Colonia Head Start and Eric White Early Head Start.

Mr. Carrillo shared an AIMS take home kit for the parents present at the meeting.

Mr. Alvarado-Rebolledo asked if this is something that can be later expanded to other centers.

Mr. Carrillo shared yes, it used to only be at Franklin Head Start but has since been expanded to other centers, this year for the Makers Faire they had 275 participants.

CWPC PROGRAM
GOVERNANCE
QUESTIONNAIRE RESULTS
2023-2024

Floro Trujillo, Family Engagement/Volunteer Services Coordinator, shared that the questionnaire is provided annually to all program representatives, community representatives, and Fresno EOC Board Commissioners. Results from the questionnaire are used to train all CWPC representatives and CWPC Commissioners on Head Start Program Governance.

The questionnaire was provided to all representatives, community representatives, and Fresno EOC Board of Commissioners. The questionnaire was sent via email and presented at the last CWPC meeting on May 7, 2024. We receive 28 responses; 27 English responses and 1 Spanish Response.

Ms. Cole asked for the “No” responses will they be gone over for the next year.

Mr. Trujillo replied yes, they will go over the responses to make improvements if needed.

CSPP PROGRAM'S SELF-
EVALUATION (PSE)

Ralph Carrillo, Interim Education Manager, informed the representatives the information presented below is intended to keep the County-Wide Policy Council apprised of California State Pre-school Programs (CSPP) Program Self-Evaluation (PSE).

The California Department of Education (CDE), Early Education Division (EED), implemented a monitoring system for evaluating child care programs funded through the state, called the Program Self Evaluation (PSE) which is completed once a year. The self-evaluation process requires various data sources be conducted throughout the program year in order to arrive at the final step of board review and approval of the final report, the five CSPP sites are at the following centers in the Fresno County (Cantua Creek, Dakota Circle, Franklin, Sequoia and Wilson). The results of the program evaluation were based on findings of the following documents.

Desired Results Developmental Profile (DRDP) Summary of Findings

A critical step toward supporting children’s learning and developmental progress is for teachers to complete a DRDP profile for each child in the classroom.

Preschool Environmental Rating Scale Summary of Findings

An environmental rating scale is completed at each of the five CSPP sites. The Rating Scale consists of 49 items and the findings identifies areas of strength and need for improvement.

Parent Survey Summary of Findings

Parents’ input was requested about the quality of the children’s care by staff, the classroom environment, the curriculum and suggestions for improvement of the services.

Mr. Carrillo informed the representatives once the consultant reviews and returns to them, he will present the findings. He also shared last year there were no findings.

HEAD START 0 TO 5
PROPERTIES WITH FEDERAL
INTEREST

Jennifer Tillman, Finance Manager, informed the representatives the information presented below is to keep the County-Wide Policy Council apprised on the Head Start 0 to 5 Properties with Federal Interest.

The Federal Interest includes total project cost paid with federal funds, those amounts awarded directly from the Office of Head Start and amounts claimed by the grantee as cost sharing or matching for the project. Attached is a list of centers for the Head Start/Early Head Start locations and how much federal interest for each as required by the Head Start Act of December 12, 2007.

In 2023, we reported a cumulative total of \$10,016,751 in federal interests for Head Start and Early Head Start sites that have federal interest. Finance must report on federal interest for all sites to the Office of Head Start annually after each grant period ends.

The government retains interests in these assets to ensure they are used for their intended purpose and to safeguard the investment of federal funds. This interest must be reported and disclosed regularly, and any changes in the use or disposition of such assets always require approval from the office of Head Start.

Ms. Cole asked if we are losing the lease with Firebaugh Head Start will we be able to find them another property.

Ms. Davis replied we are in the works of getting another location they have spoken to the dioceses of Firebaugh to rent one of their properties which is around the corner from the current location, the last day for our current location is July 15th.

COMMUNITY NEEDS
ASSESSMENT

Ms. Davis Informed the Representatives the information presented below is intended to keep the County-Wide Policy Council apprised of the Community Needs Assessment (CNA) 2024. They are required to update yearly and the CNA is used as a guide to make informed decisions with the program. This is the first year the CNA has been completed alongside of the Fresno EOC.

The pre-launch was January – February 2024, they identified a consultant and organized a community assessment advisory/planning committee. The launch was held during March 5, 2024 and April 5, 2024 the CNA survey was open to the community with the focus groups being in Huron, Fresno, Mendota and Pinedale. The finalized report was April 6, 2024 – May 20, 2024 the community responses were organized and provided to the consultant to prepare the report. Once the final draft is completed it will be provided to the CWPC.

The estimated cost to complete the CNA was projected to be \$107,000.

ANNOUNCEMENTS

Priscilla Thompson, CWPC Representative, made the following Announcements:

- A. June 19, 2024 – Juneteenth Holiday
- B. July 2, 2024 – County-Wide Policy Council Meeting
- C. July 4, 2024 – Independence Day Holiday

ADJOURNMENT

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

The meeting adjourned at 6:30 p.m.

Submitted By:

Jaqueline Espindola
Secretary/Translator

Christina Quiros
Lead Secretary