



**COUNTY-WIDE AGENDA**  
 Tuesday, October 1, 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 – TRAINING & EMPLOYMENT	Patrick Turner	Information	17
V.	COMMUNITY REPRESENTATIVE REPORTS FOR OCTOBER 2024	Community Reps	Information	18 - 19
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VII.	MONTHLY FINANCIAL STATUS REPORTS FOR AUGUST 2024	Stephanny Vazquez	Approval	21 - 28
VIII.	IN-KIND MONTHLY STATUS REPORT FOR AUGUST 2024	Jennifer Tillman	Information	29 - 31
IX.	ACTION ITEMS			
	A. Average Daily Attendance (ADA) Reports For August 2024	Cynthia Espindola/ Silvano Rebolledo	Approval	32 - 40
	B. Head Start 0 to 5 Program Update Report (PUR) For August 2024	Rosa M. Pineda	Approval	41 - 43
	C. CWPC Elections for 2024-2025 Program Year/Installation of New Officers	Floro Trujillo	Approval	44 - 50
X.	INFORMATIONAL ITEMS			
	A. Full Enrollment Initiative Updates	Sara Flores	Information	51 - 56
	B. Personnel Committee Report for August 2024	Latrice Turton	Information	57 - 59
	C. Tri-Annual Self-Assessment November 19, 2024 through November 21, 2024 Invitation	Veronica Galvan	Information	60 - 61
XI.	ANNOUNCEMENTS	Priscilla Thompson	Information	62
	A. October 2024 – Food Distribution (Information attached)			
	B. October 2024/2025 – Head Start 0 to 5 Announcement of Committees			
	C. October 3, 2024 – Positive Solution for Families			
	D. October 14, 2024 – Indigenous People’s Day Holiday (No School)			
	E. October 15, 2024 – Next CWPC Executive Board Meeting at Fresno EOC Board Room			
	F. October 19, 2024 – Program Governance Training Saturday at Franklin Head Start			
	G. October 26, 2024 – Annual Father Conference Saturday at Franklin Head Start			
	H. November 5, 2024 – Next County-Wide Policy Council Meeting at 6:00 p.m. – Dinner will be served at 5:30 p.m.			
XII.	ADJOURNMENT	Fawnda Cole	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
SEPTEMBER 3, 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 Aldo Alvarado Rebolledo, CWPC Secretary. The following Representatives were present: Fawnda Cole, Jalyssa Jenkins McGill, Blanca Valladolid, Marylou Ruiz, Laura Soto, Erica Silva, Cynthia Espindola, Daniel Soletto, Michelle Taylor, Silvano Rebolledo, Alma Rebolledo, Alma Martinez Guillen, Jasmine Arreola, Cristina Olea, Randy Diaz, Stephanny Vazques, Maria Rolon, Maria Yolanda Padilla, Mariana Mena, Itzel G., Gloria Martinez, Matilda Ocegueda, Clarissa Varela, Nancy Solorzano, Celia Ochoa, Angela Diaz, Ma Mendoza Estrada, Aldo Alvarado Rebolledo, Destiny Campos, Priscilla Thompson, Karina Padilla, Natisha Goins, Steven Taylor, Jimi Rodgers and Brown-Jenkins.
- APPROVAL OF PREVIOUS CWPC MINUTES** Fawnda Cole, CWPC Chairperson, informed Representatives of the August 6, 2024, CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
- Motion to approve the August 6, 2024, CWPC Minutes as written and read was made by Clarissa Varela and seconded by Jalyssa Jenkins McGill. Motion carried.
- FRESNO EOC PROGRAM REPORT – LIHEAP** Hailey Brown, Administrative Assistant, informed CWPC of the Low Income Home Energy Assistance Program (LIHEAP). LIHEAP assists families with paying for their entire bill or a portion. After the bill is paid, they connect families to the Energy Services Weatherization program in order to repair issues within their home to lower their bill. The goal is to lower the overall bill. Ms. Brown provided her departments contact information, and informed CWPC that if her department cannot assist them directly, they also have many resources that may be able to help.
- Ms. Cole asked how long the application process is.
- Ms. Brown stated it takes between 3 weeks to 6 months, depending on the need. It is taking up to 6 weeks for bill payment assistance.
- Jalyssa Jenkins McGill, CWPC Vice-Chairperson, asked if someone has supplemental housing and only pays 30% of the rent and a portion of the PG&E bill, can LIHEAP assist them also?
- Ms. Brown stated applications are case by case. She encouraged individuals to call for specific questions. She will ask her director and follow up with Ms. Jenkins McGill.
- COMMUNITY REPRESENTATIVE REPORTS FOR SEPTEMBER 2024** Natisha Goins, WIC Nutrition Assistant/CLC , stated WIC recently had a book giveaway. They have received more books through the Fresno Chaffee Zoo. Parents can pick up the books at any of the five locations. There are books in English, Spanish and Hmong.
- FRESNO EOC COMMISSIONERS’ REPORT FOR THE MONTH OF JULY 2024** No reports at this time. The Board will meet in two weeks.
- MONTHLY FINANCIAL STATUS REPORTS (FSR) FOR THE MONTH OF JULY 2024** Fawnda Cole, CWPC Chairperson, stated staff recommends review and acceptance from CWPC for Monthly Financial Status Reports for July 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 \$11,894,766 (\$9,515,812.80 – Head Start; \$2,378,953.20– Early Head Start) for the Fiscal Year.

Motion to approve the Monthly Financial Status Reports (FSR) for the Month of July 2024 was made by Mariana Mena and seconded by Destiny Campos. Motion carried.

IN-KIND MONTHLY STATUS REPORT FOR JULY 2024

Jennifer Tillman, Finance Manager, stated the Monthly In-Kind Report for the month of July 2024 consists of \$282,629 (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 July 2024 is \$967,756, which is accumulated by classroom/non-classroom volunteer services, home activities, literacy/growing readers, consultants, goods, and space.

Head Start 0 to 5 Non-Federal share should be \$11,894,766 annually. Year to Date for Head Start and Early Head Start from January to July 2024 for In-Kind is \$6,279,162 (\$4,225,294 – HS; \$2,053,868– EHS). This indicates that Head Start 0 to 5 has met 53 percent of the \$11,894,766. Non-Federal share goal.

Failing to reach our In-kind goal of \$11,894,766 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.

At this time, Ms. Jenkins McGill explained to new parents what In-Kind is and what qualifies as In-Kind. She explained the activities on the PACT time calendar, and other learning activities.

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

Cynthia Espindola, Early Head Start Chairperson, informed Representatives of the Average Daily Attendance (ADA) Reports for the month of July 2024 for Head Start and Early Head Start. Head Start's monthly ADA for July 2024 for Center Base was 79%. Head Start Home Base visits completed were 74. Early Head Start's monthly ADA for July 2024 for Center Base was 81% Total Early Head Start Home Base visits completed were 327.

Motion to approve the ADA Reports for the month of July 2024 was made by Mariana Mena and seconded by Destiny Campos. Motion carried.

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

Nidia Davis, Program Support Director, stated the PUR is provided monthly to keep the CWPC informed of program updates. A huge accomplishment for the month of July was that on July 8<sup>th</sup>, Franklin Head Start began serving toddlers in two CCTR funded classrooms. On July 15, 11-month employees returned to work for the 24/25 program year. Mendota Head Start's upgrades have been completed, and we are waiting for Community Care Licensing (CCL) to go to the center and approve its reopening.

Motion to approve the Head Start 0 to 5 PUR for the Month of July 2024 was made by Alma Martinez Guillen and seconded by Cynthia Espindola. Motion carried.

HEAD START 0 TO 5 ANNUAL SUMMARY OF SELF-ASSESSMENT 2023-2024

Veronica Galvan, Quality Assurance Manager, stated Self-Assessment 3 of Spring 2024 recently concluded. The annual summary is an accumulated report that includes Self-Assessment 1, 2 and 3. Self-Assessment includes Head Start 0 to 5 as well as Human Resources, Finance and Information Technology (IT). The report identifies service areas, strengths, compliance or non-compliance and continuous improvement. We as a program have to monitor, analyze and make continuous improvements to our program. At the next meeting Ms. Galvan will provide an invitation to the Self-Assessment Orientation for those that would like to participate. Participants can choose a specific service area time to attend or attend each session.

Motion to approve the Head Start 0 to 5 Annual Summary of Self-Assessment 2023-2024 was made by Clarissa Varela and seconded by Silvano Rebolledo. Motion carried.

HEAD START 0 TO 5 ANNUAL REPORT 2023-2024

Veronica Galvan, Quality Assurance Manager, had the opportunity to work with Service Area Managers and the Communications department to input new information on the annual report. The report provides a detailed breakdown of what services Head Start 0 to 5 offers. Information such as how many children are being served, what languages they speak, even

an itemized finance breakdown is included. The report highlights all of the wonderful things about the program.

Mr. Alvarado Rebolledo asked if there is anything CWPC could do at the local level, LPM, to inform parents about EOC services. He went to Back to School night and a father did not know his pregnant wife could connect with EOC for multiple services.

Ms. Galvan stated all information shared at the CWPC is encouraged to be taken back to individual centers. Parents may review the bulletin board at centers also.

Ms. Jenkins McGill asked if an app could be used to keep parents informed.

Ms. Davis stated one of the recommendations that Communications has been making is to utilize social media platforms to inform parents and the community of activities and services provided. CLASS and Dojo are apps that school districts are using. However, EOC must ensure that we are adhering to our confidentiality practices.

Motion to approve the Head Start 0 to 5 Annual Report 2023-2024 was made by Jalyssa Jenkins McGill and seconded by Alma Martinez Guillen. Motion carried.

FISCAL YEAR 2023  
PROPOSED CARRYOVER  
JANUARY 1, 2023 –  
DECEMBER 31, 2023

Jennifer Tillman, Finance Manager, stated staff recommends review and approval of the CWPC for the Fiscal Year 2023 Proposed Carryover January 1, 2023 – December 31, 2023, in the amount of \$9,267,882.20 (Head Start \$6,755,057.35 and Early Head Start \$2,512,824.85). We are requesting permission to carryover funds from Indirect, Contractual, Supplies, and Equipment.

Ms. Jenkins McGill asked if College Community needs approval to replace the play structure covering and are the funds coming from the carryover.

Ms. Davis stated Rosa Pineda, Head Start Director, has given approval for the play structure cover to be replaced.

Motion to approve the Fiscal Year 2023 Proposed Carryover January 1, 2023 – December 31, 2023, was made by Mariana Mena and seconded by Destiny Campos. Motion carried.

FULL ENROLLMENT  
INITIATIVE

Olga Jalomo Ramirez, Family/Community Services Manager, stated Head Start 0 to 5 received a letter in March indicating we were underenrolled. We were given 12 months to meet 97% enrollment, and in April 2024 full enrollment was achieved. The program submitted a change of scope, in which reduced enrollment to 2120. Head Start Center Base has 680 repeaters, and 543 children accepted for a total of 1223 children pending enrollment. Head Start Home Base has 34 repeaters, and 39 children accepted for a total of 73 children pending enrollment. Early Head Start Center Base has 67 children enrolled. Early Head Start Home Base has 317 children enrolled. This gives us a total of 1680 children for Head Start 0 to 5.

PERSONNEL COMMITTEE  
REPORT FOR AUGUST  
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.

For the month of August 2024, there were 3 Hiring/Personnel Action Positions, 1 promotions/status change which is pending, 10 resignations/separations and no updated job descriptions.

HEAD START CENTER  
BASE AND HOME BASE  
EDUCATION COMMITTEE  
PLAN PROCESS

Guadalupe Zuniga, Home Base Services Manager, shared that the Head Start 0 to 5 Education committee reviews the Educational Service Plan annually and provides input for the updates and amendments. The Educational Service Plans are guides for parents and staff to incorporate all comprehensive services offered through Head Start.

During the process the PACT time calendar for Head Start will also provide monthly additional educational learning activities to afford parents an opportunity to document any activities they feel will benefit children.

Parents are encouraged to be involved in their child's education from the start, by providing opportunities to participate in the classrooms, and at the centers as well as collaborating and connecting with other parents by attending meetings, parents develop a sense of empowerment regarding their child's education. Parents can suggest positive changes and be a part of the solution. This assists in building a sense of community as well as strengthening the relationships between parents, teachers and program administration. Additionally, parents are kept informed about their child's time in the program by providing information about upcoming events and updates, deepening their sense of educational investment.

Matilda Ocegueda, Pinedale Representative, stated there are a few new parents at Pinedale who speak different languages, Armenian, Hmong, Chinese, Punjabi and Russian. In order to introduce new families to what we have available, perhaps we can translate important information into these languages, such as the PACT time calendar. Perhaps, it would be helpful for them to engage with their child based off of their language.

Ms. Davis stated Ms. Pineda was recently provided with contact information for translation services. She will follow up with the CWPC if Head Start decides to partner with the translation agency.

EARLY HEAD START  
SCHOOL READIENSS 2<sup>ND</sup>  
AGGREGATION AND HEAD  
START 3<sup>RD</sup> AGGREGATION  
COMPARISON

Felicia Amescua, School Readiness Mentor/Coach, stated the 3<sup>rd</sup> aggregation period information was recently received so she'd be reporting on that data as well. Ms. Amescua compared Fall, Winter, and Spring data from each school readiness category: approaches to learning, social and emotional, language and literacy, cognition and perceptual, motor, and physical development. The purpose of reviewing the data is to examine if the school readiness goals are being met. Amazingly, we have met our School Readiness goals for the program year of 2023-2024.

HEAD START/EALRY HEAD  
START PROGRAM  
INFORMATIN REPORT (PIR)  
2023-2024

Veronica Galvan, Quality Assurance Manager, stated per the Head Start Act, each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies and Head Start 0 to 5 agency operations, including the Program Information Report (PIR). Head Start and Early Head Start has two separate reports. The report provides general information for each program such as how many children were 1-5-year-old, their primary language, how many families are served, number of teachers and the degrees they hold, etc.

ANNOUNCEMENTS

Priscilla Thompson, CWPC Representative, made the following Announcements:

- A. September 2024 – Food Distribution
- B. September 17, 2024 – Next CWPC Executive Board meeting at Fresno EOC West Conference Room
- C. October 1, 2024 – Next County-Wide Policy Council Meeting at 6:00 p.m. – Dinner will be served at 5:30 p.m.
- D. October 1, 2024 – County-Wide Policy Council Elections for 2024-2025 Program Year
- E. October 15, 2024 – Next CWPC Executive Board meeting at Fresno EOC Board Room

ADJOURNMENT

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

The meeting adjourned at 7:46 p.m.

Submitted By:

Brionna Warren  
Secretary

(CWPC MINUTES SEPTEMBER 3 2024 FINAL) bw 09/05/24 ~ CWPC (2023-2024 (CWPC MINUTES) ~