



**COUNTY-WIDE AGENDA**

Tuesday, November 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	Aldo Alvarado Rebolledo		
II. ROLL CALL	Aldo Alvarado Rebolledo		6-7
III. APPROVAL OF MINUTES	Aldo Alvarado Rebolledo	Approval	8-20
IV. FRESNO EOC PROGRAM REPORT – RURAL TABACCO EDUCATION	Martha Zarate	Information	21
V. COMMUNITY REPRESENTATIVE REPORTS FOR NOVEMBER 2024	Community Reps	Information	22-23
VI. FRESNO EOC COMMISSIONERS REPORT FOR SEPTEMBER 2024	Zina Brown-Jenkins	Approval	24-31
VII. MONTHLY FINANCIAL STATUS REPORTS FOR SEPTEMBER 2024	Jackeline Miranda	Approval	32-39
VIII. IN-KIND MONTHLY STATUS REPORT FOR SEPTEMBER 2024	Jennifer Tillman	Information	40-42
IX. ACTION ITEMS			
A. Average Daily Attendance (ADA) Reports For September 2024	Destiny Campos/ Megan Esqueda Bonillo	Approval	43-52
B. Head Start 0 to 5 Program Update Report (PUR) For September 2024	Nidia Davis	Approval	53-55
C. County-Wide Policy Council Appointment of New Chairperson and Vice-Chairperson for the 2024-2025 Program Year	Floro Trujillo	Approval	56-57
D. County-Wide Policy Council Appointment of The New Secretary	Floro Trujillo	Approval	58
E. Early Head Start/Head Start Program School Readiness Goals 2024-2025	Guadalupe Zuniga/ Felicia Amescua	Approval	59-92
F. Head Start 0 to 5 Recruitment and Enrollment Policy Update	Sara Juarez	Approval	93
G. Proposed Budget Modification January 1, 2024 through December 31, 2024	Nidia Davis	Approval	94-95
X. INFORMATIONAL ITEMS			
A. Full Enrollment Initiative Updates	Sara Juarez	Information	96-102
B. Personnel Committee Report for September 2024	Desarae Price	Information	103-104
XI. ANNOUNCEMENTS	Nicole Johnson	Information	105
A. November 2024 – Food Distribution (Information attached)			
B. November 11, 2024 – Veteran’s Day Holiday – No school			
C. November 19, 2024 – Next CWPC Executive Board Meeting at West Conference Room			
D. November 19-21, 2024 – Tri-Annual Self-Assessment			
E. November 21-28, 2024 – Thanksgiving Break – Head Start 0 to 5 – No school			
F. December 5, 2024 – Next County-Wide Policy Council Meeting at 6:00pm – Dinner will be served at 5:30pm			
XII. ADJOURNMENT	Aldo Alvarado Rebolledo	Approval	



**COUNTY-WIDE POLICY COUNCIL (CWPC)  
MINUTES  
OCTOBER 1, 2024**

- CALL TO ORDER** The meeting was called to order at 6:04 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, Adrina Cuevas, Laura Soto, Kristy Belmontes, Ashley Prendez, Sonia Barrios, Domenica Goff, Cynthia Espindola, Monica Montoya, Jackeline Miranda, Meagan Esqueda Bonilla, Mariana Herrera, Alma Rebolledo, Alma Martinez Guillen, Jasmine Arreola, Jacqueline Avila, Amy Nuno, Nicole Johnson, Maria Padilla, Mariana Mena, Itzel Godoy, Maylee Torres, Gloria Martinez, Matilde Ocegueda, Clarissa Varela, Adrianna Mendoza, Deserae Price, Graciela Reyes Mendoza, Aldo Alvarado Rebolledo, Destiny Campos, Iselda Vasquez, Karina Padilla, Natisha Goins, Steven Taylor, Zina Brown-Jenkins.
- At this point Ms. Cole informed the Representatives they had a revision to the Agenda. IX. Action Item – A. Refunding Application for 2025, presented by Emilia Reyes, Chief Executive Officer.
- Motion to approve the changes to the October 1, 2024, CWPC Agenda was made by Destiny Campos and seconded by Mariana Mena. Motion carried.
- APPROVAL OF PREVIOUS CWPC MINUTES** Fawnda Cole, CWPC Chairperson, informed Representatives of the September 3, 2024, CWPC Minutes. This information was sent to Representatives prior to tonight’s meeting.
- Motion to approve the September 3, 2024, CWPC Minutes as written and read was made by Clarissa Varela and seconded by Monica Montoya. Motion carried.
- FRESNO EOC PROGRAM REPORT – TRAINING AND EMPLOYMENT** Patrick Turner, Training and Employment Services Director, informed the CWPC of resources for employment and training. Local Conservation Corps (LCC) which provides young adults ages (18-25) with paid job training and educational opportunities. Workforce Connection provides young people ages (14-24) with educational and employment training opportunities to enhance their academic proficiency and to facilitate their transition into self-sufficiency. Valley Apprenticeship Connections provide a 12-week pre-apprenticeship training to prepare individuals for the construction industry.
- Mr. Rebolledo asked what are the requirements for students out of high school.
- Mr. Turner stated to please send them to his programs if college is not for them, there are a variety of opportunities to train youth in a variety of occupations.
- Mr. Rebolledo asked if there is training for someone with special needs.
- Mr. Turner stated they will work with them to the best of their ability, they also partner with the Department of Rehabilitation and can accommodate them with EPU or ARC.
- Shiann Sandoval, EHS Sanger/Reedley Representative asked what if there are students interested in the program but do not have transportation.
- Mr. Turner stated it would depend the city they are in as there are buses for the city, but for the rural areas they should be able to call their office and be provided some sort of transportation.

COMMUNITY REPRESENTATIVE REPORTS FOR OCTOBER 2024

No reports at this time.

FRESNO EOC COMMISSIONERS' REPORT FOR THE MONTH OF AUGUST 2024

Zina Brown-Jenkins, Fresno EOC Commissioner informed the Representative she has served as the Liaison and has been the voice for the Fresno EOC Board meetings. She would like to say thank you to all, as this will be her last meeting and it has been an honor to be in this position for four years.

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

Fawnda Cole, CWPC Chairperson, stated staff recommends review and acceptance from CWPC for Monthly Financial Status Reports for August 2024.

This funding supports personnel and operating expenses totaling \$46,000,843 (\$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 August 2024 was made by Mariana Mena and seconded by Mariana Herrera. Motion carried.

IN-KIND MONTHLY STATUS REPORT FOR AUGUST 2024

Floro Trujillo, Family Engagement/Volunteer Services Coordinator, stated the Monthly In-Kind Report for the month of August 2024 consists of \$316,236 (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 August 2024 is \$858,385, 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 August 2024 for In-Kind is \$7,453,783 (\$4,541,530 – HS; \$2,912,253 – EHS). This indicates that Head Start 0 to 5 has met 63 percent of the \$11,894,766. Non-Federal share goal and we surpassed our monthly 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.

A Representative asked if she stays 30 minutes to comfort her child would that be counted as in-kind?

Mr. Trujillo stated yes, teachers have the forms to track the hours in the classroom.

A Representative asked in order to volunteer their time do they require their immunizations and if so how long is the process.

Mr. Trujillo stated yes immunizations are required and the process takes no longer than a week or two.

A Representative asked if they are staying to comfort their child is she still required to have her immunizations.

Mr. Trujillo stated if you are staying longer than an hour or two immunizations would be required.

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.

Mr. Rebolledo asked for clarification if the Local Parent Meetings (LPM) are counted towards In-Kind.

Mr. Trujillo stated no they are not, only the CWPC meetings are counted as In-Kind.

A Representative shared at her son's classroom they like to go for walks, would it count ask In-Kind if the grandparents went.

Ms. Cole stated yes, each family member would need to fill out their own form as there are different rates.

#### REFUNDING APPLICATION FOR 2025

Emilia Reyes, Chief Executive Officer, informed the Representatives of the Refunding Application for 2025, she would like to provide the opportunity for the CWPC to go over the document is due today and would be effective January 2025. She provided a breakdown of the proposed budget, she pointed out there is \$0 for construction as we will be using last years construction budget for projects. She asked the Representatives if they had any questions, even if not today everyone is more than welcome to email her any questions or feedback. There will be another opportunity to asked questions at the next CWPC meeting as they will be doing a follow-up.

A Representative asked for the funds for Admin where would they be located.

Ms. Reyes stated in the personnel section.

A representative asked if the previous balance would be able to be carried over to the next year.

Ms. Reyes stated yes, we would just need to ask for approval from the Office of Head Start (OHS).

Motion to approve the Refunding Application for 2025 was made by Mariana Mena and seconded by Clarissa Varela. Motion carried.

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

Fawnda Cole, CWPC Chairperson informed Representatives of the Average Daily Attendance (ADA) Reports for the month of August 2024 for Head Start and Early Head Start. Head Start's monthly ADA for August 2024 for Center Base was 88.03%. Head Start Home Base visits completed were 231. Early Head Start's monthly ADA for August 2024 for Center Base was 81.54% Total Early Head Start Home Base visits completed were 1104.

Ms. Cole shared with the Representatives for the new parents they are able to go through the pages which are broken by centers to see the ADA for your center.

Motion to approve the ADA Reports for the month of August 2024 was made by Laura Soto and seconded by Nicole Johnson. Motion carried.

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

Nidia Davis, Program Support Director, stated the PUR is provided monthly to keep the CWPC informed of program updates. Two huge accomplishments for the month of August one was that on August 26<sup>th</sup>. Michael Balderas joined the Head Start 0 to 5 team as one of two Education Services Manager. The other was on August 21, 2024, the administration for Child and Families (ACF) published a final rule in the Federal Register supporting the Head Start Workforce and Consistent Quality Programming. The rule updates the Head Start Program Performance Standards (HSPPS) to increase support and stability for the Head Start Workforce. The changes also improve the quality of services Head Start Programs provide to children and families.

The updated Performance Standards respond to structural concerns affecting the sustainability of Head Start programs. They provide clear federal requirements for:

- Wages and Benefits to support the Head Start workforce
- Better integration of mental health across all aspects of Head Start programming
- Quality Improvement and clarity of requirements in other topic areas

The final rule is effective immediately. Programs are expected to comply with some of the updated requirements 60 days after the rule is published (October 21, 2024). Programs are granted more time to comply with several requirements, including new wages and benefit requirements, and noted in the Effective and Compliance Dates section of the rule.

Motion to approve the Head Start 0 to 5 PUR for the Month of August 2024 was made by Monica Montoya and seconded by Clarissa Varela. Motion carried.

RESOLUTION FOR FRESNO  
EOC BOARD OF  
COMMISSIONERS

Floro Trujillo, Family Engagement/Volunteer Services Coordinator, informed Representatives of the Resolution for Fresno EOC Board of Commissioners as Zina Brown-Jenkins will be ending her term and are looking to appoint someone as commissioner.

Ms. Brown-Jenkins shared whoever steps up, to please have a big voice and the passion as it is a huge opportunity for speaking up for the parents and do not hesitate to ask questions of you don't understand.

Ms. Reyes shared her appreciation for Ms. Brown-Jenkins and is thankful for her service. She also added Head Start means a lot to the community, in may 2025 it will be 60 years of service. She encouraged parents to be part of the board even if you are scared, training is provided.

Mr. Trujillo extended the offer to see if there were any parents who like to appoint or vote in. Mr. Alvarado and Ms. Jenkins were nominated. Mr. Trujillo presented the requirements and stated the term would be for 3 years.

At this point Mr. Alvarado and Ms. Jenkins presented brief introductions of themselves and why they would be the perfect nominee.

After voting from the parents, Jalyssa Jenkins was nominated to fill the position of CWPC Representative to the Fresno EOC Board of Commissioners

Motion to approve the Resolution for Fresno EOC Board of Commissioners and Jalyssa Jenkins as the CWPC Representative Board of Commissioners was made by Alma Martinez-Guillen and seconded by Ashley Prendez. Motion carried.

CWPC ELECTIONS FOR  
2024-2025 PROGRAM  
YEAR/INSTALLATION OF  
NEW OFFICERS

Floro Trujillo, Family Engagement/Volunteer Services Coordinator stated in accordance with the HSPPS section 1301.3, an agency must (a) establish policy councils and policy committees. Each agency must establish and maintain a policy council responsible for the direction of the Head Start program at the agency level, and a policy committee at the delegate level.

Mr. Trujillo stated elections will be held tonight to fill the positions of the CWPC Executive Board, which shall be comprised of six (6) elected officers, six (6) standing committee chairpersons, and two (2) elected officers or appointed Representatives from Early Head Start, one (1) for Home Base and one (1) for Center Base. Representatives were separated by eight (8) Clusters.

In an effort to include equal representation from all Head Start 0 to 5 Center Base sites and all Home Base areas, the CWPC body will be assigned to an eight (8) cluster system, once and Executive Board offer position has been filled, no other Representative from that particular cluster may be nominated or run for office.

All Head Start 0 to 5 CWPC Representatives shall be seated at the October meeting and serve a term of one (1) year. In order to maximize opportunities for parent engagement in program governance, representatives who have completed three (3) one-year terms (any 3 years combined) cannot serve on the CWPC in accordance with the Head Start Program Performance Standards 1301.3 d (3).

If approved by the CWPC, elected officers will resume their term of office for one (1) year, from October 2024 to October 2025.

Elections began and those nominated gave a brief explanation of why they would like to be elected as a Representative of the Executive Board.

Fawnda Cole was elected Chairperson.

Aldo Alvarado Rebolledo was elected as Vice-Chairperson.

Maria Padilla was elected as Secretary.

Jackeline Miranda was elected as Treasurer.

Domenicia Goff was voted as Sgt-at-Arms.

Nicole Johnson was elected as the Historian.

Destiny Campos and Megan Esqueda Bonilla were elected as the Early Head Start Representatives.

The Executive Board was called to the front to read an Oath and be sworn in.

Motion to approve CWPC Elections for 2024-2025 Program Year/Installation of New Officers was made by Laura Soto and seconded by Mariana Mena. Motion carried.

#### FULL ENROLLMENT INITIATIVE UPDATES

Olga Jalomo Ramirez, Family/Community Services Manager, stated Head Start 0 to 5 received a letter on March 24, 2023 indicating we were under enrolled from the Office of Head Start Region IX. We were given 12 months to meet 97% enrollment, and in April 2024 full enrollment was not achieved. In May 2024 the program submitted a change of scope. With the approved Change of Scope, we were able to meet full enrollment for the month of May 2024.

With the approval of the Change of Scope, our total funded enrollment is 2120 for Head Start 0 to 5. We currently have the following funded enrollment by program.

- 1690 IN Head Start Center Base (1590 center base and 100 home base)
- 430 in Early Head Start (94 center base and 336 home base)

The recruitment data attached includes our recruitment efforts up to September 05, 2024. Head Start center base has 1077 children enrolled. Head Start home base has 68 children enrolled. Early Head Start center base has 71 children enrolled. Early Head Start home base has 321 children enrolled. This gives us a total of 1537 children for Head Start 0 to 5.

Ms. Sandoval asked if there was any information available they could hand out to parents who are interested in enrolling.

Ms. Jalomo-Ramirez stated they can go to the Fresno EOC website and create an online referral where they will be contacted to complete their application. There are also flyers and small cards available for recruitment, just ask your Family Services Specialist.

#### 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 4 Hiring/Personnel Action Positions, 1 promotions/status change which is pending, 8 resignations/separations and no updated job descriptions.

#### TRI-ANNUAL SELF-ASSESSMENT NOVEMBER 19, 2024 THROUGH NOVEMBER 21, 2024 INVITATION

Veronica Galvan, Quality Assurance Manager, welcomed and invited all of the Representative to the Tri-Annual Self-Assessment November 19, 2024 through November 21, 2024. This is the opportunity to dive deep into the program, parents and commissioners have all been part of the process. She will be providing training on November 6, 2024 and there will be 3 full days where parents can attend. If parents cannot attend in person it will be available online.

Aldo shared that Veronica does an awesome presenting all of the information, he highly recommends attending the self-assessment.

#### ANNOUNCEMENTS

Fawnda Cole, CWPC Chairperson, made the following Announcements:

- 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.

Audrey Metcalf, Family Engagement/Volunteer Services Specialist informed the Representatives another way you can serve as a parent are the committees, there is a personnel committee, ERSEA Committee, Health Services Advisory Committee. There was a sheet provided to parents to fill out for any committee they would like to be a part of.

Maria Zarate, Family Engagement/Volunteer Services Specialist invited the Representative to the Positive Solutions for Families classes, they are provided to Head Start parents. The classes will be held every Thursday in the month of October, there will be 6 classes. The locations will be at Estelle Dailey Head Start will classes in English and Spanish. If you are not able to attend in person, they will also be providing classes via ZOOM. Flyers were provided to the parents in both English and Spanish.

Ms. Jenkins asked if you are required to attend every class.

Ms. Zarate stated they are encouraged to attend every class but are understanding life happens. She stated there will be child care available and refreshments provided. Reading material will be provided to take home. First class will begin October 10, 2024, if you have any questions you can reach out to your Family Services Specialists.

Ms. Cole asked if participation in the class would count as in kind.

It was stated as no.

Ms. Cole asked if the Representatives would like to change the date of the next CWPC meeting since it lands on the presidential election date.

The date will stay as is.

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 8:26 p.m.

Submitted By:

Christina Quiros  
Lead Secretary