



[The Shared Governance Board – PSD \(sbcounty.gov\)](http://sbcounty.gov)

San Bernardino County Head Start Shared Governance Board Meeting Agenda for August 18, 2022

JOE BACA, JR., CHAIR
SBC 5th District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

MICHAEL SEQUEIRA, MD
SBC Public Health Officer

DR. GEORGINA YOSHIOKA
SBC Behavioral Health Interim Director

WENDY ALVAREZ
SBC Interim Children’s Network Officer

LORENA ALATORRE
Head Start Policy Council Chair
Crestline Head Start
SGB Representative

TANISHA BRADLEY
Head Start Policy Council Member
Community Representative
SGB Representative

VACANT
Head Start Policy Council Member
Community Representative
SGB Representative

TIME: 2:00 P.M. to 4:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/82303351418?pwd=VjhGZTk3STJLZE05a0lpTVJOU3Q0QT09>

Meeting ID: 823 0335 1418

Password: 8Z6E8y

One tap mobile

+16699006833,,82303351418#,,1#,532060# US (San Jose)

+12532158782,,82303351418#,,1#,532060# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 823 0335 1418

Password: 532060

Find your local number: <https://us02web.zoom.us/u/kbssDxTvNT>

This meeting will utilize the “ZOOM” conferencing platform pursuant to the provisions of the Governor’s Executive Order N-29-20 dated March 17, 2020, which suspends certain requirements of the Ralph M. Brown Act. Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours’ notice. Please call PSD staff (909) 383-2078 to request the service. For Public Comments, you may join the meeting online via the Zoom application or by phone using the Zoom information provided above. PSD will accept public comments in advance of the meeting by email to Sharmaine.Robinson@psd.sbcounty.gov, comments will be distributed to the SGB and read into the record at the Public Comment portion of the meeting. . For members of the public who would like to make public comment by phone, use the Access Numbers above. If you wish to address a specific agenda item, please identify the item number in your email. In order to ensure timely submission, please submit your comments by 12:00 p.m. on Wednesday, August 17, 2022.

- | | |
|--|--------------------------------|
| 1. CALL TO ORDER | Supervisor Joe Baca Jr., Chair |
| 2. WELCOME/INTRODUCTIONS | Supervisor Joe Baca Jr., Chair |
| 3. PUBLIC COMMENT | Supervisor Joe Baca Jr., Chair |
| 4. PRESENTATION OF THE AGENDA
Notice of minor revisions to agenda items, items removed or continued. | Shar Robinson, Secretary |

5. EXECUTIVE REPORTS/PROGRAM UPDATES

- 5.1 Receive US Department of Health & Human Services Communication Debra Billings-Merlos, Deputy Director
 - 5.1.1 Information Memorandum 22-04 – Competitive Bonuses for the Head Start Workforce
- 5.2 Receive Monthly 2021-22 Program Information Report Debra Billings-Merlos, Deputy Director
- 5.3 Receive Quarterly Performance Measures Program Year 2021/22 Final Hoda Abdalla, Program Manager
- 5.4 Receive School Readiness Child Outcome Report - 2021-22 Comparison of Assessments I, 2 and 3 Sharri Carroll, Program Manager
- 5.5 Child and Adult Care Food Program Application Fiscal Year 2022/23 Madeline Tsang, Administrative Manager
- 5.6 Receive Finance Reports – Budget to Actuals Madeline Tsang, Administrative Manager
 - 5.6.1 Fiscal Year 2019-20
 - 5.6.2 Fiscal Year 2020-21
 - 5.6.3 Fiscal Year 2021-22
 - 5.6.4 Fiscal Year 2022-23

6. SGB TRAINING/REFRESHER

- 6.1 Receive – Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training Sean Segal, ERSEA Program Manager

7. CONSENT ITEMS

- 7.1 Approve SGB Delegate Appointment(s) - July 1, 2022 – June 30, 2023 Supervisor Joe Baca Jr., Chair
- 7.2 Approve Annual SGB and PSD Item(s)
 - 7.2.1 Revised Governance Calendar of Activities – 2022/23
- 7.3 Approve SGB Minutes
 - 7.3.1 May 19, 2022
 - 7.3.2 June 16, 2022 - Special Meeting
 - 7.3.3 July 11, 2022 - Special Meeting
 - 7.3.4 August 10, 2022 - Special Meeting

8. DISCUSSION ITEMS

- 8.1 Resolution No. 2022-8-18 Supervisor Joe Baca Jr., Chair
 - 8.1.1 Consider Resolution finding that meeting in person may present an imminent risk to the health or safety of some meeting attendees as a result of the COVID-19 state of emergency
 - 8.1.2 Make alterations if necessary to the Resolution
 - 8.1.3 Adopt Resolution No. 2022-8-18
- 8.2 Approve Request to Carryover Fiscal Year 2020-21 Head Start & Early Head Start Funds Madeline Tsang, Administrative Manager

9. INFORMATIONAL ITEMS

- 9.1 PSD Annual Preservice – August 25, 2022 Supervisor Joe Baca Jr., Chair
- 9.2 Next Shared Governance Board Meeting – October 20, 2022

10. EXECUTIVE COMMENT

Supervisor Joe Baca Jr., Chair

11. ADJOURNMENT

Supervisor Joe Baca Jr., Chair

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-04	2. Issuance Date: 06/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Competitive Bonuses for the Head Start Workforce

INFORMATION:

Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy ([45 CFR §75.430\(f\)](#)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support

their workforce in the near term.¹ Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP funds).

OHS encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

Competitive Financial Incentives

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These [incentives vary widely](#) both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in [ACF-IM-HS-21-01](#), what is a reasonable cost during the ongoing COVID-19 pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

Justification for Financial Incentives: Determining Necessity and Reasonableness

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

1. Competing employers can include public school settings.

- A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
- Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.

¹ Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

- These data points can be integrated into a program’s [wage comparability study](#) as one key approach to using data to document workforce strengths and needs.
2. **OHS strongly encourages programs to structure incentives in a way that rewards retention of existing staff.**
 - Think about scaling incentives based on employee tenure with the program.
 - Consider the implications of different incentive payment structures or schedules. For instance:
 - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
 - OHS suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).
 3. **Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives.**
 - Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
 - Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
 - If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.
 4. **Any incentives for staff are subject to an established written policy of the grant recipient for allowability** ([45 CFR §75.430\(f\)](#); [45 CFR §75.431](#); [45 CFR §1302.90\(a\)](#)). OHS reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.
 5. **Financial incentives may complement, but should not replace, intentional workforce planning practices.** Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use [intentional workforce planning practices](#) to build and sustain a stable workforce.

OHS recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this IM and providing financial incentives.

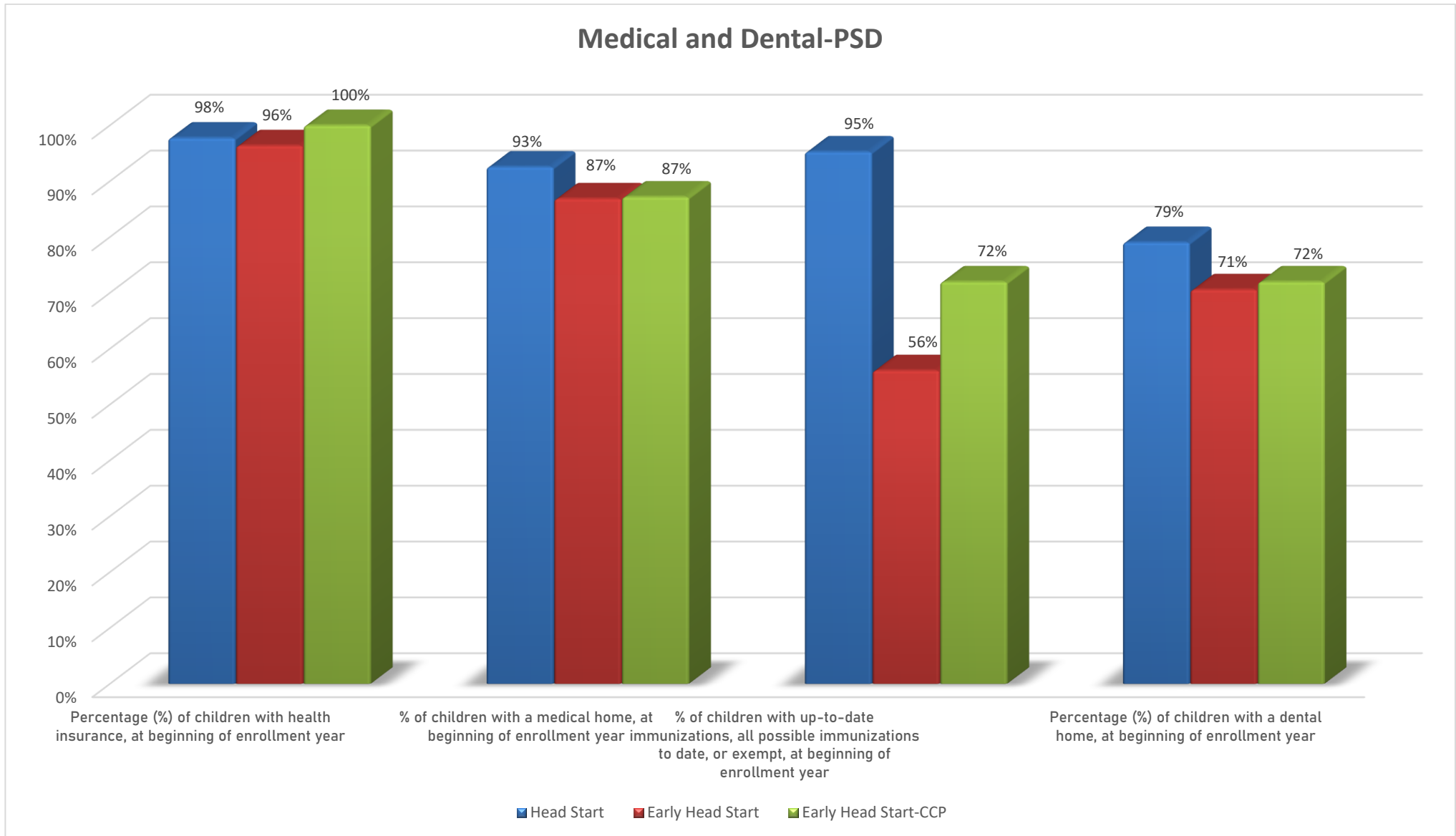
Thank you for the work you do on behalf of children and families.

/ Katie Hamm /

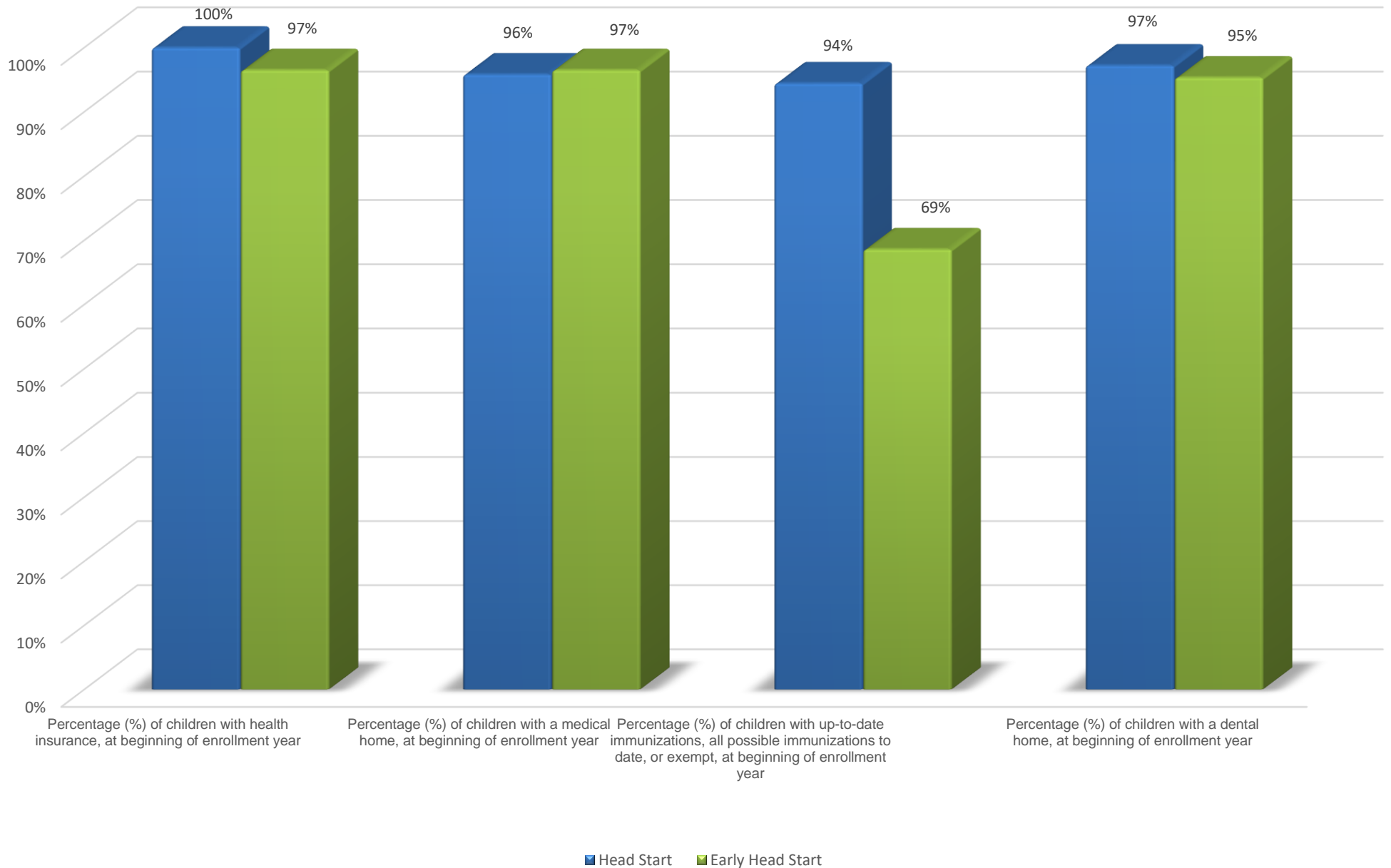
Katie Hamm
Acting Director, Office of Head Start
Deputy Assistant Secretary for Early Childhood Development

Preschool Services Department Program Information Report July 2022

The following chart represents the Medical and Dental data collected from Child Plus as of August 4, 2022:

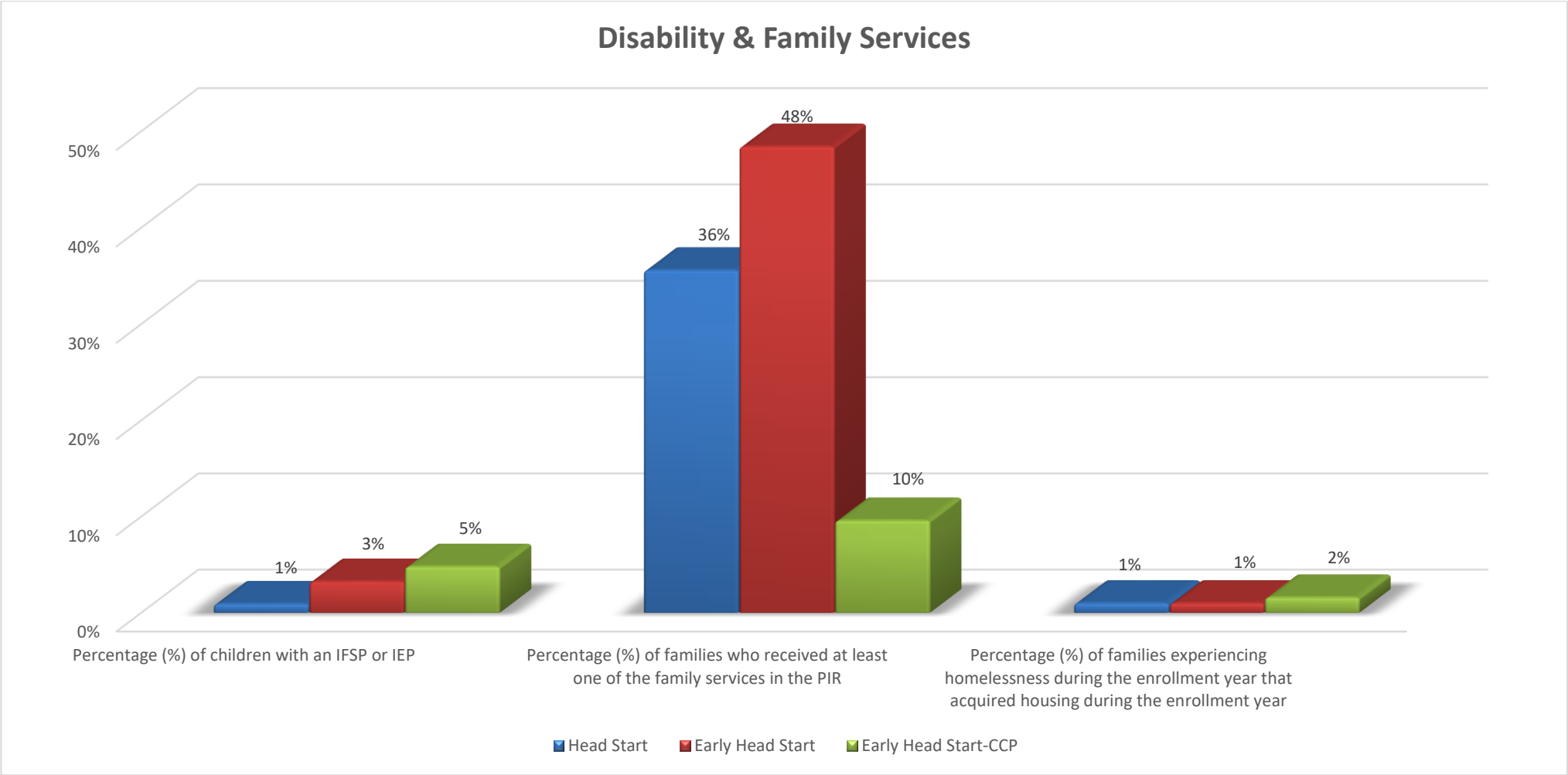


Medical and Dental-Easter Seals

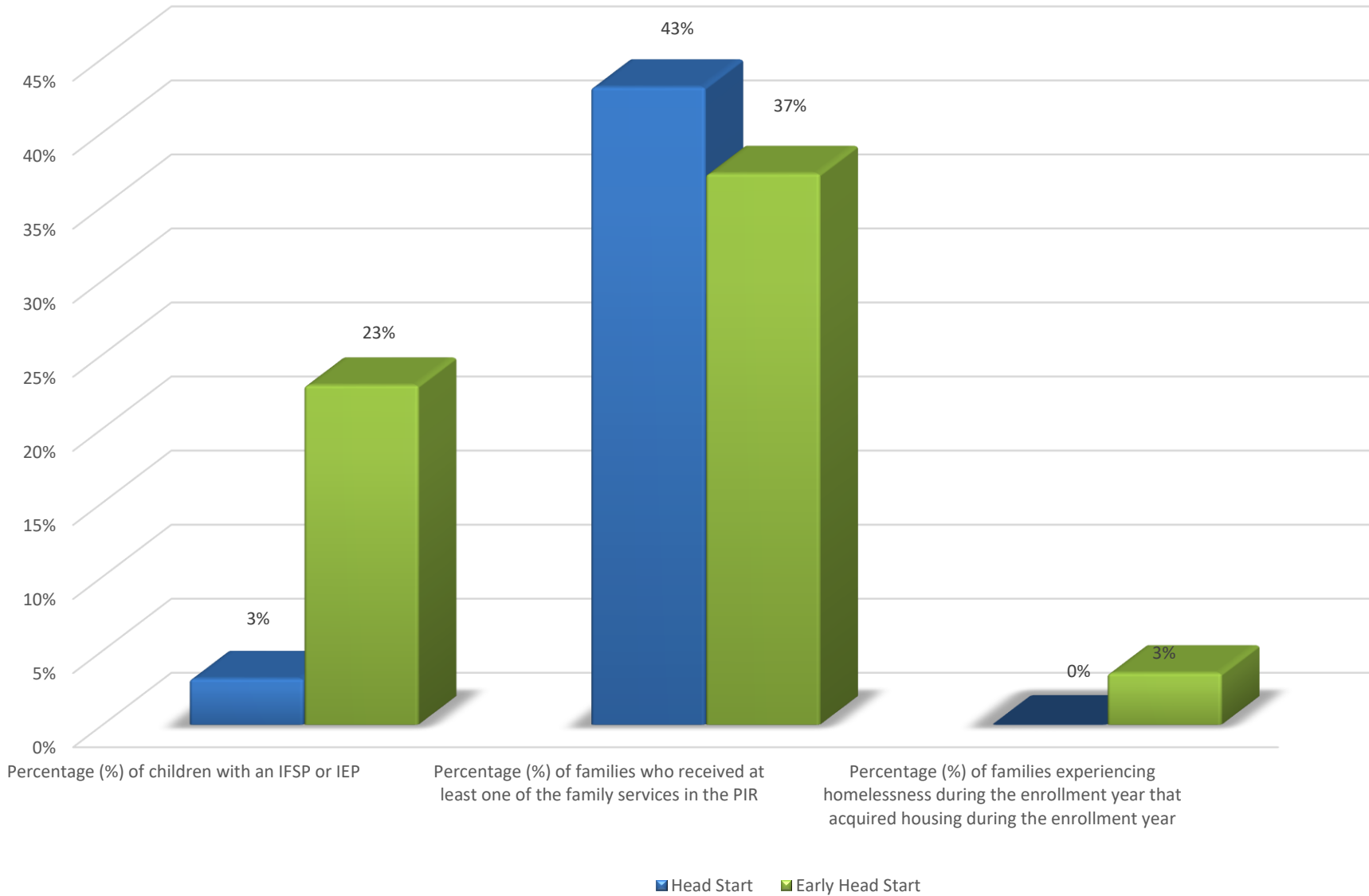




The following chart represents the Disability and Family Services data collected from Child Plus as of August 4, 2022:



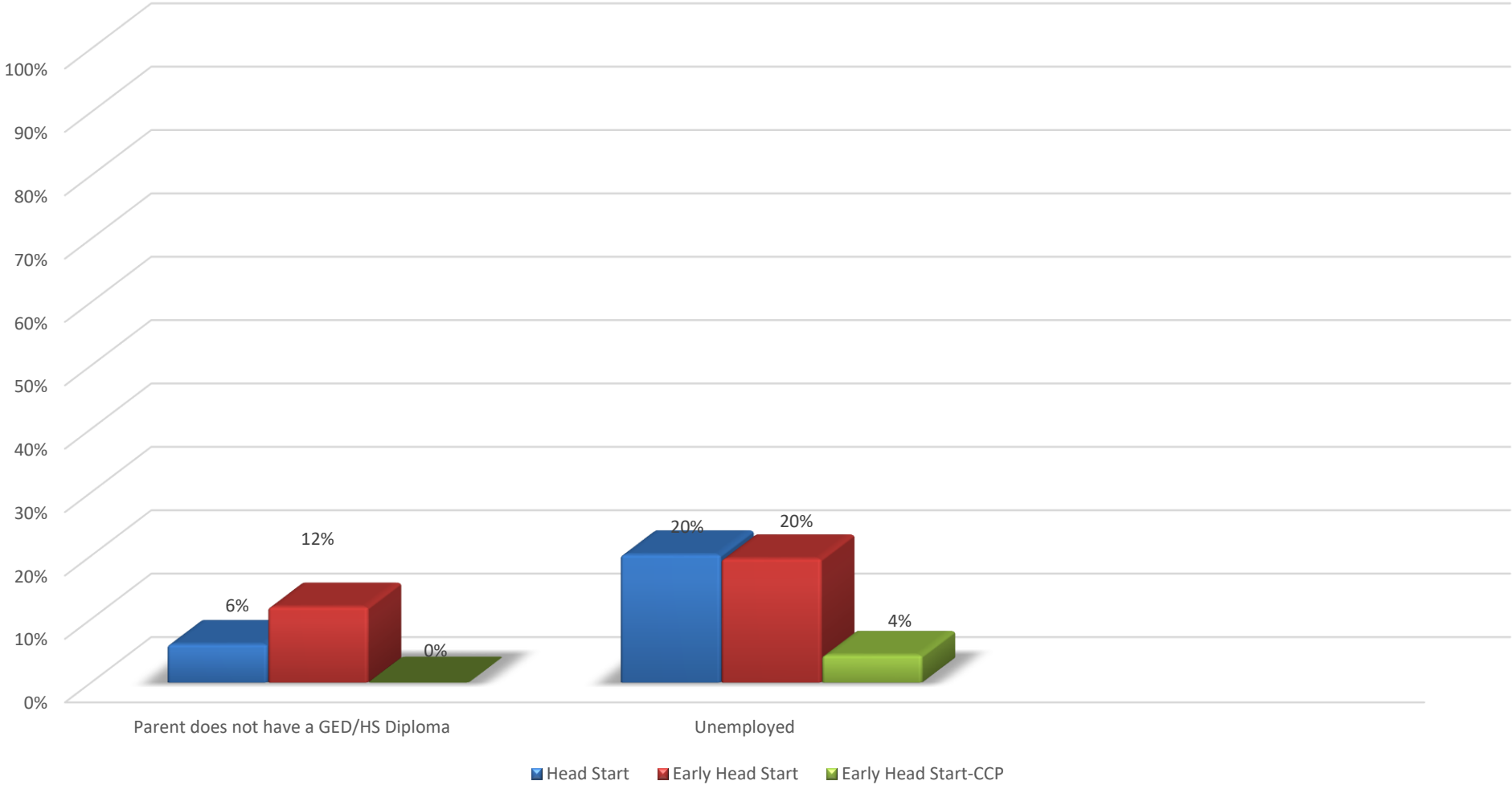
Disability & Family Services-Easter Seals



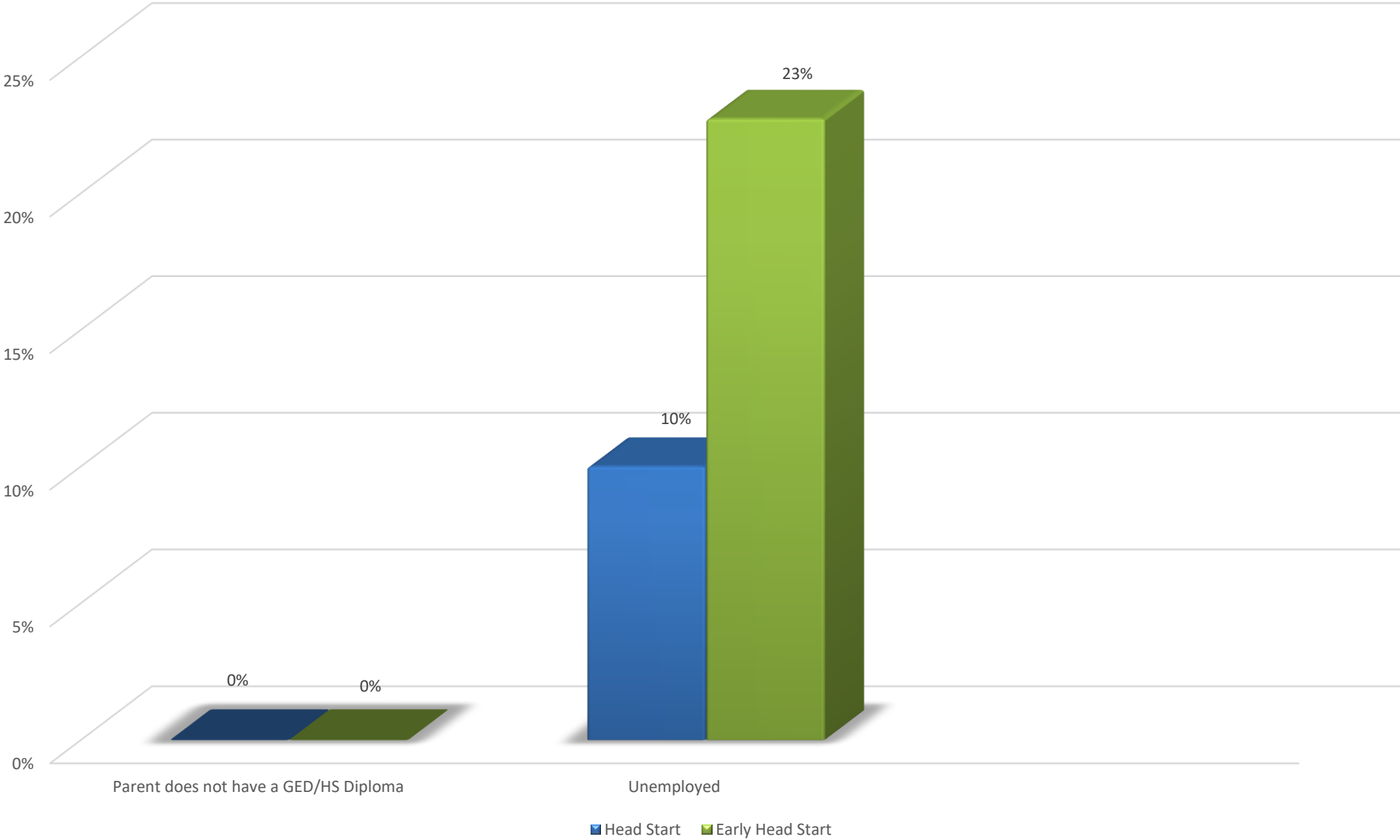


The following chart represents the Education and Unemployment data collected at time of enrollment from Child Plus for Two-Parent and One-Parent families as of August 4, 2022:

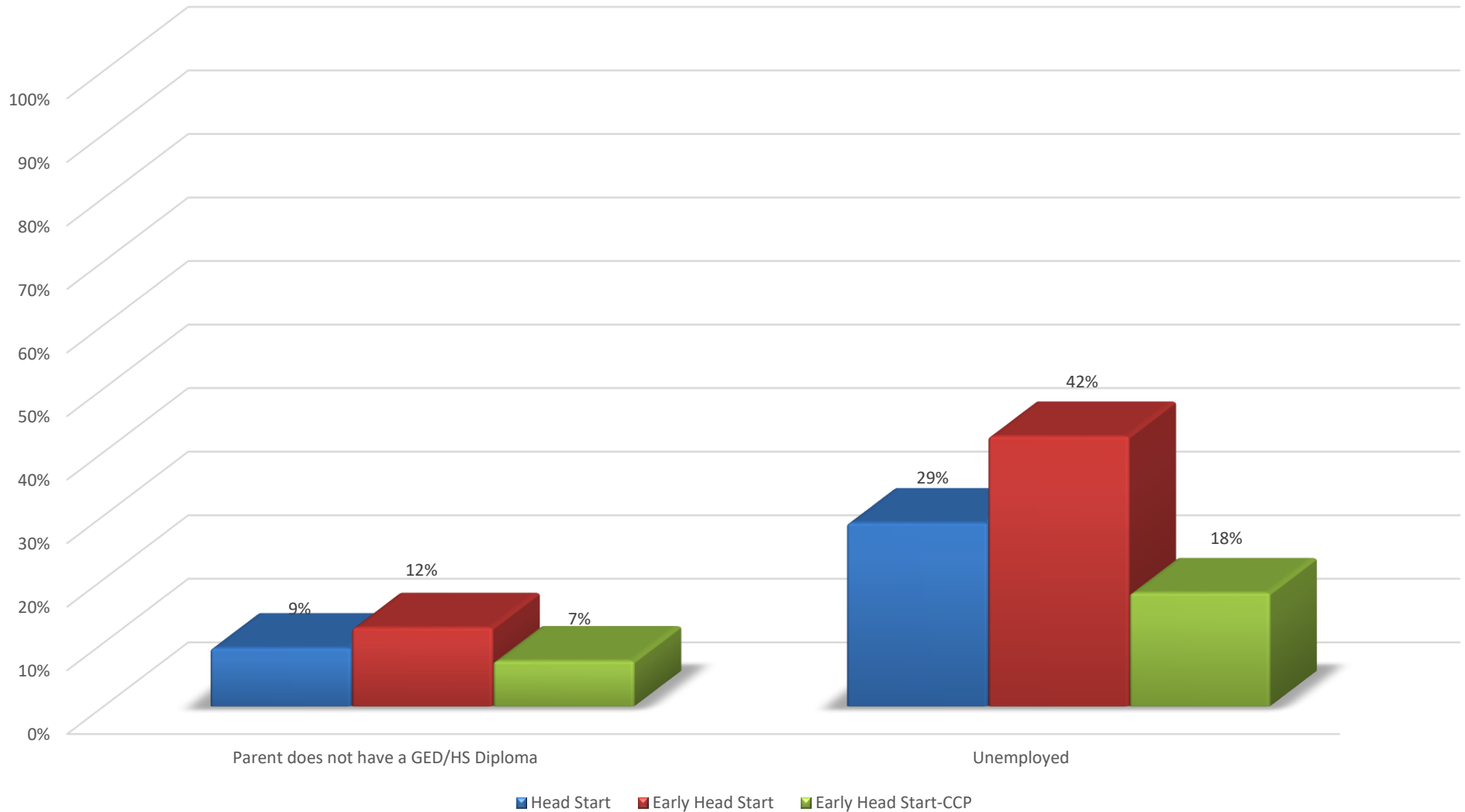
Education and Unemployment Status for Two-Parent Families for HS/EHS/EHS-CCP



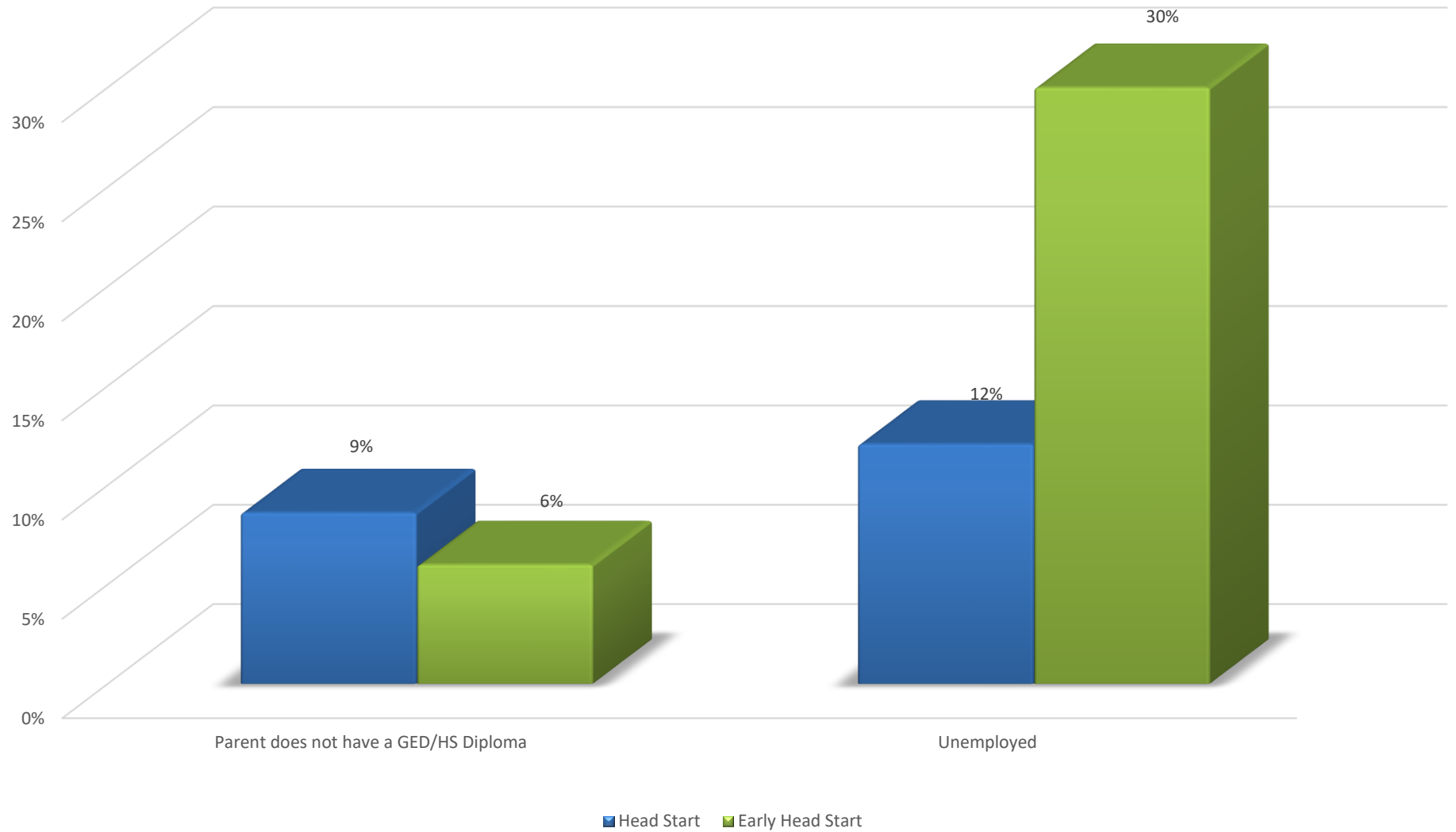
Education and Unemployment status for Two-Parent Families for HS/EHS-Easter Seals



Education and Unemployment Status for Single-Parent Families for HS/EHS/EHS-CCP



Education and Unemployment Status for Single-Parent Families for HS/EHS-Easter Seals



County of San Bernardino
PRESCHOOL SERVICES DEPARTMENT
 Performance Measures Report - FY 2022

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	20-21 Target	Acc. Quarter 1	20-21 Quarter 2	20-21 Quarter 3	20-21 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.	Percentage of children not meeting developmental expectations in literacy skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	55%	N/A	13%	18%	18%
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Support the Vision2Read Initiative.						
STRATEGY	Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment, and reduce this count by 55% by June 30,2022.						
EXPLANATION	Full day children are assessed three times a year; the 3rd assessment was completed on March 10, 2022, and presented in the 3rd quarter report. The department did not meet the goal for the 2021-22 program year. There are no changes to the third quarter data.						

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2022

COUNTY GOAL: IMPLEMENT THE COUNTYWIDE VISION		Measure	20-21 Target	Acc. Quarter 1	20-21 Quarter 2	20-21 Quarter 3	20-21 Quarter 4
OBJECTIVE	Strategically engage particular Vision Element Groups to support and expand the County's public facing Vision projects.	Percentage of children not meeting developmental expectations in social emotional skills on the 1st assessment who subsequently meet the standard by the end of the program year, utilizing the Desired Results Developmental Profile (DRDP) 2015 assessment tool.	30%	N/A	-13%	-6%	-6%
STRATEGY	Promote school readiness.						
STRATEGY	Support the Countywide Vision Regional Implementation Goal: "Partner with all sectors of the community to support the success of every child from cradle to career."						
STRATEGY	Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in social emotional skills on the first quarter's assessment, and reduce this count by 30% by June 30, 2022.						
EXPLANATION	Early Head Start children are assessed three times a year; the 3rd assessment was completed on March 10, 2022, and presented in the 3rd quarter report. The department did not meet the goal for the 2020-21 program year. There are no changes to the third quarter data.						

PRESCHOOL SERVICES DEPARTMENT
Performance Measures Report - FY 2022

COUNTY GOAL: PROVIDE FOR THE SAFETY, HEALTH AND SOCIAL SERVICE NEEDS OF COUNTY RESIDENTS		Measure	20-21 Target	Acc. Quarter 1	20-21 Quarter 2	20-21 Quarter 3	20-21 Quarter 4
OBJECTIVE	Partner with County and non-County agencies and maximize the use of Federal and State programs and funding to address the public health, safety and social service needs of County residents and move participants to self-sufficiency.	Number of foster children enrolled.	415	163 (39%)	205 (49%)	252 (61%)	279 (67%)
STRATEGY	Increase the enrollment opportunities for foster children.						
STRATEGY	Enhance the referral process of enrollment with the Children and Family Services Department.						
EXPLANATION	Preschool Services did not meet its target at fourth quarter 2021-22. The department enrolled an additional 27 foster children in its various programs during the fourth quarter. The department did not achieve the target goal of enrolling 415 foster children by the fourth quarter.						

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PRESCHOOL SERVICES DEPARTMENT

SCHOOL READINESS CHILD OUTCOME REPORT

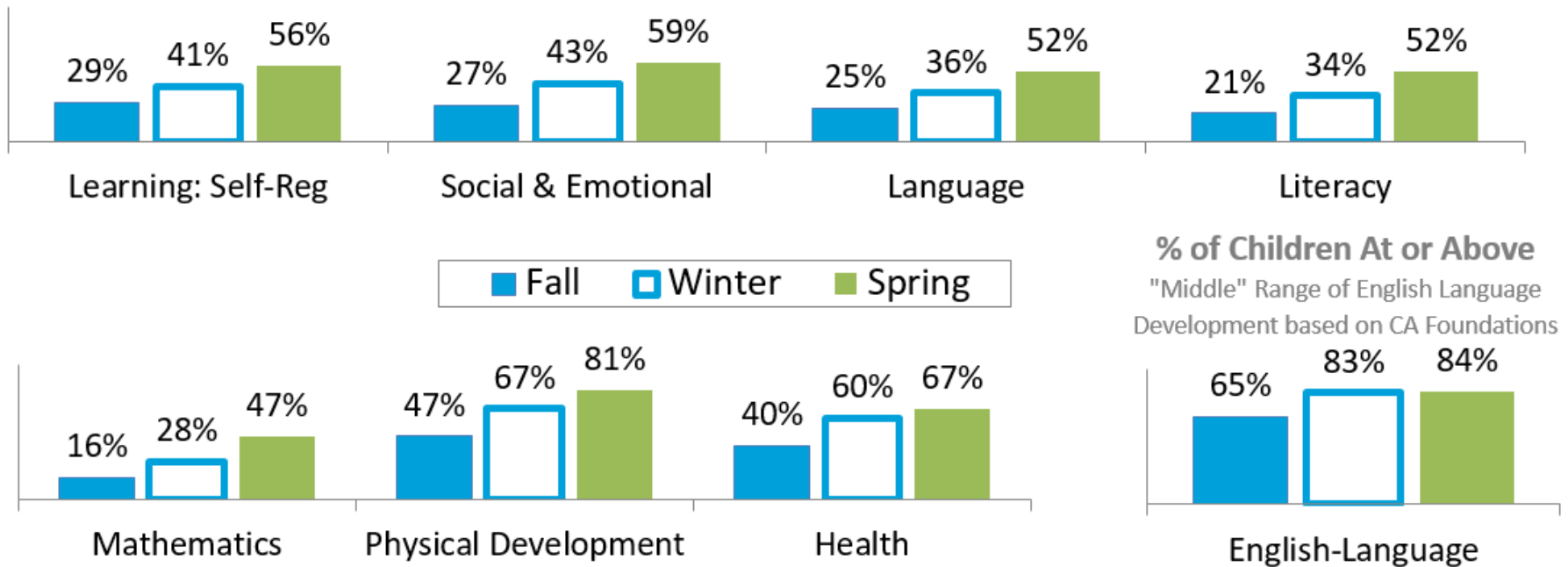
2021-2022



DRDP Results for Preschoolers: Spring 2021-2022 Rating Period

Domain Comparison for All Preschoolers

Spring 2021-2022 Percentage of Children At or Above Foundation Expectations

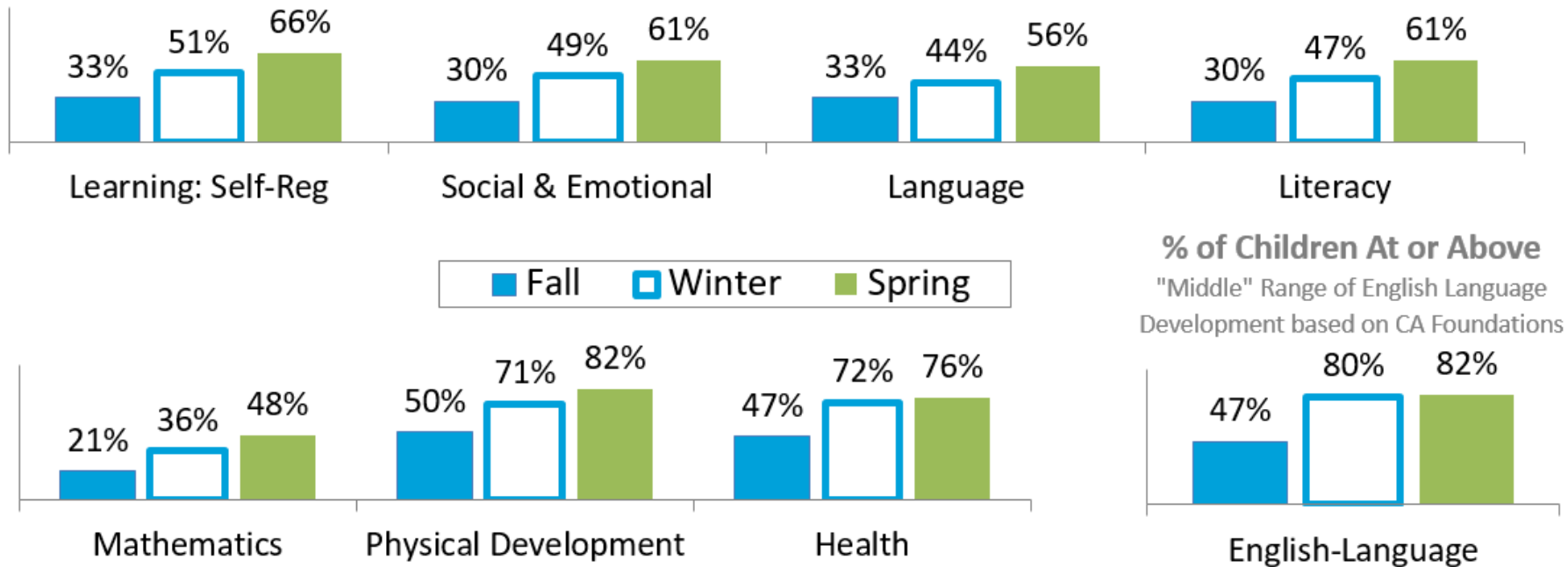


	Total
# of Children	2,120
Average Age (years)	4.3
% of English Language Learners	17%

DRDP Results for Preschoolers: Spring 2021-2022 Rating Period

Domain Comparison for 3 Yr Old (K in 2023) Children

Spring 2021-2022 Percentage of Children At or Above Foundation Expectations

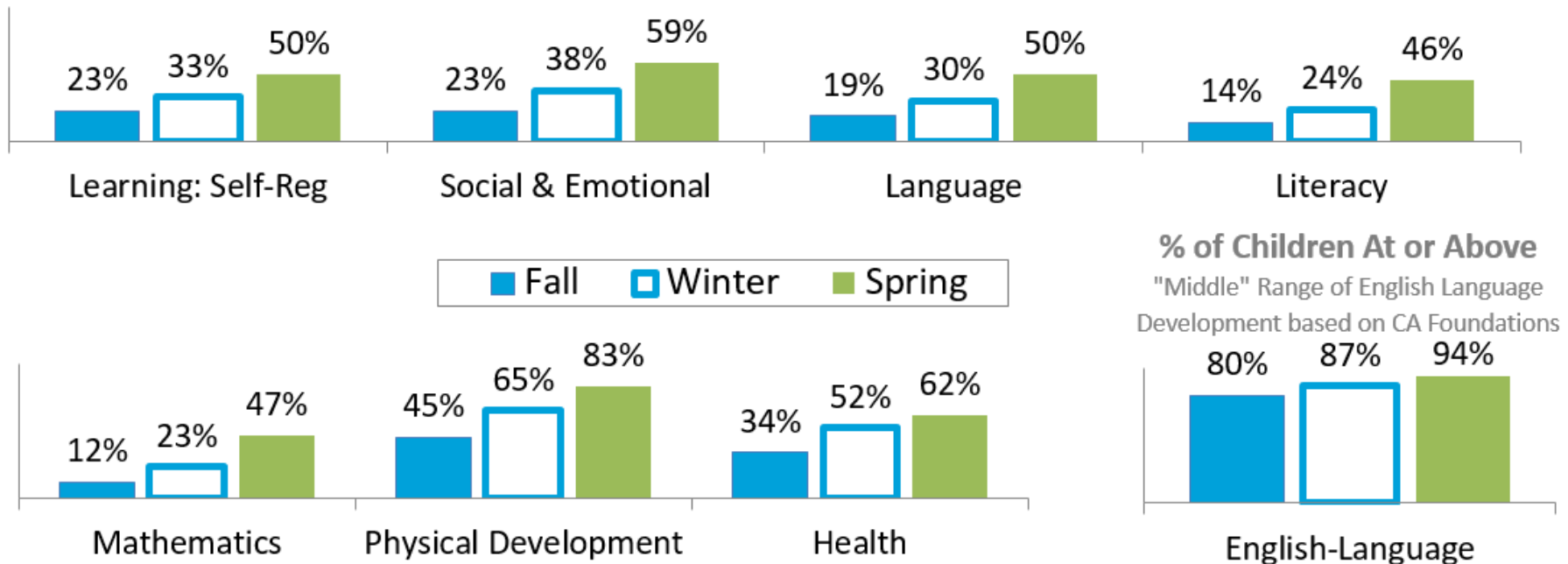


	Total
# of Children	888
Average Age (years)	3.9
% of English Language Learners	18%

DRDP Results for Preschoolers: Spring 2021-2022 Rating Period

Domain Comparison for 4 Yr Old (K in 2022) Children

Spring 2021-2022 Percentage of Children At or Above Foundation Expectations

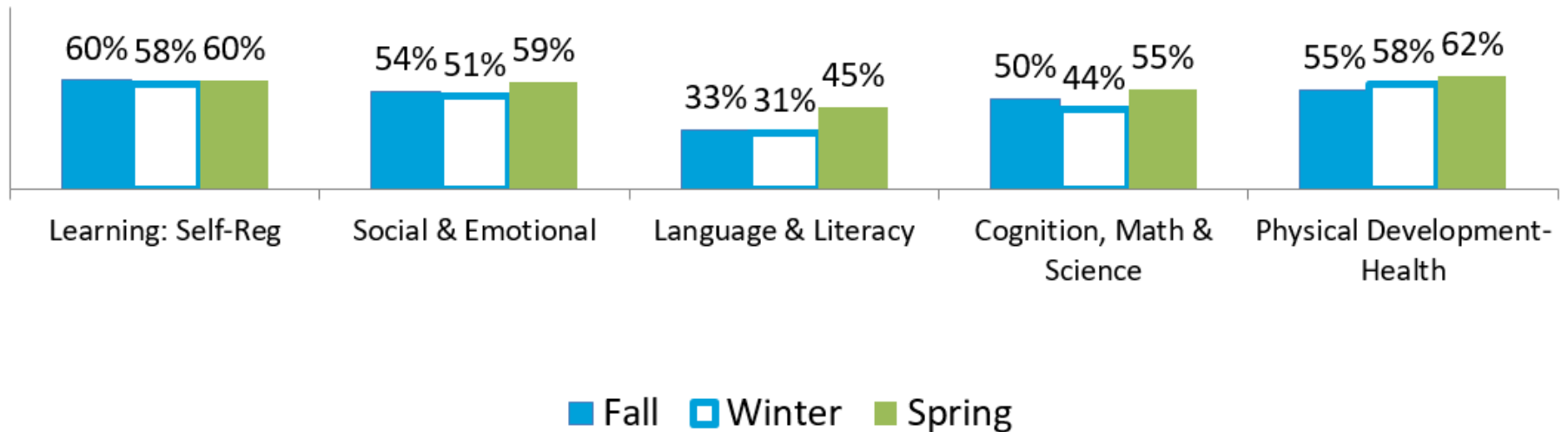


	Total
# of Children	1,050
Average Age (years)	4.8
% of English Language Learners	17%

DRDP Results for Infants & Toddlers: Spring 2021-2022 Rating Period

Domain Comparison for All Infants & Toddlers

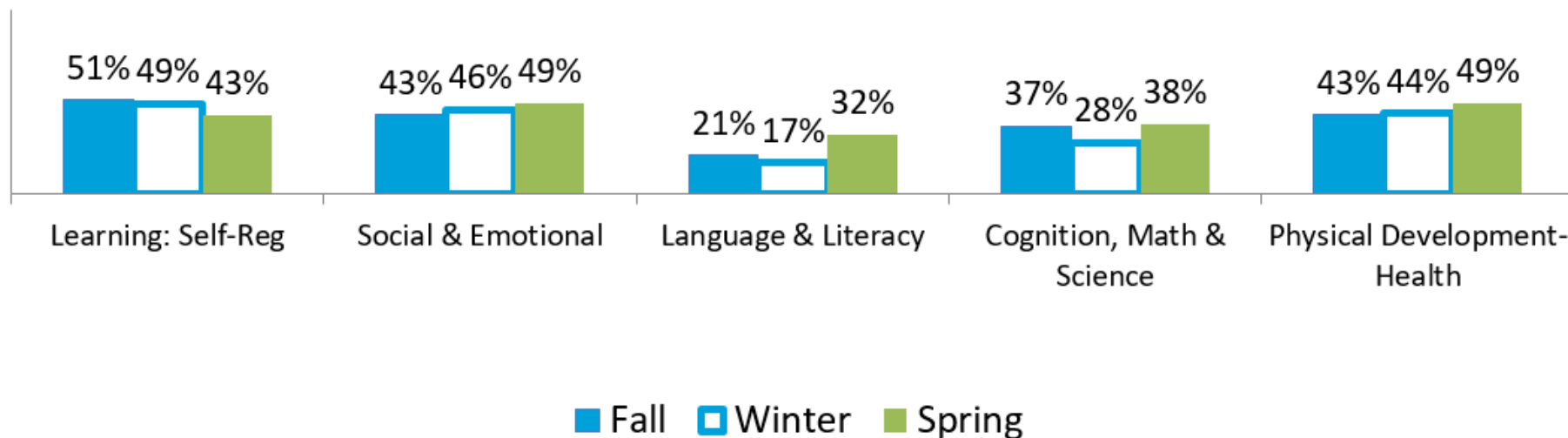
Spring 2021-2022 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	331
Average Age (years)	2.0
% of English Language Learners	15%

Domain Comparison for 1 Yr Old (K in 2025) Children

Spring 2021-2022 Percentage of Children At or Above Foundation Expectations

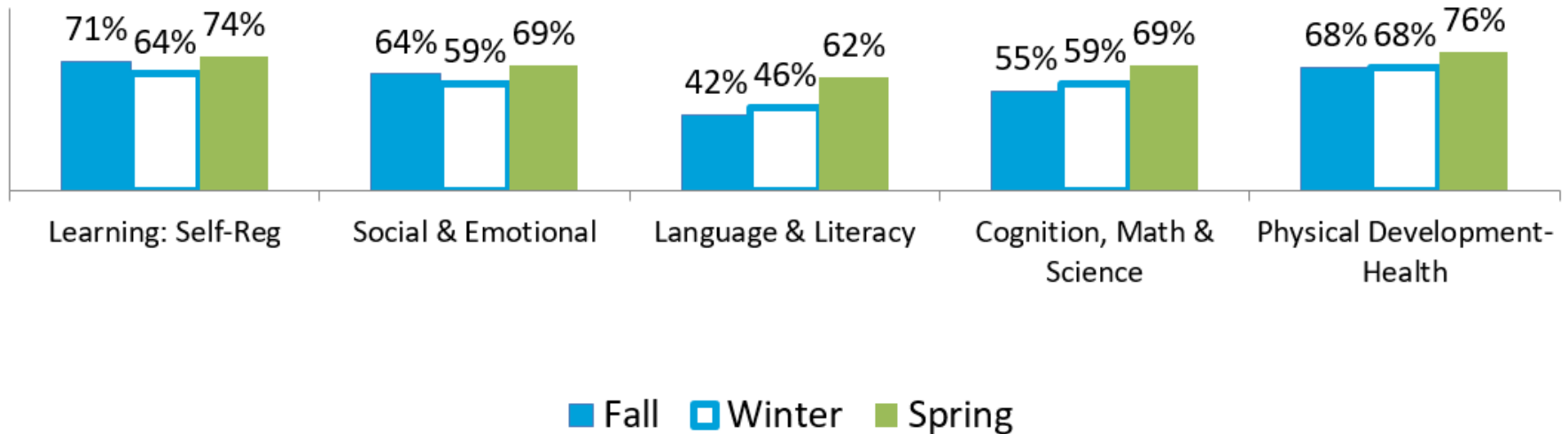


	Total
# of Children	138
Average Age (years)	1.9
% of English Language Learners	12%

DRDP Results for Infants & Toddlers: Spring 2021-2022 Rating Period

Domain Comparison for 2 Yr Old (K in 2024) Children

Spring 2021-2022 Percentage of Children At or Above Foundation Expectations



	Total
# of Children	136
Average Age (years)	2.6
% of English Language Learners	16%

THANK YOU!



Child & Adult Care Food Program Agency Budget for 2022 - 2023

Item# 5.5 - Child and Adult Care Food Program Application Fiscal Year 2022/23

04334-CACFP-36-GM-CS
SAN BERNARDINO CO TAD
 662 SOUTH TIPPECANOE AVENUE
 SAN BERNARDINO, CA 92415
 SAN BERNARDINO
 CD:
 Vendor #: 22360Z

Budget Version: Version 1

	Expense Amount	Income: CACFP Funding Amount	Income: Other Income Amount
Administrative Costs and Income			
State the estimated administrative costs (Expense Category and Expense Amount) and the expected income to pay for these costs (CACFP Funding Amount and Other Income Amount) according to each expense category. Administrative costs include claims preparation, monitoring, and training.			
NOTE: Sponsor administrative costs cannot exceed 15% of the CACFP reimbursement.			
Administrative Labor and Payroll Taxes	\$ 241,232	\$ 84,657	\$ 156,575
Benefits	\$ 117,291	\$ 41,162	\$ 76,129
Other	\$ 0	\$ 0	\$ 0
Total Administrative	(A1)358,523	(B1) \$125,819	(C1)232,704

Operating Costs

	Expense Amount	Income: CACFP Funding Amount	Income: Other Income Amount
State the estimated operating costs (Expense Category and Expense Amount) and the expected income to pay for these costs (CACFP Funding Amount and Other Income Amount).			
Food – Self-Prep or Vended	\$ 4,730,618	\$ 1,660,148	\$ 3,070,470
Food Service Supplies	\$ 25,507	\$ 8,951	\$ 16,556
Food Service Labor and Taxes	\$ 1,546,612	\$ 542,763	\$ 1,003,849
Benefits	\$ 888,481	\$ 311,801	\$ 576,680
Equipment	\$ 0	\$ 0	\$ 0
Rent/Lease	\$ 0	\$ 0	\$ 0
Other	\$ 0	\$ 0	\$ 0
Total Operating	(A2)7,191,218	(B2)2,523,663	(C2)4,667,555

Total Program Costs and Income

Administrative Expense (A1) and Total Operating Costs (A2) = Total Costs	\$ 7,549,741
CACFP Funding (B1&B2) + Other Income(C1&C2) used for Food Program = Total Income	\$ 7,549,741

Section VI - Verification of Program Administrative Costs Charged to the CACFP - 15% Limitation

Did your organization charge administrative costs to the program during the prior program year? Yes No

If yes, complete the following (enter whole dollars only):

Program reimbursement received for the prior program year: \$ 1,321,105

Total Administrative Costs Charged to CACFP for the prior program year: \$ 173,402

Percentage of Costs to Reimbursement: 13 %

Document Attachments

Actions	File Designation	Budget Version	Uploaded By

CACFP Checklist Summary

04334-CACFP-36-GM-CS

SAN BERNARDINO CO TAD

662 SOUTH TIPPECANOE AVENUE

SAN BERNARDINO, CA 92415

SAN BERNARDINO

CD:

Vendor #: 22360Z

Please submit the documents listed in this section via fax, email, or mail:

Fax: 916-323-1952

Email: cacfp@cde.ca.gov

Mail: CACFP

California Department of Education

Nutrition Services Division

1430 N Street, Ste. 1500

Sacramento, CA 95814

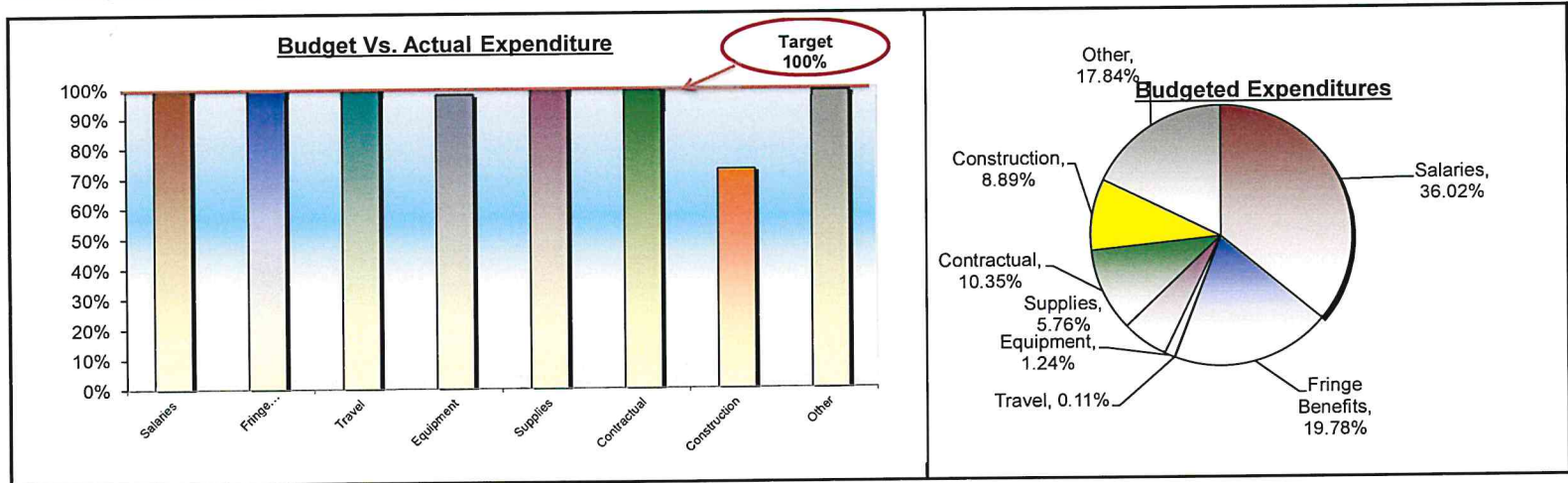
Agency	Total Items	Submitted Items	Approved Items
SAN BERNARDINO CO TAD	1	1	1

Child & Adult Care Food Program Sites	Total Items	Submitted Items	Approved Items
ADELANTO HEAD START	0	0	0
APPLE VALLEY HEADSTART PRE	0	0	0
Arrowhead Grove	0	0	0
Baker Family Learning Center	0	0	0
BARSTOW STATE PRESCHOOL	0	0	0
BOYS & GIRLS CLUB HS CENTER	0	0	0
CHINO H.S.STATE PRESCHOOL	0	0	0
CRESTLINE HEAD START	0	0	0
CUCAMONGA HEAD START	0	0	0
DEL ROSA HEAD START	0	0	0
HESPERIA HEAD START	0	0	0
HIGHLAND HEADSTART	0	0	0
MILL CHILD DEVELOPMENT	0	0	0
Northgate Head Start / State Preschool	0	0	0
ONTARIO HEAD START CENTER	0	0	0
PSD RIALTO WILLOW HEAD START	0	0	0
LAS TERRAZAS	0	0	0
PSD/FONTANA CITRUS HEADSTART	0	0	0
PSD/WESTMINSTER HEAD START	0	0	0
REDLANDS VALENCIA GROVE	0	0	0
RENAISSANCE HEAD START	0	0	0
RIALTO EUCALYPTUS	0	0	0
SAN BERNARDINO PARK/REC.	0	0	0
SOUTH REDLANDS HEAD START	0	0	0
TWENTY-NINE PALMS HEADSTART	0	0	0
UPLAND HEAD START	0	0	0
VICTORVILLE HEAD START/STATE	0	0	0
YUCAIPA HEAD START	0	0	0
YUCCA HEAD START	0	0	0

County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2019-20 As of July 31, 2022

Head Start

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Low Cost Extension	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(G) Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	19,209,814	19,208,418	1,396	-	19,208,418	1,396	100.0%
B Fringe Benefits	10,548,748	10,547,084	1,664	-	10,547,084	1,664	100.0%
C Travel	58,880	58,880	(0)	-	58,880	(0)	100.0%
D Equipment	663,200	648,811	14,389	27,369	676,180	(12,980)	97.8%
E Supplies	3,073,027	3,280,678	(207,651)	-	3,280,678	(207,651)	106.8%
F Contractual	5,517,718	5,518,429	(711)	-	5,518,429	(711)	100.0%
G Construction	4,743,372	3,452,720	1,290,652	958,671	4,411,390	331,982	72.8%
H Other	9,514,949	9,423,434	91,515	55,084	9,478,518	36,431	99.0%
Total Direct Costs	53,329,708	52,138,454	1,191,254	1,041,124	53,179,578	150,130	97.8%
Percentage (%) Analysis	100.0%	97.8%	2.2%	2.0%	99.7%	0.3%	2.2%

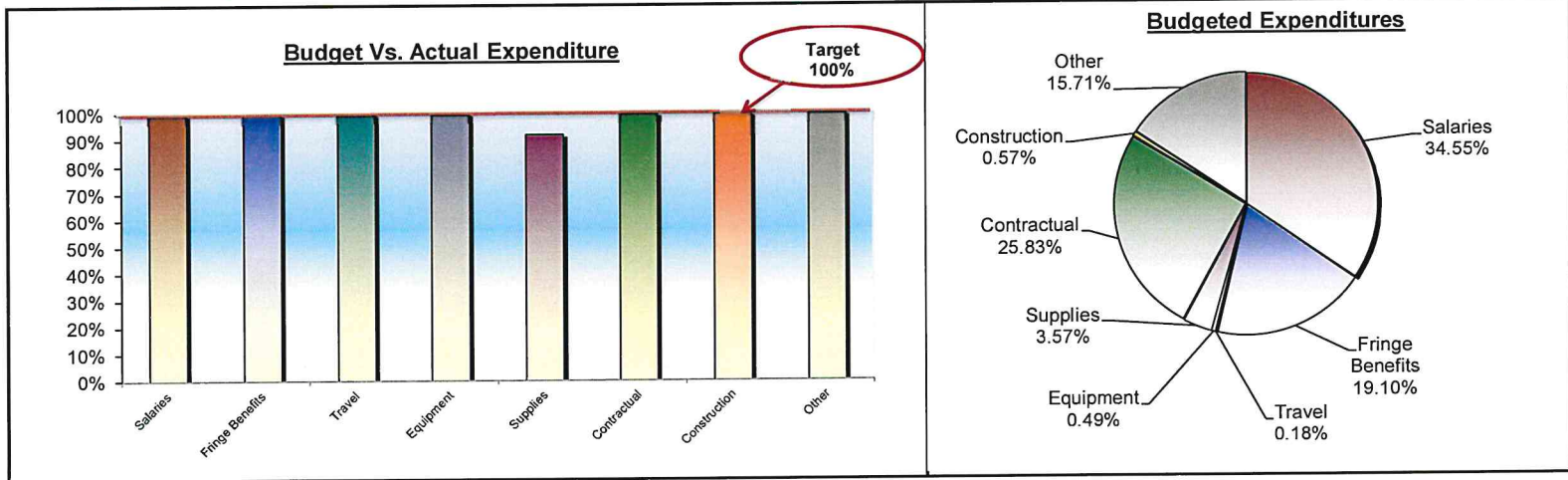


County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2019-20

As of July 31, 2022

Early Head Start

	(A)	(B)	(C)	(D)	(E)	(F)	(I)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Low Cost Extension	Total YTD + PRJ (B) + (D)	Budget Balance I (A) - (E)	Budget vs. Actual Exp.% (B) / (A)
Expenditures							
A Salaries	1,799,329	1,799,329	0	-	1,799,329	0	100.0%
B Fringe Benefits	994,841	994,841	(0)	-	994,841	(0)	100.0%
C Travel	9,280	9,280	0	-	9,280	0	100.0%
D Equipment	25,468	25,468	-	-	25,468	-	100.0%
E Supplies	185,809	171,050	14,759	-	171,050	14,759	92.1%
F Contractual	1,345,192	1,345,192	(0)	-	1,345,192	(0)	100.0%
G Construction	29,827	29,827	-	-	29,827	-	100.0%
H Other	817,966	817,967	(1)	-	817,967	(1)	100.0%
Total Direct Costs	5,207,712	5,192,952.81	14,759	-	5,192,953	14,759	99.7%
Percentage (%) Analysis	100.0%	99.7%	0.3%	0.0%	99.7%	0.3%	0.3%



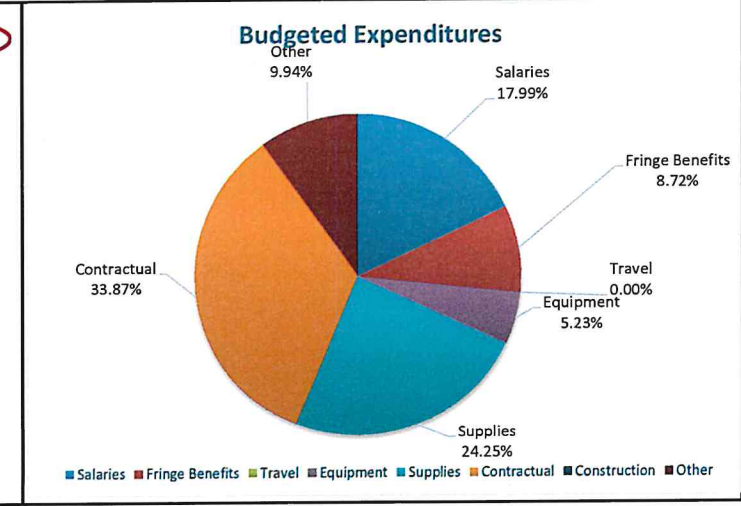
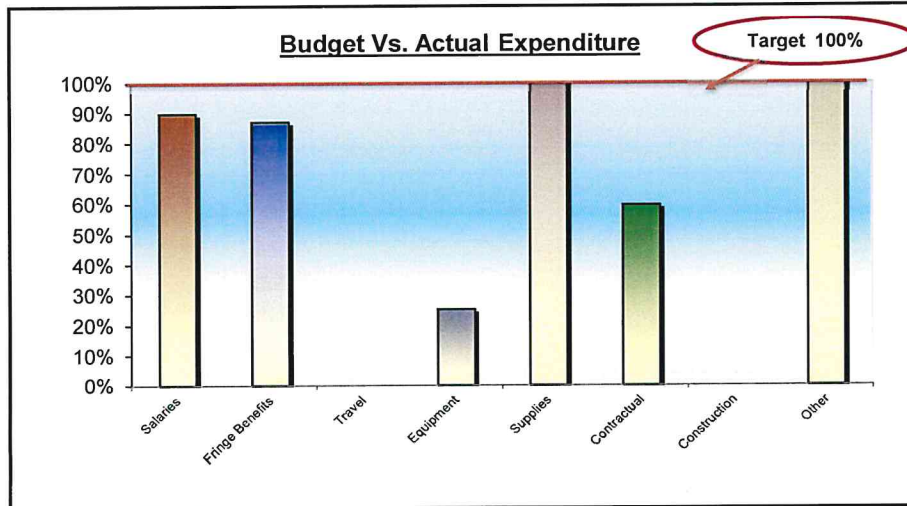
County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2020 Through FY 2021 As of July 31, 2022

CARES Act Funding

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Expenditure	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(G) Budget vs. Actual Exp. % (B) / (A)
Expenditures							
A Salaries	701,146	629,229	71,917	-	629,229	71,917	89.7%
B Fringe Benefits	339,776	295,970	43,806	-	295,970	43,806	87.1%
C Travel	-	-	-	-	-	-	0.0%
D Equipment	204,000	51,256	152,744	47,981	99,237	104,763	25.1%
E Supplies	945,055	1,402,940	(457,885)	-	1,402,940	(457,885)	148.5%
F Contractual	1,320,161	786,613	533,548	-	786,613	533,548	59.6%
G Construction	-	-	-	-	-	-	0.0%
H Other	387,374	683,522	(296,148)	-	683,522	(296,148)	176.5%
Total Direct Costs	3,897,512	3,849,531	47,981	47,981	3,897,512	0	98.8%

Percentage (%) Analysis

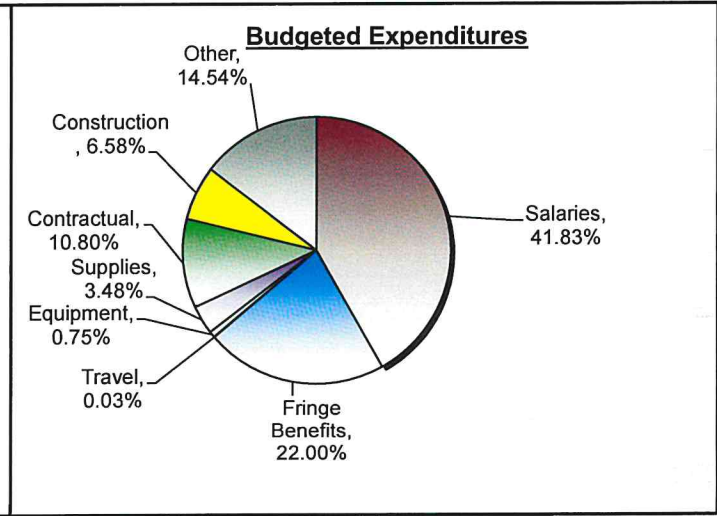
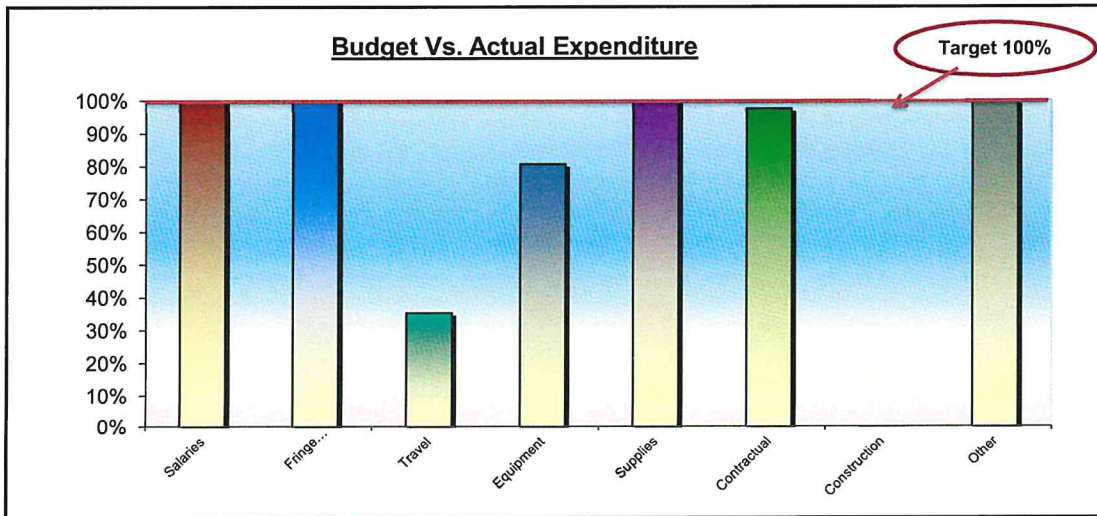
100.0%	98.8%	1.2%	1.2%	100.0%	0.0%	1%
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County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2020-21 As of July 31, 2022

Head Start

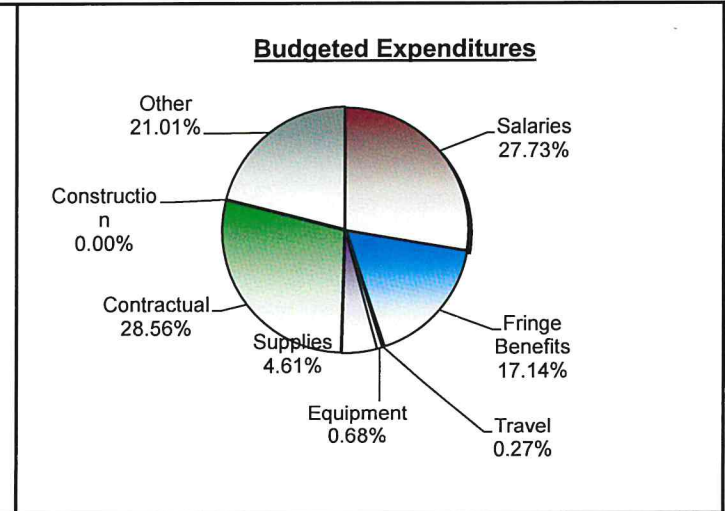
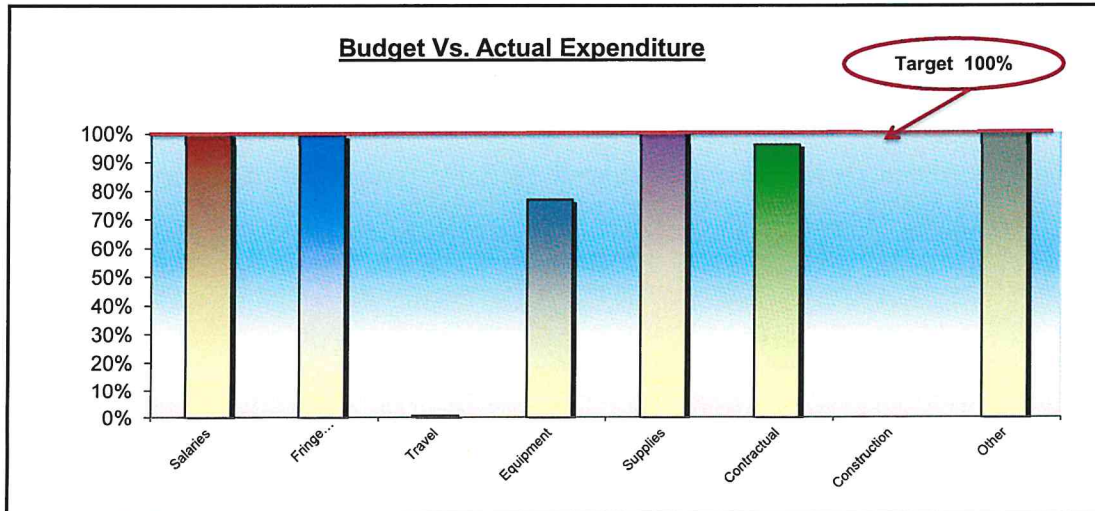
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Carryover Request	Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures									
A Salaries	18,608,044	18,608,044	(0)	-	18,608,044	(0)		(0)	100.0%
B Fringe Benefits	9,784,544	9,784,544	(0)	-	9,784,544	(0)		(0)	100.0%
C Travel	13,606	4,802	8,804	-	4,802	8,804		8,804	35.3%
D Equipment	332,272	268,171	64,101	-	268,171	64,101		64,101	80.7%
E Supplies	1,547,255	1,546,688	567	-	1,546,688	567		567	100.0%
F Contractual	4,802,417	4,684,359	118,058	-	4,684,359	118,058		118,058	97.5%
G Construction	2,926,763	566	2,926,197	-	566	2,926,197	3,131,933	(205,736)	0.0%
H Other	6,467,888	6,453,680	14,208	-	6,453,680	14,208		14,208	99.8%
Total Direct Costs	44,482,789	41,350,856	3,131,933	-	41,350,856	3,131,933	3,131,933	0	93.0%
Percentage (%) Analysis	100.0%	93.0%	7.0%	0.0%	93.0%	7.0%	7.0%	0.0%	7.0%



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2020-21 As of July 31, 2022

Early Head Start

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance I (A) - (E)	Carryover Request	Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures									
A Salaries	1,670,238	1,669,458	780	-	1,669,458	780		780	100.0%
B Fringe Benefits	1,032,370	1,026,070	6,300	-	1,026,070	6,300		6,300	99.4%
C Travel	16,450	107	16,343	-	107	16,343		16,343	0.6%
D Equipment	41,111	31,619	9,492	-	31,619	9,492		9,492	76.9%
E Supplies	277,558	341,115	(63,557)	-	341,115	(63,557)		(63,557)	122.9%
F Contractual	1,720,402	1,655,057	65,345	-	1,655,057	65,345		65,345	96.2%
G Construction	-	-	-	-	-	-		-	0.0%
H Other	1,265,793	1,300,496	(34,703)	-	1,300,496	(34,703)		(34,703)	102.7%
Total Direct Costs	6,023,922	6,023,922	0	-	6,023,922	0	-	0	100.0%
Percentage (%) Analysis	100.0%	100.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%



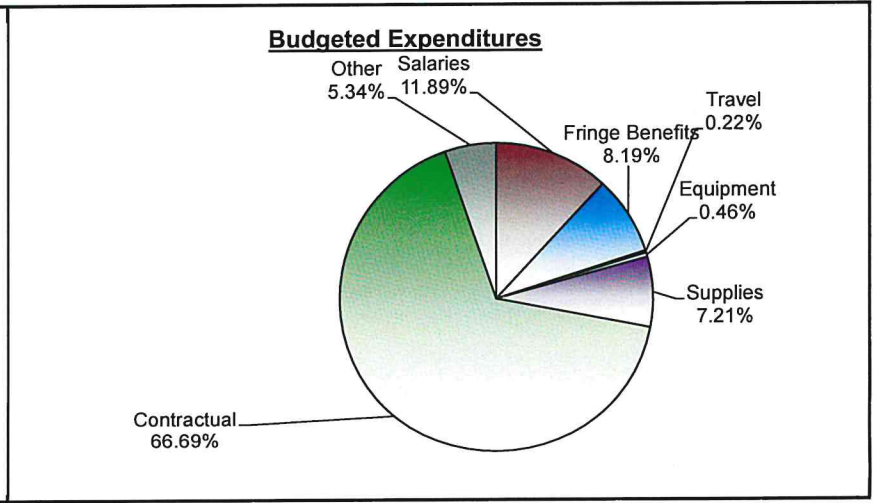
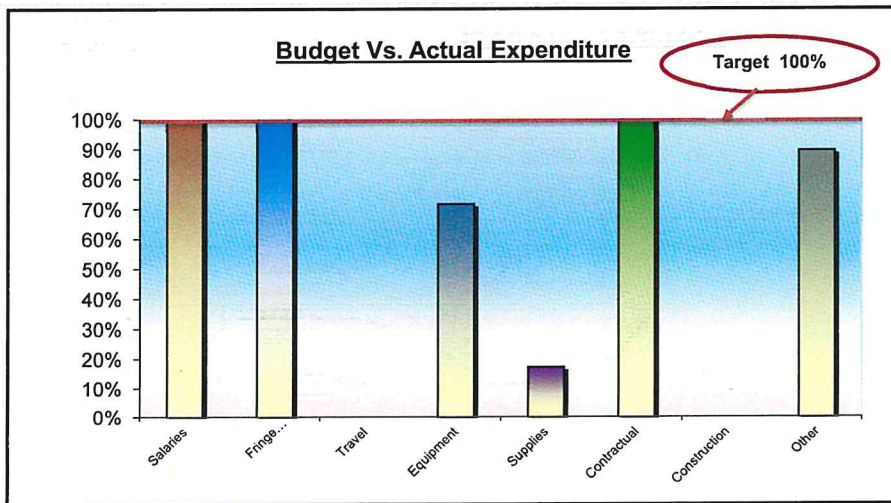
County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2020-21 As of July 31, 2022

EHS-Child Care Partnership

Budget Categories	(A) Modified Budget	(B) Year-To-Date Actual	(C) Available Budget (A) - (B)	(D) Projected Expenditure	(E) Total YTD + PRJ (B) + (D)	(F) Budget Balance (A) - (E)	(G) Carryover Request	(H) Final Budget Balance (F) - (G)	(I) Budget vs. Actual Exp.% (B) / (A)
Expenditures									
A Salaries	251,736	292,636	(40,900)	-	292,636	(40,900)		(40,900)	116.2%
B Fringe Benefits	173,526	195,996	(22,470)	-	195,996	(22,470)		(22,470)	112.9%
C Travel	4,700	-	4,700	-	-	4,700		4,700	0.0%
D Equipment	9,746	6,983	2,763	-	6,983	2,763		2,763	71.7%
E Supplies	152,608	26,270	126,338	-	26,270	126,338	-	126,338	17.2%
F Contractual	1,412,467	1,434,134	(21,667)	-	1,434,134	(21,667)		(21,667)	101.5%
G Construction	-	-	-	-	-	-	60,638	(60,638)	0.0%
H Other	113,054	101,180	11,874	-	101,180	11,874		11,874	89.5%
Total Direct Costs	2,117,837	2,057,199	60,638	-	2,057,199	60,638	60,638	0	97.1%

Percentage (%) Analysis

100.0%	97.1%	2.9%	0.0%	97.1%	2.9%	2.9%	0.0%	2.9%
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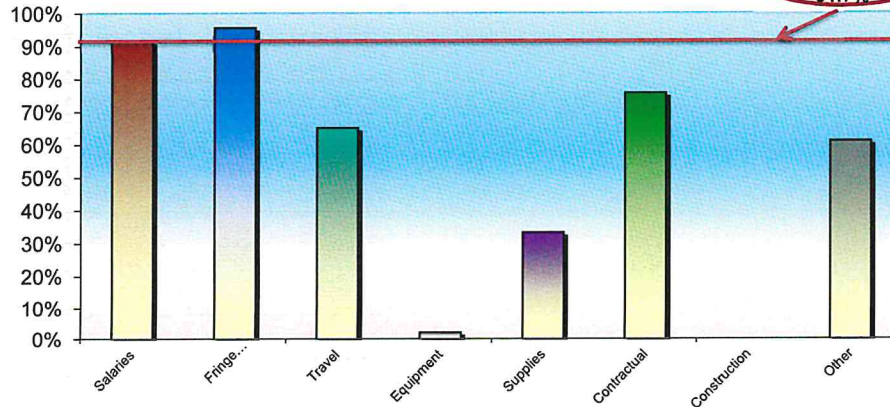


County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2021-22 As of July 31, 2022

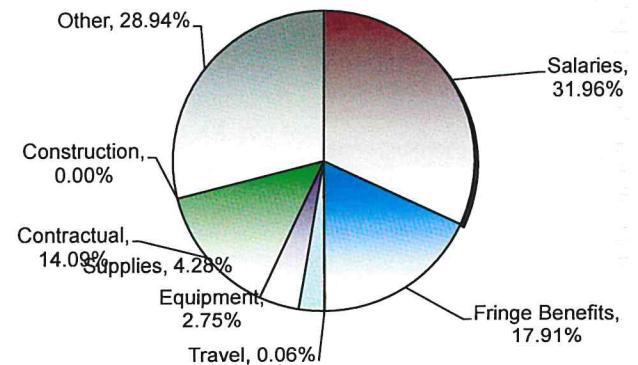
Combined

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(G)
Budget Categories	Modified Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Carryover	Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures									
A Salaries	20,182,160	18,482,094	1,700,066	1,647,487	20,129,581	52,579	-	52,579	91.6%
B Fringe Benefits	11,306,322	10,811,633	494,689	493,927	11,305,560	762	-	762	95.6%
C Travel	40,010	26,075	13,935	1,868	27,943	12,067	-	12,067	65.2%
D Equipment	1,738,369	38,308	1,700,062	195,074	233,382	1,504,987	1,639,474	(134,487)	2.2%
E Supplies	2,703,596	899,625	1,803,971	65,691	965,316	1,738,280	1,492,252	246,028	33.3%
F Contractual	8,896,520	6,739,361	2,157,159	2,086,146	8,825,508	71,012	231,356	(160,344)	75.8%
G Construction	-	-	-	-	-	-	-	-	0.0%
H Other	18,275,748	11,164,512	7,111,236	1,830,822	12,995,334	5,280,414	5,297,020	(16,606)	61.1%
Total Direct Costs	63,142,725	48,161,606.83	14,981,118	6,321,015.86	54,482,623	8,660,102	8,660,102	(0)	76.3%
Percentage (%) Analysis	100.0%	76.3%	23.7%	10.0%	86.3%	13.7%	13.7%	0.0%	15.4%

Budget Vs. Actual Expenditure



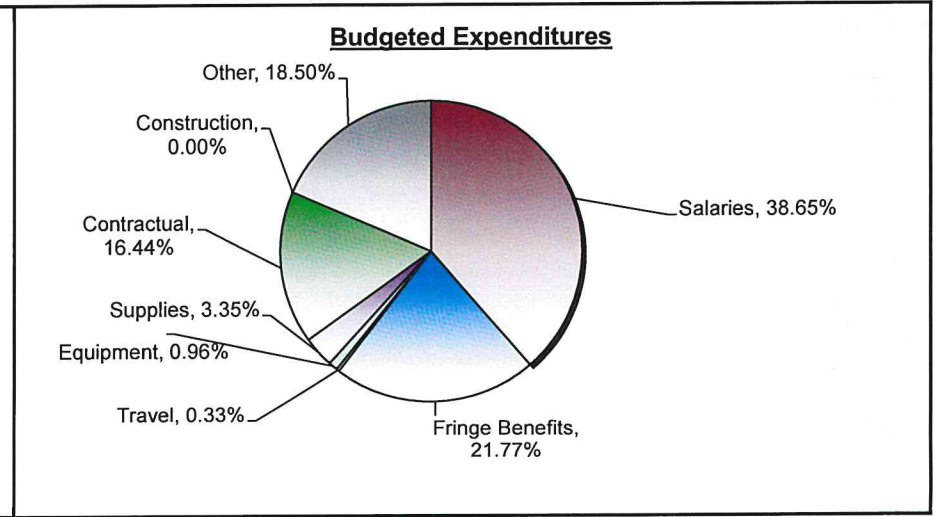
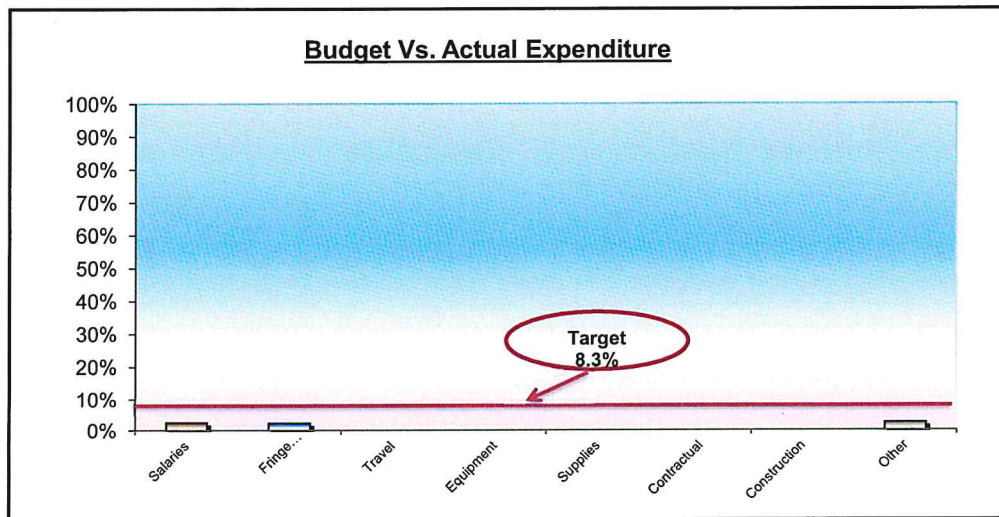
Budgeted Expenditures



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report FY 2022-23 As of July 31, 2022

Combined

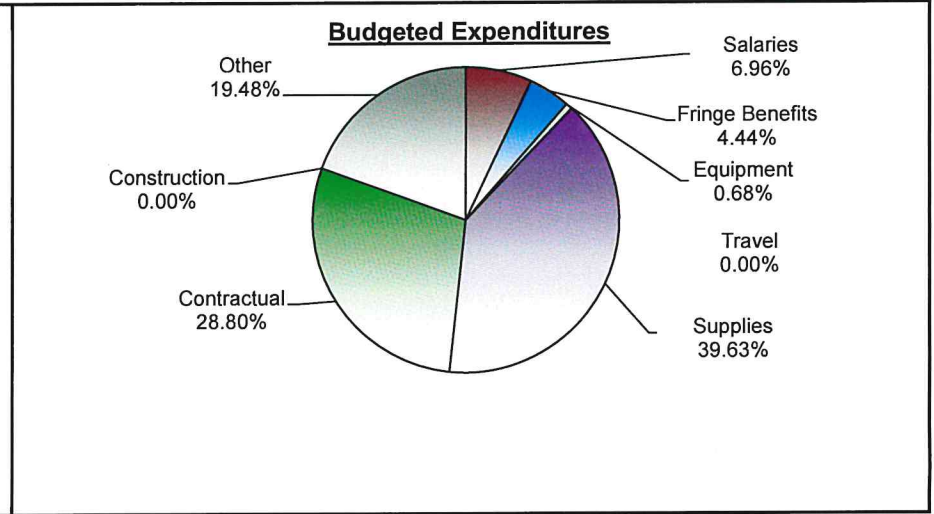
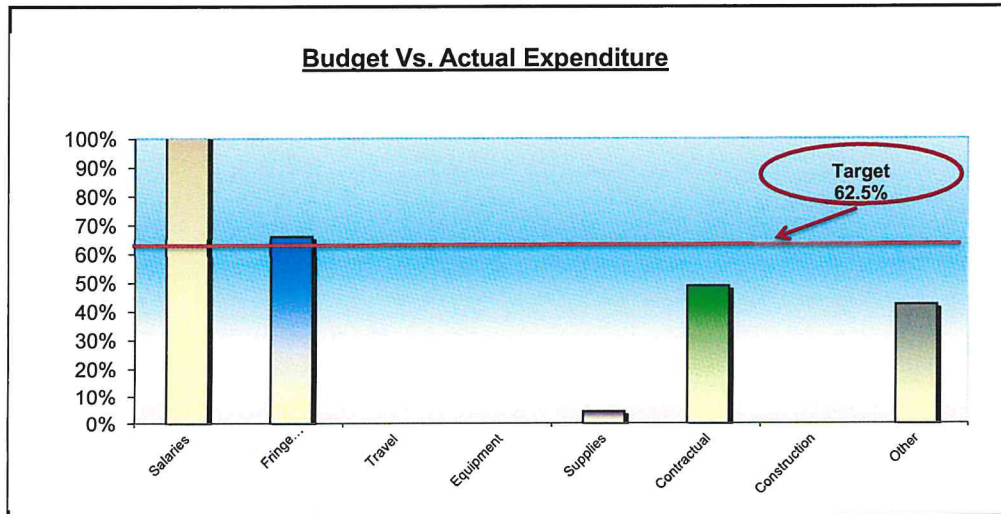
Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	(G)
	Adopted Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Budget Transfer		Final Budget Balance (F) + (G)	Budget vs. Actual Exp.% (B) / (A)
							Transfer-In (i)	Transfer-out (ii)		
Expenditures										
A Salaries	22,597,929	581,417	22,016,512	22,016,512	22,597,929	(0)	-	-	(0)	2.6%
B Fringe Benefits	12,730,755	307,239	12,423,516	12,423,516	12,730,755	0	-	-	0	2.4%
C Travel	191,213	-	191,213	191,213	191,213	-	-	-	-	0.0%
D Equipment	562,685	-	562,685	562,685	562,685	-	-	-	-	0.0%
E Supplies	1,955,998	-	1,955,998	1,955,998	1,955,998	-	-	-	-	0.0%
F Contractual	9,613,076	-	9,613,076	9,613,076	9,613,076	-	-	-	-	0.0%
G Construction	-	-	-	-	-	-	-	-	-	0.0%
H Other	10,815,424	276,567	10,538,857	10,538,857	10,815,424	0	-	-	0	2.6%
Total Direct Costs	58,467,080	1,165,222.70	57,301,857	57,301,857	58,467,080	0	-	-	0	2.0%
Percentage (%) Analysis	100.0%	2.0%	98.0%	98.0%	100.0%	0.0%	0.0%	0.0%	0.0%	6.3%



County of San Bernardino Preschool Services Department Budget-To-Actual and Projected Expenditure Report April 1, 2021 to March 31, 2023 (for 24 months) As of July 31, 2022

CRRSA & ARP

Budget Categories	(A)	(B)	(C)	(D)	(E)	(F)	(G)		(H)	(G)
	Adopted Budget	Year-To-Date Actual	Available Budget (A) - (B)	Projected Expenditure	Total YTD + PRJ (B) + (D)	Budget Balance (A) - (E)	Transf.-In (i)	Transf.-Out (ii)	Final Budget Balance (F) - (G)	Budget vs. Actual Exp.% (B) / (A)
Expenditures										
A Salaries	459,804	891,827	(432,023)	422,434	1,314,261	(854,457)	854,457		0	194.0%
B Fringe Benefits	293,486	194,302	99,184	271,936	466,238	(172,752)	172,752		(0)	66.2%
C Travel	-	-	-	-	-	-			-	0.0%
D Equipment	45,000	-	45,000	45,000	45,000	-			-	0.0%
E Supplies	2,616,498	121,258	2,495,240	1,237,601	1,358,859	1,257,639		(1,257,639)	0	4.6%
F Contractual	1,901,690	931,468	970,223	866,402	1,797,869	103,821		(103,821)	(0)	49.0%
G Construction	-	-	-	-	-	-			-	0.0%
H Other	1,286,597	547,736	738,861	1,073,112	1,620,848	(334,251)	334,251		0	42.6%
Total Direct Costs	6,603,075	2,686,591	3,916,484	3,916,484	6,603,075	(0)	1,361,460	(1,361,460)	(0)	40.7%
Percentage (%) Analysis	100.0%	40.7%	59.3%	59.3%	100.0%	0.0%			0.0%	21.8%



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Preschool Services
Department

Item# 6.1 - ERSEA Training

SGB Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Training

Sean Segal
ERSEA Program Manager
8-18-2022

www.SBCounty.gov/PSD

Regulations:

- Head Start (HS) Act – 2017
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Final Rule – 2015
- Program Performance Standards
- Program Instructions (PI)
- Information Memorandums (IM)



ERSEA must train policies and procedures (specifically eligibility determinations) to all:

- Governing Body
- Policy Council
- Management and
- Staff

Based on the community assessment date, Preschool Services Department (PSD) programs must consider the possibility of allowing socio-economic diversity into the classroom which can be supported by other funding sources including private pay.

Socio-economic diversity cannot be at the expense of children who are income eligible to the program. Income eligible families, foster children, and those experiencing homelessness must be served first.

ERSEA 1302.12(d)(1) Additional Allowances for Programs

A program may enroll an additional 35% of participants whose income falls between 101-130% of the Federal Poverty Level.

A maximum of 10% of children in our care may fall above this level



- Telephone interviews may be completed over the phone if an in-person interview is not possible or convenient for the family
- Program cannot create enrollment barriers requiring stringent documentation
- This streamlines the eligibility requirements

Employees of the Preschool Services Department who intentionally falsify information or violate the regulations governing family eligibility into the program are subject to formal County disciplinary actions.

This includes (but is not limited to):

- Ignoring or changing a family's income
- Misrepresenting the number of members in the family
- Providing false proof of eligibility for Public assistance
- Misrepresenting the relationship between a child and guardian

Head Start (HS) programs must prioritize younger children when operating in communities with publicly funded pre-k, and HS children can enroll in pre-k full-day.

Head Start programs re-evaluate their selection criteria annually according to their community assessment.



Programs are required to fill vacancies within 30 calendar days at all times, *including* when there are less than 60 calendar days remaining in the program year.



ERSEA 1302.15 (b)(3) & 1302.72 (a) Continuity of Enrollment and Transitioning Between Programs

Staff will:

- Make every effort to maintain the child's enrollment (even when the family/child moves to another service area)
- Support homeless/foster families transition to any program they choose:
 - Different service area
 - Head Start (HS)
 - Early Childhood Education (ECE)



If it is determined from the Community Assessment; a program may reserve up to 3% of funded enrollment for:

- Pregnant women
- Children experiencing homelessness and
- Children in Foster Care (FC)

Note: After 30 days, the slot is considered vacant and must be filled within an additional 30 days.

ERSEA must comply with state immunization requirements for:

- Enrollment and
- Attendance

Exception:

Homeless and foster children may attend for up to 30 days as long as:

- Allowed by state licensing and
- Program assists families in obtaining the required immunizations as soon as possible.

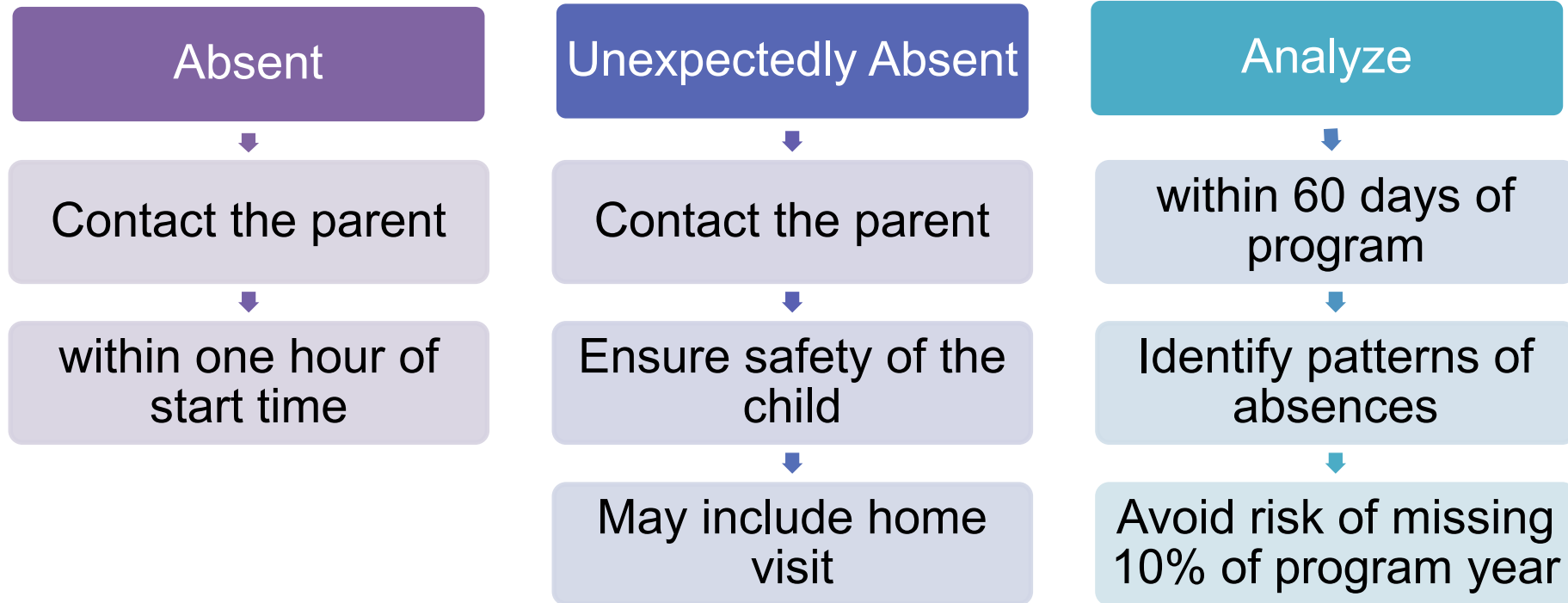


Regular attendance must be promoted through education and family support.



ERSEA 1302.16 (a) Attendance cont.

The diagram below outlines the steps staff will take to ensure regular attendance is being met.



To ensure children who are homeless attend class regularly, staff will:

- Not exclude children for not providing immunization or medical records and
- Coordinate transportation through community resources when transportation becomes an obstacle for regular attendance.





Limitation on suspension prohibits staff from suspending or expelling children due to the child's behavior.

Temporary suspension may be used only as a last resort and/or in an extraordinary circumstance.

Mental health professionals will be consulted to work with children, families, and staff on how to manage children with challenging behaviors prior to determining if a temporary suspension is necessary.



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San Bernardino County (SBC) Head Start Shared Governance Board

JOE BACA JR., CHAIR
SBC Fifth District Supervisor

TED ALEJANDRE, VICE-CHAIR
SBC Superintendent of Schools

MICHAEL SEQUEIRA, MD, PUBLIC HEALTH OFFICER
SBC Public Health

DR. GEORGINA YOSHIOKA, INTERIM DIRECTOR
SBC Behavioral Health

JANKI PATEL, CHILDREN'S NETWORK OFFICER
SBC Children's Network

LORENA ALATORRE
Head Start Policy Council Chair
Crestline Head Start
SGB Representative

TANISHA BRADLEY
Head Start Policy Council Member
Community Representative
SGB Representative

JEANETTE SENEVIRATNE
Head Start Policy Council Member
Community Representative
SGB Representative

Shared Governance Board Delegate Appointment Form

Mail to: PSD | Attn: Shar Robinson | 662 S. Tippecanoe Ave., San Bernardino, CA 92415-0630

Fax to: (909) 383-2080 | Email to: Sharmaine.Robinson@psd.sbcounty.gov

The Head Start Shared Governance Member: Michael A Sequeira, M.D.

Title: Health Officer

wishes to appoint: Joshua Dugas to serve as Delegate for a one-year term beginning July 1, 2022 through June 30, 2023 to represent the member in the event the member must be absent from a meeting. The designation must be renewed every twelve months and is subject to disapproval by a majority of the remaining SGB members.

Appointee Title: Director

By signing below, the Head Start Shared Governance Board Member authorizes the appointee to serve on the Head Start Shared Governance Board in the absence of the Member, and acknowledges the appointee shall act in the capacity of the member for purposes of that meeting, including full voting rights. The member further confirms by signing below that the appointee has consented to this appointment.

Michael A Sequeira MD
Head Start Shared Governance Board Member (signed)

8/9/22
Date

Michael A. Sequeira, M.D.

SGB Member (printed)

If you have any questions, please contact Preschool Services Department Administration at 909-383-2005 or Shar Robinson at Sharmaine.robinson@psd.sbcounty.gov . Thank you.

Rev. 4/2022

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MONTH	POLICY COUNCIL	SHARED GOVERNANCE BOARD
July 2022	18th Meeting 1. Update 4 th Quarter County Performance Measures	No Meeting
August 2022	15th Meeting 1. Policy Council Reimbursement Procedures 2. Strategic Planning 3. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data) 4. Child and Adult Care Food Program (CACFP) Application 5.	18th Meeting 1. SGB Training – ERSEA 2. School Readiness Goals/Child Outcomes – Comparison of Assessment 1, 2 and 3 – Review (previous year data) 3. Child and Adult Care Food Program (CACFP) Application (<i>Approval</i>) 4. Health & Safety Screener and Governance Screeners – <i>as needed for Year 1 of Grants</i> 5. Update 4 th Quarter County Performance Measures
September 2022	19th Meeting 1. Nutrition Report 2. Approval of Community Representative(s) for 2020/21 3. Self-Assessment Schedule & Plan New Policy Council Orientation/Meeting	No Meeting
October 2022	5th & 6th Policy Council Orientation Training 1. Training and Election of Officers 2. Exec. Board Planning/Agenda Setting Committee 3. Childcare Planning Council & Region 9 Rep. Election 4. Shared Governance Board Representatives 5. Policy Council Oath of Office & Code of Conduct 6. Update 1 st Quarter County Performance Measures 17th Meeting 1. Apprenticeship Program 2. CSPP Application	20th Meeting 1. Introduction of newly elected Policy Council Representatives 2. SGB By-laws and policies – as needed Governing Bodies/Shared Decision Making; Governance Internal Dispute Resolution/Impasse; and Community Complaint Procedure – as needed 3. Final Program Information Report - Review 4. Program Self-Assessment Participation Notice/Invite 5. CSPP Application – <i>Approval</i> 6. SGB Training – Overview of Governance Responsibilities and School Readiness 7. Update 1 st Quarter County Performance Measures
November 2022	21st Meeting 1. Policy Council By-Laws 2. Self-Assessment Update	No Meeting
December 2022	19th Meeting 1. Community Assessment – Overview/approve 2. Overview of Standards of Conduct for staff 3. Personnel Rules (Excerpts & Standards of Conduct) 4. Attendance Procedure	No Meeting
January 2023	17th Meeting 1. Administration for Children and Families Grant Application– Narrative and Budget to include Goals & Objectives – <i>Tentative</i> Plans Presentation 2. Preschool Services Annual Report 2019/20 – Review 3. Community Assessment - Overview & Analysis – Review 4. School Readiness Baseline Outcomes – Overview/Review 5. Update 2 nd Quarter County Performance Measures	19th Meeting 1. Policy Council By-Laws – Approval 2. Community Assessment - Overview & Analysis - Review 3. Self-Assessment Report – Review 4. Shared Governance Board Vice-Chair Election 5. Prior Year Financial Audit Results – Independent Auditors Report - Review 6. Preschool Services Annual Report – Approval of Draft 7. ACF Grant Application– Tentative Plans Presentation 8. SGB Training – Parent Family Community Engagement & Policy Council

		<ul style="list-style-type: none"> 9. School Readiness Baseline Outcomes – Overview/Review 10. Update 2nd Quarter County Performance Measures
February 2023	<p><u>21nd Meeting</u></p> <ul style="list-style-type: none"> 1. Administration for Children and Families Grant Application– Narrative and Budget to include Goals & Objectives – Tentative Plans Presentation 2. Self-Assessment Corrective Action Plan Update 	No Meeting
March 2023	<p><u>20th Meeting</u></p> <ul style="list-style-type: none"> 1. ERSEA Selection Criteria Policy – Approval 2. Delegate Agency & Contract Agencies – Approval 3. Administration for Children and Families Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval 4. School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review 5. Next PY Quarterly Performance Measures -Review 6. Corrective Action Plans – Self-Assessment Approval and Federal and/or State Reviews when needed 	<p><u>23rd Meeting</u></p> <ul style="list-style-type: none"> 1. ERSEA Selection Criteria Policy – Approval 2. Delegate Agency & Contract Agency contracts – Every 5 years (2025) 3. ACF Grant Application (GABI) – Narrative and Budget to include Goals & Objectives– Approval 4. School Readiness Goals/Child Outcomes – Comparison of Assessment 1 and 2 – Review 5. Corrective Action Plans – Self-Assessment Approval and Federal and/or State Reviews - as needed 6. Next PY Quarterly Performance Measures -Review 7. SGB Training- Facilities
April 2023	<p><u>17th Meeting</u></p> <ul style="list-style-type: none"> 1. <u>Update 3rd Quarter County Performance Measures</u> 	No Meeting
May 2023	<p><u>15th Meeting</u></p> <ul style="list-style-type: none"> 1. Financial Audit Results 2. Planning Road Map - Approval 3. Shared Governance Calendar of Activities - Approval 	<p><u>18th Meeting</u></p> <ul style="list-style-type: none"> 1. Prior Year Financial Audit Results – Review Single Audit 2. Next PY Planning Road Map Roadmap - Approval 3. Next PY Governance Calendar of Activities - Approval 4. State Program Self-Evaluation Report - Review 5. Next PY SGB Calendar - Approval 6. Next PY SGB Delegate Appointments - Approval 7. SGB Training – Final PIR 8. <u>Update 3rd Quarter County Performance Measures</u>
June 2023	<p><u>20th Meeting</u></p> <ul style="list-style-type: none"> 1. Family Community Engagement (FCE) Training 2. Attendance Report 	No Meeting

Policy Council Approved, 5/16/2022
Shared Governance Board Approved, 5/19/2022

**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
May 19, 2022**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Myrlene Pierre, Assistant Superintendent, Student Services SBCSS
3. Michael Knight, Assistant Director, San Bernardino County Department of Behavioral Health
4. Wendy Alvarez, Associate Network Officer, San Bernardino County Children's Network
5. Michael Sequeira, MD, Health Officer, San Bernardino County Department of Public Health
6. Lorena Alatorre, Head Start Policy Council SGB Representative - PC Chair – Crestline Head Start
7. Tanisha Bradley, Head Start Policy Council SGB Representative – Community Representative

Absent:

8. Ted Alejandro, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
9. Janki Patel, Children's Network Officer, San Bernardino County Children's Network
10. Dr. Georgina Yoshioka, DBH Interim Director, San Bernardino County Department of Behavioral Health
11. Jeanette Seneviratne, Head Start Policy Council SGB Representative – Community Representative



Head Start Shared Governance Board Meeting Minutes

DATE: May 19, 2022
PLACE: Preschool Services Department
Zoom Video/Teleconference Meeting

1. & 2. Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting commenced at 2:00P.M.

San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order and welcomed everyone. Supervisor Baca Jr. thanked the SGB and the entire PSD staff for a successful school year.

3. Public Comment

There were no public comments.

4. Presentation of the Agenda

4.1 MODIFICATION TO THE AGENDA

Shar Robinson, PSD Secretary, announced the following agenda changes:

- Change of Presenter - Shannon Rodriguez, Program Manager will present Item 5.6 School Readiness Goals/Child Outcomes 2021/22.

5. Executive Reports/Program Updates

5.1 Program Updates

Jacquie Greene, Director, informed the SGB of the following Preschool Services Department updates.

End of Year

- Classes ended on May 18th for summer vacation for PSD Head Start 128 Part Day and Extended Day classes. PSD full day/full year classes remain in session through June 27th for 228 (4.5) and June 28th for the 175 (6) and 239 Full Day (10) hour sessions
- The new 2022/2023 School year begins on July 6 for Full Day, August 22 for Part Day and Extended Day classes.

- The Annual Staff Preservice Conference is scheduled for Thursday, August 25th.
 - County Leadership and Distinguished guests including the Board of Supervisors, Shared Governance Board and Policy Council members should be receiving the Save the Date information within the next two weeks.
 - The theme this year is “Empowering You to Empower Others”

Self-Assessment

- Management has elected to focus on Management Systems as related to Head Start Performance Standard 1302.101. The performance standard states that the Recipient must ensure the programs, fiscal, and human resource management structure provides effective management and oversight of all program areas.
- Management initiated the assessment of the Management System and the efficacy of our organizational structure this fiscal year. In July 2022, PSD Management participated in a facilitated Strength, Weakness, Opportunities, and Threats analysis, otherwise known as a SWOT analysis. The purpose of the analysis is to show PSD’s current reality so as to identify and implement future strategic directions which included focused goals and steps to achieve those goals.
- Among all the topics discussed, one of our strengths is the resiliency and flexibility of staff and the management team. However, an area of weakness was in a reactive versus a proactive approach. One of our opportunities was to be able to use the County structure to our advantage, and a threat was the competition for staff. Taking these into account, PSD Management decided to take on the streamlining and reorganization of our current operating structure and staffing as the self-assessment.
- The PSD Director began a series of meetings, individually, with all the different units of PSD. The objectives of these meetings were to look at the organizational structure, the staffing within the structure, duties/responsibilities of staff, workflow, and where adjustments and improvements may be needed.
- Staff were encouraged to generate ideas for workflow and reorganization. Currently, the Director is in the final rounds of meetings and has already reconfigured some positions as to who they report to and what they do. The summary of the self-assessment will occur in June/2022 culminating in a more streamlined and effective agency for the new 2022/2023 School Year.
- The outline as well as the action steps will be presented to both the Policy Council and Shared Governance Board beginning in August 2022. Program Management oversight in all units as follows:
 - The Centralized Eligibility Unit
 - Personnel
 - Education
 - Health/Mental Health/Disabilities
 - Family, Community Engagement
 - Finance
 - Quality Assurance & Monitoring
 - Contracts & Grants Management
 - Facilities

Head Start at the Capital

- Jacquie, along with Program Manager LaTrenda Terrell and Site Supervisor Desiree Escobar attended the California Head Start Association Advocacy Day at the Capital in Sacramento on May 9th and 10th.
- This was an opportunity for Head Start to advocate and request for 50 million in the state budget to support Head Start programs. The funding will be utilized to raise compensation for frontline, teaching and support staff in order to be more marketable for recruiting and retaining staff.

- Studies show that programs throughout California have up to 100 vacancies of Teaching staff. If we are unable to staff classrooms, enrollment will be limited, and eligible children and families will go unserved.

PSD Staff Retention Pay

- PSD was able to identify one-time funding that was originally obtained for the purposes of Safety Precautions related to the COVID 19 pandemic such as PPE for staff, children and families, the construction of office and public barriers, temperature check machines, transportation costs and other related safety measures. However, because of donations and collaborations with other county departments and community organizations we can redistribute the funds for use as staff retention pay due to cost savings.
- The Board of Supervisors approved the Retention Pay Incentive for contract staff and the incentive was paid out this current pay period.
- The following categories were considered for payment amounts of either 1,845 or 922.50 based on hiring dates on or before January 1, 2021 (full year or part year) and a minimum of hours for 12 month and 9-month staff (above or below a 45% threshold) and current paid status.
- PSD is currently evaluating other opportunities to provide incentives and potential pay increases to our contract staff for the 22/23 program year as well. We will continue our discussions with the CAO's office, Labor, Human Resources and Teamsters representatives.
- In addition, OHS released Program Instructions pertaining to a Head Start Funding Increase for the new fiscal year beginning in July 2022. The funding includes a Cost-of-Living Allowance and funds for Quality Improvement.

Facilities

- Amethyst Victorville - PSD has identified an ideal replacement site for the loss of the Victor Valley College Location. The facility is in our highly populated recruitment area in Victorville and can accommodate (4) EHS classes (36 children ages 0-3). We have drafted the CIP and are working with Real Estate Services and Project Management Division to Lease and the option to purchase the facility as quickly as possible in hopes of occupying the space by Sept. 2022. The current asking cost is \$800K
- Model Site & Administration Office - PSD completed a walk thru of a potential Model Preschool Site with Administration offices located in San Bernardino. The facility is large enough to relocate the current Administration office and to operate three classrooms to include Infant Care, Toddler Option, and a Preschool Program. The model site will operate an EHS and HS program and will be used as a training facility for new teachers and existing teachers who need additional support. I will keep you updated on our efforts.

Food Service

- Yesterday, PSD received a written notification from our school meal service provided Preferred Meals that they have elected to exit the USDA prepackaged meals manufacturing and distribution service business as of June 30, 2022. Currently, Preferred Meals is PSD's only food provider.
- The team is working diligently to identify other options to supply meals for children to include our recent RFP process and past collaborations with other food service entities.
- Management will keep the SGB updated on progress.

Supervisor Baca Jr. suggested partnering with local school districts to provide meals for the PSD children in their areas. Jacquie thanked Supervisor Baca Jr. and PSD will look into that.

Dr. Sequeira suggested working with hospitals in the county as a possible resource. Jacquie will have her team follow-up on that resource.

Supervisor Baca Jr. inquired about any affect the infant formula has had on PSD enrolled children. Debra shared that we not heard from our contractors about any challenges, but Management will reach out to follow-up. Supervisor Baca Jr. suggested reaching out to First 5 for assistance that may be needed.

Mr. Knight commended the department on all their current goals and for seeing these times as not only challenging but as an oportune time to improve.

5.2 US Department of Health & Human Services Communication

Jacque Greene, Director, presented the following communication from the Administration for Children and Families – Office of Head Start.

5.2.1 Information Memorandum 22-03 – Head Start Categorical Eligibility for families eligible for The supplemental Nutrition Assistance Program.

5.3 Monthly 2021-22 Program Information Report updates for PSD and Easter Seals

Debra Billings-Merlos, Deputy Director, shared the April 2022 Program Information Report (PIR) updates for PSD program options: Head Start (HS), Early Head Start (EHS) and Child Care Partnership (CCP) programs and PSD Delegate Agency, Easter Seals program options: HS and EHS. The following areas were highlighted.

- Medical and Dental
- Disability & Family Services
- Education and Unemployment Status for Two-Parent Families
- Education and Unemployment Status for Single-Parent Families

5.4 Receive San Bernardino County 2021-22 Performance Measures – Quarter 2 and 3 Report

Arlene Molina, Deputy Director, presented the following 2021-22 Performance Measures – Quarter 2 and Quarter 3 report.

GOAL	21-22 Target	Quarter 1	Quarter 2	Quarter 3
Identify the number of Head Start/State Preschool children ages 3 – 5 not meeting developmental expectations based on the Head Start Early Learning Outcomes Framework for their age in Literacy skills on the first quarter's assessment and reduce this count by 55% by June 30, 2022.	55%	N/A	13%	18%
Identify the number of Early Head Start children ages 18 – 36 months not meeting developmental expectations based on the Head Start Learning Outcomes Framework for their age in social emotional skills on the first quarter's assessment and reduce this count by 30% by June 30, 2022.	30%	N/A	-13%	-6%
Enhance the referral process of enrollment with the Children and Family Services Department.	415	163 (39%)	205 (49%)	252 (61%)

5.5 State Program Self-Evaluation Report 2021/22

Shannon Rodriguez, Education Program Manager, presented the 2021-22 State Program Self-Evaluation Report 2021/22 as follows:

- Summary of Program Self-Evaluation –PSD is required to meet standards in 5 areas and 20 sub-areas.
- Areas the program did not meet standards and tasks to modify the program to address the items were highlighted as follows:
 - Family Selection- Current method of creating wait lists
 - Environment Rating Scale – Personal Care Routine and Learning Activities
 - DRDP outcome goals of moving 50% of the children who were below foundation expectations in Fall to meeting foundation expectations after the last assessment in five of the domains

Dr. Sequeira inquired about the cause for the gap in enrollment. Debra explained the reason was related to PSD’s system of selection. Federal and State have different measures and Management is working on correctly the system to safeguard against errors in selection. Jacquie added that the pandemic affected enrollment numbers as well as the system errors.

Dr. Sequeira asked about the DRDP outcomes. Jacquie explained there were many factors impacting the lower scores including some internet connectivity issues, but most of the impact was from the difficulty of assessing children via Zoom and different variables that affect scoring i.e., ages of children, learning disabilities, etc. PSD Management has changed the way the data is analyzed, as part of the suggestion by the SGB, looking at respective ages for a better-informed result of the children’s progress.

5.6 School Readiness Goals/Child Outcomes 2021-22 Comparison of Assessment 1 and 2

Claudia Godoy de Cienfuegos, Education Program Manager, presented the 2021-22 School Readiness Goals/Child Outcomes, Desired Results Developmental Profile (DRDP) Results – Winter 2021-2022 Rating Period Assessment 1 and 2 Comparison as follows:

- Preschoolers (All) – The following percentages for the 1,727 children assessed were average age of 4.2 years and 19% English Language Learners

Domain	Fall	Winter
▪ Learning Self-Reg	26%	36%
▪ Social & Emotional	25%	38%
▪ Language	24%	32%
▪ Literacy	17%	28%
▪ Mathematics	16%	27%
▪ Physical Development	41%	58%
▪ Health	35%	48%
▪ English-Language	62%	76%

- Preschoolers (3 Yr. Old) – The following percentages for the 757 children assessed were average age of 3.8 years and 19% English Language Learners

Domain	Fall	Winter
▪ Learning Self-Reg	31%	47%
▪ Social & Emotional	31%	45%
▪ Language	31%	41%
▪ Literacy	23%	39%
▪ Mathematics	21%	36%
▪ Physical Development	46%	65%
▪ Health	44%	61%
▪ English-Language	44%	67%

- Preschoolers (4 Yr. Old) – The following percentages for the 891 children assessed were average age of 4.6 years and 19% English Language Learners

<u>Domain</u>	<u>Fall</u>	<u>Winter</u>
▪ Learning Self-Reg	21%	28%
▪ Social & Emotional	21%	32%
▪ Language	19%	25%
▪ Literacy	13%	20%
▪ Mathematics	12%	20%
▪ Physical Development	37%	52%
▪ Health	28%	38%
▪ English-Language	78%	85%

- Infants & Toddlers (All) – 316 children assessed were average age of 2 years and 14% English Language Learners.

▪ Learning Self-Reg	57%	56%
▪ Social & Emotional	50%	44%
▪ Language & Literacy	26%	29%
▪ Cognition, Mathematics, & Science	42%	34%
▪ Physical Development-Health	50%	52%

- Infants & Toddlers (1 Yr. Old) – 106 children assessed were average age of 1.7 years and 12% English Language Learners.

▪ Learning Self-Reg	47%	49%
▪ Social & Emotional	42%	43%
▪ Language & Literacy	14%	18%
▪ Cognition, Mathematics, & Science	29%	22%
▪ Physical Development-Health	44%	44%

- Infants & Toddlers (2 Yr. Old) – 168 children assessed were average age of 2.5 years and 16% English Language Learners.

▪ Learning Self-Reg	64%	59%
▪ Social & Emotional	55%	45%
▪ Language & Literacy	32%	37%
▪ Cognition, Mathematics, & Science	43%	37%
▪ Physical Development-Health	55%	52%

5.7 Finance Reports – Budget to Actuals

Madeline provided the Budget-to-Actual and Projected Expenditure Reports as of April 30, 2021 for the following programs as follows:

5.7.1 Budget to Actual 2019-20

	Budget/Balance	Percentage Analysis
Head Start (HS)		
Modified Budget	\$53,329,708	
Projected Budget Balance	\$176,190	2.5%
Early Head Start (EHS)		
Modified Budget	\$5,207,712	
Projected Budget Balance	\$14,759	0.3%
Cares Act Funding (CAF)		

Modified Budget	\$3,897,512	
Projected Budget Balance	\$0	0.0%

5.7.2 Budget to Actual 2020-21

	Budget/Balance	Percentage Analysis
HS		
Modified Budget	\$44,482,789	
Projected Budget Balance	\$268,244	0.6%
EHS		
Modified Budget	\$6,023,922	
Projected Budget Balance	\$0	0.0%

5.7.3 Budget to Actual 2021-22

	Budget/Balance	Percentage Analysis
Combined HS/EHS		
Budget	63,142,725	
Projected Budget Balance	\$0	0.0%
Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) & American Rescue Plan (ARP)		
Budget	6,603,075	
Projected Budget Balance	\$0	0.0%

6. SGB Training/Refresher

6.1 Overview of PSD Annual Program Information Report (PIR)

Arlene Molina, Deputy Director, presented an overview of the annual PIR and highlighted the following:

- Background and Purpose of the Program Information Report
- PIR Sections
 - Program Information
 - Program Staff and Qualifications
 - Child and Family Services
 - Grant Level Questions

7. Consent Items

The following consent items were approved.

- 7.1 SGB Delegate Appointments for the period beginning July 1, 2022 to June 30, 2023
 - 7.1.1 San Bernardino County Superintendent Ted Alejandre appointed Myrlene Pierre, Assistant Superintendent, Student Services
 - 7.1.2 San Bernardino County Department of Behavioral Health Director Dr. Georgina Yoshioka appointed Michael Knight, Assistant Director
- 7.2 Annual SGB and PSD Items as follows
 - 7.2.1 PSD Revised Governance Calendar of Activities 2021/22
 - 7.2.2 PSD Governance Calendar of Activities 2022/23
 - 7.2.3 PSD Planning Road Map 2022/23
 - 7.2.4 SGB Calendar for Program Year 2022/23
- 7.3 SGB Minutes
 - 7.3.1 January 21, 2022 Revised

7.3.2 March 24, 2022

7.3.3 April 21, 2022

APPROVED

Motion/Second: Dr. Sequeira/Wendy Alvarez

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Sequeira, Wendy Alvarez, Michael Knight

ABSENT: Superintendent Alejandre, Janki Patel, Dr. Yoshioka

ABSTAIN: None

8. Discussion Items

8.1 Approval of Resolution No. 2022-5-19

The SGB discussed and approved Resolution No 2022-5-19.

APPROVED

Motion/Second: Michael Knight/Dr. Sequeira

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Sequeira, Wendy Alvarez, Michael Knight

ABSENT: Superintendent Alejandre, Janki Patel, Dr. Yoshioka

ABSTAIN: None

8.2 Approval of PSD Policy – Selection Criteria

Debra Billings-Merlos, Deputy Director, presented an overview of the PSD Policy- Selection Criteria and highlighted the following:

- Purpose to prioritizing selection of participants
- Categorical Eligibility Items prior: TANF/CalWORKs, Supplemental Security Income, Foster Care, McKinney-Vento (homelessness)
- Item added to Categorical Eligibility by the Office of Head Start: SNAP/Cal Fresh

APPROVED

Motion/Second: Dr. Sequeira/Wendy Alvarez

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Sequeira, Wendy Alvarez, Michael Knight

ABSENT: Superintendent Alejandre, Janki Patel, Dr. Yoshioka

ABSTAIN: None

8.3 Approval of Fiscal Year 2021-22 Applications Submissions for Quality Improvement and Cost of Living Adjustment (COLA)

Madeline Tsang, Administrative Manager, presented the request of approval to submit an application for a Fiscal Year 2022-23 Quality Improvement funding (QI) of \$238,062, and Cost-of-Living Adjustment (COLA) of \$1,315,860, which represents a 2.28 percent increase of the FY 2022 funding levels to increase the pay scales of HS, EHS & EHS-CCP staff and to offset operating costs.

This application will be submitted in response to the funding guidance letter dated April 20,2022 with a submission deadline of June 1, 2022.

PSD intends to utilize the funding to pay for increases in Personnel (contract staff hourly rate), Fringe Benefits, Contractual and Other budget categories as indicated in the table below.

GABI Code	Budget Categories	COLA/QI HS Program Operations	COLA/QI EHS Program Operations	COLA/QI EHS-CCP Program Operations	Grand Total
A	Personnel	389,540	59,965	3,309	452,814
B	Fringe Benefits	261,930	37,902	3,238	303,070
F	Contractual	299,753	100,677	30,381	430,811
H	Other	321,409	37,059	8,759	367,227
	Total	\$1,272,632	\$235,603	\$45,687	\$1,553,922

PSD intends to utilize the COLA funds in the following ways:

- To increase 2.28% in the hourly rate of pay and fringe benefits for approximately 602 Head Start, and Early Head Start, contract employees
- To provide a 2.28% increase to contractors and delegate agencies currently providing developmental services to HS, EHS and EHS-CCP children and their families
- \$367,227 of the COLA funds will cover the addition costs of data processing and janitorial services

The QI funds will be utilized to improve trauma informed environment through providing Occupational Therapy and Trauma Treatment services including consultation for eligible children and families.

The Cost-of-Living Adjustment & Quality Improvement Funds application was approved by the Policy Council on May 16, 2022.

APPROVED

Motion/Second: Dr. Sequeira/Myrlene Pierre

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Sequeira, Wendy Alvarez, Michael Knight

ABSENT: Superintendent Alejandro, Janki Patel, Dr. Yoshioka

ABSTAIN: None

8.4 Approval of Fiscal Year 2021-22 Budget Transfer Request

Madeline presented the request for approval of the following budget transfers and equipment/other purchases within the Head Start (HS) & Early Head Start (EHS) programs for fiscal year 2021-22.

The estimated expenditures by Program, CAN number, and Budget Category are as follows:

GABI Code	Budget Categories	Current Amount	Head Start		Early Head Start		Revised Amount
			CAN# G094122		CAN# G094122		
			Transfer Out	Transfer In	Transfer Out	Transfer In	
A	Salaries	23,063,481	-2,811,819				19,959,262
B	Fringe Benefits	13,493,930	-2,151,600				11,634,730
C	Travel	111,536	-46,308		-25,218		40,010
D	Equipment	755,410		738,554		244,405	1,738,369
E	Supplies	2,658,952		44,644			2,703,596
F	Contractual	10,177,789	-1,281,269				8,896,520
G	Construction	500,000	-500,000				0
H	Other	12,381,627		6,007,798	(219,187)		18,170,238
Total		\$63,142,725	(\$6,790,996)	\$6,790,996	(\$244,405)	\$244,405	\$63,142,725

The purpose of the above transfer is to repurpose funds to be utilized in the highest areas of need for the HS/EHS programs that will be beneficial for program operations and eligible Head Start children and families. The transfers will allow the department to utilize the funds efficiently and effectively while carrying out the mission and the essential preschool services within San Bernardino County.

The funds requested for repurposing are as follows: Head Start \$6,790,996; Early Head Start \$244,405 in the areas of Salaries, Benefits, Travel, Contractual, Construction and Other budget categories to fund the projects outlined below:

- \$2,024,045 - To hire additional teaching, clerical, custodian, financial and other support staff from temporary staffing agencies in order to maintain operations, to meet program compliance, and to provide coverages due to labor market staffing shortages.
- \$1,931,258 - Necessary Janitorial Services provided by county approved vendors to remain in compliance with Health and Safety regulations. Currently, PSD has been unable to hire eligible custodians for some sites due to labor market staffing shortages and Covid-19 pandemic conditions.
- \$30,000 - To provide staff with additional professional development training to include new hires and existing staff.
- \$1,392,213 - To cover the cost increases on site renovations, facility projects, site relocations, purchases of equipment, program materials, data services, classroom supplies, etc., due to current supply chain issues and material price increases.
- \$1,687,885 - To establish new leases for space, classroom modulars, and to purchase, renovate & set-up shade structures, playground equipment, fences, pour'n play, artificial turf, bike track, ADA Ramp, furniture, etc., for program expansion and enhancing children's safety and health measures.

The Budget Transfer and Equipment/Other Purchase Request was approved by the Policy Council at their meeting on May 16, 2022.

APPROVED

Motion/Second: Dr. Sequeira/Michael Knight

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Sequeira, Wendy Alvarez, Michael Knight

ABSENT: Superintendent Alejandro, Janki Patel, Dr. Yoshioka

ABSTAIN: None

8.5 Approval of Fiscal Year 2021-22 Non-Federal Share Waiver Request

Madeline presented approval to request a waiver for PSD Non-Federal Share (NFS) match requirement of \$1,10,000 for FY 2021-22 primarily due to experiencing difficulty in obtaining community resources and volunteer services resulting from the Covid-19 pandemic conditions. The anticipated community donations and parent involvement at our Head Start sites are lower than expected. PSD anticipates a shortage of approximately \$1,100,000 from community resources and volunteer services for FY 2021-22.

The budgeted NFS for FY 2021-22 is \$14,449,910. The total actual and projected NFS match for FY 2021-22 is approximately \$13,349,910 (actuals as of April 30, 2022 = \$11,456,577, plus projections for the remainder of the year= \$1,893,333). Therefore, PSD anticipates being under budget for FY 2021-22 NFS by approximately \$1,100,000.

PSD is implementing the following additional measures to increase NFS, so that PSD will be able to earn the required NSF match in FY2022-23:

- Seek additional resources in the community that will donate to required Health, Education, Nutrition and Mental Health services to our families.
- Seek corporate donors that will provide agency level donations and volunteer services to improve facilities and reduce the costs of supplies the agency purchases.
- Provide additional training and new strategies to staff, parent and community groups to enhance parent participation in the wake of the Covid-19 pandemic.

APPROVED

Motion/Second: Dr. Sequeira/Wendy Alvarez

Roll-call Vote was taken.

AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Sequeira, Wendy Alvarez, Michael Knight

ABSENT: Superintendent Alejandro, Janki Patel, Dr. Yoshioka

ABSTAIN: None

9. Informational Items

9.1 Next SGB Meeting

The next SGB meeting is scheduled for August 18, 2022.

9.2 PSD Annual Preservice Conference

The annual PSD Preservice Conference will be held on August 25, 2022.

10. Executive Comment

There was no Executive Comment.

11. Adjournment

The meeting adjourned at 3:47 P.M.

**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
June 16, 2022**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Myrlene Pierre, Assistant Superintendent, Student Services SBCSS
3. Dr. Georgina Yoshioka, DBH Interim Director, San Bernardino County Department of Behavioral Health
4. Josh Dugas, Director, San Bernardino County Department of Public Health
5. Lorena Alatorre, Head Start Policy Council SGB Representative - PC Chair – Crestline Head Start

Absent:

6. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
7. Michael Sequeira, MD, Health Officer, San Bernardino County Department of Public Health
8. Janki Patel, Children's Network Officer, San Bernardino County Children's Network
9. Tanisha Bradley, Head Start Policy Council SGB Representative – Community Representative
10. Jeanette Seneviratne, Head Start Policy Council SGB Representative – Community Representative



Head Start Shared Governance Board Minutes

DATE: June 16, 2022
PLACE: Preschool Services Department
Zoom Video/Teleconference Special Meeting

1. Call to Order

The Shared Governance Board (SGB) meeting commenced at 3:00 P.M. San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order.

2. Welcome/Introductions

Supervisor Baca Jr. welcomed everyone.

3. Presentation of the Agenda

There were no changes to the agenda.

4. Public Comment

There were no public comments.

5. Discussion Item

5. APPROVAL OF RESOLUTION 2022-6-16

The SGB discussed and agreed to continue resolution to meet virtually.

APPROVED

- Motion/Second: Mr. Dugas/Dr. Yoshioka
- Roll-call Vote was taken.
- AYES: Supervisor Baca Jr., Myrlene Pierre, Dr. Yoshioka, Josh Dugas
- ABSENT: Superintendent Alejandre, Janki Patel, Dr. Sequeira
- ABSTAIN: None

6. Executive Comment

7. Adjournment

The meeting adjourned at 3:03 P.M.

**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
July 11, 2022**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Myrlene Pierre, Assistant Superintendent, Student Services SBCSS
3. Michael Knight, Assistant Director, San Bernardino County Department of Behavioral Health
4. Josh Dugas, Director, San Bernardino County Department of Public Health
5. Wendy Alvarez, Associate Network Officer, San Bernardino County Children's Network
6. Lorena Alatorre, Head Start Policy Council SGB Representative - PC Chair – Crestline Head Start

Absent:

7. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
8. Michael Sequeira, MD, Health Officer, San Bernardino County Department of Public Health
9. Janki Patel, Children's Network Officer, San Bernardino County Children's Network
10. Dr. Georgina Yoshioka, DBH Interim Director, San Bernardino County Department of Behavioral Health
11. Tanisha Bradley, Head Start Policy Council SGB Representative – Community Representative



Head Start Shared Governance Board Minutes

DATE: July 11, 2022
PLACE: Preschool Services Department
Zoom Video/Teleconference Special Meeting

1. Call to Order

The Shared Governance Board (SGB) meeting commenced at 3:00 P.M. San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order.

2. Welcome/Introductions

Supervisor Baca Jr. welcomed everyone.

3. Presentation of the Agenda

There were no changes to the agenda.

4. Public Comment

There were no public comments.

5. Discussion Item

5. APPROVAL OF RESOLUTION 2022-7-11

The SGB discussed and agreed to continue resolution to meet virtually.

APPROVED

- Motion/Second: Mr. Dugas/Wendy Alvarez
- Roll-call Vote was taken.
- AYES: Supervisor Baca Jr., Myrlene Pierre, Josh Dugas, Wendy Alvarez, Michael Knight
- ABSENT: Superintendent Alejandro, Janki Patel, Dr. Sequeira, Dr. Yoshioka
- ABSTAIN: None

6. Executive Comment

7. Adjournment

The meeting adjourned at 3:03 P.M.

**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Shared Governance Board Meeting
August 10, 2022**

Attendance Sheet

Present:

1. Joe Baca, Jr., San Bernardino County Board of Supervisor, 5th District, Shared Governance Board Chair
2. Myrlene Pierre, Assistant Superintendent, Student Services SBCSS
3. Michael Knight, Assistant Director, San Bernardino County Department of Behavioral Health
4. Wendy Alvarez, Inter Children's Network Officer, San Bernardino County Children's Network

Absent:

5. Ted Alejandre, County Superintendent, San Bernardino County Superintendent of Schools, SGB Vice Chair
6. Dr. Georgina Yoshioka, DBH Interim Director, San Bernardino County Department of Behavioral Health
7. Michael Sequeira, MD, Health Officer, San Bernardino County Department of Public Health
8. Lorena Alatorre, Head Start Policy Council SGB Representative - PC Chair – Crestline Head Start
9. Tanisha Bradley, Head Start Policy Council SGB Representative – Community Representative



Head Start Shared Governance Board Minutes

DATE: August 10, 2022
PLACE: Preschool Services Department
Zoom Video/Teleconference Special Meeting

1. And 2. Call to Order & Welcome/Introductions

The Shared Governance Board (SGB) meeting commenced at 11:01 A.M. San Bernardino County (SBC) Board of Supervisors (BOS) 5th District Supervisor Joe Baca, Jr., SGB Chair, called the meeting to order and welcomed everyone.

3. Presentation of the Agenda

There were no changes to the agenda. Shar announced there is a current Policy Council SGB vacancy on the board.

4. Public Comment

There were no public comments.

5. Discussion Item

5. APPROVAL OF RESOLUTION 2022-8-10

The SGB discussed and agreed to continue resolution to meet virtually.

APPROVED

- Motion/Second: Myrlene Pierre/Wendy Alvarez
- Roll-call Vote was taken.
- AYES: Supervisor Baca Jr., Myrlene Pierre, Wendy Alvarez, Michael Knight
- ABSENT: Superintendent Alejandre, Dr. Sequeira, Dr. Yoshioka
- ABSTAIN: None

6. Executive Comment

7. Adjournment

The meeting adjourned at 11:03 A.M.

**HEAD START SHARED GOVERNANCE BOARD FOR
SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT**

RESOLUTION NO. 2022-8-18

A RESOLUTION OF THE HEAD START SHARED GOVERNANCE BOARD FOR SAN
BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT
FINDING THAT MEETING IN PERSON PRESENTS AN IMMINENT RISK TO
THE HEALTH OR SAFETY OF ATTENDEES
AS A RESULT OF THE COVID-19 STATE OF EMERGENCY

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20, under the provisions of Government Code section 8571, finding that strict compliance with various statutes and regulations specified in that order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, Executive Order N-29-20, in part, suspended certain provisions of the Ralph M. Brown Act (Brown Act) related to participation in meetings via teleconference in order to provide legislative bodies with more flexibility to hold public meetings while maintaining social distancing due to COVID-19; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21 which, in part, provides that the teleconferencing provisions set forth in Executive Order N-29-20 expire on September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law, amending the Brown Act in order to continue some of the teleconferencing flexibility during a State of Emergency following the expiration of Executive Order N-29-20 on September 30, 2021; and

WHEREAS, in order to utilize the teleconferencing provisions of Assembly Bill 361, there must be a proclaimed State of Emergency and either: (1) social distancing measures recommended by State or local officials or (2) the legislative body must make certain initial findings; and

WHEREAS, to continue to the utilize the teleconferencing provisions of Assembly Bill 361, within 30 days of holding a meeting under the provisions enacted by Assembly Bill 361, the legislative body must make new findings; and

WHEREAS, there is currently a State of Emergency in California pursuant to the Governor's March 4, 2020, proclamation; and

WHEREAS, due to the ongoing State of Emergency and the public health threat posed by COVID-19, the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT seeks to make findings, as required by Assembly Bill 361, that as a result of the COVID-19 State of Emergency, meeting in person would present an imminent risk to the health or safety of some meeting attendees; and

WHEREAS, the circumstances of the State of Emergency continue to directly impact the ability of the members of the legislative body and members of the public to meet safely in person; and

NOW, THEREFORE, BE IT RESOLVED, by the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT, as follows:

Section 1. The Governor’s State of Emergency Declaration, issued on March 4, 2020, remains active.

Section 2. As a result of the March 4, 2020, State of Emergency, meeting in person would present an imminent risk to the health or safety of some attendees.

Section 3. The circumstances of the emergency have been considered and the State of Emergency directly impacts the ability of the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT and members of the public to meet safely exclusively in person.

Section 4. This Resolution and the findings contained herein shall apply to all meetings of the Board and all of the Standing Committees of the HEAD START SHARED GOVERNANCE BOARD FOR SAN BERNARDINO COUNTY PRESCHOOL SERVICES DEPARTMENT.

The foregoing Resolution was passed and adopted this 18th day of August 2022, by the following vote:

AYES: Baca Jr., Sequeira, Alvarez, Knight

NOES: None

ABSENT: Alejandro, Patel, Pierre, Yoshioka, Dugas

ABSTAIN: None

APPROVED:

Shared Governance Board Chair

ATTEST:

Shared Governance Board Secretary



**Preschool Services Department
Administration**

Jacquelyn Greene
Director

**Head Start Grant Award (09CH011719-01) &
Early Head Start-Child Care Partnership (09HP00209-02)
FY 2020-2021 Carry Over Request
Submitted to the Policy Council and Shared Governance Board**

San Bernardino County Preschool Services Department (PSD) is requesting approval to carry over \$3,131,932.76 unobligated funds from the Head Start (HS) program year one to program year three, and \$ 60,637.72 from the Early Head Start (EHS) - Child Care Partnership (CCP) program year two to program year three of the combined HS/EHS/CCP programs (09CH011719-03).

San Bernardino County Preschool Services Department (PSD), County Real Estate Services and Project Management Division have been seeking an opportunity to purchase an existing property or to construct a new customized building for a Child Development Center which includes a staff/parents training center and an Administration Office for the Head Start programs. This Child Development Center is expected to be about 30,000 square feet, and would accommodate up to five classrooms, children’s toilets, sinks, sleeping area, kitchen warming area, isolation room, support areas, staff work and meeting areas, staff & parent training center as well as an Administration Office, which would accommodate up to ninety-five staff. This property would include a parking lot that provides 150 to 200 parking spaces for public visitors, staff, and county vehicles. The parking lot would also accommodate a school bus drop-off & pick-up area for enrolled children. Furthermore, this property would include an exterior playground area connected to the classroom and training facility.

The estimated purchase/construction cost is about \$5.5 to \$6.0 million. The land cost is \$500,000 to \$1.0 million. PSD is proposing to utilize \$3.1 million unobligated 2020-2021 HS & HS-CCP funds to cover part of the purchase. The remaining costs will be covered by 2021-2022 unobligated carryover funds, which will be presented to this Board for approval in future month. The proposed FY 2020-2021 carry over funds, Grant Award number and CAN number are as follows:

Head Start (09CH011719-01)	Early Head Start -CCP (09HP000209-02)
CAN# G094122	CAN# G094122
\$3,131,932.76	\$60,637.72

The San Bernardino Real Estate Services Department will take lead on the property search and acquisition process. The Project Management Division will take lead on the facility planning and construction process. PSD will complete the required 1303 application process for the approval of the Office of Head Start once the property location is confirmed.

This carryover request will be presented to the Shared Governance Board and the Policy Council at their respective meetings on August 15, 2022, and August 18, 2022, as an approval item.