

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
December 19, 2024
2:00 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:07 p.m.

Attendees included Dr. Troy Brown, Dr. Connor Sloan, Joseph Samson, Michelle DiGuilio, Rachele Tyler, Jane Chamberlain, Terrell Martinez, Pam Gomes and Leticia Sida.

II. MEETING MINUTES

Minutes from the November 21, 2024, meeting were reviewed, and no changes were needed.

III. PROGRAM UPDATES:

A. UPDATES

➤ **End-of-Month Enrollment and Children with Disabilities Report**

Leticia Sida provided the End-of-The-Month enrollment reports for November 30, 2024, reflecting 58% enrollment for Early Head Start and 78% for Head Start.

In addition, the reports were presented for children with disabilities, which reflected 24% for Early Head Start and 10% for Head Start.

➤ **Unusual Incident Reports (UIR) & Community Care Licensing (CCL) Visits**

Leticia shared that five UIRs and one CCL visit had been received since the last Governing Board Meeting. One of the UIRs involved a report to Child Protective Services (CPS), one was for a lockdown, and three related to staff injuries. The CCL visit resulted in no deficiencies.

➤ **Educational Partner Transition Update**

Dr. Connor Sloan and Leticia provided an update regarding current transition activities, which included collecting all inventory from the sites, collecting the vans, and completing the process for paying any final claims.



- **2024-2025 Head Start San Joaquin Program Goals**
Leticia provided the 2024-2025 HSSJ program goals, which remained the same as the previous year. She noted that as work begins on the next five-year grant application, the goals and objectives may be revised based on areas of focus.
- **FA 2 Corrective Action Plan**
Leticia provided an update on health and fiscal activities included in the CAP and responded to questions.

IV. POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from November 20, 2024, were presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEAD START(OHS)

Leticia shared the communication from the OHS, which included a letter from Khari Garvin regarding the conclusion of the 12-month period to reduce under-enrollment. The letter also included information about the consideration to submit a Change In Scope request. Leticia also provided the Region IX letter received, which included information that the extension for the Focus Area 2 areas of noncompliance has been granted.

VI. FISCAL

A. REPORTS

Monthly Financial Report

Pam Gomes provided the financial report, including information through October 31, 2024. This report included a revised version showing that no equipment costing \$5000 or more had been purchased. Pam also provided an update on the closing out of final claims for Creative Child Care, Inc. (CCCI).

I. Equipment over \$5000 Requests

Pam Gomes shared that there were no current requests that needed approval.

VII. ITEMS REQUIRING ACTION

I. Request to Purchase Equipment Costing \$5000 or More Policy and Procedure

Leticia provided Dr. Brown with an overview of the fiscal procedure, responded to questions, and asked for approval.

Dr. Troy Brown accepted the procedure as presented.



VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:31 P.M.

