

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
Dr. TROY BROWN'S OFFICE
JANUARY 14, 2025
2:00 P.M.
REGULAR MEETING
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 4:00 P.M.

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

II. MEETING MINUTES

Minutes from the December 19, 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 December 31, 2024, reflecting 57% enrollment for Early Head Start and 81% for Head Start.

In addition, the reports were presented for children with disabilities, which reflected 20% for Early Head Start and 10% for Head Start.

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

Leticia shared that one UIR and one CCL visit had been received since the last Governing Board Meeting. The UIR involved a lockdown, and the CCL visit resulted in a Type B violation related to carbon monoxide detectors. The educational partner and the HSSJ monitoring managers have completed a follow-up on the Type B violation.

➤ **FA 2 Corrective Action Plan**

Leticia provided an update on the CAP, which includes activities focused on the areas of health and fiscal.

➤ **Educational Partner Transition Update**

Dr. Connor Sloan and Leticia provided an update regarding current



transition activities, which included collecting the vans and completing the process for paying any final claims.

IV. POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from December 18, 2024, were presented and reviewed.

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

None

VI. FISCAL

A. REPORTS

Monthly Financial Report

Leticia provided an overview of the financial report, including information through November 30, 2024.

VII. ITEMS REQUIRING ACTION

I. Partner Agency Reimbursement Claims Policy and Procedure

Leticia provided Dr. Brown with a copy and an overview of the Partner Agency Reimbursement Claims procedure, including the policy and procedure for reconciling and monitoring reimbursement claims. Leticia 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 4:17 P.M.

