

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
DR. TROY BROWN'S OFFICE
NOVEMBER 20, 2025
2:00 P.M.
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:04 pm.

Attendees included Dr. Troy Brown, Lauren Dietrich, Pamela Gomes, Brenda Maciel Nunez, Terrel Martinez, Joseph Samson and Jemima Villalobos

II. MEETING MINUTES

The minutes from the October 16, 2028, meeting were reviewed, and no changes were required.

III. PROGRAM UPDATES:

A. UPDATES

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

Jemima Villalobos provided the End-of-the Month enrollment reports for October 31, 2025, reflecting 98% enrollment for Early Head Start (EHS) and 83% for Head Start (HS) preschool. It was noted that some centers need facility updates and licensing to be open and serve children.

Reports were presented for children with disabilities, reflecting 12.6% for EHS and 11.1% for HS preschool.

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

Jemima shared that 5 annual licensing visits and ten UIR have been received since the last Governing Board Meeting. Jemima answered questions about the different UIRs and the support provided.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from October 22, 2025, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Jemima provided communication from the Office of Head Start, including information on the new OHS Acting Director and a statement that OHS has resumed normal operations following the government funding bill signed in November. Jemima answered questions regarding the funding application.



VI. FISCAL

➤ REPORTS

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through September 30, 2025. She stated that this month's fiscal reports include credit card purchases for storage units. Pamela also clarified that the funding application has been submitted, and they are waiting for approval from OHS.

➤ ITEMS REQUIRING ACTION

I. 2026-2027 Program Goals

Jemima reviewed the 2025-2026 HSSJ program goals and requested approval of the proposed 2026-2027 program goals. She noted that an additional goal was added for the year.

➤ CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Pamela answered questions on the funding application and shared that a Year 6 No-Cost extension may be requested to complete projects within the project period.

Dr. Brown expressed appreciation to everyone for their participation.

➤ ADJOURNMENT

Dr. Brown adjourned the meeting at 2:32 P.M.

