

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
DR. TROY BROWN'S OFFICE
JANUARY 15, 2026
2:00 P.M.
MINUTES**

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:00 pm.

Attendees included Dr. Troy Brown, Pamela Gomes, Terrell Martinez, Rachele Tyler, Brenda Maciel Nunez, Joseph Samson, and Jemima Villalobos

II. MEETING MINUTES

The minutes from the December 18, 2025, 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 December 31, 2025, reflecting 99% enrollment for Early Head Start (EHS) and 87% for Head Start (HS) preschool. It was noted that the Change in Scope application is on track for approval and is awaiting the final decision letter from the Office of Head Start. Jemima also provided information regarding centers' need for facility updates to obtain their license and begin serving children.

Reports were presented for children with disabilities, reflecting 11.2% for EHS and 11.8% for HS preschool.

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

Jemima shared that there were no annual licensing visits and that 5 UIRs had been received since the last Governing Board Meeting. Two UIRs were due to children confirmed with Hand, Foot, and Mouth disease, one UIR was a child injury (child hurt by a gate), another UIR was due to staff injury, and one UIR was due to a power outage at a center.

➤ **Community Assessment Update**

Jemima provided an overview of the 2025-2026 Head Start San Joaquin Community Assessment. Jemima reviewed the data-collection method, the demographics of



the surveyed families, and the key focus areas noted in the assessment. Jemima also shared the next steps on how information will be used for program planning.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from December 17, 2025, and a copy of the Policy Council Executive Board meeting from January 7, 2026, were presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Jemima shared that communication from OHS was received, which addressed a preliminary injunction limiting actions to be implemented or enforced against Head Start agencies regarding reductions in force and certain DEIA actions as of January 6, 2026.

VI. FISCAL:

➤ REPORTS

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through November 30, 2025. She stated that this month's fiscal reports reflected no credit card purchases. Pamela mentioned that requests for equipment purchases of \$10,000 or more are displayed on the fiscal report and were also reflected on the Budget Revision approved last month. Equipment includes the purchase of 3 vehicles and play and shade structures.

II. Fiscal Updates

Pamela provided updates on the pending applications awaiting OHS approval. Pam mentioned that the Change in Scope is showing approval in the Payment Management System, and we are waiting for the decision letter. Pamela also mentioned that the 1303 Application for BFA is pending OHS approval. Also, it was noted that after the Budget Revision is approved by OHS, a Low-Cost extension will be requested.

VII. ITEMS REQUIRING ACTION

- I. None

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Pamela provided an update on the Year 1 Refunding Application, which is on track to receive OHS approval. Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:23 P.M.

