

**HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER
DR. TROY BROWN'S OFFICE
FEBRUARY 19, 2026
4:00 P.M.
MINUTES**

AGENDA

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 4:01 pm.

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

II. MEETING MINUTES

The minutes from the January 15, 2026, 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 January 30, 2026, reflecting 99% enrollment for Early Head Start (EHS) and 89% for Head Start (HS) preschool. Jemima also provided information regarding centers' need for facility updates to obtain their license.

Reports were presented for children with disabilities, reflecting 11.3% for EHS and 12.1% for HS preschool.

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

Jemima shared that there were eight licensing visits and that 13 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; two were due to child incidents; and eight UIRs were due to power outages at a center.

➤ **Improper Payment Study Review**

Jemima shared the notice from the Office of Head Start about participating in the Improper Payment Study Review. She explained that the review guidelines were provided during the informational webinar and that the deadline for supporting documents is March 20th, 2026. Jemima also clarified that the status is not because of the High-Risk Status designation.



IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from January 28, 2026, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Jemima shared that communication from OHS was received, designating the program as high-risk effective February 1, 2026, due to audit findings. Jemima explained that under the terms outlined in the letter, expenditures must be made and documented before submitting reimbursement requests for program funds. Jemima also shared a communication from OHS notifying the program of its participation in the Improper Payment Study Review. Lastly, Jemima shared a communication from OHS that addressed the federal funding lapse.

VI. FISCAL:

➤ **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through December 31, 2025. She stated that this month's fiscal reports reflected credit card purchases for storage fees.

II. Year 5-Notice of Award Special Condition

Pamela shared that the Year 5 Notice of Award was received, which noted the High-Risk Status as a special condition of the award.

III. Year 1- Notice of Award

Pamela shared that Year 1 of the new project period was received, which also noted the High-Risk Status as a special condition of the award. Pamela also mentioned that a small Cost of Living Adjustment (COLA) has been granted.

IV. Fiscal Updates

Pamela provided updates on the various applications submitted to the Office of Head Start. She explained that we are awaiting the approval of the Carry Over application, Change in Scope application, Budget Revision, and the Building Futures Academy (BFA) and Sutherland 1303 Facilities applications.

II. ITEMS REQUIRING ACTION

I. No items requiring action were presented at the meeting.

III. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IV. ADJOURNMENT

Dr. Brown adjourned the meeting at 4:21 P.M.

