

HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER / DR. TROY BROWN'S OFFICE
MARCH 19, 2026
2:00 P.M.
MINUTES

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:02 pm.
Attendees included Dr. Troy Brown, Pamela Gomes, Lauren Dietrich, Stacy McCarley and Missy Torres

II. MEETING MINUTES

The minutes from the February 19, 2026, meeting were reviewed, and no changes were required.

III. PROGRAM UPDATES:

A. UPDATES

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

Lauren Dietrich provided the End-of-the Month enrollment reports for February 28, 2026, reflecting 97% enrollment for Early Head Start (EHS) and 90% for Head Start (HS) preschool. Lauren also provided information regarding the pending Change in Scope application and centers' need for facility updates to obtain their license.

Reports were presented for children with disabilities, reflecting 10.7% for EHS and 12.5% for HS preschool.

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

Lauren shared that there were 4 licensing visits and that 3 UIRs had been received since the last Governing Board Meeting. Two UIRs were due to children's injuries; one UIR due to a teacher injury; one licensing visit due to follow-up on a Type A violation corrective action, and three annual licensing visits. No deficiencies were reported at any visit, and the Type A violation was cleared during the visit. Lauren confirmed that all children who sustained an injury are doing well.

➤ **School Readiness Progress Fall - Winter Progress 2025-2026**

Stacy McCarley provided an overview of the child outcomes data and responded to questions.



➤ **High Risk Status Reconsideration**

Lauren Dietrich shared that a reconsideration letter for the High-Risk Status on the Head Start funding was submitted to Office of Head Start. Lauren stated OHS response of continuing the program under the High-Risk Status.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from February 25, 2026, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Lauren shared that communication from OHS was received, including information from ACF on the three-year cohort of the Tribal Early Learning Initiative, highlighting four grantees serving tribal communities on reservation lands. The second communication announced the appointment of Elizabeth Casco White as the Director of the Office of Head Start. The third letter addressed the release of the 2025–2030 Dietary Guidelines for Americans, emphasizing increased protein at meals, dairy without added sugars, and daily intake of fruits and vegetables. The final communication shared an update on ACF’s Sub-Regulatory Guidance, noting a 74% reduction in guidance documents to improve clarity, transparency, and ease of navigation by removing outdated or unnecessary materials.

VI. FISCAL:

➤ **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which included information through January 30, 2025. She stated that this month’s fiscal reports reflected credit card purchases for out-of-area travel for staff who attended conferences and storage fees.

II. Fiscal Updates

Pamela provided an update on the status of the pending applications, including the Carry Over, 1303 BFA, and Sutherland facilities, Change in Scope, and Budget Revisions. She clarified that there were no approvals to request a Low-Cost extension. Pamela also provided an update on the Improper Payment Study Review and noted that everything was on track to meet the deadline.



VII. ITEMS REQUIRING ACTION

I. Health and Safety Screener Certification

Missy Torres provided a report of activities that were conducted by staff to complete the Health and Safety Screeners. Missy requested Dr. Troy Brown to accept the Health and Safety Screener Reports and sign certification.

Dr. Troy Brown accepted the Health and Safety reports as presented and signed the certification.

II. Certification of Governance and Leadership Capacity Screening

Lauren provided a summary of the Governance and Leadership Capacity Screening including areas of focus and next steps. Lauren requested Dr. Troy Brown to accept the Governance and Leadership Capacity Screening and sign certification.

Dr. Troy Brown accepted the Governance and Leadership Capacity Screening as presented and signed the certification.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:36 P.M.

