

HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER / DR. TROY BROWN'S OFFICE
AUGUST 25, 2026
2:00 P.M.
MINUTES

I. CALL MEETING TO ORDER

Dr. Brown called the meeting to order at 2:10 pm.

Attendees included Dr. Troy Brown, Lauren Dietrich, Rachele Tyler, Pamela Gomes, Terrell Martinez, Annie Cunial, Brenda Maciel Nunez, Joseph Samson, Shadaneca Harbour, Olivia Ortiz, and Jemima Villalobos

II. MEETING MINUTES

The minutes from the July 16, 2026 meeting were reviewed, and no changes were required.

III. PROGRAM UPDATES:

A. UPDATES

➤ **End-of-Month Enrollment, 2026-2027 Enrollment Projection, and Children with Disabilities Reports**

Jemima Villalobos provided the End-of-the Month enrollment reports for July 31, 2026, reflecting 94% enrollment for Early Head Start (EHS) and 22% for Head Start (HS) preschool. Jemima shared that many centers were closed for the summer and provided updates regarding the facilities that remain unopened. Jemima shared that the marketing campaign has been useful in raising awareness of the program. Jemima also shared that a strategic enrollment plan will be in place to improve the efficiency of enrollment systems.

Additionally, the HS preschool Enrollment Projection report was presented. The report showed that 77% (952) of the currently enrolled children are returning for the upcoming year.

Reports were presented for children with disabilities, reflecting 9.7% for EHS and 16.4% for HS preschool.

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

Jemima shared that there was one licensing visit and four UIRs had been received since the last Governing Board Meeting. The licensing visit was an annual visit which resulted in a Type B violation due to missing child physicals on site. Jemima shared that the children had not been enrolled for the required 30 days and that the educational partner would appeal the violation. Two UIRs were facility-related; one was due to a water leak that caused a classroom to



close for a few days, while the other was due to an electrical malfunction that triggered the smoke detector. The other UIR resulted from a child's injury, while another involved an inappropriate teacher interaction in which a teacher yelled at a child. Jemima shared next steps to support appropriate interactions in class, along with monitoring, to support a healthy and safe environment for children.

➤ **2025-2026 Parent Satisfaction Survey**

Olivia Ortiz, Family & Community Engagement Coordinator, presented the 2025-2026 Family Satisfaction Survey Results, highlighting participation rates and key findings, trends, and next steps.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from July 22, 2026, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Jemima shared the Year 2 Refunding Guidance Letter received from OHS. Pamela shared that the letter includes the Cost-of-Living Adjustment. Jemima also shared the notice of proposed rulemaking, which aims to reduce federal burden for Head Start Programs. Jemima shared that the comment period will end October 6th and a comment is currently being drafted. Another communication shared was the Information Memorandum regarding enrollment reductions. The Information Memorandum provides updated guidance on the enrollment-reduction review process and requirements. Lastly, Jemima shared a notice and report summarizing findings from a follow-up monitoring review conducted in July 2025. The report cleared the health area of non-compliance and elevated the fiscal area of non-compliance to a deficiency. The notice outlined additional monitoring needed to verify correction of the deficiency.

VI. FISCAL:

➤ **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which covered information through June 30, 2026. Pamela noted that this month's reports reflected credit card purchases for out-of-area travel by staff attending conferences, as well as storage fees. Pamela also noted a request to purchase equipment costing \$10,000 or more. The request is included in the budget revision agenda item for today's meeting. Pam also noted that one educational partner has met its required non-federal share target.



II. Fiscal Updates

Pamela shared that we received notification that the previously submitted Change in Scope application was returned for resubmission to align with the guidelines outlined in the new Information Memorandum. Pamela shared that there have not been any recent updates on the High-Risk Status or the Improper Payment Study review.

VII. ITEMS REQUIRING ACTION

➤ 2026-2027 Budget Revision Application

Pamela presented Dr. Troy Brown with the proposed 2026-2027 Budget Revision Application. Pamela shared that the revisions would not increase or reduce funding but would reallocate funds among budget categories. Pamela also stated that the budget revision included a request to purchase networking equipment for an educational partner, with a total cost above \$10,000. Jemima requested approval of the Budget Revision Application.

Dr. Troy Brown approved the 2026-2027 Budget Revision Application as presented.

➤ 2025-2026 No-Cost Extension Application

Pamela presented Dr. Troy Brown with the proposed 2025–2026 No-Cost Extension Application. Pamela shared that the application involves carryover funds from a previous grant and requested approval to submit the application to retain the funds for proposed projects. The proposal includes playground structures, a public awareness campaign, and networking equipment.

Dr. Troy Brown approved the 2025-2026 No-Cost Extension Application as presented.

➤ 2027-2028 Funding and Slot Allocation

Pamela presented Dr. Troy Brown with the proposed 2027-2028 Funding and Slot Allocation, which includes the Cost-of-Living Adjustment and adjustments to partners' cost per child.

Dr. Troy Brown approved the 2027-2028 Funding and Slot Allocation as presented.

➤ Policy Council Bylaws

Olivia presented an overview of the Policy Council Bylaws and shared proposed changes, including statements on conflict of interest and membership eligibility.

Dr. Troy Brown approved the changes to the Policy Council Bylaws as presented.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Lauren shared the activities completed through the marketing campaign. Lauren noted that recent visits to the centers and home-based families allowed the team to capture video and still footage for ads and to raise awareness of the services provided by the



program. Lauren also shared that a meeting is scheduled with other county grantees to collaborate and learn about the different programs offered in the county.

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 2:45 P.M.

