

HEAD START SAN JOAQUIN
GAYLORD A. NELSON ADMINISTRATION CENTER / DR. TROY BROWN'S OFFICE
SEPTEMBER 17, 2026
3:00 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, Edirle Menezes, Terrell Martinez, Annie Cunial, Brenda Maciel Nunez, Joseph Samson, Shadaneca Harbour, and Jemima Villalobos

II. MEETING MINUTES

The minutes from the August 25, 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 August 31, 2026, reflecting 95% enrollment for Early Head Start (EHS) and 72% 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 also shared that a Change in Scope Application will be resubmitted to follow the recent information memorandum guidance.

Reports were presented for children with disabilities, reflecting 9.6% for EHS and 10.1% for HS preschool.

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

Jemima shared that the center received seven licensing visits and five UIRs since the last Governing Board Meeting. Six licensing visits were annual visits and did not result in a violation or deficiency. One licensing visit was a follow-up to a complaint investigation. The complaint investigation was determined to be unfounded. Two UIRs were due to teacher injury; one was due to a child injury; one was due to a Child Protective Services report; and one was due to a child health incident requiring emergency services.

➤ **Focus Area 2 Monitoring Results Update**

Jemima shared that both the Health and Fiscal areas were identified as areas of non-compliance during the 2024 review. After implementing corrective actions, the Health area is now compliant. The Fiscal area was elevated to a deficiency



due to missing OHS retroactive approval for equipment purchases. Jemima that a quality improvement plan has been submitted. A copy of the plan was provided.

➤ **2026-2027 School Readiness Plan**

Jemima shared the 2025-2026 School Readiness Plan. It was noted that no changes were made from last year's school readiness plan.

➤ **Building Futures Academy Ribbon Cutting Ceremony**

Jemima shared pictures from the Ribbon Cutting Ceremony at the Building Futures Academy Center.

IV. PARENT POLICY COUNCIL REPORT

A copy of the Policy Council Meeting Minutes from August 26, 2026, was presented and reviewed.

V. COMMUNICATION FROM THE OFFICE OF HEADSTART

Jemima shared communication from OHS on the Improper Payment Study review. The notice stated that the review did not identify any areas of non-compliance and that the review was successfully completed. Jemima also shared communication from OHS reporting that the U.S. Department of Health and Human Services announced over \$225 million in supplemental funding to support Head Start nutrition services, facility improvements, and other one-time program needs. Laura noted that Head Start San Joaquin did not apply for this funding opportunity.

VI. FISCAL:

➤ **REPORTS**

I. Monthly Financial Report

Pamela provided an overview of the financial report, which covered information through July 31, 2026. Pamela noted that this month's reports reflected a credit to the credit card due to a return of the storage rental deposit.

II. Fiscal Updates

Pamela shared that a new Grants Management Specialist has been assigned to the grant. Pam also shared that the Year 2 continued funding application will be presented at next month's meeting and is on track for submission at the end of October. Pam also shared that new guidance has been provided for the Change in Scope application, which will be resubmitted with the requested documents and letters of support within the required timeline. Pam also shared that OHS provided guidance on obtaining retroactive equipment purchase approval, which will be presented at this meeting as an item requiring action.



VII. ITEMS REQUIRING ACTION

➤ Retroactive Equipment Purchase Approval

Pamela presented Dr. Troy Brown with the Retroactive Equipment Purchase Approval request. Pam Gomes reviewed the application approval requests for budget revisions related to retroactive equipment approval for nine prior grant years. She explained that the revisions transfer funds from the Contractual budget line item to the Equipment budget line item to allow for approval by the Office of Head Start. Pamela also explained that the approval will support resolving the fiscal deficiency identified in the Focus Area 2 monitoring.

Dr. Troy Brown approved the Retroactive Equipment Purchase Approval request as presented.

VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES

Dr. Brown expressed thanks to everyone for their participation.

IX. ADJOURNMENT

Dr. Brown adjourned the meeting at 3:30 P.M.

