

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

December 17, 2024

FROM

ARLENE MOLINA, Assistant Director, Preschool Services Department

SUBJECT

Travel by Policy Council Members to Attend the National Head Start Association Winter Leadership Institute in Washington, D.C.

RECOMMENDATION(S)

Approve travel and related expenses for two Preschool Services Department Policy Council members to attend the National Head Start Association Winter Leadership Institute in Washington, D.C. at an estimated cost of \$7,100, from January 27, 2025, through January 30, 2025.

(Presenter: Arlene Molina, Assistant Director, 383-2078)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The cost for two Preschool Services Department (PSD) Policy Council (PC) members to attend the four-day National Head Start Association (NHSA) Leadership Institute will not exceed \$7,100, which includes an additional day for travel, one day prior to the event. These travel costs will be funded by the United States Department of Health and Human Services, Administration for Children and Families. Adequate appropriation and revenue have been included in PSD's 2024-25 budget.

Expense	Total
Registration (\$969 x two members)	\$1,938
Child Care (\$40 x five days x two members)	\$400
Child Care (\$20 x five nights x two members)	\$200
Air Travel (\$546 x two members)	\$1,092
Breakfast (\$11 x four days x two members)	\$88
Lunch (\$15 x five days x two members)	\$150
Dinner (\$24 x five days x two members)	\$240
Lodging (\$219.84 (tax included) x four nights x two members)	\$1,759
Parking (\$18 x five days x two members)	\$180
Mileage (Roundtrip to/from airport 24.80 miles x 0.670 cents for one)	\$17
Mileage (Roundtrip to/from airport 31.4 miles x 0.670 cents for one)	\$21
Taxi (Roundtrip to/from airport and hotel \$24.87 per trip x two)	\$99
Subtotal	\$6,184
Contingencies (coverage for increases in airfare, hotel costs, etc.)	\$916

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December 17, 2024**

Expense	Total
Total	\$7,100

BACKGROUND INFORMATION

PSD operates the Federal and State funded Head Start (HS) and Early Head Start (EHS), and Early Head Start-Child Care Partnership programs serving more than 2,000 children in locations throughout San Bernardino County (County). HS and State Preschool programs have been operating in the County since 1965. Since 1999, PSD has provided these programs through a combination of direct and contracted services. The Federal Head Start Program Regulations mandate the Board of Supervisors (Board), as a grantee, to establish two governing bodies that will share responsibility with the grantee for overseeing the delivery of high-quality services to enrolled children and their families. Those bodies are the PSD PC, which is composed of parents of enrolled children and community members, and the PSD Shared Governance Board, which is composed of a member from the Board; members from other County departments with expertise in Early Childhood Education and Development, health, and mental health; and other members that reflect the community.

The NHSA Winter Leadership Institute Conference in Washington, D.C. provides attendees with the opportunity to participate in workshops on a variety of topics, including the role of HS. The Winter Leadership Institute offers informative sessions, networking events, and the opportunity to meet with members of Congress and build strong, meaningful relationships. The sessions offer insight into policies that affect HS and how these can be implemented locally.

Two PSD PC members were selected to attend the NHSA's Winter Leadership Institute Conference at the October 3, 2024, PSD PC meeting. One alternate attendee was selected in the event a designated representative cannot attend the conference. The PSD PC members are parents with children enrolled in HS Programs selected to attend HS conferences as required by PSD Policy Council Bylaws. Under the PSD PC Bylaws, Article VIII – Meetings, reimbursement of childcare costs is allowed when a PSD PC member participates in a PSD PC related activity, such as conferences and meetings.

The PC members will participate in policy sessions and meet with the County's Congressional representatives to share first-hand, the benefits that PSD's HS and EHS programs provide children ages zero to five and their families. The PC members will report back to the PSD PC on the insights gained, enabling them to share valuable information with fellow parents at their assigned school sites. Given the timing of the conference, the PC members will depart on Sunday January 26, 2025 (one day before the conference), and will return on Thursday, January 30, 2024, the last day of the conference.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on November 12, 2024; Finance (Allegra Pajot, Administrative Analyst, 388-0218) on November 27, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 2, 2024.

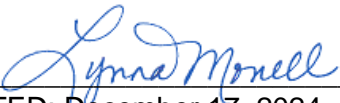
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: December 17, 2024



cc: File - Travel/Out of State w/ attach
MBA 12/26/2024