

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

January 10, 2023

**FROM**

**JACQUELYN GREENE, Director, Preschool Services Department**

**SUBJECT**

Travel by Preschool Services Department Policy Council Member to Attend the National Head Start Association 2023 Winter Leadership Institute Conference in Crystal City, Virginia

**RECOMMENDATION(S)**

Approve travel and related expenses in an amount not to exceed \$3,511 for one Preschool Services Department Policy Council member to attend the National Head Start Association’s 2023 Winter Leadership Institute Conference in Crystal City, Virginia from January 23, 2023 through January 26, 2023, traveling on January 22, 2023 and January 27, 2023.  
(Presenter: Jacquelyn Greene, Director, 383-2005)

**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 estimated cost for one Preschool Services Department (PSD) Policy Council member to participate in the National Head Start Association (NHSA) 2023 Winter Leadership Institute Conference will not exceed \$3,511. The Policy Council member will be traveling on January 22, 2023 and January 27, 2023, for a trip totaling six days. Contingency costs allow for any revisions to costs between approval and actual purchase. These expenses are fully 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 2022-23 budget.

Expense	Total
Registration	\$699
Day Child Care (\$40 X 6 days)	\$240
Night Child Care (\$20 X 5 nights)	\$100
Air Travel	\$276
Breakfast (\$11 X 5 days)	\$ 55
Lunch (\$15 X 6 days)	\$ 90
Dinner (\$24 X 5 days)	\$120
Lodging (\$285 X 5 days)	\$1,425
Parking (\$13 X 6 days)	\$78
Mileage	\$52
Taxi (\$18 X 2)	\$36
<b>Subtotal</b>	<b>\$3,171</b>
Contingency	\$340

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<b>Expense</b>	<b>Total</b>
<b>Total</b>	<b>\$3,511</b>

**BACKGROUND INFORMATION**

The NHSA’s 2023 Winter Leadership Institute Conference in Crystal City, Virginia provides attendees with the opportunity to participate in workshops on a variety of topics, including important sessions addressing the role of Head Start. The Winter Leadership Institute Conference 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 Head Start and how these can be implemented locally.

The Policy Council member will participate in policy sessions and meet with the County’s Congress members to share first-hand the benefits PSD’s Head Start and Early Head Start programs provide to children ages 0 to 5 and their families. The Policy Council member will report back to the PSD Policy Council the information learned so members can share that information with fellow parents at assigned school sites. Due to the location and timing of the conference activities, the Policy Council member will depart on January 22, 2023 and return on January 27, 2023 (one day before and one day after the conference).

PSD operates the Federal Head Start and Early Head Start programs and the State Preschool program in San Bernardino County. The Federal Head Start Program Regulations mandate the County Board of Supervisors, 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 Policy Council, 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 of Supervisors; members from other County Departments with expertise in Early Childhood Education and Development, health, and mental health; and other members that reflect the community.

PSD operates the Early Head Start, Early Head Start-Child Care Partnership (EHS-CCP), Head Start, General Child Care and Development, and State Preschool programs serving more than 3,800 children in locations throughout San Bernardino County. Head Start and State Preschool programs have been operating in San Bernardino County since 1965. Since 1999, PSD has provided these programs through a combination of direct and contracted services.

One PSD Policy Council member was selected via drawing due to time constraints to attend the Winter Leadership Institute Conference at the October 17, 2022 PSD Policy Council meeting. Two alternate attendees were selected via drawing due to time constraints in the event the designated representative cannot attend the conference. The PSD Policy Council members are parents with children enrolled in Head Start Programs selected to attend Head Start conferences as required by PSD Policy Council Bylaws. Under the PSD Policy Council Bylaws, Article VIII – Meetings, reimbursement of childcare costs is allowed when a PSD Policy Council member participates in a PSD Policy Council related activity, such as conferences and meetings.

**PROCUREMENT**

N/A

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**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on December 7, 2022; Finance (Paul Garcia, Administrative Analyst, 386-8392) on December 16, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 20, 2022.

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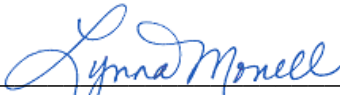
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY

  
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DATED: January 10, 2023



cc: File - Travel Request/Out of State w/attach  
CCM 01/17/2023