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

March 26, 2024

FROM

JACQUELYN GREENE, Director, Preschool Services Department

SUBJECT

Travel by Policy Council Member to Attend the National Head Start Conference in Portland, Oregon

RECOMMENDATION(S)

Approve travel and related expenses, in an amount not to exceed $4,000, for one Preschool Services Department Policy Council member to attend the National Head Start Conference in Portland, Oregon, from April 15, 2024, through April 18, 2024.
(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 cost for one Preschool Services Department (PSD) Policy Council (PC) member to attend the National Head Start (NHS) Conference, in an amount not to exceed $4,000, 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 the PSD 2023-24 budget.

Expense	Total
Registration ($799 x 1 member)	$799
Child Care ($60 x 4 days and nights)	$240
Roundtrip Air Travel	$439
Meals (3 Breakfasts @ $11 / 4 Lunches @ $15 / 4 Dinners @ $24)	$189
Lodging ($872 for three nights plus $144 taxes)	$1,016
Airport Parking ($18 x 4 days)	$72
Mileage (91.40 miles x 0.670 cents)	$61
Taxi (airport roundtrip $43 x 2 trips and conference roundtrip $15.20 x 4 days	$147
Subtotal	$2,963
Contingencies (Coverage for increases in airfare, lodging costs, etc.)	$1037
Total	**$4,000**

BACKGROUND INFORMATION

PSD operates the federally funded Head Start (HS), Early Head Start (EHS), and Early Head Start-Child Care Partnership programs serving more than 3,000 children in locations throughout 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 who reflect the community.

The 2024 NHS Conference in Portland, Oregon will provide the attending PC member with the opportunity to participate in various breakout sessions with topics that range from "A Leader's Guide to: Feeback Creating a Culture of Improvement in the Early Childhood Workforce" to "Building A Plan to Engage Families in Authentic Partnerships" and more. Sessions will provide the PC member the opportunity to network with other Head Start colleagues from around the country, receive products and services that will benefit HS and EHS programs and gain knowledge from keynote speakers about the strategies that can be of service to effectively engage parents.

One PC member was selected to attend the 2024 NHS Conference at the February 20, 2024, PSD PC meeting. Two alternate attendees were selected in the event the designated representative cannot attend the conference. The PSD PC member is a parent/guardian with children enrolled in Head Start Programs selected to attend HS conferences as required by PSD PC 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 member will participate in trainings that will focus on discussing the latest developments, innovations, and obstacles for children ages 0 to 5 and their families. The PC member will report back to the full PSD PC the information learned so members can share that information with fellow parents at assigned school sites. The PC member will depart on Monday April 15, 2024, and return on Thursday April 18, 2024. The not to exceed amount contains a contingency of approximately 35 percent to allow for increases in the cost of airfare, lodging, and other incidental travel expenses to prevent potential cancellations of business travel.

PROCUREMENT
N/A

REVIEW BY OTHERS
This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on February 26, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on March 5, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on March 7, 2024.

Travel by Policy Council Member to Attend the National Head Start Conference in Portland, Oregon
March 26, 2024

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 Lynna Monell
DATED: March 26, 2024

cc: File - Travel Requests/Out-of-State w/attach
CCM 03/29/2024