

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

September 23, 2025

**FROM**

**ARLENE MOLINA, Director Preschool Services Department**

**SUBJECT**

Request for Preschool Services Department Policy Council Members to Attend the San Bernardino County's 39<sup>th</sup> Annual Children's Network Conference in Ontario, California

**RECOMMENDATION(S)**

Approve travel and related expenses, in the amount not to exceed \$1,009, for two Preschool Services Department Policy Council members to attend the 39<sup>th</sup> Annual Children's Network Conference in Ontario, from October 15, 2025 through October 16, 2025.

(Presenter: Arlene Molina, 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 total estimated cost for two Preschool Services Department (PSD) Policy Council (PC) members to attend the 39<sup>th</sup> Annual Children's Network Conference (Conference) will not exceed \$1,009 and is 100% 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 2025-26 budget. Estimated travel costs are outlined in the following chart:

<b>Expense</b>	<b>Total</b>
Registration (\$350 x two members)	\$700
Child Care (\$20 x two days x two members)	\$80
Mileage (Round trip to/from conference 140 miles x 70 cents)	\$98
Mileage (Round trip to/from conference 44 miles x 70 cents)	\$31
Contingencies (for increases in mileage)	\$100
<b>Total</b>	<b>\$1,009</b>

**BACKGROUND INFORMATION**

PSD operates the Federal and State funded Head Start (HS), Early Head Start, and Early Head Start – Child Care Partnership programs serving more than 2,000 children in locations throughout the 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 HS Program Regulations mandate the Board of Supervisors (Board), as a grant recipient, to establish two governing bodies that will share responsibility with the grant recipient

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for overseeing the delivery of high-quality services to enrolled children and their families. The governing bodies are composed of parents of enrolled children and community members known as the PSD PC, and the PSD Shared Governance Board, which is composed of a member from the Board and members from other County departments with expertise in Early Childhood Education and Development, health, and mental health.

Two PSD PC members were selected to attend the Conference at the June 16, 2025, PSD PC meeting. The PSD PC members are parents with children enrolled in HS Programs selected to attend 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 Conference attendees will participate in research and evidence-based training geared towards child development and child welfare and walk away from the experience with a renewed passion to make sure the interactions they have every day, whether with children, families, and others, are positive. The attendees will report back to the PSD PC to share these insights with parents at their school sites.

Travel is scheduled for Wednesday, October 15, 2025, and Thursday, October 16, 2025. Section 13.0618 of the County Code requires Board approval of travel and expense reimbursement for members of all County boards, commissions, and committees.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Sophie Curtis, Deputy County Counsel, 387-5455) on August 27, 2025; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on September 3, 2025.

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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   
DATED: September 23, 2025



cc: File - Travel Request/Out-of-County  
MBA 09/24/2025