

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

August 20, 2024

**FROM**

**ARLENE MOLINA, Assistant Director, Preschool Services Department**

**SUBJECT**

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

**RECOMMENDATION(S)**

Approve travel and related expenses, at an anticipated cost of \$7,500, for two Preschool Services Department Policy Council members to attend the National Head Start Association Fall Leadership Institute in Washington D.C. from September 23, 2024 through September 26, 2024. (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 \$7,500, which includes an additional day for travel the day prior to the start of the event. This cost 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 (\$745 x two members)	\$1,490
Child Care (\$40 x 5 days x two members)	\$400
Child Care (\$20 x 5 nights x two members)	\$200
Air Travel (\$588 x two members)	\$1,176
Breakfast (\$11 x 4 days x two members)	\$88
Lunch (\$15 x 5 days x two members)	\$150
Dinner (\$24 x 5 days x two members)	\$240
Lodging (\$289 x 4 nights = \$1,156 plus taxes & fees of \$164 = \$1,321 x two members)	\$2,641
Parking (\$18 x 5 days x two members)	\$180
Mileage (Roundtrip to/from airport 44 miles x 0.670 cents for one)	\$29
Mileage (Roundtrip to/from airport 40 miles x 0.670 cents for one)	\$27
Taxi (Roundtrip from airport to hotel \$51.70 per trip x two)	\$103

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<b>Expense</b>	<b>Total</b>
Subtotal	\$6,724
Contingencies (coverage for increases in airfare, hotel costs, etc.)	\$776
<b>Total</b>	<b>\$7,500</b>

**BACKGROUND INFORMATION**

PSD operates the federal and state funded Head Start, Early Head Start, Early Head Start-Child Care Partnership, California State Preschool Program, and General Child and Development programs serving more than 2,000 children in locations throughout San Bernardino County. The Federal Head Start Preschool programs have operated in San Bernardino County since 1965. Since 1999, PSD has provided these programs through a combination of direct and contracted services. 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 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, members from other County Departments with expertise in Early Childhood Education and Development, health, and mental health, and other members who reflect the communities served by these programs.

The NHSA Fall Leadership Institute Conference in Washington, D.C. provides attendees with the opportunity to further discuss the critical policies and advocacy issues that are impacting Head Start from our nation’s political figures, thought leaders and early childhood experts. The Fall Leadership Institute offers breakout sessions that focus on media training, leadership development and family advocacy training, and provides parents with the opportunity to meet with members of Congress to hear about the importance of Head Start in communities.

Two PSD PC members were selected to attend the NHSA’s Fall Leadership Institute Conference. One alternate attendee was selected in the event a 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.

The PC members will participate in policy sessions and meet with the County’s Congressional representatives to share first-hand the benefits of PSD’s Head Start and Early Head Start programs. The PC members 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 PC members will depart on Sunday September 22, 2024 (one day before the conference), and with the conference ending at 12pm on Thursday, September 26, 2024, the PC members will return on the same day.

**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 July 18, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on July 23, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on August 1, 2024.

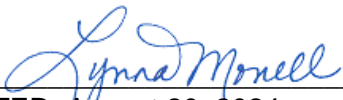
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Record of Action of the Board of Supervisors  
San Bernardino County

**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: August 20, 2024



cc:     File - Travel/Out of State w/ attach  
jm     08/27/2024