

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

**April 8, 2025**

**FROM**

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

**SUBJECT**

Travel by Policy Council Members to Attend the 2025 National Head Start Conference and Expo

**RECOMMENDATION(S)**

Approve travel and related expenses for two Preschool Services Department Policy Council members to attend the 2025 National Head Start Conference and Expo in Columbus, Ohio at an estimated cost of \$8,500 from May 19, 2025, through May 22, 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 cost for two Preschool Services Department (PSD) Policy Council (PC) members to attend the four-day National Head Start Conference and Expo (Conference) will not exceed \$8,500, 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.

<b>Expense</b>	<b>Total</b>
Registration (\$845 x two members)	\$1,690
Child Care (\$40 x five days x two members)	\$400
Child Care (\$20 x four nights x two members)	\$160
Air Travel (\$606 x two members)	\$1,212
Breakfast (\$20 x four days x two members)	\$160
Lunch (\$22 x five days x two members)	\$220
Dinner (\$33 x five days x two members)	\$330
Lodging (\$262 x four nights plus \$188 taxes and fees x two members)	\$2,472
Airport Parking (\$18 x five days x two members)	\$180
Mileage (Roundtrip to/from airport 24.2 miles x 0.700 cents)	\$17
Mileage (Roundtrip to/from airport 68.6 miles x 0.700 cents)	\$48
Taxi (Roundtrip to/from airport and hotel)	\$56
Subtotal	\$6,945
Contingencies (coverage for increases in airfare, hotel costs, etc.)	\$1,555
<b>Total</b>	<b>\$8,500</b>

**Travel by Policy Council Members to Attend the 2025 National Head Start Conference and Expo**  
**April 8, 2025**

**BACKGROUND INFORMATION**

PSD operates the Federal and State funded Head Start Preschool (HS), Early Head Start, 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 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 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 and members from other County departments with expertise in Early Childhood Education and Development, health, and mental health.

Attendees will have the opportunity to step away from day-to-day work, unite, and refresh HS's vital mission, discuss latest developments, innovations, and obstacles in early childhood education. Participants will also engage in networking opportunities, building connections with other HS staff, parents, and advocates in more than 130 interesting, compelling, and challenging sessions.

Two PSD PC members were selected to attend the Conference at the May 19, 2025, 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 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 members will participate in trainings focused on discussing the latest developments, innovations, and obstacles for 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, May 18, 2025 (one day before the Conference), and will return on Thursday, May 22, 2025, 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 March 11, 2025; Finance (Allegra Pajot, Administrative Analyst, 388-0218) on March 20, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on March 21, 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: April 8, 2025



cc: File – Travel/Out of State w/attachment  
MBA 04/10/2025