

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

December 19, 2023

FROM

JACQUELYN GREENE, Director, Preschool Services Department

SUBJECT

Travel by Policy Council Members to Attend the National Head Start Association Winter Leadership Institute in Crystal City, Virginia

RECOMMENDATION(S)

Approve travel and related expenses for two Preschool Services Department Policy Council members to attend the National Head Start Association Winter Leadership Institute in Crystal City, Virginia from January 22, 2024, through January 25, 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 two Preschool Services Department (PSD) Policy Council (PC) members to attend the four-day National Head Start Association (NHSA) Leadership Institute will not exceed \$8,500, which includes an additional two days for travel, one day before and one day after. 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 2023-24 budget.

Expense	Total
Registration (\$869 x two members)	\$1,738
Policy Council Luncheon/Parent Ticketed Event (\$85 x two members)	\$170
Child Care (\$40 x 6 days x two members)	\$480
Child Care (\$20 x 6 nights x two members)	\$240
Air Travel (\$317.97 x two members)	\$636
Breakfast (\$11 x 5 days x two members)	\$110
Lunch (\$15 x 6 days x two members)	\$180
Dinner (\$24 x 5 days x two members)	\$240
Lodging (\$284 x 5 nights = \$1420 plus taxes & fees of \$202.35 = \$1,622.35 x two members)	\$3,245
Parking (\$18 x 6 days x two members)	\$216
Mileage (Roundtrip to/from airport 42 miles x 0.655 cents for one)	\$28
Mileage (Roundtrip to/from airport 30 miles x 0.655 cents for one)	\$20
Taxi (Roundtrip to/from airport and hotel \$35.62 per trip x two)	\$71
Subtotal	\$7,374

**Travel by Policy Council Members to Attend the National Head Start Association Winter Leadership Institute in Crystal City, Virginia
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Expense	Total
Contingencies (coverage for increases in airfare, hotel costs, etc.)	\$1,126
Total	\$8,500

BACKGROUND INFORMATION

PSD operates the Federal and State funded Head Start and Early Head Start, and Early Head Start-Child Care Partnership programs serving more than 3,000 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. 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 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 that reflect the community.

The NHSA Winter Leadership Institute Conference in Crystal City, Virginia provides attendees with the opportunity to participate in workshops on a variety of topics, including the role of Head Start. The Winter Leadership Institute 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.

Two PSD PC members were selected to attend the NHSA’s Winter Leadership Institute Conference at the October 2, 2023 PSD Policy Council meeting. 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 PSD’s Head Start and Early Head Start programs provide children ages 0 to 5 and their families. 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 January 21, 2024 (one day before the conference), and to mitigate concerns with traveling in inclement weather, the PC members will return on Friday, January 26, 2024 (one day after the conference).

PROCUREMENT

N/A

REVIEW BY OTHERS

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This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on November 7, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392) on November 29, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on November 30, 2023.

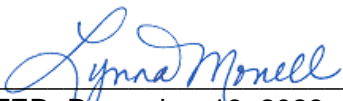
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: December 19, 2023



cc: File - Travel Requests/Out of State
MA 01/10/2024