

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

January 27, 2026

**FROM**

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

**SUBJECT**

Travel by Policy Council Members to Attend the 2026 National Head Start Association Parent and Family Engagement Conference

**RECOMMENDATION(S)**

Approve travel and related expenses for two Preschool Services Department Policy Council members to attend the 2026 National Head Start Association Parent and Family Engagement Conference in Ontario, CA, in an amount not to exceed \$2,232, from February 9, 2026 through February 10, 2026.

(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 will not result in the use of Discretionary General Funding (Net County Cost). The cost for two Preschool Services Department (PSD) Policy Council (PC) members to attend the two-day National Head Start Association (NHSA) Parent and Family Engagement Conference (Conference) will not exceed \$2,232. 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 the PSD 2025-26 budget.

| <b>Expense</b>   | <b>Total</b>   |
|--|----------------|
| Registration (\$859 x two members)   | \$1,718        |
| Child Care (\$40 x two days x two members)   | \$160          |
| Meals: Lunch (\$15 x one day x two members)  | \$30           |
| On-site Self-Parking (\$10 x two days x two members)   | \$40           |
| Mileage: Traveler 1 (Roundtrip to/from conference 90 miles x 0.725 cents)<br>Traveler 2 (Roundtrip to/from conference 164 miles x 0.725 cents) | \$184          |
| Contingencies (for increases in mileage)   | \$100          |
| <b>Total</b>   | <b>\$2,232</b> |

**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 approximately 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.

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January 27, 2026**

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. The governing bodies are composed of parents of enrolled children and community members known as the 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 NHSA Conference at the October 9, 2025, PSD PC meeting. Two alternate attendees were selected in the event that a designated representative cannot attend the conference. PSD PC members are 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 sessions focused on strengthening partnerships among HS parents, families, and staff to support family engagement and promote children’s development and success at home and in school. Attendees will also have the opportunity to build strong collaborative relationships between families, program staff, and the broader community. The PC members will report back to the PSD PC to share insights with parents at their school sites.

Travel is scheduled for Monday, February 9, 2026, through February 10, 2026. 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 (Adam Ebright, Deputy County Counsel, 387-5455) on December 10, 2025; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on January 7, 2026.

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January 27, 2026**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 27, 2026



cc:    File - Travel/Out of County  
MBA   01/26/2026