

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

April 7, 2026

**FROM**

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

**SUBJECT**

Policy Council Members to Attend the 2026 National Head Start Conference and Expo

**RECOMMENDATION(S)**

Approve travel and related expenses for two Preschool Services Department Policy Council members, to attend the 2026 National Head Start Conference and Expo in Minneapolis, Minnesota, at a cost not to exceed \$6,546, from May 4, 2026 through May 7, 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 2026 National Head Start Conference and Expo (Conference) will not exceed \$6,546, which includes a 15% contingency for increases in airfare, hotel, and related travel expenses. 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.

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April 7, 2026**

<b>Expense</b>	<b>Total</b>
Conference Registration (\$845 x two members)	\$1,690
Public Policy Luncheon (\$85 x two members)	\$170
Child Care: Daytime (\$40 x two members x four days) Nighttime (\$20 x two members x three nights)	\$440
Lodging (\$209 x three nights plus \$94.22 taxes and fees x two members)	\$1,443
Air Travel (\$400.40 x two members)	\$801
Airline luggage fees (\$60 Roundtrip x two members)	\$120
Airport Parking (\$80 x two members)	\$160
Meals: Breakfast (\$23 x two members x three days) Lunch (\$26 x two members x three days) Dinner (\$38 x two members x four days)	\$598
Taxi (Roundtrip to/from airport and hotel \$86 x two members)	\$172
Mileage: Traveler 1 (Roundtrip to/from airport 86 miles x 72.5 cents) Traveler 2 (Roundtrip to/from airport 47 miles x 72.5 cents)	\$98
Subtotal	\$5,692
Contingency 15%*	\$854
<b>Total</b>	<b>\$6,546</b>

\*A 15% contingency is included to account for potential increases in airfare, hotel rates, and other travel-related costs

**BACKGROUND INFORMATION**

PSD operates the federally and state funded Head Start Preschool (HS), Early Head Start (EHS), and Early Head Start – Child Care Partnership programs serving approximately 2,039 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 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 at the January 20, 2026, PSD PC meeting to attend the Conference in Minneapolis, Minnesota. Two alternate attendees were selected in the event that 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 have the opportunity to access the knowledge and resources needed to deliver comprehensive services. With more than 130 interesting, compelling, and challenging sessions, this event offers extensive professional development opportunities. The Conference also features one of the largest collections of exhibitors providing products and services

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specifically designed to support HS and EHS programs. Attendees will attend a Public Policy Luncheon where they will enjoy an exclusive keynote presentation on a specific policy topic relevant to the HS field. The PC members will gain valuable insights, explore innovative solutions, and connect with leaders dedicated to advancing services for children ages zero to five years and their families. PC members will report back to the PSD PC to share insights with parents at their school sites. Travel is scheduled for Monday, May 4, 2026, with return on Thursday, May 7, 2026.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on February 18, 2026; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on March 20, 2026.

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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 7, 2026



cc: File - Travel Request/OUT-OF-STATE w/attach  
CCM 04/8/2026