

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

March 28, 2023

FROM

JACQUELYN GREENE, Director, Preschool Services Department

SUBJECT

Travel by Policy Council Members to Attend the National Head Start Conference in Phoenix, Arizona.

RECOMMENDATION(S)

Approve travel and related expenses, in an amount not to exceed \$5,300, for two Preschool Services Department Policy Council members, to attend the National Head Start Conference in Phoenix, Arizona, from May 8, 2023, through May 11, 2023.

(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 estimated cost for two Preschool Services Department (PSD) Policy Council (PC) members to attend the National Head Start (NHS) Conference will not exceed \$5,300. These expenses are 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 2022-23 budget.

Expense	Total
Registration (\$679 x two members)	\$1,358
Policy Council Luncheon (\$85 x two members)	\$170
Child Care (\$40 x 4 days x two members)	\$320
Child Care (\$20 x 4 nights x two members)	\$160
Air Travel (\$282 x two members)	\$564
Breakfast (\$11 x 4 days x two members)	\$88
Lunch (\$15 x 4 days x two members)	\$120
Dinner (\$24 x 4 days x two members)	\$192
Lodging (\$224 x 4 nights x two members)	\$1,792
Parking (\$15 x 5 days x two members)	\$150
Mileage (\$138 for one member and \$24 for the other member)	\$162
Taxi (\$25 x 2 trips)	\$50
Subtotal	\$5,126
Contingencies	\$174
Total	\$5,300

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BACKGROUND INFORMATION

The 2023 NHS Conference will provide the PC members with the opportunity to participate in over 100 sessions. Sessions will provide insights and strategies to effectively engage parents. Conference topics include Health and Wellness, Education and Child Development, and Family and Community Engagement. The PC members will report back to the PSD PC 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 May 7, 2023 in the afternoon and return on May 11, 2023 in the afternoon (one day before and the last day of the conference). Per County Code 13.0618, expenses of board, commissions, and committee members (non-employees) on County business shall be paid by the County with prior Board of Supervisors' (Board) approval.

PSD operates the Early Head Start, Early Head Start-Child Care Partnership (EHS-CCP), Head Start, General Child Care and Development, and State Preschool programs serving more than 3,800 children in locations throughout the County. Head Start 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 Head Start Program Regulations mandate the County Board, as a grantee, to establish governing bodies that will share responsibility with the grantee for overseeing the delivery of high-quality services to children and 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; members from other County departments with expertise in Early Childhood Education and Development, health, mental health; and other members that reflect the community.

Per the Head Start Performance standards, Section 1301.3, PSD must establish and maintain a PC and provide reimbursement for low-income members to participate fully in their PC responsibilities, including attending conferences and meetings. Two PSD PC members were selected to attend the 2023 NHS Conference at the January 17, 2023 PC Meeting. Additionally, one alternate was selected in the event one or both of the designated attendees is unable to travel. The PSD PC members are parents, whose families enrolled in Head Start Programs, selected to participate in Head Start conferences as required by PSD PC Bylaws. Under the PSD PC Bylaws, Article VIII-Meetings, reimbursement of childcare costs are allowed when a PSD PC member participates in PSD PC-related activities. PSD PC members must certify that their child(ren) were provided childcare on the days they request for reimbursement.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on February 15, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392) on March 13, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on March 13, 2023.

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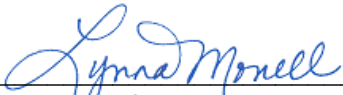
Record of Action of the Board of Supervisors
San Bernardino County

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: March 28, 2023



cc: File - Travel Request/Out-of-State w/attach
CCM 03/31/2023