

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

January 11, 2022

FROM

JACQUELYN GREENE, Director, Preschool Services Department

SUBJECT

Travel by Preschool Services Department Policy Council Members to Attend the National Head Start Association 2022 Winter Leadership Institute Conference in Washington D.C.

RECOMMENDATION(S)

Approve travel and related expenses in an amount not to exceed \$7,500 for two Preschool Services Department Policy Council members to attend the National Head Start Association's 2022 Winter Leadership Institute in Washington D.C. from January 23, 2022 through January 28, 2022.

(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 members to participate in the National Head Start Association (NHSA) 2022 Winter Leadership Institute Conference will not exceed \$7,500. 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 2021-22 budget.

| | Participant 1 | Participant 2 | Total |
|-----------------------------|---------------|---------------|---------|
| Registration | \$699 | \$699 | \$1,398 |
| Day Child Care (\$40 X 6) | \$240 | \$240 | \$480 |
| Night Child Care (\$20 X 5) | \$100 | \$100 | \$200 |
| Air Travel | \$512 | \$512 | \$1,024 |
| Breakfast (\$11 X 5) | \$55 | \$55 | \$110 |
| Lunch (\$15 X 5) | \$75 | \$75 | \$150 |
| Dinner (\$24 X 5) | \$120 | \$120 | \$240 |
| Lodging (\$303 X 5) | \$1,515 | \$1,515 | \$3,030 |
| Parking (\$16 X 6) | \$96 | \$96 | \$192 |
| Mileage | \$40 | \$20 | \$60 |
| Subtotal | \$3,452 | \$3,432 | \$6,884 |
| | | Contingency | \$616 |
| | | Total | \$7,500 |

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Institute Conference in Washington D.C.
January 11, 2022**

BACKGROUND INFORMATION

The NHSA's 2022 Winter Leadership Institute in Washington D.C. is a conference that provides attendees with the opportunity to participate in workshops on a variety of topics, including important sessions addressing the role of Head Start in the country's recovery. 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 they can be implemented locally.

Policy Council members will participate in policy sessions and meet with the County's Congress members to share first-hand the benefits PSD's Head Start and Early Head Start programs provide to children age 0 to 5 and their families. Conference attendees will report back to the PSD Policy Council the information learned so members can share that information with fellow parents at assigned school sites.

PSD operates the Federal Head Start and Early Head Start programs and the State Preschool program in San Bernardino County. The Federal Head Start Program Regulations mandate the County Board of Supervisors, 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 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 of Supervisors; members from other County Departments with expertise in Early Childhood Education and Development, health, and mental health; and other members that reflect the community.

Two PSD Policy Council members were selected to attend the Winter Leadership Institute Conference at the October 18, 2021 PSD Policy Council meeting. Two alternate attendees were selected in the event one or both of the designated representatives 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 child care costs are allowed when a PSD Policy Council member participates in a PSD Policy Council related activity, such as conferences and meetings.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on December 14, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392) on December 15, 2021; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 15, 2021.

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Record of Action of the Board of Supervisors
San Bernardino County

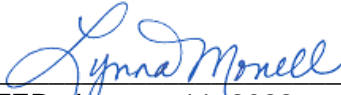
APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe Seconded: Janice Rutherford

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY


DATED: January 11, 2022



cc: File- Travel Request/Out-Of-State w/attach
LA 01/12/2022