



## CALL AND NOTICE OF SPECIAL MEETING OF THE SAN BERNARDINO COUNTY HEAD START SHARED GOVERNANCE BOARD

### Agenda

**Friday, June 23, 2017**

**10:00AM – 10:30AM**

<http://hs.sbcounty.gov/psd>

**JOSIE GONZALES, CHAIR**  
Fifth District Supervisor  
SBC Board of Supervisors

**TED ALEJANDRE, VICE-CHAIR**  
Superintendent  
SBC Superintendent of Schools

**MAXWELL OHIKHUARE**  
Health Officer  
SBC Public Health

**VERONICA KELLEY**  
Director  
SBC Behavioral Health

**KATHY TURNBULL**  
Children's Network Officer  
SBC Children's Network

**ERIKA THOMPSON**  
Head Start Policy Council Chair  
Yucca Valley Head Start  
SGB Representative

**TIFFANY ROBY**  
Head Start Policy Council Member  
Community Representative  
SGB Representative

**JAQUIE WASHINGTON**  
Head Start Policy Council Member  
SB Boys and Girls Club Head Start  
SGB Representative

**NOTICE IS HEREBY GIVEN** that the Chair of the Head Start Shared Governance Board has called for a **SPECIAL MEETING OF THE SHARED GOVERNANCE BOARD** to be held on **Friday, June 23, 2017 at 10:00 AM** by teleconference at 866-852-6653 in Training Room A, First Floor, San Bernardino County Preschool Services Department, 662 S. Tippecanoe Avenue, San Bernardino, California.

Other teleconference meeting sites are available at the following locations:

<u>Members</u>	<u>Agency</u>	<u>Location</u>
Supervisor Josie Gonzales	SBC Board of Supervisors, 5 <sup>th</sup> District SGB Chair	385 North Arrowhead Avenue, San Bernardino, CA 92415 Magda Lawson Conference Room
Ted Alejandre	SBC Superintendent of Schools SGB Vice-Chair	601 N. E Street, San Bernardino, CA 92415
Maxwell Ohikhuare, MD	SBC Public Health	351 N. Mountain View Avenue, San Bernardino, CA 92415
Linda Revoner	SBC Children's Network	825 E. Hospitality Lane, 2 <sup>nd</sup> Floor, San Bernardino, CA 92415
Jacquie Washington	SBC PSD Head Start Policy Council	662 South Tippecanoe Avenue, TRA San Bernardino, CA 92415

*"Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call PSD staff (909) 383-2078 to request the service. This location is handicapped accessible."*

**DISCUSSION CALENDAR**

- |  |                                      |
|--|--------------------------------------|
| <b>1. CALL TO ORDER</b>  | Supervisor Josie Gonzales, Chair     |
| <b>2. WELCOME AND INTRODUCTIONS</b>  | Supervisor Josie Gonzales, Chair     |
| <b>3. DISCUSSION ITEMS</b>   |                                      |
| 3.1 Approve Cost of Living Adjustment (COLA) Applications<br>for Fiscal Year 2017-18 | Cheryl Adams, Administrative Manager |
| 3.1.1 Head Start/Early Head Start  |                                      |
| 3.1.2 Early Head Start-Child Care Partnership  |                                      |
| <b>4. PUBLIC COMMENT</b>   | Supervisor Josie Gonzales, Chair     |
| <b>5. ADJOURNMENT</b>  | Supervisor Josie Gonzales, Chair     |

\*No other business shall be considered at this special meeting.

**PSD Finance Request for Shared Governance Board Approval  
of  
Cost of Living Adjustment (COLA) Applications**

**1. FY2017-18 (PY03) Head Start/Early Head Start Award (09CH10016-03)**

San Bernardino County Preschool Services Department (PSD) is requesting approval to submit an application for a Fiscal Year 2017-18 COLA in the amount of \$429,844 which represents a 1.0 percent increase of the FY 2016 base funding. This application is being submitted in response to the funding guidance letter dated June 2, 2017 and requests \$382,773 for Head Start (CAN G094122) and \$47,071 for Early Head Start (CAN G094125). PSD intends to utilize the funding to pay for increases in the Personnel (contract staff hourly rate), Fringe Benefits, and Contractual budget categories.

**2. FY2017-18 (PY03) Early Head Start-Child Care Partnership Award (09HP0001-03)**

San Bernardino County Preschool Services Department (PSD) is requesting approval to submit an application for a Fiscal Year 2017-18 COLA in the amount of \$17,892 which represents a 1.0 percent increase of the FY 2016 base funding (CAN G095128). This application is being submitted in response to the funding guidance letter dated June 2, 2017 and PSD intends to utilize the funding to pay for increases in the Personnel (contract staff hourly rate), Fringe Benefits, and Contractual budget categories.



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |  
www.eclkc.ohs.acf.hhs.gov

Robert Lovingood  
Chairman  
County of San Bernardino  
662 South Tippecanoe Avenue  
San Bernardino, CA 92415

**JUN 2 2017**

Re: Grant No. 09CH10016

Dear Mr. Lovingood:

The Consolidated Appropriations Act, 2017, contains an increase of approximately \$85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.0 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the amount of the COLA for the Head Start and Early Head Start programs in FY 2017.

<b>Common Accounting Number (CAN)</b>	<b>COLA Amount</b>
Head Start Program Operations	\$382,773
Early Head Start Program Operations	\$47,071
<b>TOTAL</b>	<b>\$429,844</b>

**Submission Requirements**

Program Instruction ACF-PI-HS-17-02, dated May 12, 2017, informed Head Start and Early Head Start grantees and delegate agencies of the intended uses of these funds and announced the opportunity for grantees to apply for the funds. Please review the Program Instruction carefully to ensure your supplemental application meets the requirements for funding and contains all of the necessary information.

The supplemental application is due June 30, 2017 and must be submitted in the Head Start Enterprise System (HSES) at <https://hses.ohs.acf.hhs.gov/hsprograms>. Please select the Financials tab, Application tab, Fiscal Year 2017 and the budget period to add the 'Supplement' amendment type. For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Please ensure the program narrative, budget and detailed budget justification submitted in the application documents demonstrate:

- An increase of 1.0 percent in the hourly rate of pay for each Head Start/Early Head Start employee and the pay scale subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- The rationale if employees are receiving less than the 1.0 percent COLA or differential COLA increases;
- The provision of the 1.0 percent increase to all delegate agencies and partners or justification if the full percentage is not provided to delegate agencies and partners;
- The planned uses for the balance of the COLA funds to offset higher operating costs;
- Each source of non-federal match, including the estimated amount per source and the valuation methodology; and
- A detailed justification that conforms with the criteria under Section 640(b)(1)-(5) of the Head Start Act if the application proposes a waiver of any portion of the non-federal match requirement.

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the supplemental application must be provided. The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Laura Candeloro, Head Start Program Specialist, at (415) 437-8653 or [Laura.Candeloro@acf.hhs.gov](mailto:Laura.Candeloro@acf.hhs.gov) or Frank Olguin, Grants Management Specialist, at (415) 437-8415 or [frank.olguin@acf.hhs.gov](mailto:frank.olguin@acf.hhs.gov). Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Jan Len  
Regional Program Manager  
Office of Head Start

cc: Diana Alexander, Executive and Head Start Director





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Office of Head Start | Region IX | 90 Seventh Street, Room 450, San Francisco, CA 94103 |  
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Robert Lovingood  
Chairman  
County of San Bernardino  
662 South Tippecanoe Avenue  
San Bernardino, CA 92415

**JUN 2 2017**

Re: Grant No. 09HP0001

Dear Mr. Lovingood:

The Consolidated Appropriations Act, 2017, contains an increase of approximately \$85 million for programs under the Head Start Act for Fiscal Year (FY) 2017. A portion of the increase provides a cost-of-living adjustment (COLA) of 1.0 percent, depending on final funding decisions, to assist grantees in increasing staff salaries and fringe benefits and offsetting higher operating costs.

The following table reflects the amount of the COLA for the Early Head Start programs in FY 2017.

<b>Common Accounting Number (CAN)</b>	<b>COLA Amount</b>
Early Head Start Program Operations	\$17,892
<b>TOTAL</b>	<b>\$17,892</b>

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Sincerely,



Jan Len  
Regional Program Manager  
Office of Head Start

cc: Diana Alexander, Executive and Head Start Director