



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

## Agenda

**Thursday, September 20, 2018**

**2:30PM – 3:00PM**

<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, M.D.**  
Health Officer  
SBC Public Health

**VERONICA KELLEY**  
Director  
SBC Behavioral Health

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

**BRITTANY MCALLISTER**  
Head Start Policy Council Chair  
Early Head Start - Child Care Partnership  
High Desert SGB Representative

**ALFREDO ADKINS**  
Head Start Policy Council Member  
Community Representative  
SGB Representative

**VACANT**  
Head Start Policy Council Member  
Rialto Willow 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** to be held on **Thursday, September 20, 2018 at 2:30 PM** 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 County Administrative Office 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
Michael Knight	SBC Behavioral Health	303 E. Vanderbilt Way, San Bernardino, CA 92415
Brittany McAllister	SBC PSD Head Start Policy Council Chair	662 South Tippecanoe Avenue, TRA San Bernardino, CA 92415
Alfredo Adkins	SBC PSD Head Start Policy Council	15115 Nisqualli Road, Victorville, CA 92395

*“Interpreters for hearing impaired and Spanish speaking individuals will be made available with twelve-hour 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>   | Cheryl Adams, Administrative Manager |
| 3.1 Approve Head Start/Early Head Start<br>Carryover 2017-18                         |                                      |
| 3.2 Approve Early Head Start-Child Care Partnership<br>Carryover 2017-18             |                                      |
| 3.3 Approve Head Start/Early Head Start<br>Liquidation Extension 2017-18             |                                      |
| 3.4 Approve Early Head Start-Child Care Partnership<br>Liquidation Extension 2017-18 |                                      |
| <b>4. EXECUTIVE COMMENT</b>  | Supervisor Josie Gonzales, Chair     |
| <b>5. PUBLIC COMMENT</b>   | Supervisor Josie Gonzales, Chair     |
| <b>6. INFORMATIONAL ITEMS</b>  | Supervisor Josie Gonzales, Chair     |
| 6.1 Next SGB Meeting - October 18, 2018  |                                      |
| <b>7. ADJOURNMENT</b>  | Supervisor Josie Gonzales, Chair     |

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



## Preschool Services Department Administration

Diana Alexander  
Director

### Finance Approval Requests for Shared Governance Board

Thursday, September 20, 2018

#### 3.1 Carryover Requests

##### FY2017-18 (PY03) Head Start/Early Head Start (09CH10016)

San Bernardino County Preschool Services Department (PSD) is requesting to carry over unobligated Head Start and Early Head Start funding from the 2017-18 program year to the 2018-19 program year (PY04). PSD is requesting this carry over for the following reasons:

- To complete the renovation of the recently purchased facility in Barstow
- To purchase and set-up a modular unit at the Rancho Cucamonga Head Start site
- To facilitate renovations and preparation of three sites (Ontario Maple, South Redlands and Whitney Young) to be utilized to provide Head Start extended duration services
- To ensure new and existing classrooms are supported with furniture, curriculum, computers, and other required supplies.

An overview of this request by Budget Category is outlined in the table below.

CATEGORY	CAN # G094122	CAN # G094123	HS TOTAL	CAN # G094125	HS & EHS TOTAL
D. Equipment	164,823		164,823		164,823
E. Supplies	757,786	790,420	1,548,206		1,548,206
F. Contractual	71,199		71,199		71,199
G. Construction	572,185	3,414,099	3,986,284	75,719	4,062,003
H. Other	397,141		397,141		397,141
<b>TOTAL</b>	<b>1,963,134</b>	<b>4,204,519</b>	<b>6,167,653</b>	<b>75,719</b>	<b>6,243,372</b>

#### 3.2 Carryover Request

##### FY2017-18 (PY03) Early Head Start-Child Care Partnership (09HP0001)

San Bernardino County Preschool Services Department (PSD) is requesting to carry over unobligated Early Head Start-Child Care Partnership funds from the 2017-18 program year to the 2018-19 program year (PY04). PSD is requesting this carry over as follows:

Category	Description	CAN#	TOTAL
E. Supplies	Diapers, wipes, gloves, cribs, classroom materials, etc.	G097128	103,186
H. Other	Soft surface for toddlers	G097128	11,000
<b>TOTAL</b>			<b>114,186</b>

#### BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD  
Chairman, First District

JANICE RUTHERFORD  
Second District

JAMES RAMOS  
Third District

CURT HAGMAN  
Vice Chairman, Fourth District

JOSIE GONZALES  
Fifth District

Gary McBride  
Chief Executive Officer

On 5/1/2018, the County Board of Supervisors approved acceptance of \$400,000 program improvement funds awarded by the Administration for Children and Families (ACF). Due to time constraints, several purchase orders were not processed by 6/30/2018 to allow the remaining funds (\$114,186) to be obligated. Approval of this carryover request will enable PSD to utilize these funds to acquire much needed items to assist the agency in providing quality services to enrolled children and their families.

**3.3 Extended Liquidation Request**

**FY2017-18 (PY03) Head Start/Early Head Start (09CH10016)**

Preschool Services Department (PSD) is requesting approval to extend the liquidation period from September 30, 2018, to December 31, 2018, to fully liquidate obligations, with the final Financial Status Report (SF-425) due by January 30, 2019. PSD is requesting this extension in order to allow sufficient time to liquidate these pending obligations:

#	Description CAN#	Head Start G094122
1	Shade Structure (Equipment Category)	136,912
2	Supplies (Supplies Category)	514,083
3	Training & Contract Partner (Contractual Category)	132,051
4	Temp Services, Utilities, & Real Estate Services (Other Category)	434,400
<b>TOTAL</b>		<b>\$1,217,446</b>

PSD is requesting this extension due to pending payment of invoices and delays in vendor delivery and installation of equipment.

**3.4 Extended Liquidation Request**

**FY2017-18 (PY03) Early Head Start – Child Care Partnership (09HP0001)**

Preschool Services Department (PSD) is requesting approval to extend the liquidation period from September 30, 2018, to December 31, 2018, to fully liquidate obligations, with the final Financial Status Report (SF-425) due by January 30, 2019. PSD is requesting this extension in order to allow sufficient time to liquidate the following pending obligations:

#	Description	CAN # G093128	CAN # G097128	TOTAL
1	Purchase of Ford Escape (Equipment Category)	24,080		24,080
2	Diapers, Classroom supplies (Supplies Category)	1,533	1,768	3,301
<b>TOTAL</b>		<b>25,613</b>	<b>1768</b>	<b>27,381</b>

An extension of the liquidation period is needed because PSD experienced a delay in vendor delivery of one vehicle and the payment of a supplies invoice is still in process.