

## SPECIAL BOARD OF COMMISSIONERS MEETING

**DATE:** June 23, 2025

**TIME:** 5:00 PM

**MAIN LOCATION:** 1920 Mariposa Street, Suite 310, Fresno, CA 93721

### AGENDA

ITEM	SUBJECT	PRESENTER	ACTION
1.	<b>CALL TO ORDER AND COMMUNITY ACTION PROMISE:</b> Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.		
2. Page 3	<b>ROLL CALL</b> A. Board Attendance Record		
3.	<b>POTENTIAL CONFLICT OF INTEREST</b> <i>(Any Board Member who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.)</i>		
4.	<b>PUBLIC COMMENTS</b> <i>(This is an opportunity for the members of the public to address the Board on any matter related to the Commission that is not listed on the Agenda. Limit three minutes per speaker)</i>		
5. Pages 4-40	<b>CONSENT AGENDA – ITEMS 5_1– 5_7</b> <i>See attached consent agenda.</i> Any Commissioner may pull any Consent Item for discussion.	Baines, Chair	Approve
6. Page 41	<b>SANCTUARY AND SUPPORT SERVICES: 2025 SIGNATORY AUTHORIZATION RESOLUTION FOR CAL OES</b> A. Supporting Document	Gattie-Blanco, Staff	Approve
7. Page 43	<b>ADVANCE PEACE MAYOR'S LETTER</b>	Angus, Interim CEO	Information
8.	<b>INTERIM CHIEF EXECUTIVE OFFICER'S REPORT</b>	Angus, Interim CEO	Information
9.	<b>ADJOURNMENT</b>		
<b>NOTE:</b>	<b>NEXT BOARD MEETING:</b> Monday, August 25, 2025, at 5:30 p.m. at the Fresno EOC Board Room		



SPECIAL BOARD OF COMMISSIONERS MEETING

CONSENT AGENDA

*(Any Commissioner may pull any Consent Item for discussion)*

ITEM	SUBJECT	PRESENTER	ACTION
<b>5_1.</b> Page 4	<b>HEAD START 0 TO 5 HEALTH POLICY</b> A. Supporting Document	Balderas, Staff	Approve
<b>5_2.</b> Page 7	<b>HEAD START 0 TO 5 FISCAL POLICY - ADDENDUM TO FRESNO EOC FISCAL POLICIES AND PROCEDURES</b> A. Supporting Document	Balderas, Staff	Approve
<b>5_3.</b> Page 11	<b>HEAD START 0 TO 5 LOW-COST EXTENSION LETTER REQUEST FOR ARPA/CRRSA FUNDS</b>	Balderas, Staff	Approve
<b>5_4.</b> Page 12	<b>HEAD START 0 TO 5 FY 2025 PROPOSED CARRYOVER</b>	Balderas, Staff	Approve
<b>5_5.</b> Page 15	<b>HEAD START 0 TO 5 1303 APPLICATION APPROVAL</b>	Balderas, Staff	Approve
<b>5_6.</b> Page 17	<b>HEAD START 0 TO 5 FISCAL PROCEDURES</b> A. Supporting Document	Balderas, Staff	Information
<b>5_7.</b> Page 26	<b>HEAD START 0 TO 5 HEALTH PROCEDURES</b> A. Supporting Document	Balderas, Staff	Information

## BOARD OF COMMISSIONERS ROLL CALL 2025

#	Commissioner	Term Expiration	Target Area / Appointing / Nominating Org.	1/13 Special Board meeting	1/27	2/24	3/17	4/21	5/19	5/29 Special Board Meeting	6/23 Special Board Meeting	6/30 Special Board Meeting	8/25	9/22	10/27	11/17	12/15
1	ARAMBULA, JOAQUIN	Dec 2027	31st Assembly District	X	T	X	X	T	T	X							
2	ARAMBULA-REYNA, KATHLEEN	Dec 2025	Fresno Reel Pride	X	O	O	O	O	O	T							
3	BAINES, OLIVER	Dec 2027	16 <sup>th</sup> Congressional District	O	O	O	O	O	X	O							
4	BONNER, AYSIA	Dec.2027	Target Area F	O	O	O	T	O	O	T							
5	BROWN, EARL	Dec 2027	Target Area G	O	O	O	O	O	O	O							
6	GARABEDIAN, CHARLES	Dec 2025	Board of Supervisors	O	O	O	O	X	O	O							
7	JENKINS-MCGILL, JALYSSA	Dec 2027	Head Start CWPC	O	T	X	T	T	T	T							
8	KING BRIAN	Dec 2025	Mayor's Appointment	O	O	O	O	O	O	X							
9	LEON, REY	Dec 2027	Target Area B	X	X	T	O	T	T	X							
10	LIRA, DIANE	Dec 2027	FCSS	N/A	O	O	O	X	O	X							
11	MARTINEZ, DANIEL	Dec 2025	Target Area D	O	O	T	T	T	X	X							
12	MARTINEZ, LUIS	Dec 2025	14 <sup>th</sup> Senatorial District	O	O	O	O	O	X	O							
13	MCALISTER, BRUCE	Dec 2025	West Fresno Faith Based Organization	O	O	O	O	O	O	T							
14	MCCOY, BARIGYE	Dec 2027	Board of Supervisors	O	O	T	O	T	O	T							
15	MCKENZIE, DEBRA	Dec 2027	Target Area H	X	O	O	O	O	O	X							
16	MITCHELL, LISA	Dec 2025	Target Area E	X	O	T	X	O	O	T							
17	NIKKEL, LAUREN	Dec 2027	Economic Development Corp.	O	O	T	O	O	X	T							
18	PACHECO, ALENA	Dec 2025	Target Area A	O	O	O	O	O	O	T							
19	PIMENTEL, ROBERT	Dec 2025	SCCCD	O	O	O	O	O	O	T							
20	RODGERS, JIMI	Dec 2025	Association of Black Social Workers	O	O	O	O	X	O	T							
21	ROGERS, MATT	Dec 2027	Target Area C	N/A	N/A	N/A	O	T	T	T							
22	ROMERO, MANUEL	Dec 2025	Central La Familia Advocacy Services	O	O	X	O	O	O	T							
23	RUIZ, DAVID	Dec 2027	Juvenile Court	O	O	O	O	T	O	O							
24	TAYLOR, STEVEN	Dec 2027	NAACP	O	O	O	O	O	O	T							
	Present = O																
	Absent = X																
	Teleconference = T																

*It is the Commissioner's responsibility to check the matrix, verify accuracy and inform the Secretary or designee if any changes are needed.*



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 5_1	<b>Interim Director:</b> Michael Balderas
<b>Subject:</b> Head Start 0 to 5 Health Policy	<b>Officer:</b> Brian Angus

### Recommended Action

The County-Wide Policy Council (CWPC) recommends approval for full Board consideration of the Head Start 0 to 5 Health Policy.

### Background

Head Start 0 to 5 was notified of the findings from the recent Focus- Area Two (FA2) monitoring. The findings indicated that Head Start 0 to 5 was not in compliance with Head Start Program Performance Standards, 1302.42(b)(1)(i)-( Area of Non- Compliance), Child Health Care Status/Up-To-Date status, and 1302.42 (b)(2)- (Area of Deficiency)- Child Up-To-Date status for age-appropriate screenings. To address these findings, policies were developed and will be implemented once approved.

This item was approved by the CWPC on June 3, 2025.

### Fiscal Impact

Action on this agenda item will have no fiscal impact.

### Conclusion

The development and implementation of the Head Start 0 to 5 Health Policy demonstrates the program's efforts to improve and implement monitoring systems to address systemic issues identified in FA2 monitoring. If approved by the full Board, the program will train staff on the updated Health Policy.



Fresno EOC  
**Head Start**  
**0 to 5**

## **FRESNO EOC HEAD START-START 0 TO 5** **CHILD HEALTH POLICY**

### **POLICY: CHILD HEALTH POLICY**

#### **PURPOSE:**

One goal of Head Start and Early Head Start is to promote [the](#) healthy development of children and families. Fresno EOC ensures that children have a medical/dental home and that they are on track with preventative care according to the [Bright Futures, Early & Periodic Screening, Diagnostic and Treatment periodicity schedule](#) -(EPSTD) Guidelines. Fresno EOC abides by the rules and regulations set forth in the "Child Care Center General Licensing Requirements."

#### **REFERENCE:**

Head Start Performance Standards 1302.40  
California Immunization Handbook for Schools and Child Care  
Child Care Center Licensing Requirements Title 22  
California Health and Safety Code  
California Code of Regulations

#### **Associated Procedures:**

[30 Day Requirement Procedure](#)  
[45 Day Requirement Procedure](#)  
[90 Day Requirement Procedure](#)  
[Health Requirements Flow Chart](#)

#### **POLICY:**

It is Fresno EOC Head Start policy to abide by all laws, rules, and ~~regulation~~ [regulations](#) as set forth by Federal, State, and local governmental agencies ~~in order~~ to ensure enrolled children are up to date on all required immunizations and medical screenings.

#### **Health Information**

Head Start Health Services staff will be responsible for compiling health information on each enrolled child. This information is confidential. This information will include, but not be limited to, health concerns/conditions, medications, food allergies, preferences, or other nutritional concerns.

#### **Content of record**

Head Start will keep a ~~preadmission~~ [pre-admission health history and a physical exam and health history medical record](#) ~~for~~ on each child enrolled in the program. ~~Following enrollment, This~~ [the medical](#) record will consist of the child's [immunizations, medical assessment health history, and and physical exam prior to or within 30 calendar days following enrollment and the child's immunization record prior to and any other medical documentation needed to align with each child's specific medical concerns](#) ~~admission into the program. All EPSTD details may not be included. We have 30 days to obtain any missing items.~~ A complete and current immunization record for each child shall be maintained in center in which the child is enrolled. Each child will need a Tuberculosis risk assessment, a Tuberculosis skin test or Quantiferon (QFT) not more than 12 months prior to entry or within 30 days of entry. If a child tests positive for Tuberculosis, a Chest X-Ray (CXR) is required. Each child is required to have a dental examination, which can be dated one year prior to or within 90 days after entry. If the child has no dental insurance and the parent does not qualify for public assistance or any other programs that aid with dental payment, Fresno EOC will assist the family with payment.

[\(HEALTHPOLICY.REV 20254\) bw 05/30/2507/23/24 - POLICIES & PROCEDURES \(HEALTH\) -](#)

### **Immunizations**

All children enrolled in Fresno EOC Head Start are required to have verified immunizations per the State of California Requirements for Child Care Entry. Fresno EOC Head Start follows the most updated California Immunization Handbook to ensure that all children are receiving the proper immunizations as outline by the State of California. [Annually we submit immunization report to the Fresno County Department of Public Health.](#)

In the event there is a shortage of a vaccine or a new vaccine is required, Fresno EOC will follow the recommendations set forth by the California Health and Safety Code, the US Public Health Department, the Center for Disease Control Prevention and the American Pediatric Committee of Infectious Diseases.

In the event that it is discovered that a child has not meet the immunization requirements, the child's parent has 10 business days to get the required vaccination(s) for their child; written evidence is required in order to continue in class after those 10 days.

For those children with a medical exemption, a physician's written statement should be [on the CAIR HUBair-Me website and](#) submitted. Those with temporary medical exemption are noted at the center in case a disease outbreak should occur so these parents may be notified.

### **Health consent**

Parent /guardians of a Fresno EOC Head Start child shall sign [the](#) Consent for Health Service form acknowledging and consenting to Head Start Services requirements. Volunteers are required to sign a declaration indicating they are good health.

<b>Revised and approved by CWPPC/CWPC</b>	<b>Revised and Approved by Health Services Advisory Committee</b>	<b>Approved by Fresno EOC Board of Commissioners</b>
[5/15/83] [5/31/83] [10/20/93] [R 6/19/02] [R 7/20/05] [R 4/17/13] [R 8/21/13] [3/15/17] <a href="#">[6/3/25]</a>	[6/4/02] [6/28/05] [7/25/06] [R 7/23/13] [R 1/24/17] [1/31/17]	[8/24/83][9/28/05][R 4/24/13] [R 10/23/13] [3/22/17]



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 5_2	<b>Interim Director:</b> Michael Balderas
<b>Subject:</b> Head Start 0 to 5 Fiscal Policy- Addendum to Fresno EOC Fiscal Policies and Procedures	<b>Officer:</b> Brian Angus

### Recommended Action

The County-Wide Policy Council (CWPC) recommends approval for full Board consideration of the attached addendum to Fresno EOC's Accounting Policies and Procedures Manual. This addendum outlines updated financial procedures and affirms the agency's commitment to compliance with federal Head Start fiscal standards as part of an ongoing Quality Improvement Plan (QIP).

### Background


During the recent Focus Area Two (FA2) federal monitoring review, the Head Start 0 to 5 program received an area of concern related to fiscal operations—specifically, the late submission of required financial reports in previous reporting periods. This finding requires corrective action to ensure timely and accurate financial reporting in the future.

In response, the Head Start 0 to 5 Finance team has undertaken a comprehensive review of internal financial practices. As part of this effort, an Addendum to the Accounting Policies and Procedures Manual has been developed. This addendum formally incorporates key federal regulations and standards, including:

- Head Start Program Performance Standards (45 CFR Chapter XIII, Subchapter B)
- Uniform Administrative Requirements (45 CFR Part 75)
- Head Start Act (42 U.S.C. §§ 9831–9852)
- Program Instructions (PIs) and Information Memoranda (IMs) issued by the Office of Head Start

These standards guide the agency's financial management, internal controls, and reporting practices to ensure compliance and accountability. The addendum outlines specific actions to be taken, including:

- Maintaining accurate and complete financial records
- Ensuring timely and accurate financial reporting
- Implementing effective internal controls
- Conducting regular audits and reviews



This item was approved by the CWPC on June 3, 2025

**Fiscal Impact**

Action on this agenda item will have no fiscal impact. However, these updates are essential to maintaining program funding and ensuring continued compliance with federal requirements.

**Conclusion**

The adoption of the addendum and the development of revised financial procedures represent a proactive and strategic response to the FA2 audit findings. These actions will help prevent future reporting delays, reinforce fiscal accountability, and support the long-term integrity of the Head Start 0 to 5 program.





**Head Start 0 to 5**  
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**Addendum to Accounting Policies**

**Subject: Compliance with Head Start Program Performance Standards**

**Effective Date:** May 29, 2025

**Applies To:** All Financial and Administrative Operations Related to Head Start and Early Head Start Programs.

**Purpose:**

This addendum affirms Fresno Economic Opportunities Commission's commitment to full compliance with the fiscal and administrative requirements governing Head Start programs, as established by the U.S. Department of Health and Human Services (HHS) and the Office of Head Start (OHS).

**Policy Statement:**

Effective May 29, 2025, Fresno Economic Opportunities Commission incorporates the following federal standards and regulations into its accounting policies and procedures to ensure proper stewardship of Head Start funds:

**1. Head Start Program Performance Standards**

*Citation: 45 CFR Chapter XIII, Subchapter B*

These standards govern the delivery of comprehensive services, and the management of Head Start programs, including fiscal operations and internal controls.

**2. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (Uniform Guidance)**

*Citation: 45 CFR Part 75*

This regulation outlines the principles for determining allowable costs, establishing financial management systems, and meeting audit requirements.

**3. Head Start Act**

*Citation: 42 U.S.C. §§ 9831–9852*

The statutory authority for the Head Start program, including provisions for fiscal accountability, oversight, and governance.

**4. Program Instructions (PIs) and Information Memoranda (IMs)**

Issued by the Office of Head Start; these documents provide additional guidance and clarification on fiscal and operational expectations.

### Implementation:

Fresno Economic Opportunities Commission ensures that all financial transactions, reporting, and internal controls related to Head Start funding are conducted in accordance with the above standards. This includes, but is not limited to:

- Maintaining accurate and complete financial records
- Ensuring timely and accurate financial reporting
- Implementing effective internal controls
- Conduct regular audits and reviews.

### Review and Updates:

This addendum is incorporated into the organization's Accounting Policies and Procedures Manual and is subject to periodic review and revision to reflect changes in federal requirements or organizational practices.

Revised and approved by CWPC	Approved by Fresno EOC Board of Commissioners
[6/3/25]	



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 5_3	<b>Interim Director:</b> Michael Balderas
<b>Subject:</b> Low-Cost Extension Letter Request For ARPA/CRRSA Funds	<b>Officer:</b> Brian Angus

### Recommended Action

The County-Wide Policy Council (CWPC) recommends approval for full Board approval of a Low-Cost Extension Request for American Rescue Plan Act (ARPA) and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) funds totaling \$246,379.40 (Early Head Start – \$27,924.34; Head Start – \$218,455.06) to be expended by December 31, 2025.

### Background

Fresno EOC is requesting approval for a low-cost extension request to reallocate \$246,379.40 in unspent ARPA and CRRSA funds (Early Head Start – \$27,924.34; Head Start – \$218,455.06) by December 31, 2025.

While a low-cost extension was approved on December 2, 2024, updated guidance from Office of Head Start requires resubmission of this extension request along with the amended budget revision to extend the spending period through December 31, 2025.

This item was approved by the CWPC on June 3, 2025.

### Fiscal Impact

Action on this agenda item will have a fiscal impact if funds are not spent as the program will be required to return the ARPA & CRRSA funds to the Office of Head Start in the amount of \$246,379.40.

### Conclusion

On May 29, 2025, staff submitted the amended budget revision and low-cost extension request into the Head Start Enterprise System (HSES) to reallocate \$246,379.40 in unspent ARPA and CRRSA funds for Early Head Start and Head Start. These adjustments will support continued program operations and help ensure effective use of resources to meet program goals through December 31, 2025.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 5_4	<b>Interim Director:</b> Michael Balderas
<b>Subject:</b> FY 2025 Proposed Carryover	<b>Officer:</b> Brian Angus

### Recommended Action

The County-Wide Policy Council, Executive Board recommends review and approval for the Fiscal Year 2025 Proposed Carryover for January 1, 2025, through December 31, 2025, in the amount of \$19,781,026.57 (Equipment \$4,431,996.08, Supplies \$4,314,864.41, Construction \$4,029,600.00, and Contractual \$7,004,566.08).

### Background

During Fiscal Years 2022, 2023, and 2024 (Years Two, Three, and Four of the grant cycle), the program realized savings in salaries and fringe benefits due to staff vacancies, as well as in various operational line items such as equipment, contractual services, and supplies within the Head Start 0 to 5 budget. Carryover approvals for year two and three were not provided with sufficient time for the program to spend those funds and therefore were carried over to year four. The initial proposed carryover presented to the Board on May 19, 2025, consisted of the following:

Fiscal Year	Awarded	Obligated	Unobligated
1	\$16,023,552.79	\$16,023,552.79	\$ 0.00
2	\$37,975,799.00	\$37,649,765.47	- \$326,033.53
3	\$48,781,145.00	\$37,182,225.56	- \$11,598,919.44
4	\$56,846,943.00	\$41,991,716.48	- \$14,855,226.52
			- \$26,780,179.49

However, on June 16, 2025, the Interim Head Start Director was informed that the request for a Budget Revision for FY 2024 will not be approved nor processed as the Office of Head Start cannot authorize a budget revision for a budget (the OHS grant period of performance) after a period is over to incur new obligations. Per the Supervisory Grants Management Specialist, once the period of performance ends, no new obligations (expenses or budget changes) can be made or approved unless explicitly authorized by the awarding agency before the period ends. Per § 75.308 (c)(1) and § 75.309, significant budget revisions must be requested and approved in advance, while the grant is still active (within the period of performance). As a result, unobligated funds from Fiscal Year 2024 in the amount of \$5,816,075.95 cannot be reallocated and carried over.

As a result, unobligated funds from Fiscal Year 2024, cannot be included in a Carryover request and the Carryover request cannot be requested for FY 2024, but rather the current FY of 2025. With this information, the revised FY 2025 Carryover consists of the following:

Fiscal Year	Carryover Amount	Equipment	Supplies	Construction	Contractual
1					
2	\$6,225,090.00	-	\$881,688.00	\$4,029,600.00	\$1,313,802.00
3	\$4,516,786.00	\$603,021.00	\$1,512,513.00	-	\$2,401,252.00
4	\$9,039,150.57 (Carryover amount from FY 2023 unspent)	\$3,828,975.08	\$1,920,663.41	-	\$3,289,512.08
<b>TOTAL</b>	<b>\$19,781,026.57</b>	<b>\$4,431,996.08</b>	<b>4,314,864.41</b>	<b>\$4,029,600.00</b>	<b>\$7,004,566.08</b>

With the revised FY 2025 Carryover, the program is requesting permission to carryover funds from Equipment, Supplies, Construction, Contractual in the amount of \$19,781,026.57. The detailed request is outlined below:

- **Equipment - \$4,431,996.08**  
Monies will be spent on playground structure and shade structures for various sites, Walk-in fridge compressor, HVAC units, warehouse equipment, and maintenance trucks,
- **Supplies - \$4,314,864.41**  
Monies will be spent on classroom materials, curriculum, furniture, outdoor play equipment, office furniture for the centers, laptops, upgrade the sites networking Internal Cabling, replace monitors, docking stations, printers.
- **Construction - \$4,029,600.00**  
Monies will be spent to cover the increased cost of existing 1303 applications for Huron, Mendota, and Local Conservation Corps- Ivy HS. In addition, monies will allow us to purchase land for the proposed 1303 Application for Fresno Pacific University location.
- **Contractual - \$7,004,566.08**  
Monies will be spent at sites to replace playground and shade structures, fencing, cement/turf, outdoor play equipment, LED lighting and window replacement, parking lot repairs, painting centers, replace kitchen cabinets and countertop, tuff sheds, install turtle box sandbox, steel gate, floor replacement and roof replacement.

These changes will assist in the full implementation of our Program and School Readiness Goals by providing additional resources for children's learning, needed repairs, and physical classrooms for program sites to improve the environments for children, families, and staff.

On June 23, 2025, the County-Wide Policy Council Executive Board met to review and approve the Proposed FY 2025 Carryover.

### **Fiscal Impact**

Action on the Proposed FY 2025 Carryover will allow Head Start 0 to 5 to utilize funds to support the needs of children, families, staff and needed projects. The program is requesting to carryover \$19,781,026.57 (Equipment \$4,431,996.08, Supplies \$4,314,864.41, Construction \$4,029,600.00, and Contractual \$7,004,566.08).

### **Conclusion**

If approved by the full Board, this item will be submitted into the Head Start Enterprise System (HSES) for review and approval from Office of Head Start. If not approved, the funds will be returned when the 2025 FY budget closes.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 5_5	<b>Interim Director:</b> Michael Balderas
<b>Subject:</b> 1303 Application Approval	<b>Officer:</b> Brian T. Angus

### Recommended Action

The County-Wide Policy Council (CWPC) Executive Board requests approval for Head Start 0 to 5 to submit 1303 Applications for Huron- Head Start, Mendota - Head Start and Early Head Start, Local Conservation Corps – Head Start and Fresno Pacific Head Start and Early Head Start.

### Background

Under the Head Start Act Section 642(c)(1)(E)(iv)(III) the governing body shall review all applications for funding and amendments to applications for funding for programs under this subchapter. On August 1, 2022, the County-Wide Policy Council Board Chair, Ashleigh Rocker Greene and the Fresno EOC Board Chair, Linda Hayes approved for the program to apply and carryover funds for 1303 Applications for Huron, Mendota and Local Conservation Corps. Once all required documentation was completed and reviewed, 1303 Applications for Huron, Mendota, and LCC were submitted into the Head Start Enterprise System (HSES) on October 23, 2023 for review and approval from Office of Head Start.

However, due to staff shortage and turnover with the Regional Office there were delays in obtaining approval for the applications. On January 12, 2024, we were notified by The Office of Head Start – Region 9 of staffing changes and Fresno EOC was assigned a new Program Specialist. In August of 2024, our Program Specialist, Dow-Jane Pei informed us that the Office of Head Start was going to be contracting out 1303 applications to assist with the review and approval of them, due to the amount they had to review for Region 9. On November 5, 2024, we were formally notified that Office of Head Start contracted with University of Massachusetts, Donahue Institute to review the programs 1303 applications. Currently, our Centralized Team Member assigned to us is Michelle Hulbert Winters.

Upon review of the 1303 applications, Ms. Hulbert Winters is requesting an updated approval of 1303 Applications submitted for Huron, Mendota, and LCC. The Board, previously approved the submission of a 1303 Application for the land purchase from Fresno Pacific University located at Butler Avenue and Winery on May 19, 2025 under the Consent Agenda, Item 7\_18.

1303 Applications	Total Cost
Huron	\$1,440,706.48
Mendota	\$2,390,855.77
Local Conservation Corps	\$1,337,781.26
Fresno Pacific University	\$2,045,074.00
<b>TOTAL COST</b>	<b>\$7,214,417.51</b>

On June 23, 2025, the CWPC Executive Board met to approve an updated submission of 1303 Applications for Huron, Mendota, and LCC.

#### **Fiscal Impact**

The financial impact is approximately \$7,214,417.51.

#### **Conclusion**

If approved by the full Board, the program will reupload and submit the 1303 Applications for Huron, Mendota, and LCC as requested by the Third-Party Contractor for OHS and funding will be included in the FY 2025 Carryover request.





## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 5_6	<b>Interim Director:</b> Michael Balderas
<b>Subject:</b> Head Start 0 to 5 Fiscal Procedures	<b>Officer:</b> Brian Angus

### Recommended Action

The information attached and presented is intended to keep the Board informed of the updated Head Start finance procedures being developed as part of a Quality Improvement Plan (QIP).

### Background

During the recent FA2 (Focus Area Two) federal monitoring review, the Head Start 0 to 5 program received an area of concern related to fiscal procedures—specifically, the late submission of required financial reports in prior reporting periods. This issue was identified as part of the federal review process and requires corrective action to ensure timely and accurate financial reporting going forward.

In response, the Head Start 0 to 5 Finance team is reviewing and strengthening internal financial practices to align with the Head Start Program Performance Standards and applicable federal regulations. As part of this effort, the team is developing updated finance procedures that enhance internal controls, increase consistency, and improve documentation workflows. These updates are designed to support fiscal accountability, ensure timely reporting, and uphold program integrity.

Following development and internal review, the new procedures will be incorporated into Fresno EOC's Accounting Policy and Procedure Manual. This ensures that Head Start-specific financial practices are clearly defined and formally integrated within the agency's broader financial framework.

This item was presented at the CWPC on June 3, 2025.

### Fiscal Impact

Action on this agenda item will have no fiscal impact. However, establishing clear and compliant financial processes is essential to maintaining funding and meeting federal expectations.

### Conclusion

The development and future incorporation of revised finance procedures into Fresno EOC's Accounting Policy and Procedure Manual represents a proactive response to the FA2 audit findings.

This corrective action will help prevent late report submissions in the future, strengthen the fiscal integrity of the Head Start 0 to 5 program, and ensure continued compliance with federal expectations.



## **Fresno EOC Head Start 0 to 5 Program Fiscal Operations & Reporting Procedures**

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### **I. Purpose**

The purpose of these procedures is to outline the fiscal operations, federal and state grant compliance, reporting protocols, and internal controls for the Fresno Economic Opportunities Commission (EOC) Head Start 0–5 Program. This ensures accountability, transparency, and full compliance with the Head Start Act, the Head Start Program Performance Standards (HSPPS), and all applicable federal and state regulations.

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### **II. Authority & Legal Framework**

These procedures are grounded in the following regulations and guidance:

- Head Start Act (42 U.S.C. § 9831 et seq.), including Sections 640(b), 644(a)(2), and 648A(d)
  - HHS Grants Policy Statement
  - Head Start Program Instructions (PIs)
  - Head Start Program Performance Standards (HSPPS), 45 CFR Parts 1302–1303
  - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)
  - 45 CFR Part 75
  - Office of Head Start Policy and Guidance
  - California Department of Education and Department of Social Services Grant Conditions
- 

### **III. Program Structure**

- **Early Head Start:** Serves pregnant women and children from birth to age 3.
- **Head Start:** Serves children ages 3 to 5 and promotes school readiness through early learning, health, and family support services.

- **California State Preschool Program (CSPP):** State-funded program serving 3- and 4-year-old children with part- or full-day preschool focused on developmental and academic readiness.
- **General Child Care and Development Program (CCTR):** State-funded full-day child care for infants, toddlers, and preschoolers, focused on supporting working families and early education.

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#### IV. Fiscal Oversight Responsibilities

Task	Responsible Staff
Budget Development & Monitoring	CFO, Finance Director, Department Director, Finance Manager
Monthly Financial Reporting	Finance Director, Finance Manager, Accountant
Grant Drawdowns	Finance Officer, Finance Director, Finance Manager, Accountant,
SF-425, SF-428, SF-429 Reports	Finance Director, Finance Manager, Accountant
In-Kind Tracking and Reporting	Family Support Services Team, Head Start Admin
Annual Report to Public	Department Director, Board, Policy Council

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#### V. Non-Federal Share (In-Kind)

Per Section 640(b) of the Head Start Act and 45 CFR §75.306, EOC Head Start must contribute at least 20% of the total approved budget as a non-federal share, unless a waiver is granted.

##### Eligible In-Kind Contributions Include:

- **Volunteer hours:** Time contributed by individuals, valued at prevailing local rates for the type of service provided. Must be documented with dates, hours, and description of service.
- **Donated professional services:** Services such as medical, dental, legal, or educational work donated by licensed professionals, valued at their standard rate and supported with appropriate documentation.
- **Reduced facility rent:** Space provided at below-market rates, supported by a third-party appraisal to establish fair market value and documentation showing the discount as a donation.

- **Documented Parent and Child Together (PACT) Time:** When part of a structured, Head Start-supported parent involvement activity that contributes to program goals. Must include detailed documentation of date, duration, and description of the activity.
- **Vendor Discounts on Services:** Only allowable if the discount exceeds standard market pricing and is documented as a contribution. Must include verification of the fair market value and written acknowledgment from the vendor specifying the donated portion.

#### **Procedures:**

- In-kind is recorded in ChildPlus by Family Support Services.
- Monthly reports reviewed by Finance and included in CWPC/EOC Board packets.
- If 20% match is not met, a Non-Federal Share Waiver is submitted with the Budget Revision by November 1.

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## **VI. Monthly Financial Reports**

Reports are prepared and reviewed in accordance with 45 CFR §75.341 and 45 CFR §1303.20, which require the program to submit accurate and timely financial reports as specified in the terms of the grant award. Additionally, 45 CFR §1302.102(d)(2) outlines requirements for addressing deficiencies, including the development of a Quality Improvement Plan with specified timelines for completion.

#### **Process:**

1. Financial data extracted from accounting systems and credit card statements.
2. Summarized in Excel by Accountant.
3. Reviewed and approved by Finance Manager and Finance Director.
4. Final approval by CFO.
5. Reports presented to Policy Council and Board.
6. Archived by the Finance Manager.

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## **VII. Federal Drawdown Process**

Drawdowns are reimbursement-based per 2 CFR §200.305(b). Applicable to Basic, ARPA, and CRRSA grants.

#### **Steps:**

- Weekly financials reviewed to assess funding needs.

- Estimates developed for eligible costs (meals, admin, transportation, etc.).
- Drawdown packet includes request form, backup, and approvals.
- Reviewed by Finance Manager and Finance Officer.
- Submitted through PMS by Finance Officer.
- Funds reconciled and matched by AR team in Financial Edge.

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## **VIII. Required Federal Reporting**

*Best Practice: Submit all federal reports at least 10 days prior to their respective due dates.*

### **SF-425 Federal Financial Report**

In accordance with 2 CFR §200.344; 45 CFR §§75.341–350; 2 CFR §200.328; Head Start Act Section 647

- Reports are due mid-year on July 30, end-of-year on March 31, and at the final five-year closeout on April 30.
  - *Note: Deadlines may vary for other grant funding sources. Always refer to your Notice of Award (NOA) for specific guidance.*
- Submitted through the Payment Management System (PMS).
- Report content includes data from the Notice of Award (NOA), Income Statement reports from the accounting system, USDA funding, administrative costs, non-federal share, and the Negotiated Indirect Cost Rate Proposal (NICRP).
- Report prepared by Accountant and Finance Manager.
- Report reviewed by Finance Officer and certified by the Finance Director.

### **SF-429 Real Property Report**

Per 45 CFR §75.343, 45 CFR§1303.44 – 1303.53; HHS Grants Policy Statement and Terms and Conditions

- Due annually by January 30.
- Based on current real property inventory and appraisal.
- Completed and submitted in GrantSolutions by Finance Manager.

### **SF-428 Tangible Personal Property Report**

Per 45 CFR §75.313

- Due 90 days post-project.
- Includes inventory of federally purchased equipment over \$10,000.
- Completed and submitted in GrantSolutions by Finance Manager.

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## IX. State Grant Reporting

### CSPP (California State Preschool Program) and CCTR (General Child Care and Development Program)

EOC adheres to the annual **Funding Terms and Conditions (FT&C)** established by the California Department of Education (CSPP) and the California Department of Social Services (CCTR). These documents provide comprehensive policy guidance for:

- **Program Operations:** Including staffing ratios, instructional time, and curriculum requirements.
- **Fiscal Management:** Rules for budget use, allowable costs, quarterly reporting, and financial audits.
- **Enrollment and Eligibility:** Regulations around documentation, eligibility determination, and prioritization.
- **Assessment and Accountability:** Required self-assessments, program evaluations, and external monitoring.

#### Reporting Requirements:

- Quarterly reports are submitted via **CParis** (for CSPP) and **CDPD** (for CCTR).
- Program enrollment rosters are reconciled to actual attendance.
- Adjustments and repayments are made at the end of the grant period to ensure compliance.

**Annual Single Audit Requirement:** If EOC expends \$1,000,000 or more in federal funds—including any federal pass-through funding received through CSPP and CCTR—it is subject to a Single Audit under 2 CFR §200.501. The Single Audit assesses compliance with financial and programmatic requirements and includes a review of internal controls, eligibility, allowable costs, and reporting practices across all applicable programs.

**Procedure Alignment:** These programs are fully integrated into EOC's fiscal management practices and aligned with federal Head Start requirements where applicable, supporting cohesive compliance and operational efficiency.

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## X. USDA Child and Adult Care Food Program (CACFP) Compliance

The Fresno EOC Head Start 0–5 Program participates in the USDA Child and Adult Care Food Program (CACFP) to support the nutritional needs of enrolled children through federally reimbursable meals and snacks. Compliance with USDA regulations ensures program integrity, proper reimbursement, and alignment with Head Start health and nutrition standards.

## **A. Meal Service and Documentation Requirements**

- All meals must meet USDA CACFP meal pattern requirements for age-appropriate nutrition.
- Menus must be posted and retained for audit purposes.
- Daily meal counts must be recorded at the point of service using approved methods (e.g., manual tally or electronic tracking system).
- Attendance and meal count records must be reconciled monthly.

## **B. Claiming and Reimbursement Process**

- Monthly USDA meal claims are compiled by Nutrition Services staff and reviewed by the Fiscal team for accuracy.
- Claims are submitted to the California Department of Social Services (CDSS) by the 10th of the following month via the Child Nutrition Information and Payment System (CNIPS).
- Reimbursements are recorded in the general ledger by the Accountant and reconciled monthly by the Finance Manager.
- Any disallowances or overclaims are addressed through internal corrective action and reported in financials.

## **C. Policy and Monitoring Requirements**

- USDA requirements are outlined in the CACFP Administrative Manual and federal regulations (7 CFR Parts 210, 220, 226).
- Program staff receive annual training on CACFP rules, recordkeeping, and non-discrimination compliance.
- Internal reviews are conducted at least three times per year, including unannounced reviews, per USDA guidelines.
- USDA compliance is included in semi-annual internal monitoring (see Section XI) and the annual Single Audit.

## **D. Coordination with Fiscal Policies**

- USDA funds are accounted for separately but integrated into the overall Head Start fiscal system.
- USDA revenue and expenditures are reported in monthly financials and included in the annual audit.
- Meal service data may be used to support in-kind calculations where allowable (e.g., donated food, volunteer meal service).



## **XI. Annual Report to the Public**

In Accordance with Head Start Act §644(a)(2) and 45 CFR §1302.102(d)(2)(ii):

- Compiled annually using data from PIR, CLASS, Budget, ChildPlus, and Needs Assessments.
  - Reviewed and approved by Program Director, Board, and Policy Council.
  - Published publicly and included in grant applications.
- 

## **XII. Internal Monitoring & Quality Assurance**

In Accordance with 45 CFR §1302.102(c):

- Semi-annual review includes audit reports, SF-425s, property records, credit card expenses, USDA claims, and staff demographics.
  - Quality Assurance reviews and follows up with recommendations.
- 

## **XIII. Asset Disposition**

In accordance with 45 CFR §75.318 and the Head Start Program Performance Standards (HSPPS):

- Assets over \$10,000 require the submission of **SF-428C** for personal property and **SF-429C** for real property if federally funded.
  - The submission must include an appraisal, photos, and documentation supporting the asset's disposition.
  - Reports must be submitted via the **Online Data Collection (OLDC)** system and the **Head Start Enterprise System (HSES)**.
  - A 120-day OHS approval window applies for these submissions.
- 

## **XIV. Procedure Review and Revision**

These procedures will be reviewed annually by the Fiscal and Administrative leadership and revised as needed in response to updates in federal regulations or internal audits.



## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Head Start 0 to 5
<b>Consent Agenda Item #:</b> 5_7	<b>Interim Director:</b> Michael Balderas
<b>Subject:</b> Head Start 0 to 5 Health Procedures	<b>Officer:</b> Brian Angus

### Recommended Action

The County-Wide Policy Council (CWPC) recommends reviews of the Head Start 0 to 5 Health-Procedures.

### Background

Head Start 0 to 5 was notified of the findings from the recent Focus- Area Two (FA2) monitoring results. The findings indicated that Head Start 0 to 5 was not in compliance with Head Start Program Performance Standard, 1302.42(b)(1)(i)-( Area of Non- Compliance) Child Health Care Status/ Up- To- Date status, and 1302.42 (b)(2)- (Area of Deficiency)- Child Up-To-Date status for age-appropriate screenings. To address these findings, staff procedures were developed to address systemic concerns. The Health Service Procedures were created and implemented to support and guide staff with Head Start Performance Standards. The following procedures were developed and improved:

- **Health Requirements Flow Chart**
- **30 Day Requirement Procedure**
- **40 Day Requirement Procedure**
- **90 Day Requirement Procedure**

This item was presented at the CWPC on June 3, 2025.

### Fiscal Impact

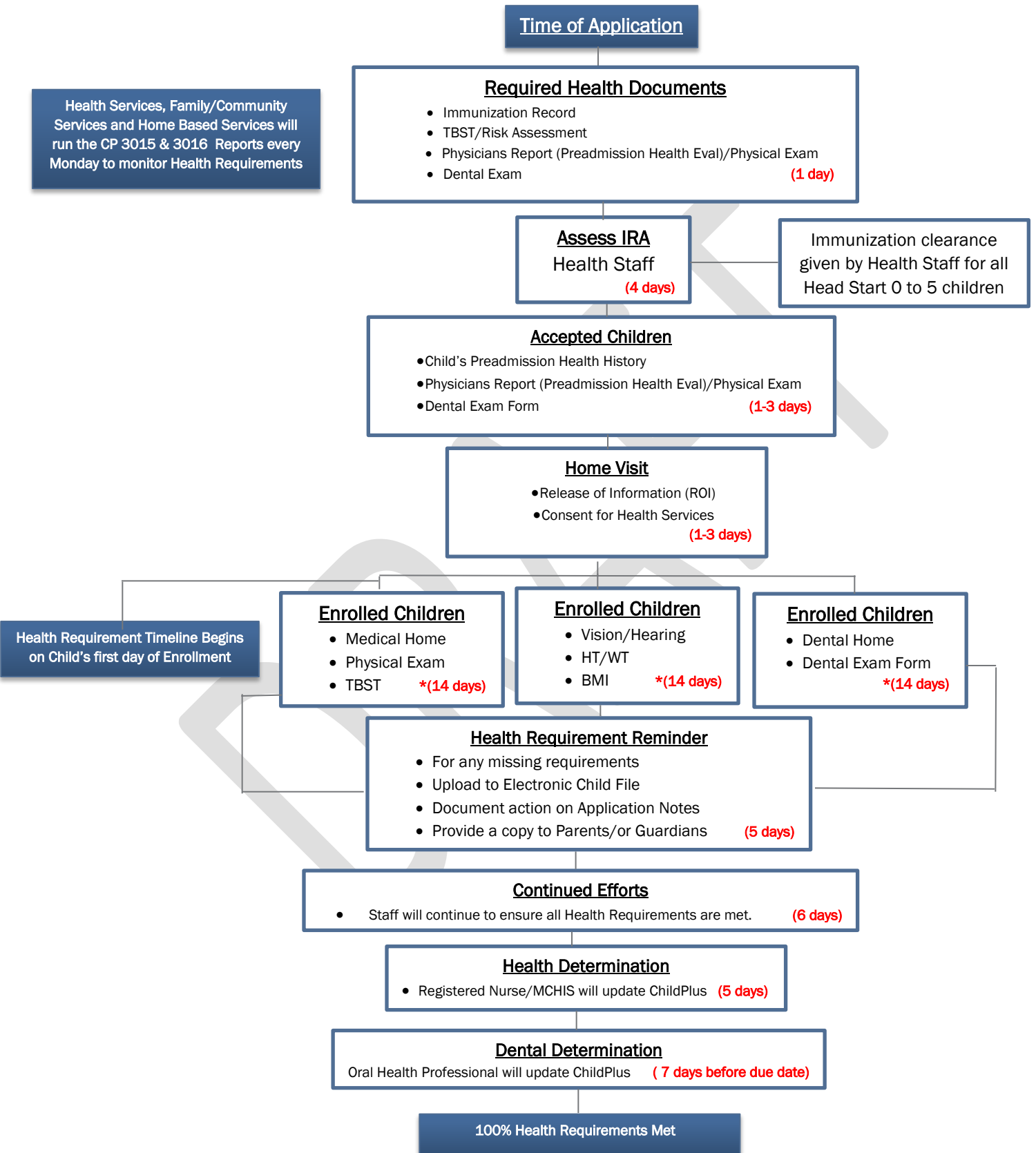
Action on this agenda item will have no fiscal impact.

### Conclusion

The Program has started to review and train staff on Health procedures attached and will continue to monitor compliance.

## HEALTH REQUIREMENTS FLOW CHART

- To establish timelines for completing Health Requirements by applicable times.
- To provide quality Health services to children within 30, 45, 90 days of enrollment.



## 30 Day Requirements Procedure

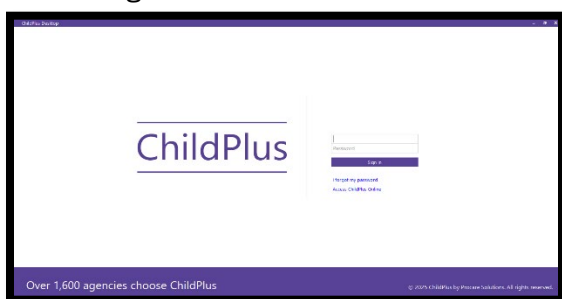
Refer to the Health Requirements Flow Chart:

### Time of Application

When parent or guardian are completing a Head Start 0 to 5 application, they will be asked to submit required health documents to include but not limited to Immunization Record, TBST/Risk Assessment, Physicians Report (Preadmission Health Eval)/Physical Exam, Dental Exam. parent or guardian will be given the option to hand deliver or a ChildPlus (CP) link will be provided to upload the required documents.

### Required Health Documents

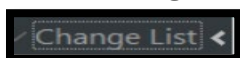
- 1) The Family Support Assistant (FSA), Family Service Specialist (FSS), Home Base Educator (HBE), or Family Development Specialist (FDS) will login to the ChildPlus Software.
- 2) Enter your username and password.
- 3) Click on Sign In.



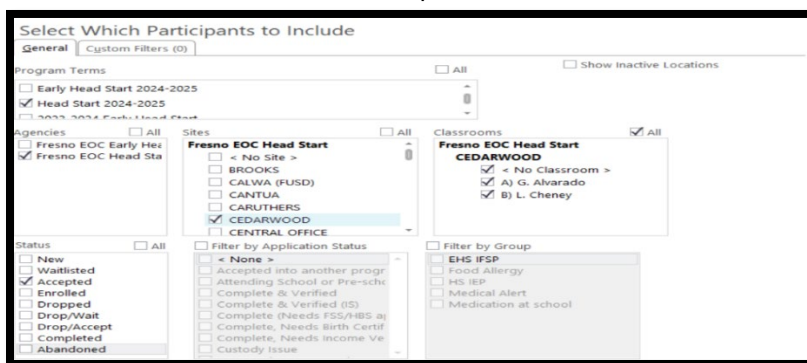
- 4) Click on the Services Tab located on the upper left corner.



- 5) Click on Change List located under the Service Tab.



- 6) A dialogue box will appear. Select the following current filters for assigned site or area: Program Term, Agency, Site, Classroom and Status. Select Find. See screenshot below as an example.



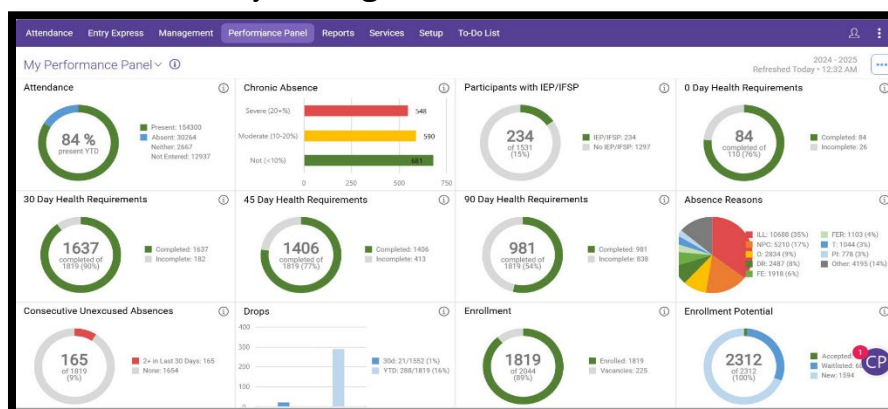
- 7) The left margin of your screen will display the accepted children for your site or area.
- 8) Select a Participant by clicking on their name.
- 9) Then their Electronic Child File will appear.

- 10) Staff will identify if the documents were uploaded by clicking on the Application or Enrollment Tab.
- 11) If documents are uploaded staff are to ensure that they are in the proper tab and the description is labeled accordingly to the Child File Index.

- 12) When a parent or guardian does not provide or upload all required health documents, staff will email a link directly to parents or guardians requesting the missing documents. In the case of a vacant position, the assigned Supervisor will email the CP online referral link.

## Monitoring Health Requirements

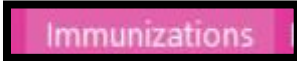
- 1) The FSA, FSS, HBE, FDS, Register Nurses (RN), Maternal Child Health/Inclusion Specialist (MCHIS), Home Base Supervisors (HBS), Health Services Manager (HSM), Health Liaison, will login to the ChildPlus Software weekly to monitor Health Requirements.
- 2) Staff will monitor by utilizing the CP Performance Panel for their assigned site or area.



- 3) The HSM will run weekly reports for each Health Requirements and track weekly on the Health Requirements Tracking (excel spreadsheet) to ensure that all Head Start 0 to 5 Health Requirements are being met. This information will be sent via email to Senior Management and Health Services staff.

## Assess IRA

- 1) During the summer months, the assigned RN/MCHIS will review the immunizations for Head Start 0 to 5 children on the accepted list, as a priority. To ensure all immunizations are complete. Note: During the Program Term all RNs/MCHIS will review all applicant's immunization for assigned site or areas.
- 2) The RN/MCHIS will prioritize reviewing immunizations for those who are on the accepted list, using the CP report 2025. Next, change the filter from accepted to waitlist on report 2025 to review the immunizations for children who are income eligible or have a current certified Individualized Family Service Plan (IFSP)/or Individual Education Plan (IEP).
- 3) The RN/MCHIS will review to ensure that an Immunization Record (IRA) was uploaded by clicking on the Immunization Tab.



- 4) Then click on the Attachments Tab.



- 5) Click on the IRA attachment by clicking view.
- 6) Then minimize the IRA to enter the immunizations into CP.
- 7) Select the Immunization Tab and locate the immunization sub header.



- 8) Enter Participant immunization in the designated area. See screenshot below as a reference.

	First	Second	Third	Fourth	Fifth	Exempt	Next Due	Override
Polio	5/30/20	9/23/20	4/15/22			<input type="checkbox"/>		
DTaP	5/30/20	9/23/20	4/15/22	9/19/23		<input type="checkbox"/>		
MMR	3/17/21					<input type="checkbox"/>		
HIB	5/30/20	9/23/20	4/15/22			<input type="checkbox"/>	10/18/22	
Hepatitis B	5/30/20	9/23/20	3/16/20			<input type="checkbox"/>		
Varicella	3/17/21					<input type="checkbox"/>	3/17/22	
Hepatitis A						<input type="checkbox"/>	3/16/21	
PCV/Prevnar						<input type="checkbox"/>	5/17/20	
Influenza						<input type="checkbox"/>		
Rota Virus						<input type="checkbox"/>		

- 9) The RN/MCHIS will select one of the following statuses: Complete or Conditional or Overdue.
- 10) When the status is determined the RN/MCHIS will select from the Immunization Status dropdown the current status. In the rare situation, when a child is not complete at the end of enrollment, this will need to be updated to reflect the change.

Immunization Status At Enrollment <small>PIR</small>	At End of Enrollment <small>PIR</small>
Completed all for age	Completed all for age

**Note:**

Participants will be cleared to enter class, once all immunizations are completed or if a participant is identified as homeless, provided there are no medications needed or food allergies noted.

- 11) The RN/MCHIS will contact the parent or guardian whose child is missing any immunizations by using phone, email, or text, as appropriate.
- 12) Nurses will monitor the children with conditional immunizations monthly by utilizing the CP Dashboard or Performance Panel. Children with **overdue immunizations** will not be allowed to enter a classroom or socialization and will have up to ten days to obtain the required immunizations.

### Accepted Children

- 1) FSS, HBS or FCS Coordinators will send the following documents to the parent or guardians of all returning or accepted Participants, via the Adobe Sign, Preadmission Health History- Parent/Authorized Representative Report, Physicians Report (Preadmission Health Eval) and Dental Exam Form.
- 2) The FSS, HBS or FCS Coordinator will ensure to include the child's respective FSA, HBE or FDS to the Adobe Sign transaction.
- 3) Upon receiving the completed Child's Preadmission Health History- Parent/Authorized Representative Report via email the FSA, HBE or FDS will review to ensure thorough completion.
- 4) Upon receiving the Child's Preadmission Health History- Parent/Authorized Representative Report, the FSA, HBE or FDS will upload to the Electronic Child according to the Child File Index.
- 5) When Child's Preadmission Health History- Parent/Authorized Representative Report is returned indicating any food allergy or serious illness, the FSA, HBE or FDS will send an email to their respective RN/MCHIS with the child's full name and DOB or CPID number in the subject line.
- 6) If a food allergy is verified by RN/MCHIS, they will select the purple Allergy flag in CP and give parent Special Meal Accommodation Form to be completed by Medical Doctor and will be processed by the Nutrition Assistant.

### Home Visit

- 1) Education Staff will have 1-3 business days to complete a Home Visit for children who were identified as accepted.
- 2) Center Based and Home-Based Orientation Paperwork will include the completion and distribution of the Release of Information (ROI) and the Consent for Health Services.
- 3) Upon completion of the Orientation/Home Visit, teaching staff will upload onto the CP Electronic Child File. (Please refer to the Electronic Child File Procedure).

### Enrolled Children

Health Requirement Timeline begins on the participants first day of enrollment.

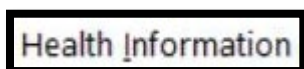
### Medical Home

Within 14 days of enrollment, the RN/MCHIS and HBS will ensure to do the following:

- 1) Select the Health Tab.

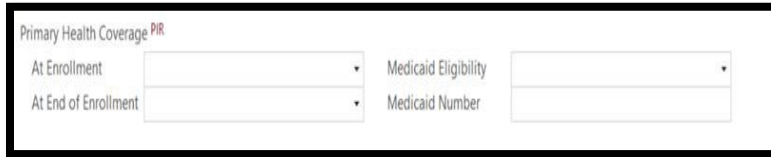


- 2) Select the Health Information Tab.





- 3) Then scroll to the Primary Health Coverage section.



Primary Health Coverage PIR	
At Enrollment	Medicaid Eligibility
At End of Enrollment	Medicaid Number

- 4) The staff are to select the PIR tab and check medical home at enrollment and medical home at end of enrollment.
- 5) In the rare event that a family does not have a medical home, the family or health staff will assist by providing the parent with the 1-800- doctor phone number or list of Medi-Cal Child Health and Disability Prevention Program (CHDP) providers to select a physician.
- 6) Should a family lose medical coverage during the school year, the PIR data is to be changed accordingly.

### Physical Exam

Within 14 days of enrollment, the FSA, HBE or FDS will ensure to do the following:

- 1) Upon receiving the Physicians Report (Preadmission Health Eval) will review for its completeness and attach it to the Electronic Child File.
- 2) To collect all missing items within 30 days and will document every effort and attempt to do so in the CP note section.
- 3) Missing items should be obtained by sending the parent or guardian back to the MD for the requested information or by staff sending a Release of Information (ROI) to the MD office for the details.
- 4) Select in CP the status of the PE as ***needs to be reviewed***, which indicates that the PE needs to be reviewed by the RN/MCHIS.
- 5) The RN/MCHIS will enter the PE details into the CP system promptly, to ensure no Physical is late and not counted towards the Program Information Report (PIR).
- 6) The RN/MCHIS will identify PE's that need to be reviewed by utilizing CP report 3065 and selecting the status ***needs review***.
- 7) The RN/MCHIS will review PEs for medical issues and enter each Health event into CP.
- 8) The RN/MCHIS will then change the ***needs review*** status to ***complete status***, which indicates that the RN/MCHIS has reviewed the PE. To Do Lists or CP report 3015 or 3016 may also be used to track and complete missing items monthly.

### TB Requirements for Children

Within 14 days of enrollment, the RN will ensure to do the following:

- 1) Acquire the TBST/TB Risk Assessment/QuantiFERON from the Participants Physician.
- 2) If not previously completed by the Participants Physician, the RN is to complete the TB Risk Assessment over the phone with parent or guardian.
- 3) If Participant is deemed **at risk** the RN is to complete a referral for the TBST or QuantiFERON.
- 4) Upload the referral and document in CP note section.

### Health Determination:

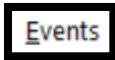
Within 5 days of the 30 days expiring. The RN will ensure to do the following:

- 1) Click the Health Tab.





- 2) Click on the Events Tab.



- 3) Click on Add Event.



- 4) Enter event date. Expiration date automatically populates.

The screenshot shows a form titled "Add Physical Exam". It contains the following fields:

- Event Date PIR: 4/17/25
- Expires: 4/17/26
- Status: Not up to date (dropdown menu)
- Description: (empty text box)
- Results: (empty text box)

- 5) For the Status dropdown select **Not up to Date** for all Participants who do not have Physical Exam Health Event.

***Head Start Program Performance Standard (HSPPS)  
1302.42 Child Health Status and Care.***

(a) Source of health care. (1) A program, within 30 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, must consult with parents to determine whether each child has ongoing sources of continuous, accessible health care – provided by a health care professional that maintains the child’s ongoing health record and is not primarily a source of emergency or urgent care – and health insurance coverage.

(2) If the child does not have such a source of ongoing care and health insurance coverage or access to care through the Indian Health Service, the program must assist families in accessing a source of care and health insurance that will meet these criteria, as quickly as possible.

***CCL rulings from Title 22***

Section 101220 - Child's Medical Assessments (a) Prior to, or within 30 calendar days following the enrollment of a child, the licensee shall obtain a written medical assessment of the child. This medical assessment enables the licensee to assess whether the center can provide necessary health-related services to the child. (1) Such assessment shall be performed by, or under the supervision of, a licensed physician, and shall not be more than one year old when obtained. (b) The medical assessment shall provide the following: (1) A record of any infectious or contagious diseases that would preclude care of the child by the licensee. (2) Results of a test for tuberculosis. (3) Identification of the child's special problems and needs. (4) Identification of any prescribed medications being taken by the child. (5) Ambulatory status. (c) The Department has the authority to require the licensee to obtain a current written medical assessment if such an assessment is necessary to verify the appropriateness of a client's placement. (d) If a medical assessment is not available for a child and cannot be obtained within 30 days of admission: (1) A medical appointment date shall be obtained from the authorized representative upon the child's admission. (2) A TB test shall be obtained on the child within 30 days of admission. (e) The licensee is not required to document medical assessments on children who are also enrolled in a public or private elementary school. (f) A child whose authorized representatives adhere to a religious faith that practices healing by prayer or other spiritual means shall not be required to meet the requirements of this section provided the authorized representatives: (1) Provide information on the child's health history. (2) Sign a statement that indicates their: (A) Acceptance of full responsibility for

the child's health. **(B)** Refusal to obtain a medical examination of the child. **(C)** Request that no medical care be given to the child.

DRAFT

## 45 Day Requirements Procedure

Refer to the Health Requirements Flow Chart:

### Enrolled Children

Within 14 days of enrollment, the FSA, HBE or FDS will ensure to do the following:

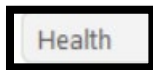
- 1) Login to the ChildPlus Software.
- 2) Enter your username and password.
- 3) Click on Sign In.



- 4) Click on the Reports Tab located on the top center of screen.



- 5) Locate the Health Tab on the left margin of screen.



- 6) For Head Start Participants, select the 3015 Health Requirements report and for Early Head Start Participants select the 3016 EHS Health Requirements Report.

A dialogue box will appear. Select the following current filters for assigned site or area:  
Program Term, Agency, Site, Status (Enrolled), Grouping (Classroom or Site), Report Type (detailed). See screenshot below as an example.

- 7) Select the Custom Filters Tab and search and click Participant/Participation Year 1.

Use Fil...	Category	Custom Filter Name
<input type="checkbox"/>	Participants	Missing Participation Year
<input type="checkbox"/>	Participants	Missing Primary Health Care
<input type="checkbox"/>	Participants	Missing Race
<input type="checkbox"/>	Health/Education	Most Recent GA BMI >95% OR <5%
<input type="checkbox"/>	Health/Education	Most Recent GA BMI BETWEEN 85% AND 95%
<input type="checkbox"/>	Participants	No Funding Code
<input type="checkbox"/>	Participants	No Show
<input type="checkbox"/>	Participants	Not over income
<input type="checkbox"/>	Participants	number in family
<input type="checkbox"/>	Participants	Number of children NOT IN FUSD Zip Codes
<input type="checkbox"/>	Participants	Over Income Children
<input type="checkbox"/>	Family Information	Parental Ages
<input type="checkbox"/>	Family Information	Parental Status
<input type="checkbox"/>	Participants	Parental Status
<input type="checkbox"/>	Participants	Participant zip blank
<input checked="" type="checkbox"/>	Participants	Participation Year 1
<input type="checkbox"/>	Participants	Participation Year 2
<input type="checkbox"/>	Participants	Participation Year 3
<input type="checkbox"/>	Health/Education	Physical Events
<input type="checkbox"/>	Participants	Pregnant Mothers
<input type="checkbox"/>	Health/Education	Pregnant Mothers - Not Delivered
<input type="checkbox"/>	Family Information	Primary language at home

**Note:**

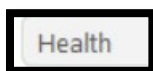
To filter report further, to capture one or multiple sites or areas, use the **advance setup** option.

**Hearing Screening:**

The following machine will be used for Early Head Start: Welch Allyn OAE Hearing Screener.

The following machine will be used for Head Start: Pure Tone Audiometer.

- 1) For Early Head Start Participants, FDS, HBS, MCHIS, that have a current hearing screening certification, will screen Participants that appear on the report.
- 2) For Head Start Participants, FSA, HBE, HBS, RN and Student Nurse Interns (when available) that have a current hearing screening certification, will screen Participants that appear on the report.
- 3) Staff will enter the results in CP.
- 4) When a screening is completed, select the Participants name (which is hyperlinked) from the 3015 or 3016 CP Report.
- 5) This action will take you to the Electronic Child File screen.
- 6) Select the Health Tab.



- 7) Click Add Event.
- 8) Click on the event: Hearing
- 9) A dialogue box will appear, enter event date (the date in which the hearing occurred).
- 10) The expires date will generate automatically.
- 11) Select the appropriate status depending on the results of the Hearing Screening.

- 12) If Participant failed the hearing screening, staff will select the status of **Failed First Screening, Needs Rescreen.**

- 13) For Participants that have the status of Failed First Screening, Needs Rescreen, the rescreening must be completed within two weeks of the original screening date and no later than the 25<sup>th</sup> of the Participants enrollment date.
- 14) After the rescreen has been completed, staff will complete the above steps (7-11).
- 15) If Participant failed the rescreening, staff will select the status of **Failed Second Screening, Needs Referral**.
- 16) The FSA, HBE, HBS, will email the RN/MCHIS to complete a referral.
- 17) The RN/MCHIS will ensure to contact parents or guardians to verify if referral was completed.
- 18) All attempts are to be documented in the CP note section.

## Vision Screening

The following machine will be used for Early Head Start: 18 Vision Development Milestones From Birth to Baby's First Birthday or Plus Optics Vision Screener (for children ages 1-5).

The following machine will be used for Head Start: Plus, Optics Vision Screener (for children ages 1-5).

- 1) For Early Head Start Participants, FDS, HBS, MCHIS, that have a current vision screening certification, will screen Participants that appear on the report.
- 2) For Head Start Participants, FSA, HBE, HBS, RN and Student Nurse Interns (when available) that have a current vision screening certification, will screen Participants that appear on the report.
- 3) Staff will enter the results in CP.
- 4) When a screening is completed, select the Participants name (which is hyperlinked) from the 3015 or 3016 CP Report.
- 5) This action will take you to the Electronic Child File screen.
- 6) Select the Health Tab.



- 7) Click Add Event.
- 8) Click on the event: Vision
- 9) A dialogue box will appear, enter event date (the date in which the Vision occurred).
- 10) The expires date will generate automatically.
- 11) Select the appropriate status depending on the results of the Vision Screening.

- 12) If Participant failed the vision screening, staff will select the status of **Failed First Screening, Needs Rescreen**.
- 13) For Participants that have the status of Failed First Screening, Needs Rescreen, the rescreening must be completed within two weeks of the original screening date and no later than the 25<sup>th</sup> of the Participants enrollment date.
- 14) After the rescreen has been completed, staff will complete the above steps (7-11).
- 15) If Participant failed the rescreening, staff will select the status of **Failed Second Screening, Needs Referral**.
- 16) The FSA, HBE, HBS, will email the RN/MCHIS to complete a referral.
- 17) The RN/MCHIS will ensure to contact parents or guardians to verify if referral was completed.
- 18) All attempts are to be documented in the CP note section.

## Height/Weight (HT/WT) and BMI

Within 14 days of enrollment, the FSA, HBE, FDS, RN, MCHIS and Student Nurse Interns will ensure to do the following:

- 1) When the Physician does not take a height and weight staff will take and record the child's height and weight to keep them up to date.
- 2) Heights and weights need to be entered before the 45-day deadline based on the child's entry date.
- 3) Once HT/WT are entered in to CP the BMI will automatically be generated.

***Head Start Program Performance Standard (HSPPS)***

***1302.42 Child Health Status and Care.***

*(2) Within 45 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, a program must either obtain or perform evidence-based vision and hearing screenings.*

DRAFT

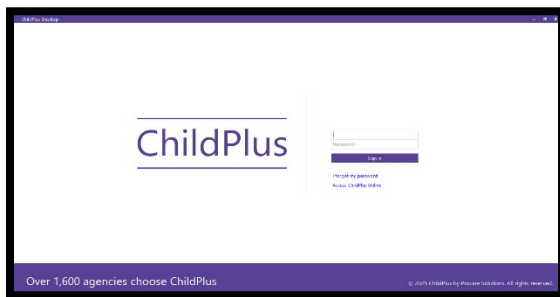
## 90 Day Requirements Procedure

Refer to the Health Requirements Flow Chart:

### Enrolled Children

Within 14 days of enrollment, the FSA, HBE, FDS, RN, MCHIS and Health Liaison will ensure to do the following:

- 1) Login to the ChildPlus Software.
- 2) Enter your username and password.
- 3) Click on Sign In.



### For Dental Exam Forms Uploaded in CP:

- 4) Staff are to document in the CP note section when the Dental Exam was received.
- 5) Staff will enter the results in CP.
- 6) Select the Health Tab.



- 7) Click Add Event.
- 8) Click on the event: Dental Exam
- 9) A dialogue box will appear, enter event date (the date in which the hearing occurred).
- 10) The expires date will generate automatically.
- 11) Staff will select in CP the status of the Dental as ***needs to be reviewed***. (NOTE: the Dental will not be considered for requirements until reviewed by the Health Liaison or MCHIS).
- 12) The Health Liaison or MCHIS will enter the Dental details into the CP system promptly, to ensure no Dental is late and not counted towards the PIR.
- 13) The Health Liaison or MCHIS will identify Dentals that need to be reviewed by utilizing CP report 3065 and selecting the status ***needs review***.
- 14) The Health Liaison or MCHIS will review Dentals for Dental issues and enter details into CP. The Health Liaison or MCHIS will then change the ***needs review*** status to ***complete status***.
- 15) To Do Lists or CP report 3065 may also be used to track and complete missing items monthly.

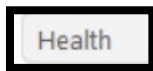
### For Dental Exam Forms Not Uploaded in CP:

- 1) Click on the Reports Tab located on the top center of screen.





- 2) Locate the Health Tab on the left margin of screen.



- 3) For Head Start Participants, select the 3015 Health Requirements report and for Early Head Start Participants select the 3016 EHS Health Requirements Report.
- 4) A dialogue box will appear. Select the following current filters for assigned site or area: Program Term, Agency, Site, Status (Enrolled), Grouping (Classroom or Site), Report Type (detailed). See screenshot below as an example.

- 5) This report will identify Participants missing a Dental Exam Form/or Event.
- 6) Staff are to inform parents or guardians that a Dental Exam is needed.
- 7) When entering Dental exams, select the CP PIR tab and enter Dental home at enrollment and at end of enrollment.
- 8) Should a child not have a dental home, parents or guardians will be provided the Medi-Cal Dental Provider list.
- 9) Dentals are time sensitive and must be entered before the 90-day deadline.
- 10) All attempts are to be documented in the CP note section.

***Head Start Program Performance Standard (HSPPS)  
1302.42 Child Health Status and Care.***

*(b) Ensuring up-to-date child health status. (1) Within 90 calendar days after the child first attends the program or, for the home-based program option, receives a home visit, with the exceptions noted in paragraph (b)(3) of this section, a program must:*

*(i) Obtain determinations from health care and oral health care professionals as to whether or not the child is up-to-date on a schedule of age appropriate preventive and primary medical and oral health care, based on: the well-child visits and dental periodicity schedules as prescribed by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program of the Medicaid agency of the state in which they operate, immunization recommendations issued by the Centers for Disease Control and Prevention, and any additional recommendations from the local Health Services Advisory Committee that are based on prevalent community health problems;*

*(ii) Assist parents with making arrangements to bring the child up to date as quickly as possible; and, if necessary, directly facilitate provision of health services to bring the child up to date with parent consent as described in §1302.41(b)(1).*





## BOARD OF COMMISSIONERS MEETING

<b>Date:</b> June 23, 2025	<b>Program:</b> Sanctuary and Support Services
<b>Agenda Item #:</b> 6	<b>Director:</b> Misty Gattie-Blanco
<b>Subject:</b> 2025 Signatory Authorization Resolution for Cal OES	<b>Officer:</b> Sherry Neil

### Recommended Action

The Interim Chief Executive Officer recommends approval of the 2025 Signatory Authorization Resolution for all California Office of Emergency Services (Cal OES) programs.

### Background

Sanctuary and Support Services currently receives funding from Cal OES to support the Sanctuary Transitional Program and Central Valley Against Human Trafficking through the state's Homeless Youth (HY) and Human Trafficking Victims (HV) programs.

During the 2025 Program Assessment Review on June 5th, it was noted that the existing Signatory Authorization Resolution does not specify the name "All Cal OES Programs" as required by the guidance outlined in the Subrecipient Handbook. To ensure compliance with the state's requirements, a revised and separate Signatory Authorization Resolution will be submitted for approval and adoption.

### Fiscal Impact

The authorized signatures will have the ability to execute any and all contracts and transactions from Cal OES deemed appropriate to fulfill the Sanctuary and Support Services operations.

### AUTHORIZED SIGNATORY RESOLUTION

**WHEREAS**, Fresno Economic Opportunities Commission is a private, nonprofit corporation, organized under Part 1, of Division 2, of Title 1, of the Corporations Code of the State of California, August 20, 1965; and

**WHEREAS**, the Board of Commissioners of Fresno Economic Opportunities Commission is vested with the authority to execute any and all contracts and transactions **for all Cal OES Programs** it deems appropriate to the mission of the agency; and

**WHEREAS**, the Board of Commissioners is authorized to designate in its behalf officers and agents duly entitled to bind the corporation to any and all contracts and transactions **for all Cal OES Programs**;

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners of Fresno Economic Opportunities Commission on this, the 23rd of June 2025, hereby authorizes the Board Chair, Vice-Chair of the Board, Secretary of the Board/Interim Chief Executive Officer, Chief Operating Officer/Deputy CEO, and Interim Deputy CEO to sign all grants, contracts and amendments, program documentation, fiscal documents, including loans, reports, and all other required documents necessary in fulfilling the program operations of the agency **for all Cal OES Programs**.

#### AUTHORIZED SIGNATURES:

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Oliver Baines, Board Chair

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Brian T. Angus, Board Secretary/Interim Chief Executive Officer

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Robert Pimentel, Board Vice Chair

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Salam M. Nalia, Interim Deputy CEO

Approved at the meeting of the Board of Commissioners on June 23, 2025, and effective as of June 23, 2025.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_ Attest \_\_\_\_\_

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Brian T. Angus, Board Secretary



**JERRY P. DYER**  
**MAYOR**

June 17, 2025

Brian T. Angus, Interim CEO  
Fresno Economic Opportunities Commission  
Advance Peace Fresno  
1920 Mariposa Street, Suite 300  
Fresno, CA 93721

Dear Mr. Angus:

Congratulations! It was my honor to include \$250,000 in contingency funding for Advance Peace in the City of Fresno's Fiscal Year 2026 budget. As you may be aware, my proposed budget was unanimously approved by the City Council today.

My One Fresno vision seeks an inclusive, prosperous, beautiful city where people take pride in their neighborhoods and community. Safety and security are a critical part of that vision, which is why I prioritized this award and consider these funds a positive investment as we work to continue this valuable program.

I look forward to seeing Advance Peace Fresno continue to succeed as it works to stem violence in our community. Congratulations once again and thank you and the entire Advance Peace team for all you do.

Sincerely,



Jerry P. Dyer