

**HEAD START SAN JOAQUIN  
GAYLORD A. NELSON ADMINISTRATION CENTER  
Dr. TROY BROWN'S OFFICE  
AUGUST 17, 2023  
2:00 P.M.  
REGULAR MEETING  
MINUTES**

**I. CALL MEETING TO ORDER**

Dr. Brown called the meeting to order at 2:01 P.M.

**Attendees included:** Dr. Troy Brown, Dr. Connor Sloan, Jane Steinkamp, Marilyn King, Terrell Martinez, Leticia Sida, Pam Gomes, Missy Torres, and Brandi Harrold.

**II. MEETING MINUTES**

The July minutes were reviewed with no changes needed.

**III. PROGRAM UPDATES:**

**A. UPDATES**

➤ **End-of-Month Enrollment and Children with Disability Services Reports**

Leticia Sida provided End of the Month enrollment reports for July 30, 2023, which reflected 76% enrollment for Early Head Start and 13% for Head Start.

In addition, reports were presented for children with disabilities, reflecting 5% enrollment for Early Head Start and .03% for Head Start.

➤ **2023-2024 Enrollment Projection Reports**

Leticia provided the July 2023 enrollment projections report for Early Head Start and Head Start.

➤ **2022-2023 Self-Assessment Report**

Missy Torres provided an overview of the Self-Assessment Report and responded to questions.

**IV. POLICY COUNCIL REPORT**

A copy of the July 26, 2023, Policy Council Meeting Minutes were presented and reviewed.

## **V. COMMUNICATION FROM THE OFFICE OF HEADSTART**

Leticia provided the Office of Head Start letter regarding the July 31, 2023, CLASS review information session.

## **VI. FISCAL:**

### **REPORTS**

#### ➤ **Monthly Financial Report**

Pam Gomes provided an overview of the financial report, including information through June 30, 2023. Pam responded to questions; no concerns were identified or noted.

#### ➤ **Notice of Award (NOA) Cost of Living Adjustment (COLA)**

Pam Gomes provided the Notice of Award that included information about the awarded COLA funds.

## **VII. ITEMS REQUIRING ACTION**

#### ➤ **2023-2024 Self-Assessment Continuous Quality Improvement (CQI) Plan**

Leticia provided an overview of the CQI Plan and its connection to the Self-Assessment Report and requested approval of the Plan.

Dr. Brown approved the 2023-2024 CQI Plan as presented.

#### ➤ **2024-2025 Funding and Slot Allocation**

Pam Gomes presented the proposed 2024-2025 Funding and Slot Allocation, which included no changes from the previous year's allocation.

Dr. Brown approved the 2024-2025 Funding and Slot Allocation as presented.

## **VIII. CLOSING COMMENTS FOR GOVERNING BOARD ATTENDEES**

Dr. Brown expressed thanks and appreciation to everyone for their participation.

## **IX. ADJOURNMENT**

Dr. Brown adjourned the meeting at 2:25 P.M.