

Approved May 14, 2020

FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.  
3360 Flair Drive, Suite 100, El Monte, CA 91731

**POLICY COMMITTEE TELECONFERENCE CALL MEETING**

**April 2, 2020– 9:30 A.M.-12:00 P.M.**

**MINUTES**

The meeting was called to order at 9:44 a.m.

Roll Call was taken and a quorum was established with 19 member's available via teleconference call.

The minutes from our March 5, 2020 (POLICY COMMITTEE MEETING) were read.

M/S/C Carias/Urbina to approve the minutes for March 5, 2020 (Policy Committee Meeting) as read.

Our Chairperson thanked everyone for calling in to today's Policy Committee Meeting. He informed us that the P.C. Executive Committee met via teleconference call on Tuesday, March 31, 2020 to review all documents and reports for today's meeting. They have made their recommendations for all items on today's agenda and will be presenting them to us for approval.

Our Treasurer gave her report. She reported all expenditures incurred from March 3, 2020 thru April 13, 2020.

The delegate to the County Policy Council presented her report.

The Delegate to the Board of Directors provided her report.

Our Director presented her report. She reported on LACOE Communication, provided Tier I & Tier II Monitoring updates provided an update on QIP and PIR. She informed us that due to coronavirus diseases 2019 (COVID-19), on Thursday, March 19, 2020, Governor Gavin Newsom and Los Angeles County officials announced new public health guidelines ordering people to stay home and increase social distancing in order to stem the spread of COVID-19. This has brought upon the temporary closure of our Head Start sites until further notice. The agency is working hard to continue providing limited instruction to families and the Head Start Children. Education has sent out a packet of activities for parents to do at home with their children. Teachers will be in contact with families at least one time per week to provide additional instruction and resources for the children. The Family Service Associates will also be contacting parents to provide a wellness check to ask if families need any resources. Agency continues to operate, with most employees working remotely from home. Today you will receive some revised policies & procedures and BARS that are a reflection of some of the changes brought upon COVID-19.

The Assistant Director was not available for today's Policy Committee Meeting; however, the Parent Involvement Manager provided her report. She reported the attendance for the month of February 2020. She also informed parents that the Family Service Associates would be getting in

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contact with them on a weekly basis to check in on them and inquire if they need any resources during this COVID-19 pandemic.

We received and reviewed the Average Daily Attendance Report for the month of February 2020. The average daily attendance for the month of February was 86.77% for Head Start, 88.05% for Early Head Start & 78.16% for Early Head Start Expansion. An ADA Analysis report was sent to LACOE to explain why the ADA for Early Head start Expansion was below 85%.

We received and reviewed the Claim for Reimbursement Child and Adult Care Food Program for February 2020. The Total number of meals served for the month of February was 25,560. Discussion took place.

We received the Parent Volunteers Hours Report for the Month of February 2020. Discussion took place.

We did not receive the Parent Meeting Calendar for the month of April 2020. Classes has been postponed and meetings have been canceled until further notice due to Covid-19. Discussion took place.

We received and reviewed BAR/RAA 39-344 Non-Federal Match Waiver for Head Start Dosage X Startup. The agency is requesting to waive Non-Federal Match (NFM) for \$47,438 for the 2019/2020 program year, in the event that the agency is not able to meet its 20% obligation. The waiver meets 2 of 5 waiver criteria when a waiver could be granted. Due to limitations in available resources in the community, the agency has been unable to attain a portion of the required NFM. These challenges have worsened as a result of the impacts of the coronavirus in March 2020.

M/S/C Pacheco/Jimenez to approve BAR/RAA 39-344 Non-Federal Match Waiver for Head Start Dosage X Startup.

We received and reviewed BAR/RAA 39-345 Non-Federal Match Waiver for EHS X Startup. The agency is requesting to waive Non-Federal Match (NFM) for \$50,125 for the 2019/2020 program year, in the event that the agency is not able to meet its 20% obligation. The waiver meets 2 of 5 waiver criteria when a waiver could be granted. Due to limitations in available resources in the community, the agency has been unable to attain a portion of the required NFS. These challenges have worsened as a result of impacts of coronavirus in March 2020.

M/S/C Pacheco/Carias to approve BAR/RAA 39-345 Non-Federal Match Waiver for EHS X Startup.

We received and reviewed BAR/RAA 39-346 Non-Federal Match Waiver for Dosage X. The agency is requesting to waive Non-Federal Match (NFM) for \$76,000 for the 2019/2020 program year, in the event that the agency is not able to meet its 20% obligation. The waiver meets 2 of 5 waiver criteria when a waiver could be granted. Due to limitations in available resources in the community, the agency has been unable to attain a portion of the required NFS. These challenges have worsened as a result of impacts of coronavirus in March 2020.

M/S/C Carias/Sobrique to approve BAR/RAA 39-346 Non-Federal Match Waiver for Dosage X.

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We received and reviewed BAR/RAA 39-347 Non-Federal Match Waiver for Early Head Start. The agency is requesting to waive Non-Federal Match (NFM) for \$108,000 for the 2019/2020 program year, in the event that the agency is not able to meet its 20% obligation. The waiver meets 2 of 5 waiver criteria when a waiver could be granted. Due to limitations in available resources in the community, the agency has been unable to attain a portion of the required NFS. These challenges have worsened as a result of impacts of coronavirus in March 2020.

M/S/C Pacheco/Jimenez to approve BAR/RAA 39-347 Non-Federal Match Waiver for Early Head Start.

We received and reviewed BAR/RAA 39-348 Non-Federal Match Waiver for Dosage. The agency is requesting to waive Non-Federal Match (NFM) for \$70,000 for the 2019/2020 program year, in the event that the agency is not able to meet its 25% obligation. The waiver meets 2 of 5 waiver criteria when a waiver could be granted. Due to limitations in available resources in the community, the agency has been unable to attain a portion of the required NFS. These challenges have worsened as a result of impacts of coronavirus in March 2020.

M/S/C Jimenez/Vigil to approve BAR/RAA 39-348 Non-Federal Match Waiver for Dosage.

We received and reviewed BAR/RAA 39-350 COVID 19-Additional Cleaning at Sites/Administration Office. On March 23, 2020, the agency closed the centers in responding to the COVID-19 emergency. During school closures, deep cleaning of all sites, including administrative offices, must take place prior to reopening. Activities also include when deep cleaning are replacing all tooth brushes and laundering all soft toys, sheets, blankets, dress-up clothing, etc. The agency required targeted funding not to exceed \$40,000.

M/S/C Carias/Sobrique to approve BAR/RAA 39-350 COVID 19-Additional Cleaning at Sites/Administration Office.

We received and reviewed BAR/RAA 39-357 Non-Federal Match Waiver for EHS X Basic. The agency is requesting to waive Non-Federal Match (NFM) for \$50,000 for the 2019/2020 program year, in the event that the agency is not able to meet its 20% obligation. The waiver meets 2 of 5 waiver criteria when a waiver could be granted. Due to limitations in available resources in the community, the agency has been unable to attain a portion of the required NFS. These challenges have worsened as a result of impacts of coronavirus in March 2020.

M/S/C Carias/Pacheco to approve BAR/RAA 39-357 Non-Federal Match Waiver for EHS X Basic.

We received and reviewed the Cost of Living Adjustment (COLA) & Quality Improvement 2020-2021 for Head Start.

M/S/C Vera/Jimenez to approve the Cost of Living Adjustment (COLA) & Quality Improvement 2020-2021 for Head Start.

We received and reviewed the Cost of Living Adjustment (COLA) & Quality Improvement 2020-2021 for Early Head Start.

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M/S/C Carias/Sobrique to approve the Cost of Living Adjustment (COLA) & Quality Improvement 2020-2021 for Early Head Start.

We received and reviewed the Cost of Living Adjustment (COLA) & Quality Improvement 2020-2021 for Early Head Start Expansion.

M/S/C Sobrique/Carias to approve the Cost of Living Adjustment (COLA) & Quality Improvement 2020-2021 for Early Head Start Expansion.

We received and reviewed the revised Contingency/Emergency Policy and Procedure. Discussion took place.

M/S/C Sobrique/Carias to approve the revised Contingency/Emergency Policy and Procedure.

We received and reviewed the revised Cell Phone & Internet Staff Reimbursement Policy and Procedure. Discussion took place.

M/S/C Vera/Sobrique to approve the revised Cell Phone & Internet Staff Reimbursement Policy and Procedure. Discussion took place.

We received and reviewed the revised Selection Criteria for PY 2020-2021.

M/S/C Vera/Urbina to approve the revised Selection Criteria for PY 2020-2021.

Educational Announcements by Jocelyn Tucker.

We received and reviewed the Monthly Financial Status Report on the Head Start Account. Discussion took Place.

Announcements: We were reminded that our next Policy Committee Meeting would take place through remote participation via Conference call, due to the "Safer at Home" orders given by Governor Gavin Newsom due to COVID-19 on May 14, 2020. Nancy Ballardo from the WIC program provided information on how to apply or reapply for services through the phone. She informed parents that the WIC program is not considered a public charge and encouraged parents to apply if they had not already done so. Joseph Garza, from VIP (Violence Intervention Program) informed parents that VIP is still offering services to families during the corona virus crisis. Services are free for families that have medical. The Parent Involvement Manager also informed us that Region 9 Head Start would be offering some free webinars for parents. The Parent Involvement Department will be emailing parents a link to register.

The meeting adjourned at 11:52 a.m.

Submitted by,

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P.C. Secretary