

I. GENERAL

- A. This policy describes the formal structure of program governance for the Contra Costa County Head Start program including the oversight of quality services for children and families and for making decisions related to program design and implementation. To the extent that the provisions of this policy conflict with the provisions of the 2019-2021 Community Services Bureau Policies & Procedures Manual approved by the Board of Supervisors on 7/30/2019, the provisions of this Head Start Agency Governance Policy No. 22-60 will prevail and be given full effect.

II. REFERENCE

- A. Head Start Program Performance Standards (45 CFR chapter xiii)
- B. Head Start Act (42 U.S.C. 9837)
- C. Contra Costa County Administrative Bulletins 100 (General), 200 (Budget & Fiscal), 300 600 (Payroll & Timekeeping), 400 (Personnel), 500 (Property & Equipment), 600 (Purchasing)
- D. Employment & Human Services Department Manual, Memoranda, and other requirements

III. POLICY

- A. Governing Body. The five members of the Contra Costa County Board of Supervisors, serve as the governing body (“Board”) of the County’s Head Start program (“Program”). The Board has general legal and fiscal responsibility for the Program, including the safeguarding of federal funds and ensuring Program compliance with state, federal, and local laws and regulations.
1. Responsibilities. The Board is responsible for carrying out the following duties, including but not limited to:
- Selection of delegate agencies and their service areas;
 - Establishing procedures and criteria for recruitment, selection, and enrollment of children;
 - Reviewing all applications for funding, including amendments to applications;
 - Reviewing and approving the annual self-assessment and financial audit;

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- e. Reviewing and approving the programmatic and fiscal obligations contained in the Program's Head Start grant application;
 - f. Reviewing and approving the implementation of corrective actions;
 - g. Reviewing and approving personnel policies regarding the hiring, evaluation, termination, and compensation of County employees assigned to work on the Program;
 - h. Developing procedures for selecting members of the Head Start Policy Council;
 - i. Financial Approvals.
 - (i) Ensuring compliance with county financial management, accounting, and reporting policies;
 - (ii) Approving contracts and other major financial expenditures, consistent with County policies and procedures, and all major financial expenditures of the Program;
 - (iii) Annually approving the Program's operating budget;
 - (iv) Selecting, except as otherwise provided by law, independent financial auditors;
 - (iv) Monitoring actions to correct audit findings and to comply with laws and regulations governing financial statement and accounting practices;
 - j. Reviewing results from monitoring of Program partners and delegate agencies, including corrective actions;
 - k. Establishing, adopting, and updating written conflict of interest policies and procedures, and procedures for resolving complaints and conducting investigations; and
 - l. Appointing the Head Start Executive Director.
2. Monthly Report. A monthly report addressing, but not limited to, the topics specified below will be sent to all members of the Board and will be received and discussed at a public meeting:
- a. Program financial statements including credit card expenditures;
 - b. Program information summaries;
 - c. Program enrollment reports including attendance reports for children whose care is partially subsidized by another public entity;
 - d. Meals and snacks provided through programs of the Department of Agriculture;
 - e. Community needs assessment;
 - f. Communication and guidance from the Head Start Secretary; and
 - g. Program information reports.

3. Conflict of Interest. Members of the Board must not have a financial conflict of interest with the Program, including with the delegate agency Board members must report to the Program all their immediate family members who are employed by the County or by the delegate agency, and the County will report such information to the Head Start Secretary.
 4. Training. The Board will receive annual training, including, at a minimum, governance training.
- B. Head Start Executive Director. The Board designates the Employment & Human Services Department Director as the Head Start Executive Director (“Executive Director”). No Head Start funds will be utilized to pay any part of the incumbent’s salary.
1. The Board delegates to the Executive Director the following authority:
 - a. To take all actions needed to carry out and implement the programmatic and fiscal obligations of the Head Start grant;
 - b. To establish procedures and guidelines for accessing and collecting information necessary for the Monthly Report (see above);
 - c. To hire, evaluate, and terminate Program employees in accordance with the applicable Memoranda of Understanding, the Personnel Management Regulations, and the Salary Regulations, all of which were adopted by the Contra Costa County Board of Supervisors;
 - d. To develop procedures, consistent with this policy and the Head Start Act, on how members of the Policy Council are selected at each site by multiplying the total number of Head Start and Early Head Start slots at each site by 1/60 (one representative for each 60 slots).
 - e. To develop, subject to Board approval, actions to correct audit findings pertaining to financial statement and accounting practices and to monitor Program operations to cure the audit findings and
 - f. To ensure compliance with all other Head Start Act and Program Performance Standards requirements not otherwise explicitly identified in this policy.
- B. Policy Council. The Policy Council is elected by the parents of the children currently

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enrolled in the Program and is comprised of parents of children currently enrolled in the Program, including the delegate agency, and members at large of the community served by the Program, including parents of children formerly enrolled in the Program. The majority of the Policy Council membership must be comprised of parents of children currently enrolled in the Program. The Policy Council is responsible for the direction of the Program, including its design and operation, and the short-term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self-assessment.

1. Responsibilities. The Policy Council will approve and submit to the Board decisions about the following:
 - a. Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the County is responsive to community and parent needs;
 - b. Program recruitment, selection, and enrollment priorities;
 - c. Applications for funding and amendments to applications for funding for programs, prior to the submission of the funding applications;
 - d. Budget planning for program expenditures, including policies for reimbursement and participation in Policy Council activities;
 - e. Policy Council bylaws;
 - f. Program personnel policies and decisions regarding the employment of program staff, consistent with Head Start paragraph 642(c)(1)(E)(iv)(iX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
 - g. Developing procedures for how Policy Council members are elected and
 - h. Recommendations on the selection of delegate agencies and the service areas for such agencies.

2. Conflict of Interest. Members of the Policy Council must not have a conflict of interest with the County, including any delegate agency and must not receive compensation for serving on the Policy Council or for providing services to the County.