

GOVERNING BOARD

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Councilmember
City of Sacramento

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County of Sacramento

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ADMINISTRATION

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Executive Director

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Thought of the Day: "Shoot for the moon. Even if you miss, you'll land among the stars."

Author: Les Brown

**SPECIAL MEETING OF THE HEAD START
POLICY COUNCIL**

DATE: Tuesday, May 25, 2010

TIME: 1:00 p.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
- II. **Consent Item**
 - A. Approval of the Minutes of the April 27, 2010 Special Meeting
- III. **Action Items**
 - A. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2)

B. Approval to Submit an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2)

C. Approval of the Policy Council/Parent Advisory Committee Joint Parent Activity

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members – Ms. Jennifer Ryon
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- PC/PAC Calendar of Events – Ms. Jennifer Ryon
- Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
- Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers
- Community Resources – PC Representatives – Ms. Jennifer Ryon

B. Governing Board Minutes for the April 1, 2010 Meeting

C. Fiscal Monitoring Reports

- Sacramento City Unified School District
- Women's Civic Improvement Club

V. Committee Reports

A. Executive Committee

B. Budget/Planning Committee

C. Personnel/Bylaws Committee

D. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
 - ✓ Emergency Preparedness for Families Subcommittee
- Monitoring and Evaluation (aka Self Assessment)
- Male Involvement Committee/Community Advocating Male Participation – Mr. Troy Luna

E. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

F. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

VI. Other Reports

A. SETA Executive Director's Report

B. Head Start Deputy Director's Report

C. Chair's Report

D. Head Start Managers' Reports

- Monthly Head Start Report
- E. Community Agency Reports
 - Child Health and Disability Prevention Program (vacant)
 - Maternal, Child and Adolescent Health Advisory Board – Ms. Brenda Vincent
 - Community Action Board – Mr. Victor Wilson
- F. Open Discussion and Comments
- G. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 20, 2010

The Policy Council meeting is hosted by:

Jennifer Ryon, Policy Council Chair
Patrice Hill, Policy Council Vice Chair
Violet Morrison, Secretary
Jeanine Vandermolen, Parliamentarian
Tamara Knox, Treasurer

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Jennifer Ryon, Elk Grove Unified School District
- _____ Victor Wilson, Elk Grove Unified School District
- _____ Patrice Hill, Sacramento City Unified School District
- _____ Sandra Renteria, Sacramento City Unified School District
- _____ Violet Morrison, San Juan Unified School District
- _____ Coventry St. Mary, San Juan Unified School District
- _____ Michela Barbosa, Twin Rivers Unified School District
- _____ Electa Broussard, Twin Rivers Unified School District
- _____ Katherine Yaipen-Faulter, SETA-Operated Program
- _____ Mary Brown, SETA-Operated Program
- _____ Yvette Hernandez, SETA-Operated Program
- _____ Kara Mann, SETA-Operated Program
- _____ David Quintero, SETA-Operated Program
- _____ Kelly Martin, SETA-Operated Program
- _____ Tamara Knox, Home Base Program
- _____ Samih Shehadeh, Alternate, Early Head Start (SOP)
- _____ Jeanine Vandermolen, Past Parent Representative
- _____ Brenda Vincent, Past Parent Representative
- _____ Mary Pope, Grandparent Representative
- _____ Troy Luna, Community Advocating Male Participation/Male Involvement

Seats Vacant:

- _____ Vacant (Johnson), Sacramento City Unified School District
- _____ Vacant (Marshall), Sacramento City Unified School District
- _____ Vacant (Long), WCIC/Playmate Child Development Center
- _____ Vacant (Crosby), WCIC/Playmate Child Development Center
- _____ (Vacant), SETA-Operated Program
- _____ Vacant, Early Head Start (SOP)
- _____ Vacant, Early Head Start (Sac. City)
- _____ Vacant, Early Head Start (San Juan)
- _____ Vacant, Foster Representative
- _____ Vacant, Community Representatives
- _____ Vacant (Salazar), Child Health and Disability Prevention Program

**** Please call your alternate, the Policy Council Chair (Jennifer Ryon, 996-9954, or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2009-2010**

The 2009-2010 Board was seated on **November 30, 2009** and
December 18, 2009

BOARD MEMBER	SITE	11/30 *	12/18 *	1/26	2/23 *	3/23	4/27 *	5/25							
M. Barbosa (s/b/s 2/23)	TR				U	X	X								
E. Broussard (s/b/s 2/23)	TR				U	X	X								
M. Brown (11/30)	SOP	X	X	X	X	X	X								
S. Crosby (12/18)	WCIG	U	X	E	X	X	E								
Y. Hernandez (3/23)	SOP					X	X								
P. Hill (s/b/s 12/18)	SAC		X	X	X	X	X								
T. Knox (11/30)	SOP	X	X	E	X	X	X								
T. Luna (4/27)	MI						X								
C. Mack (2/23)	EHS/SOP				X	AP	AP								
K. Mann (1/26)	SOP			X	X	E	AP								
K. Martin (11/30)	SOP	U	X	X	X	X	X								
V. Morrison (11/30)	SJ	X	X	X	X	E	X								
M. Pope (11/30)	GRAND	X	X	X	X	X	X								
D. Quintero (11/30)	SOP	X	X	X	X	X	AP								
S. Renteria (12/18)	SAC	U	X	X	E	X	X								
J. Ryon (11/30)	ELK	X	X	X	X	X	X								
E. Salazar (11/30)	CHDP	X	X	X	E	E	E								
C. St. Mary (11/30)	SJ	X	X	X	X	X	X								

BOARD MEMBER	SITE	11/30*	12/18*	1/26	2/23*	3/23	4/27*	5/25						
J. Vandermolen (11/30)	PP	X	X	X	X	X	X							
B. Vincent (11/30)	PP	X	X	X	X	X	X							
V. Wilson (1/26)	ELK			X	X	U	X							
K. Yaipen-Faulter (1/26)	SOP			X	X	X	X							

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X:** Present
- E:** Excused
- R:** Resigned
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- *:** Special Meeting

Current a/o 4/30/10

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 27, 2010 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 27, 2010 meeting.

RECOMMENDATION:

That the Policy Council approve the April 27, 2010 meeting minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, April 27, 2010
1:00 p.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Jennifer Ryon called the meeting to order at 1:17 p.m. and read the Thought of the Day. Ms. Violet Morrison called the roll; a quorum was established.

Mr. Troy Luna, CAMP representative, was seated and welcomed. Ms. Dina Patterson and Ms. MUYKEA Richardson, both SOP Alternates, were seated.

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Victor Wilson, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Violet Morrison, San Juan Unified School District
Coventry St. Mary, San Juan Unified School District (arrived at 1:25 p.m.)
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard, Twin Rivers Unified School District
Katherine Yaipen-Faulter, SETA-Operated Program
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA Operated Program
Kelly Martin, SETA-Operated Program
Ms. Dina Patterson, Alternate, SETA-Operated Program
Ms. MUYKEA Richardson, Alternate, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Mary Pope, Grandparent Representative
Tamara Knox, Home Base Program
Samih Shehadeh, Alternate, Early Head Start
Troy Luna, CAMP

Members Absent:

Cynthia Mack, Early Head Start (alternate present; excused)
Kara Mann, SETA-Operated Program (alternate present)
David Quintero, SETA-Operated Program (alternate present)
Elenita Salazar, Child Health & Disability Prevention Program (excused)
Shernita Crosby, Playmate/WCIC (excused)

VI. Other Reports

A. SETA Executive Director's Report

Ms. Kathy Kossick reminded board members of the Microsoft software vouchers still available at the career centers. Anyone interested in a voucher go to a career center today. As of this morning, 370 first level vouchers were left. A brochure was distributed to showing where Recovery Act investments have been made in the Sacramento Region. This brochure was taken to Washington, D. C. to explain to legislators the investments in our community. Ms. Terri Carpenter, Public Information Officer, was commended. Ms. Kossick urged board members to notify Ms. Carpenter of potential stories for the media.

II. Consent Item

A. Approval of the Minutes of the March 23, 2010 Regular Meeting

The minutes were reviewed.

Moved/Morrison, second/Barbosa, to approve the March 23, 2010 minutes as distributed.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 4 (Luna, Ryon and Vandermolen, Wilson)

Ms. Coventry St. Mary arrived at 1:25 p.m.

III. Action Items

A. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Budget

Ms. Denise Lee stated that the budget and refunding application must be submitted to the regional office next week. The Budget/Planning Committee met every Friday in March to review the budget. The budget is the best 'guesstimate' of what will happen in the coming year and can be reprogrammed or realigned to match changes. This is a balanced budget with no dramatic changes for the coming year. Recovery Act funds are used up for staff salaries to ensure no layoffs will occur this fiscal year. Out-of-state travel has been included in this budget to allow parents to attend conferences. The Children and Family Supplies line item provides materials for the classroom and other activities. Half of these funds go to the centers and the other half is set aside for standard items for all classrooms.

Schedule A is Personnel, a specific form as to how staff is charged off to various grants. Schedule A-1 is the listing of staff needed to run the Head Start program; there are 489 staff included in this listing. There are no staff cuts this year. An Education Coordinator was added to roll out the oral language curriculum, which is brand new, and the Classroom Assessment Scoring System (CLASS) (teacher/child assessment), among others. Schedule C is out-of-state travel, which allows parents to attend out-of-state conferences. Ms. Lee reviewed the various conferences

available to board members. Schedule H (other) includes the other services to be provided in the Head Start program. This is the most fluid part of the budget. Ms. Lee stated that the Policy Council would be notified of any significant modifications to the budget.

Moved/Brown, second/Richardson, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Budget.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

B. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application

Ms. Lee stated that this is the narrative provided to the Office of Head Start updating them what is going on with our program. This document includes program decisions and specific documentation required by the Administration for Children and Families (ACF). A Community Assessment that is done every three years was utilized in the preparation of this grant application. Every three years, parents are asked what the focus should be in the program. Next year parents will be asked about goals. Ms. Lee reviewed the goals. Each of the goals identify objectives for staff, children and the parents for the coming year. Florin Meadows will close in August since the budget dollars were taken out of last year's grant. Affected staff will be reassigned to other centers.

There were no questions or comments from board members.

Moved/Hill, second/Knox, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 2 (Ryon and Vandermolen) (Ms. Brown was out of the room during the vote.)

C. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Ms. Lisa Carr reviewed Technical Assistance Grant. The delegate agencies have separate T/TA grant applications. For most of the categories that include parents, the services provided are county-wide and serve all parents. Staff look at monitoring, enrollment, and Self-Assessment reports as well as goals and objectives to prepare this grant application and determine what needs to be done. Ms. Carr reviewed the various trainings that will be provided in the next fiscal year. The parents have a lot of say as to what goes into the T/TA plan. One request is a county-wide parent conference which will include outside speakers and look very much like an out-of-state conference. This conference is planned for Spring, 2011. Another request is CPR training for parents which will be provided by two staff members. This training will be planned specifically for parents.

Moved/Yaipen-Faulter, second/Renteria, to approve the Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

D. Approval of County-wide Head Start/Early Head Start Center Locations

Ms. Karen Gonzales, Child Development and Education Services Manager, introduced herself. She has been a Head Start employee since 1994.

Ms. Gonzales stated that Head Start centers are located where services are needed according to the population. Staff is continuing the service level as previous years, with the exception of Florin Meadows.

Moved/St Mary, second/Barbosa, to approve Fiscal Year 2010-2011 Head Start and Early Head Start Center Locations

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

(Ms. Richardson was out of room during the vote.)

E. Approval of Fiscal Year 2010-2011 SETA-Operated Program Tracks

Ms. Gonzalez stated that SETA partnered with the California Department of Education to provide full-day services. In order to avoid laying off staff and still provide services to children/parents, SETA instituted tracks. This allows seamless services to be provided. SETA is the only Head Start program running tracks. In response to a question from Mr. Wilson, Ms. Lee explained that the tracks are numbered one to five, but Track 4 (traditional) is no longer being offered.

Moved/Richardson, second/Knox, to approve Fiscal Year 2010-2011 SETA Operated Program Tracks.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

F. Approval of Fiscal Year 2010-2011 Sacramento County Program Options/ Grantee and Delegate Agencies

Ms. Gonzalez stated that this board item outlines the various options for services available to families. SETA Head Start strives to provide whatever services families need. Home Based services are available as well.

Moved/Hill, second/Richardson, to approve Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

G. Approval to Submit a Reprogramming Request/Budget Modification for Head Start Program Improvement Funds

Program Improvement funds have not been available since 2002. Program Improvement Funds are a result of any left over funds are made available on a competitive basis to Head Start programs on a one-time basis. CDE funds will fund the replacement of the HVAC system at Northview and an unsafe play area at the Sharon Neese Center. Other priority projects to be done include removing the carpet from the Freedom Park center and at the Illa Collin center, remove carpet, replace toilet, remove and install concrete pad due to drainage issues. Ms. Lee stated that should other projects be under spent, staff will seek approval to utilize funds for other priority items.

Moved/Brown, second/St. Mary, to approve the submission of a reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801 and approve recommendations by staff to approve other priority items should funds become available.

Show of hands vote: Aye: 18, Nay: 0, Abstentions: 2(Ryon and Vandermolen)

Mr. Samih Shehadeh left at 2:56 p.m.

H. Approval to Submit a Budget Modification Request for Head Start Basic Funds

Mr. Roger Bartlett reported that this board is required to take action on this budget modification due to federal regulation. If funds totaling 25% of the grant, or \$250,000, which ever is less, board approval is required. Staff is requesting \$460,000 be moved from the "other" category to the "equipment" category. These funds will replace two vehicles and purchase two modular buildings.

Moved/Vincent, second/Pope, to approve the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

(Ms. Patterson out of room during vote.)

I. Approval of SETA Head Start/Early Head Start Self-Assessment Results for 2009-2010

Ms. Lisa Carr stated that every year, each program undergoes an extensive self-assessment process which includes strengths and where improvement is needed. This board item includes results from 681 returned surveys where parents felt SETA/Head Start provide excellent customer service.

Moved/St. Mary, second/Barbosa, to approve the Head Start/Early Head Start Self Assessment results for 2009-2010.

Show of hands vote: Aye: 17, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

J. Discussion and Approval of the Policy Council (PC) Meeting Time Change

Ms. Lee stated that staff is proposing to move the Policy Council to 1:00 p.m. to allow the board to completely review agenda items and not table discussion. Ms. Lee feels it is crucial for board members to have the time to thoroughly review budget items.

Ms. Brown asked whether consideration was given to having a joint meeting. Ms. Desha stated that perhaps this could be done but seating would be a challenge. If there were a special joint meeting of the PC and PAC, the agenda would include items only apropos to both boards. Meeting attendance sign-in sheets would be available for each board.

Moved/Barbosa, second/Luna, to approve moving PC meetings to 1:00 p.m. on the fourth Tuesday of each month.

Show of hands vote: Aye: 16, Nay: 1 (Morrison), Abstentions: 2 (Ryon and Vandermolen)

K. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 3:22 p.m. The board went back into open session at 3:28 p.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible List for Head Start Coordinator (Education) (Supervisory).

IV. Information Items

A. Standing Information Items

- Introduction of Newly Seated Members: Mr. Luna introduced himself and spoke of his interest in being on the Policy Council.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency is at 58% of grant which is 9% behind where the budget should be. The agency received \$6 million in ARRA funds and all of those funds must be spent so funds will not be sent back to the federal government. The American Express Card (AMEX) provides 'points' which can be utilized to purchase items for use in the program. The credit card amount will be higher since fiscal will pay for more things using the AMEX.
- PC/PAC Calendar of Events: Ms. Ryon reviewed the calendar of events.

- Parent/Family Support Unit Events and Activities: The Community Partnership Advisory Committee will be tomorrow. The Male Involvement Committee will be meeting 11:00 a.m. on May 14. A conflict was noted so Mr. Bob Silva will notify parents of another meeting date.
- Sacramento County Head Start/Early Head Start Program Enrollment Report: Call Ms. Elsie Bowers at 263-3920 if there are questions.
- Community Resources – PC Representatives: Children’s Care Dental has a new dental program, which is similar to MediCal.
- Annual Parent Leadership Institute Reports: Ms. Ryon reported that 22 people showed up and 23 were no shows. It was a wonderful program and everyone left in awe. Ms. Barbosa stated that she enjoyed the event very much, especially the ending with the balloons. Ms. Richardson learned that in order to be a great leader, have to be a good follower. Communication is very important.

Ms. Vandermolen and Ms. Ryon recognized Ms. Dolores Guzman for translating at the Parent Leadership Institute. Ms. Nancy Hogan was also recognized for assisting in the set up.

- B. Governing Board Minutes for the March 4, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Ryon reviewed the Executive Committee critique. Mr. Luna distributed information on a Daddy and Me event in Old Sacramento this-coming Sunday. This event is open to everyone. Lunch will be provided from 12-1 p.m. and tours will be self-guided.
- B. Budget/Planning Committee: Tabled.
- C. Personnel/Bylaws Committee: Tabled.
- D. Program Area Committees: Tabled.
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee (aka Child Safety Committee)
 - Monitoring and Evaluation (aka Self Assessment)
 - Male Involvement Committee/Community Advocating Male Participation (CAMP) – Mr. Troy Luna
- E. Community Partnerships Advisory Committee: Tabled.
- F. Health Services Advisory Committee (HSAC): Tabled.

VI. Other Reports (continued)

- B. Head Start Deputy Director’s Report: Tabled.
- C. Chair’s Report: Tabled
- D. Head Start Managers’ Reports: Tabled.
- E. Community Agency Reports: Tabled.
- F. Open Discussion and Comments: Tabled.
- G. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 3:48 p.m.

ITEM III-A – ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)/HEAD START EXPANSION GRANT FOR 2010 (YEAR 2)

BACKGROUND:

In 2009, the Administration for Children and Family Services (ACF), Office of Head Start, awarded SETA 150 preschool slots to reach underserved children and families residing in the designated Federally approved service areas. Expansion funds increased the number of pre-school age children served in the Sacramento County Head Start program; Sacramento was awarded \$1,034,433 for a two-year period.

Attached is the application for Sacramento County for Year 2. SETA will be reapplying for funds to serve 150 children and families.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2).

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

BUDGET NARRATIVE - HS

OVERVIEW

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget planning meetings to review, analyze and provide feedback on the current budget and monthly expenditures. The committee consists of parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Manager, Fiscal Chief and Head Start Managers. Discussions include, but are not limited to, monthly expenditures and fluctuations, cost-savings ideas, new budget requests and general updates. In review of 6 month expenditures for HS Expansion, the committee approved to reduce the number of line items within each cost category.

PERSONNEL

SETA budgeted \$78,669 for two (2) teaching staff who support 18 children enrolled at the Whispering Pines Early Learning Center. Staff includes one Site Supervisor and one Associate Teacher. Additionally, one Education Specialist is allocated to Head Start expansion to provide support and training/technical assistance for special projects such as CLASS, ECERS, the new oral language curriculum rollout and monitoring. Allocations for this position were based on funded enrollment (HS and EHS expansion) and time distribution for work duties. See *Schedule A-1*.

FRINGE BENEFITS

Both expansion employees receive SETA's full benefit packages including medical/dental, retirement, life insurance and disabilities plans. Fringe benefits are estimated to be \$41,265 which represents 50.5% of salaries as follows: FICA 7.5%, UI 1.0%, Workers Comp 2.0%, Health/Dental 14.7%, and Retirement 25.3%.

TRAVEL

No items have been budgeted in this category.

EQUIPMENT

No items have been budgeted in this category.

SUPPLIES

Child/Family Supplies – Classroom supplies will be purchased to ensure children and teachers have needed supplies and materials on hand to ensure quality programming, including safe and healthy environments. A portion of the Child/Family Supply budget is reserved for ECERS enhancements; while the remaining portion is provided to individualize environments, supplies and materials in accordance with children's interests and themes. \$3,500 has been budgeted.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated \$3,000 for medical, dental and disabilities supplies and materials for children and the supplies in the classroom.

Food Service – \$1000 has been budgeted for food service supplies such as cups, plates, forks/spoons and serving utensils.

CONTRACTUAL

SETA will continue to fund five (5) delegate agencies to provide Head Start Expansion services. Aligned with the Sacramento County Community Assessment funded enrollment will be distributed as follows:

Elk Grove Unified School District	40
Sacramento City Unified School District	20
San Juan Unified School District	20
Twin Rivers Unified School District	32
Women’s Civic Improvement Club	20

There were no major changes in the Sacramento County Community Assessment and overall underserved areas remain unchanged. Hence, service levels and funding distribution will remain the same.

CONSTRUCTION

No items have been budgeted in this category.

SCHEDULE H - OTHER

Occupancy – Rent in amount of \$12,000 is budgeted for Whispering Pines Early Learning Center, which includes janitorial and utilities. \$900 is budgeted to support center phone lines and a fax machine.

Operating Costs - Administrative services and supplies (\$11,451) will be allocated for the operation of SETA’s support departments including Information Technology, Fiscal, Human Resources, and Payroll, and the Executive Director’s Office. Costs incurred in these departments will be allocated between Head Start and other agency activities using formulae that take into consideration the volume of agency activities measured in several verifiable ways.

Non-Federal Share – A full 25% (\$258,609) has been budgeted for non-federal share which will come primarily from State funds used to support the program.

ITEM III-B – ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)/EARLY HEAD START EXPANSION GRANT FOR 2010 (YEAR 2)

BACKGROUND:

In 2009, the Administration for Children and Family Services (ACF), Office of Head Start, awarded SETA \$2,304,373 to provide 196 expansion slots for Early Head Start Services to pregnant, low-income women, infants, and toddlers and their families, through the American Recovery and Reinvestment Act. Funds awarded support the enrollment of the additional children and families in the Early Head Start programs, as well as provide early, continuous, intensive and comprehensive child development and family support.

Attached is the application for Sacramento County for Year 2. SETA will be reapplying for funds to serve 196 children and families.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the submission of an application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2).

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

BUDGET NARRATIVE - EHS

OVERVIEW

Along with on-going fiscal monitoring routines, SETA Head Start/Early Head Start hosts monthly budget planning meetings to review, analyze and provide feedback on the current budget and monthly expenditures. The committee consists of parents from the Budget/Planning Committee along with the Deputy Director, Fiscal Manager, Fiscal Chief and Head Start Managers. Discussions include, but are not limited to, monthly expenditures and fluctuations, cost-savings ideas, new budget requests and general updates. In review of 6 month expenditures for EHS Expansion, the committee approved to reduce the number of line items within each cost category.

PERSONNEL

SETA budgets \$364,671 for eight (8) staff which provide direct services as well as support services. Three (3) EHS Educators will provide direct services to 36 home base families along with five (5) support staff who support all expansion staff, including the partner staff at SCOE and ROCC that serve an additional 96 families. *Schedule A-1* outlines details of personnel.

FRINGE BENEFITS

All regular employees receive SETA's full benefit packages including medical/dental, retirement, life insurance and disabilities plans. Fringe benefits are estimated to be \$184,159 which represents 50.5% of salaries as follows: FICA 7.5%, UI 1.0%, Workers Comp 2.0%, Health/Dental 14.7%, and Retirement 25.3%.

TRAVEL

Thorough and up-to-date information is essential for continued growth and individual staff development. While SETA has restricted out-of-state travel during the past year, funds have been budgeted in Training and Technical Assistance to ensure the new EHS Educators attend the Zero to Three Conference in Phoenix, AZ. See *Schedule C*. The Zero to Three Conference has a proven track record for providing high quality, current and relevant infant/toddler workshops. Funds will cover registration fees, travel, accommodations, and per diem for meals for three staff members.

EQUIPMENT

No items have been budgeted in this category.

SUPPLIES

Office and Children/Family Supplies – SETA budgets \$7,000 for office supplies and \$12,000 for child/family supplies. Supplies and materials are budgeted to support office work and in-home teaching practices to ensure quality programming. In addition, the Home Base unit supports a toy lending library which stocks educational supplies, materials and activities for parents to use during the week to expand and reinforce home visit lessons.

Medical/Dental/Disabilities - In accordance with the Head Start Performance Standards, funds are allocated \$12,000 for medical, dental and disabilities supplies and materials for infants/toddlers and pregnant women.

Literacy – Aligned with SETA's 3-Year Goals and Objectives, \$7,000 has been budgeted to support oral language/literacy activities for infant/toddlers.

CONTRACTUAL

SETA will continue to fund two delegate agencies and two partners through expansion efforts. Aligned with the Sacramento County Community Assessment funded enrollment will be distributed as follows:

Sacramento City Unified School District	32
San Juan Unified School District	32
Sacramento County Office of Education	36
River Oak Center for Children	60

There were no major changes in the Sacramento County Community Assessment and overall underserved areas remain unchanged. Hence, service levels and funding distribution will remain the same.

CONSTRUCTION

No items have been budgeted in this category.

SCHEDULE H - OTHER

Occupancy - Liability insurance is provided by Philadelphia Insurance Company and covers all potential risks that SETA Early Head Start might be subjected to.

Child Services – As mandated by the federal performance standards, SETA will contract with three highly qualified, professional, expert consultants on an on-call basis in the areas of medical health/prenatal health (Registered Nurse), nutrition (Registered Dietician) and mental health (Psychologist) to provide services to Early Head Start children and pregnant women as needed. Funds will be used to provide appropriate medical and dental services as a payer of last resort and mandated screenings. Consultants will also provide in-house training, technical assistance and other services to Early Head Start program staff as needed.

Socializations/Field Trips - Socializations will be provided twice monthly and rotated in geographic areas to ensure all families have an opportunity to attend. Funds (\$4,000) will be available for field trips, visiting experts, parent meetings and a family cooking activity (as guided in our *Sprouts Newsletter*). Transportation assistance for families with special needs are also provided as needed for socializations.

Parent Services – Parent Services includes \$17,825 for Policy Committee and Parent Advisory Committee member reimbursements and Parent Center Activities.

Operating Costs - Operating costs include funds for advertising vacant employment opportunities, employee fingerprinting and background checks and administrative services and supplies. Administrative services and supplies will be allocated for the operation of SETA's support departments including Information Technology, Fiscal, Human Resources, and Payroll, and the Executive Director's Office. Costs incurred in these departments will be allocated between Early Head Start and other agency activities using formulae that take into consideration the volume of agency activities measured in several verifiable ways. Partnership Support Resources are budgeted in the amount of \$13,936 to ensure supplies, materials, forms and resources are available to partners as mandated by the grantee.

Non-Federal Share – A full 25% (\$576,094) has been budgeted for non-federal share which will come primarily from State funds used to support the program.

ITEM III-C – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE JOINT
PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee. An update on the parent activity will be shared at the Policy Council meeting.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Introduction of Newly Seated Members – Ms. Jennifer Ryon
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account - Mr. Roger Bartlett
 - PC/PAC Calendar of Events – Ms. Jennifer Ryon
 - Parent/Family Support Unit Events and Activities – Ms. Jennifer Ryon
 - Sacramento County Head Start/Early Head Start Program Enrollment Report – Ms. Elsie Bowers
 - Community Resources – PC Representatives – Ms. Jennifer Ryon

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Health Services Advisory Committee (HSAC) Meeting	Wednesday, May 26, 2010 5:30 p.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, May 27, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PAC Executive Committee Meeting	Thursday, May 27, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
Male Involvement Committee Meeting	Friday, May 28, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room
PC Executive Committee Meeting	Thursday, June 3, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Budget/Planning Committee Meeting	Tuesday, June 8, 2010 9:00 a.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Social/Hospitality Committee Meeting	Wednesday, June 9, 2010 1:00 p.m. 925 Del Paso Blvd. Shasta Room
Early Childhood Development & Health Services (AKA Child Safety Committee) Emergency Preparedness for Families Subcommittee Meeting	Friday, June 11, 2010 9:30 a.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, June 24, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Bylaws Committee Meeting	Thursday, June 24, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, July 1, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Friday, May 28, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room
Transitions: Life After Head Start – What Next?	Wednesday, June 9, 2010 9:30-11:30 a.m. 925 Del Paso Blvd. Sequoia Room
Male Involvement Committee Meeting	June meeting date/time to be announced.

Sacramento County Head Start/Early Head Start Program Enrollment Report April 2010 *revised*

HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	% Actual to Funded	ARRA Funded Enrollment	ARRA End of Month Enrollment	% Actual to Funded
Elk Grove	380	373	98	40	39	98
Sacramento City	1,272	1,303	102	20	24	120
San Juan	680	737	108	20	22	110
SETA	1,860 (2,778)	1,898	101	18	20	111
Twin Rivers	179	179	100	32	32	100
WCIC/Playmate	100	100	100	20	20	100
County Totals	4,471 (5,389)	4,590	102	150	157	105

EARLY HEAD START

Agency	Funded Enrollment	Last Day of Month Enrollment	% Actual to Funded	ARRA Funded Enrollment	ARRA End of Month Enrollment	% Actual to Funded
Sacramento City	115	115	100	32	34	106
San Juan	129	131	102	32	34	106
SETA	213	228	113	132	133	101
County Totals	457	474	106	196	201	103

ITEM IV-B- INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The April 1, 2010 Governing Board minutes are attached for your review.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, April 1, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:07 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

Members Absent:

Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the March 4, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

Moved/Scherman, second/Yee, to approve the consent calendar as follows:

- A. Approve the March 4, 2010 minutes.
- B. Approve the claims for the period 2/24/10 through 3/25/10.
- C. Approve the temporary reclassification of Chi Cheng, Employment Services Supervisor, for an additional three months.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Release a Request for Proposals (RFP) for One-Stop Career Center Office Space in the Foothill Farms Area

Ms. Christine Welsch reported that since 1998, SETA has procured career center space in the Foothill Farms area. In 2000, a larger space was leased and this

lease has expired. Staff is requesting approval to release a new RFP to acquire office space; the current career center leases 14,279 square feet. This office is also shared with the Department of Human Assistance.

Ms. Scherman inquired how many customers visit this career center and Ms. Purdy replied approximately 6,000 had been served through December, 2009. Ms. Noteboom stated that Hillsdale will serve about 9,000 customers this year.

Moved/Scherman, second/Yee, to approve the Release of the Request for Proposals for leased office and classroom space for the Sacramento Works Career Center in the Foothill Farms area of Sacramento.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Workforce Investment Board

Kathy Kossick reviewed this item which would fill a required partner seat (Job Corps) on the WIB.

Moved/Yee, second/Scherman, to appoint Mr. Brian Broadway to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

2. Approval of Workforce Investment Act/American Recovery and Reinvestment Act (WIA/ARRA) Annual Plan Modification

Ms. Melissa Noteboom and Ms. Sandra Kinsey reviewed the two documents which are modifications for the WIA and ARRA plans. These documents look back at what has taken place over the past year. A public hearing was opened for 30 days with no comments submitted. The WIB approved these modifications. The caps for scholarships for customers were upped to \$5,000 with \$10,000 with the approval from a manager. The data indicated that the number of job losses has eased over the recent past.

A question was asked whether staff continue tracking people that do not continue looking for jobs. Ms. Noteboom replied that customers such as those that come into career centers are eventually 'soft exited.'

Moved/Scherman, second/Yee, to approve the modifications to the 2009-2010 Sacramento Local Workforce Investment Act and Local American Recovery and Reinvestment Act Strategic Five Year Plan.

Voice Vote: Unanimous approval.

3. Approval to Modify Workforce Investment Act/American Recovery and Reinvestment Act Subgrant Agreements for Workplace Training

Ms. Purdy stated that this modification is for two providers of workplace training activities, North State BIA and Asian Resources. They were funded out of dislocated worker and adult program and TANF emergency contingency funds. This item requests adjusting these different funding sources to accommodate the actual mix of clients.. In addition, the Asian Resources OJT program was recommended increased funding to match higher hourly wages and a longer training period.

Ms. Scherman inquired how youth are tracked. Ms. Purdy stated that the youth and adult programs have overlapping eligibility.

Moved/Yee, second/Scherman, to approve the staff recommendation to modify Workforce Investment Act/American Recovery and Reinvestment Act subgrant agreements for Workplace Training as outlined in the board agenda.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

4. Approval to Augment Elk Grove Unified School District with WIA Dislocated Worker Funds for One Stop Services Subgrant Agreement

Ms. Scherman asked that this item be rescheduled when there is a full quorum. Ms. Kathy Hamilton, Elk Grove Unified School District, stated that extended hours begin tonight. There are currently two 32 hours per week employees and this item requests augmented funding to pay for 40 hours per week. If this item is postponed, Ms. Hamilton stated that she will look at the budget for the month of April to see how to pay staff.

Ms. Kossick stated that this is a timely issue because of the dislocations that are occurring in Elk Grove. Ms. Scherman stated that her issue is that \$10,000 isn't enough money; more funding needs to be provided to the career centers. Ms. Kossick stated that the board can act on this board item to approve the \$10,000 and come back for more money at a later date.

Moved/Scherman, second/Yee, to approve an augmentation of the WIA One Stop Services Subgrant Agreement with the Elk Grove Unified School District in the amount of \$10,000 in WIA Dislocated Worker funding, bringing the total funding for Elk Grove USD to \$717,479.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

Ms. Purdy stated that staff is filling out a survey to submit a proposal for National Emergency Grant funds which target layoffs.

C. HEAD START

1. Approval of Out of State Travel to Attend the WIPFLI Annual Management Conference

Mr. Roy Kim stated that this item requests sending three staff to the WIPFLI conference in July in Las Vegas, Nevada. This conference is designed for Head Start and Early Head Start programs, and funds are available in the Training/Technical Assistance budget.

Moved/Scherman, second/Yee, to approve out of state travel to the WIPFLI Annual Management Conference in July, 2010, for an approximate cost of \$4,500.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Head Start Fiscal Report: No questions or comments.
- C. Head Start Policy Council Minutes: No questions or comments.
- D. Unemployment Rates for Sacramento County: No questions or comments.
- E. Dislocated Worker Update: No questions or comments.
- F. Media Highlights: Ms. Terri Carpenter will be working on a blitz on the summer youth job program.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:42 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Donna Elmore DATE: April 21, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 7,803,950	8/1/08-07/31/09	8/1/08-07/31/09
Head Start	T & TA	20,000	8/1/08-07/31/09	8/1/08-07/31/09
Early H. S.	Basic & COLA	1,080,905	8/1/08-07/31/09	8/1/08-07/31/09
Early H.S.	T & TA	18,249	8/1/08-07/31/09	8/1/08-07/31/09

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: 2/22-26/10

	AREAS EXAMINED	COMMENTS/RECOMMENDATIONS			
		SATISFACTORY		YES	NO
1	Accounting Systems/Records		NO	YES	NO
			X	X	
2	Internal Control	X			
3	Bank Reconciliation	N/A			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2008 to July 31, 2009 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) The expenses reported for Head Start and Early Head Start were more than the recorded expenses by \$ 6,382.12 and \$ 2,260.28, respectively.
- 3) Early Head Start expenses of \$ 1,635.89 were claimed twice.
- 4) We are questioning the following encumbrances which were included in the close-out report:

	<u>Head Start</u>	<u>Early Head Start</u>
a) Encumbrances already reported as expenses	\$ 5,456.59	\$ 2,684.77
b) Encumbrances w/ unexpended balances	2,659.41	501.84
c) Cancelled encumbrances	17,540.47	1,850.00
d) Encumbrances to be charged to 2009-2010	9,016.47	0.00
Total	\$ 34,672.94	\$ 5,036.61

Recommendations for Corrective Action:

- 1) Submit documents to support the questioned costs or reimburse SETA from non-SETA funds the amount of \$ 51,554.83 which included indirect costs.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Edenaugseyboye Davis **DATE:** March 31, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA	\$ 647,227	8/01/08-7/31/09	8/01/08-7/31/09
Head Start	T & TA	7,500	8/01/08-7/31/09	8/01/08-7/31/09

Monitoring Purpose: Initial ___ Follow-Up ___ Final X

Date of review: 2/10-11/2010

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Program Improvement	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2008 to July 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V -COMMITTEE REPORTS

BACKGROUND:

- A. Executive Committee: This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council.

The Executive Committee met on May 6, 2010 and evaluated the April 27, 2010 Special Policy Council meeting.

Good	Needs Improvement
Thank you to Delores Guzman for translating.	Cell phones need to be turned off.
Thank you board members for keeping hands held high when voting.	No side barring.
Attendance.	Please address the Chair for matters of personal privilege prior to speaking.
No cell phones went off.	
Thank you Ms. Marie Desha and Ms. Jeanine Vandermolen for reminder calls to attend Board meeting.	

- B. Budget/Planning Committee

- C. Personnel/Bylaws Committee

- D. Program Area Committees

- Early Childhood Development & Health Services Committee and Parent/Family Committee Subcommittee
- ✓ Emergency Preparedness for Families Subcommittee

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

- Male Involvement Committee/Community Advocating Male Participation (CAMP): Mr. Troy Luna

- E. Community Partnerships Advisory Committee (CPAC) – Ms. Coventry St. Mary

- F. Health Services Advisory Committee (HSAC) – Ms. Mary Pope

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Jennifer Ryon), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
Brenda Campos: Grantee Program Support Services
Karen Gonzales: Child Development and Education Services
Lisa Carr, Parent/Family Support Unit

- Monthly Head Start Report (will be distributed at the meeting)

ITEM VI- OTHER REPORTS (Continued)

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E. COMMUNITY AGENCY REPORT: This item provides the opportunity for Community Agencies to submit an oral report to the Policy Council.

- Child Health and Disability Prevention Program (vacant)
- Community Action Board – Mr. Victor Wilson

F. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

G. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
