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***THOUGHT OF THE DAY:** "Limitations live only in our minds. But if we use our imaginations, our possibilities become limitless."*

~~ Jaime Paolinetti

REGULAR MEETING OF THE HEAD START/EARLY HEAD START POLICY COUNCIL

DATE: Tuesday, May 23, 2017

TIME: 9:00 a.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

PAGE NUMBERS

- | | | |
|-------------|---|------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the April 25, 2017 Regular Policy Council Meeting | 4-14 |
| III. | <u>Action Items</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u> | 15 |
| | ➤ Approval of Eligible Lists for: Associate Teacher, and Program Specialist | |
| | ➔ Report out of Closed Session | |

B.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> Approval of New Dispatch Clerk Classification, Related Salary Schedule, and Classify Employee into Classification	16-20
C.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> Approval of Revision to the Job Specification and Salary Schedule for Family Services Worker (I, II, III)	17-30
IV.	<u>Information Items</u>	
A.	Standing Information Items	31-37
➤	PC/PAC Calendar of Events – Mr. Kenneth Tate	
➤	Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate	
➤	Parent/Staff Recognitions – Mr. Kenneth Tate	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne	
➤	Toastmasters Training – Mr. Kenneth Tate	
➤	Community Resources – Parents/Staff: Mr. Kenneth Tate	
➤	Financial Literacy Training Reports: Mr. Kenneth Tate	
B.	Governing Board Minutes – April 6, 2017	38-43
C.	Fiscal Monitoring Report	44-46
	• Elk Grove Unified School District	
V.	<u>Committee Reports</u>	47-48
➤	Executive Committee Meeting Critique: Mr. Kenneth Tate	
➤	Budget/Planning Committee: Mr. Kenneth Tate	
➤	Personnel/Bylaws Committee: Mr. Kenneth Tate	
➤	Social/Hospitality Committee: Mr. Kenneth Tate	
➤	Parent Ambassador Report: Mr. Kenneth Tate	
VI.	<u>Other Reports</u>	49-54
A.	Executive Director's Report	
B.	Head Start Deputy Director's Report	
C.	Head Start Managers' Reports	
	▪ <u>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services	
	▪ <u>Robyn Caruso</u> - Program Support, Quality Assurance, and EHS-CCP Services	
	▪ <u>Martha Cisneros</u> - Health, Nutrition and Safe Environments Services	
	▪ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	

- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 17, 2017

Policy Council meeting hosted by:
Kenneth Tate (Chair), Vocheri Thomas (Vice Chair), Linda Harris (Secretary),
Angel Chenault (Treasurer), Taneya Zimmerman (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Elnora Nears, Elk Grove Unified School District
- _____ Linda Harris, Elk Grove Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Vocheri Thomas, WCIC/Playmate Child Development Center
- _____ David Lesnick, San Juan Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Anchil Goswami, Sacramento City Unified School District
- _____ Jennifer Lane, Twin Rivers Unified School District
- _____ Ezell Humphrey-Grant, Twin Rivers Unified School District
- _____ Henrietta Gutierrez, SETA-Operated Program
- _____ Angel Chenault, SETA-Operated Program
- _____ Taneya Zimmerman, Early Head Start, Sacramento City Unified School Dist.
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Penelope Scott, Community Representative
- _____ Linda Litka, Community Representative
- _____ Terri McMillin, Community Representative
- _____ Robin Blanks, Community Representative
- _____ Kenneth Tate, Outgoing Chair

Seats Vacant:

- _____ Vacant (Soloman), Sacramento City Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Burnell), SETA-Operated Program
- _____ Vacant (Schneider), SETA Operated Program
- _____ Vacant (Mulhern), SETA-Operated Program
- _____ Vacant (Isaac), SETA-Operated Program
- _____ Vacant, Home Base Option
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Jean), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), 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 2016-2017**

The 2016-2017 Board was seated on **November 22, 2016** and
January 24, 2017

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/28
R. Blanks Seated 1/24	CR		X	X	X	X							
A. Burnell Seated 11/22	SOP	X	U	X	E	U							
R. Castex s/b/seated 11/22; seated 1/24	WCIC	E	X	X	U	X							
A. Chenault Seated 11/22	SOP	X	E	X	X	X							
A. Goswami Seated 3/28	SCUSD				X	U							
H. Gutierrez Seated 11/22	SOP	X	X	X	X	X							
L. Harris Seated 11/22	ELK	X	X	X	X	X							
E. Humphrey-Grant Seated 11/22	TR	X	E	E	X	X							
A. Jean s/b/seated 11/22; seated 1/24	Birth & Beyond	U	X	X	E	U/R							
J. Lane Seated 11/22	TR	X	X	X	U	E							
D. Lesnick Seated 11/22	SJ	X	E	X	X	E							
L. Litka Seated 1/24	CR		X	X	X	X							
T. McMillin Seated 1/24	CR		X	X	X	X							
E. Nears Seated 11/22	ELK	X	E	E	X	X							
A. Scharnow Seated 11/22	SAC	X	X	X	X	X							
P. Scott Seated 1/24	CR		X	X	X	X							
C. Sheppard Seated 1/24	CR		X	X	X	X							

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/28
K. Tate Seated 1/24	OGC		X	X	E	X							
V. Thomas Seated 11/22	WCIC	X	X	X	X	X							
T. Zimmerman Seated 11/22	SAC EHS	X	X	X	X	X							

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
MAACC	Men's Activities Affecting Children Committee
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 5/15/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 25, 2017 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 25, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the April 25 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 25, 2017
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Harris called the roll. A quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Elnora Nears, Elk Grove Unified School District
Vocheri Thomas, WCIC/Playmate Child Development Center
Andrea Scharnow, Sacramento City Unified School District
Ezell Humphrey-Grant, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program
Calvin Sheppard, MAACC
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Linda Litka, Community Representative
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Penelope Scott, Community Representative
Kenneth Tate, Community Representative
Reginald Castex, WCIC/Playmate Child Development Center (seated at 9:20 a.m.)

Members Absent:

Jennifer Lane, Twin Rivers Unified School District (excused)
Angela Burnell, SETA-Operated Program (unexcused)
April Jean, Birth and Beyond (unexcused)
David Lesnick, San Juan Unified School District (excused)
Anchil Goswami, Sacramento City Unified School District (unexcused)

II. Consent Item (Policy Council)

A. Approval of the Minutes of the March 28, 2017 Policy Council Meeting

Minutes were reviewed; no questions or comments.

Moved/Blanks, second/Chenault, to approve the minutes of the March 28, 2017 meeting.

Show of hands vote:

Aye: 13 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

III. Action Items

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

The board went into closed session at 9:10 a.m.

Mr. Reginald Castex was seated at 9:20 a.m.

Mr. Tate called the meeting back to order at 9:21 a.m. and reported that the board approved Eligible Lists for: Associate Teacher and Courier/Maintenance.

IV. Information Items

A. Standing Information Items (Policy Council)

➤ PC/PAC Calendar of Events – Ms. Harris reviewed the calendar of events.

Mr. Tate called a break at 9:25 a.m. a break was called in for the system to be powered up.

Ms. Terri McMillin called the PAC meeting to order at 9:42 a.m. and read the thought of the day. Ms. Angel Chenault called the roll and a seated new member; a quorum was established.

Members Present:

Angel Chenault
Calvin Sheppard
Kenneth Tate
Terri McMillin
Penelope Scott
Yesenia Rodriguez
Iliana Antillo
Henrietta Gutierrez
Belgica Jimenez
Jessica Sherren
Patricia Molina

Members Absent:

Yolanda Peaks, Alder Grove I (unex.)
Angela Burnell (unexcused)
Thelma Adams (unexcused)
Brianna Isaac (unexcused)

New Members Seated:

Griselda O’Cisneros, North Avenue Head Start

New Members to be Seated but Absent:

Franqui Moreno, Freedom Park Head Start (excused)
Deaujanna Lockett, Fruitridge Head Start (unexcused)
LaTonya Peaks, Alder Grove II (unexcused)
Renee Trevino, Norma Johnson Head Start (unexcused)
Kristin Avary, Strizek Park Head Start (unexcused)

Ms. O’Cisneros provided some personal information on her children and grandchildren.

II. Consent Item (Parent Advisory Committee)

A. Approval of the Minutes of the March 21, 2017 Policy Council Meeting

Moved/Gutierrez, second/Scott, to approve the minutes of the March 21, 2017 meeting.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

III. Action Items

B. Approval of Annual Self Assessment for 2016-2017 and Resulting Program Improvement Plan SETA-Operated Program

Ms. Caruso stated that this report is required every year. After the self-assessment, she was happy to find the children’s’ files are incredibly neat and complete; it is important to report where the children are at enrollment and how they progress over their school year. The new Performance Standards were reviewed to determine what programs and procedures may need to be changed.

Ms. Caruso reviewed the report and stated that under Health and Nutrition, there is a lot of intentionality for increased documentation for dietary issues for children.

Areas to improve on include actively recruiting, making connections with neighboring agencies, goal follow up, documenting things in the files, tooth brushing to ensure children are brushing their teeth correctly. The program improvement plan was reviewed.

All items identified to grow in are put into the program improvement plan and there is a list of how the goals are to be met.

Mr. Tate asked Ms. Caruso where she thought SETA/Head Start was and Ms. Caruso replied that she thinks the purpose of a self-assessment is to see how we are doing. She reads all of the county-wide assessments, SOP and delegate agencies, and we are doing a tremendous job providing services. Ms. Lee replied that she thinks we are in the high 90's but there is always room to improve to be stronger and better. It is not a problem when there is a finding.

Ms. Thomas shared her concerns are in health and nutrition in the CCP; are we understaffed, overwhelmed? Ms. Caruso replied that this is a newer partnership with Kinderworld. They have just taken on Early Head Start and it is a beast to learn; Kinderworld has to learn a new way of administering the program from what have done over the years.

Policy Council:

Moved/Thomas, second/Scharnow, to approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Aye: 14 (Blanks, Castex, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Tate, second/Chenault, to approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O'Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

C. Approval of Program Year 2017-2018 Head Start/Early Head Start Refunding Application

Ms. Lee stated that SETA has been the Head Start grantee for 36 years. The grant was generally awarded in perpetuity unless there were serious issues. Recently, there was a change that five year grants, with possible extensions would be issued. SETA is headed into the third year of the five year application process.

Ms. Lee reviewed the 22 page narrative. This document brings all of the delegate's applications as well as SETA together in one document.

We continue to experience challenges with enrollment when services are moved to another area. Staff also looked at the needs for the infant/toddler services to see if more slots could be opened up. We do have the opportunity to move funds around by Head Start/Early Head Start conversion. We will be serving an additional 54 children in SOP and grow EHS at the following centers: Vineland, Job Corps, LaVerne Stewart, SCOE, and Grizzly Hollow. We serve 4,600 children in preschool and 631 children in Early Head Start and there is a far greater need for Early Head Start services.

Ms. Sherren is excited about the Early Head Start program but will there be a preschool at Vineland. Ms. Lee replied that Vineland will be opening up two state preschool classrooms soon. It was decided that SETA would now run one full day class for 20 preschool children and a second class for EHS.

SETA applied to expand longer six hour day classroom for 344 children. This allows children more academic exposure. This is included in the grant application for \$1.6 million. To get the required 1,020 school hours in, SETA offers a variety of combinations.

Policy Council:

Moved/Chenault, second/Zimmerman, to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 14 (Blanks, Castex, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Burnell, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Gutierrez, second/Sheppard, to approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O'Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

D. Approval of the SETA Head Start/Early Head Start Budget for Program Year 2017-2018

The budget reflects the change of Head Start to EHS slots. The federal government provides the base grants to hire staff and provide services, and the T/TA funds are specifically earmarked for technical assistance for parents, staff, or delegate staff. These funds are only for training.

Ms. Lee reviewed the budget. SETA is the third largest Head Start grantee in Region IX; we fall behind Los Angeles, and San Diego. Within the budget, there is included a federal match of 25% in-kind donations. The in-kind matches can be volunteering in the classroom, screening applications, attending meetings, and a wide variety of other ways. The administrative costs must be below 15% and SETA always strives to keep the costs around 12%. This budget funds around 1,100 staff county wide. Fringe benefits and salaries are the largest line item.

Mr. Castex left the meeting at 10:47 a.m.

Ms. Lee stated that the budget moves a little over one million dollars from Head Start to Early Head Start to serve the additional 78 Early Head Start children. Ms. Lee stated that board members can always ask staff or attend upcoming Budget/Planning Committee meetings to learn of more details in the budget.

Policy Council:

Thomas, second/Blanks, to approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance Funds.

Show of hands vote:

Aye: 12 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Jean, Lane, Lesnick)

Mr. Sheppard was out of the room during the vote.

Parent Advisory Committee:

Moved/Sheppard, second/Tate, to approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance Funds.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

- E. Approval of the 2017-2018 Head Start/Early Head Start Program Options and Center Locations for Sacramento County

Ms. Lee reviewed the list of programs operated in the county. This includes part-day and full-day options. The new standards require that by 2018, grantees

allocate 50% of center based children to receive 1,020 hours of instruction. With the new configuration, SETA will be at 35% with the changes from the current 39%. We will have some work to do to expand slots to 1020 to meet the 2018 requirement.

Ms. Lee stated that SETA will submit a waiver for two centers that do not operate all year, Morey Avenue and Vineland. The locally designed option is not to provide services on a campus that is not opened year round. Sacramento County also operated a locally designed option.

Mr. Tate asked if there were a way to regain the lost slots and Ms. Lee replied that it will take more money and a lot of work. The federal government may not want to provide more money but they can reduce the expectation of 50%. Ms. Lee is anticipating that the changes will align.

Policy Council:

Moved/Scharnow, Thomas, to approve the Head Start/Early Head Start county-wide program options and center locations for the 2017-2018 program year.

Show of hands vote:

Aye: 13 (Blanks, Chenault, Gutierrez, Harris, Humphrey-Grant, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/Molina, second/Gutierrez, to approve the Head Start/Early Head Start county-wide program options and center locations for the 2017-2018 program year.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

Mr. Ezell Humphrey-Grant was excused at 11:15 a.m.

- F. Approval of 2017-2018 Training/Technical Assistance Plan for the SETA Head Start/Early Head Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee stated that these funds allow for the hiring of consultants, psychologist, etc. There are times when Head Start and Workforce work together to provide training for a Head Start parent.

Ms. Lee corrected a discrepancy PC under the “other Conference/Training Resources” portion of the budget; it should be \$13,696.

Policy Council:

Moved/Blanks, second/Scott, to approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Assistance Plan as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 12 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Nears, Scott, Scharnow, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Burnell, Castex, Goswami, Humphrey-Grant, Jean, Lane, Lesnick)

Parent Advisory Committee:

Moved/O’Cisneros, second/Molina, to approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Assistance Plan as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 11 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Scott, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks)

Ms. Penelope Scott left at 11:25 a.m.

G. Approval of Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion Refunding Application

This is a newer grant partnership with SCOE and Kinderworld. The expansion application will move SCOE to home base services for Head Start.

Ms. Denise Lee acknowledged Erika Franzon, Sacramento County Office of Education, and thanked her for outstanding working relationship

Ms. Thomas left at 11:28 a.m.

The change shifts responsibility to Kinderworld to hire/train staff to do the work that SCOE did for the last two years.

Policy Council:

Moved/Scharnow, second/McMillin, to approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 10 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Nears, Scharnow, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 8 (Burnell, Castex, Goswami, Humphrey-Grant, Jean, Lane, Lesnick, Scott, Thomas)

Parent Advisory Committee:

Moved/Rodriguez, second/Sheppard, To approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Show of hands vote:

Aye: 10 (Antillo, Chenault, Gutierrez, Jimenez, Molina, O’Cisneros, Rodriguez, Sheppard, Sherren, Tate)

Nay: 0

Abstentions: 1 (McMillin)

Absent: 4 (Adams, Burnell, Isaac, Peaks, Scott)

IV. Information Items

A. Standing Information Items

- Parent, Family & Community Engagement - Events and Activities: None.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne doing well, on budget, working to spend every dollar. Ms. Saurbourne thanked Ms. Blanks and Mr. Tate for attending the Budget/Planning Committee meetings.
- Toastmasters Training: Mr. Tate encouraged all board members to attend this important training.
- PC/PAC Survey Results: Mr. Robert Silva stated that in January and February, a survey was distributed soliciting information from board members. Staff received and tallied the results. Mr. Silva reviewed the survey results.
- Community Resources – Parents/Staff: Mr. Silva urged board members to take the information that is available to them at the entry table.

B. Governing Board Minutes – February 2, 2017: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: The critique was reviewed.
- Budget/Planning Committee: Mr. Tate urged attendance at this meeting.

VI. Other Reports

A. Chair’s Report: Mr. Tate acknowledged Ms. Kathy Kossick, Executive Director of SETA. Ms. McMillin asked for parent volunteers for HR screenings.

- B. Open Discussion and Comments: Ms. Rodriguez stated that her center, Elkhorn, is celebrating the Week the Young Child. Each day the children celebrate something different: Monday was Crazy Hair Day, today is a Princess Day, tomorrow is Black Day, and Thursday is Pajama Day. It helps the kids be excited to come to school. Elkhorn will have pictures for children on May 2 and 3.
- C. Public Participation: Mr. Tate urged board members to come up with ideas for the Joint PC/PAC Parent Activity; the event must be educational. Last year attendees went to old Sacramento.

VII. Adjournment: The meeting was adjourned at 12:00 p.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES:

ITEM B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW DISPATCH CLERK CLASSIFICATION, RELATED SALARY SCHEDULE, AND CLASSIFY EMPLOYEE INTO CLASSIFICATION

BACKGROUND:

Currently a Typist Clerk III job classification is handling the daily duties of the substitute call-in line and filling short-term vacancies with substitute teachers. The duties regarding the substitute teacher dispatch line have become more specific and critical for the successful operation of the Head Start program. The Head Start Typist Clerk III Job Specification no longer accurately reflects the duties assigned. As a result, the Dispatch Clerk Job Specification was created. The Agency developed the job specification with input and approval from the affected employee, management, and the union.

Ms. Consuelo Lopez has been handling the Dispatch Line duties for the last four (4) years. It follows that Ms. Lopez should be reclassified from Head Start Typist Clerk III to Dispatch Clerk.

Aligned with the current Typist Clerk III salary schedule, the recommended salary schedule for the Dispatch Clerk is as follows:

Title	Step A	Step B	Step C	Step D	Step E
HEAD START TYPIST CLERK III	\$15.82	\$16.61	\$17.43	\$18.32	\$19.22
DISPATCH CLERK	\$15.82	\$16.61	\$17.43	\$18.32	\$19.22

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing, and approve the creation of the Dispatch Clerk job classification, the related salary schedule, and the reclassification of Ms. Consuelo Lopez to Dispatch Clerk.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - ACTION

DISPATCH CLERK

ORGANIZATIONAL RESPONSIBILITY

A Dispatch Clerk is responsible to the Deputy Director of SETA's Children and Family Services Department or designee.

DEFINITION

The Dispatch Clerk dispatches substitute teachers and on-call staff for the Head Start/Early Head Start program and performs a variety of related clerical duties using computerized and manual systems. The Dispatch Clerk works as a member of a team to ensure the timely resolution of general department requirements in accordance with applicable acts, regulations, policies, procedures and collective agreements.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for a fast-paced, highly interactive lead position which performs duties of fulfilling the long term and short term teaching assignments.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Receives replacement requests / absence information including approved leaves; prioritizes requests; matches vacancy requirements to approved lists and assigns/dispatches

appropriate substitutes. Utilizing tracking software, records and maintains placement lists and assignments of long and short term substitutes.

2. Advises appropriate supervisors and managers of absences and substitutes assigned on a daily basis.
3. Inputs data to substitute tracking system; adjusts, adds or deletes substitutes as required; retrieves, compiles and/or prepares various reports and/or other operational information (e.g. daily substitute lists; weekly spreadsheet reports; monthly summaries by center, numbers, regions; annual totals per substitute; leave of absence information); prints and distributes reports, and cross references assignments with timesheets.
4. Establishes and maintains current master files for approved substitute teachers (including addresses, telephone numbers, qualifications/applicable documentation, availability schedules, regional (hub) assignments, licensing or permit status, etc.).
5. Types letters, documents, reports, and a variety other materials;
6. Originates and maintains a variety of files and records;
7. Receives and processes forms and reports;
8. Operates standard office equipment such as word processing, spreadsheets, computerized substitute callout system, telephone messaging system, printers, etc.
9. Performs other comparable duties as assigned which as within the area of knowledge and skills.
10. May be assigned to act as a receptionist, receiving visitors, phone calls and mail, providing a variety of information about SETA programs and events;

MINIMUM QUALIFICATIONS

Knowledge of:

- Ability to obtain a functional knowledge of Head Start and SETA programs and functions;
- Laws and regulations affecting the administration of Head Start programs;
- Filing and recordkeeping procedures;
- Letter and report writing;
- Telephone techniques;
- Office practices, methods, procedures, and equipment;
- Proper English usage, spelling, grammar, and punctuation;
- Word processing and spreadsheet software.

AND

Ability to:

- Perform a variety of the more difficult office functions in support of the Head Start program;

- Interpret and apply rules, policies and regulations with good judgment in a variety of situations;
- Maintain a variety of administrative files and records;
- Work with minimum supervision;
- Compile information and prepare accurate reports;
- Type at a speed of 45 words per minute from clear, legible copy;
- Deal tactfully and courteously with persons seeking information and expressing concerns about policies and functions;
- Establish and maintain cooperative working relationships;
- To competently use word processing and spreadsheet software.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

I. Completion of grade 12 or equivalent, including courses in software and personal computers

OR

II. Completion of some post-secondary education, preferably an Office Assistant Certificate or Equivalent

OR

III. Minimum of 6 months on the job experience in customer services related fields

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only</i>

	<i>occasionally and all other sedentary criteria are met.</i>
Visual Acuity	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
Environment	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
Relational	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>
Attendance	<i>The work assigned is time period sensitive and flexibility in scheduling is not optional. Good attendance is required.</i>

DRAFT

ITEM III-C - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION
TO THE JOB SPECIFICATION AND SALARY SCHEDULE FOR FAMILY
SERVICES WORKER (I, II, III)**

BACKGROUND:

The Family Service Worker classification has been modified to include additional classroom and support activities and it is proposed that the salary be increased by five percent (5%) effective July 17, 2017.

These pay increases were already included in the Head Start Grant Application that the Board approved on April 25, 2017.

Current Wage Scales	Step A	Step B	Step C	Step D	Step E	
Family Services Worker I	14.36	15.09	15.83	16.62	17.44	Current
	15.08	15.82	16.62	17.45	18.33	Proposed
Family Services Worker II	15.08	15.82	16.62	17.45	18.33	Current
	15.82	16.62	17.45	18.33	19.24	Proposed
Family Services Worker III	15.82	16.62	17.45	18.33	19.24	Current
	16.62	17.45	18.33	19.24	20.20	Proposed

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification and pay ranges for Family Services Worker (I, II, III).

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

FAMILY SERVICES WORKER

ORGANIZATIONAL RESPONSIBILITY

A Family Services Worker (FSW) is responsible to a Head Start Manager or designee.

DEFINITION

Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three ranges. Professional development factors required for FSW incumbents in each of the three ranges is assessed to determine readiness for advancement in rank. Actual range advancement is dependent upon:

1. Documentation of the required level of competence as determined in accordance with the Family Services Worker (FSW) Alternative Range Criteria, which is attached to and made part of this specification, and
2. The availability of an assignment with a predetermined degree of complexity (see Alternative Range Criteria) based upon such factors as:
 - Size of caseload;
 - Knowledge of state preschool funding terms and conditions;
 - Volume and variety of data entry;
 - Complexity of special projects;
 - Act as a mentor when assigned.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.

- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work collaboratively as a team to get larger department work completed.

ALL LEVELS:

EXAMPLES OF DUTIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Completes all Head Start [and Early Head Start](#) enrollment documentation for each child and when necessary, all State required paperwork;
2. Effectively uses computer software, general applications and software specifically to perform work;
3. Plans and implements parent involvement activities; and facilitates monthly parent meetings;
4. Conducts all health screenings and follow-up procedures required by [f](#)Federal Performance Standards, and maintains health records;
5. Tracks health requirements utilizing electronic tracking systems and software;
6. Develops Family Partnership Agreements with each family and conducts follow up; [and documents in the child's file.](#)
7. Assists with presenting health information to students and parents;
8. Coordinates work assignments with other Head Start staff;
9. Works with parent advisory groups and organizations;
10. Assists families in locating and using community resources;
11. Contacts families and provides information on Head Start and State funded;
12. Attends home visits and discusses programs and family issues with parents and families;
13. Attends meetings concerned with Head Start [and Early Head Start](#) operations and any other mandatory meetings;
14. Submits time sensitive reports;
15. Monitors work to ensure full compliance of Performance Standards;
16. Manages caseload and family needs [and documents in the child's file;](#)
17. Recruits and maintains a Parent Advisory Committee (PAC) representative.
18. [Responsible for attendance follow-up according to Policies and Procedures](#)
19. [Works with teachers to schedule Home Visits during home Visit week.](#)
20. [Works with the site supervisor to conduct the safety checklist, as needed.](#)
21. [When there is not a Parent Aide, responsible for ensuring Parent Aide duties are covered.](#)
22. [Recruits and trains new Parent Aides and helps complete paperwork.](#)

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of Head Start programs, functions and procedures;

- Effective case management principles;
- Goal setting and follow up strategies;
- Effective interviewing techniques;
- Local community, social, employment and educational resources;
- Basic computer skills and business machinery, including word processing, fax use and use of scanners;
- Basic customer service skills;
- Personal time management including appropriate attendance patterns.

ABILITIES

Ability to:

- Work collaboratively with staff, customers, community agencies and the general public;
- Fill out all paperwork accurately and within timelines determined by either federal Performance Standards or the Agency;
- Document all Family Contacts and update Family Partnership Agreements (FPAs) within required timelines;
- Speak and write effectively by accurately completing reports, petty cash requests, [parent activity forms](#) and other reports or forms; keeping [comprehensive](#) case notes, ability to use basic grammar and sentence structure, speak clearly;
- Provide customer service and maintain professional working relationships by meeting and greeting families, staff and the community in a professional manner in person and on the phone, promptly responding to family needs and requests for services;
- Exhibit personal time management by arriving to work on time ready to work, follow outlined call-in procedures when absent, maintaining reasonably predictable attendance;
- Make appropriate referrals when requested or determined necessary, and utilize agencies for parent meetings, and recruitment opportunities;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet; create flyers, agendas, meeting minutes; send and receive email with attachments; scan documents and send and receive faxes;
- Plan, organize and facilitate parent meetings [and parent activities](#) by filling out appropriate paperwork and submitting in a timely manner, prepare flyers, advertise, create agendas, type minutes and keep an up to date parent meeting binder.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Previous experience in working with ~~pre-school children and~~ community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.

AND

2. Have within eighteen months of hire, at a minimum, ~~an credential or~~ AA degree certification in social work, human services, family services, counseling or a related field.

RANGE – 2 – IN ADDITION TO THE ABOVE EXAMPLES OF DUTIES

- ~~17-23.~~ Responsible for data entering all fields for Health events in child tracking/reporting system;
- ~~18-24.~~ Responsible for carrying a caseload of ~~40-60~~ Head Start/EHS families. ~~only or at least 20 Full Day State Preschool families to total between 41-60 total enrollments;~~
- ~~19-25.~~ Responsible for maintaining state ~~preschool~~ required documentation, including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis;
- ~~20-26.~~ Serves as an Agency representative for Recruitment Fairs and recruitment events that take place within the community.

MINIMUM QUALIFICATIONS

Knowledge of:

- Funding Terms and Conditions for State funded programs including eligibility, and all other paperwork including work/school verification, and updated NOA's;
- Health tracking software (i.e., Child Plus; EZ-ID or other related data tracking system);
- Workshop facilitation;
- Recruitment and community outreach.

ABILITIES

Ability to:

- Data enter all health data with required information, using accurate codes and events, treatment tracking, complete reports accurately and timely and submit to appropriate designee;
- Plan, prepare and organize workshops by reserving space, preparing handouts, invitations or flyers; advertise; create agendas; schedule guest speakers, type minutes and gather evaluations;
- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Enroll families into ~~Full Day~~ California State Preschool and CCTR Program (~~Full Day -CSPP~~); and maintain NOA's and contract hours;
- Competently use program specific databases and software;

- Conduct file review, indicating areas of non-compliance and prepare plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include:

1. at least two (2) years in the work described above.
AND/OR
2. An ~~alternative path would be educational achievement~~ A.A Degree in social work, human services, counselling, or a related field. a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least two (2) years' experience in community social services.
OR
3. A Family Development Credential
OR
4. The ability to earn one of the above with in eighteen months of being hired.

**RANGE – 3 – IN ADDITION TO THE ABOVE
EXAMPLES OF DUTIES**

- ~~21-27.~~ 27. Responsible for accurately data entering all fields for enrollment applications in child tracking/reporting system;
- ~~22-28.~~ 28. Responsible for a caseload of up to 860 Head Start/EHS families ~~or 40 or more full-day State preschool families;~~
- ~~23-29.~~ 29. Other special projects as assigned, including Self-Assessment, mentor FSW's, and file review.

MINIMUM QUALIFICATIONS

Knowledge of:

- Application data entry into child tracking software systems;
- File Review Procedures utilizing developed tool;
- Mentoring relationships.

ABILITIES

Ability to:

- Coordinate projects, services and activities and follow them through to conclusion;
- Data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee;
- Represent Head Start in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans;
- Monitor files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include:

1. at least three (3) years in the work described above.

AND/OR

2. An AA degree in social work, human services, family services, counseling or a related field.

OR

3. A Family Development Credential

OR

4. The Ability to earn one of the above within 18 months of hire.

~~An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least three (3) years' experience in community social services.~~

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling
<i>Talking</i>	Regularly expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Regularly perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Repetitive Motion</i>	Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.
<i>Sedentary Work</i>	Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<i>Visual Acuity</i>	The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

<i>Environment</i>	The worker is not substantially exposed to adverse environmental conditions.
<i>Relational</i>	The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

ALTERNATE RANGE CRITERIA

Readiness to move from ranges will be assessed by the supervisor and approved by management. Range advancement requires assessment through an on-line CSUS Career Skills Assessment, demonstration of competency in the Performance Measures, and the availability of an assignment in the higher range.

READINESS FACTORS:

PERFORMANCE MEASURES:

ALL LEVELS

- Completes enrollment paperwork accurately and submits timely to Placement Unit, including routings;
- Checks email daily and several times throughout the day and uses the agency electronic email system to correspond appropriately with supervisors and staff;
- Demonstrates computer knowledge by using word processing software to create flyers, agendas, minutes and correspondence for the center and open and create attachments for email;
- Utilizes Child Plus to enter Program Information Report data (PIR);
- Submits requests for petty cash and parent activities timely and demonstrates recordkeeping organizational skill by returning receipts, minutes, and handouts given within time frames;
- Makes room reservations when necessary and contacts community resource presenters to speak at parent meetings;
- Prepares for meetings by advertising, shopping for refreshments and securing babysitters;
- Maintains center parent meeting binder;
- Completes all screenings within initial 45-day timeframe and follow-up screenings as required. Makes referrals as necessary for results needing follow-up and completes paperwork accurately. Maintains all health records including physicals, dentals, lead results, and 2nd year signatures;
- Enters EZ-ID information accurately and timely, and includes copy in file;
- Reviews Family Partnership Agreement (FPA) form with each family and provides info on requested areas of interest; develops at least one goal with each family and follows-up in a timely manner;
- Interprets and explains screening results to parents and provides them with documentation; also provides documentation on information noted or requested on health or nutrition history;

- Works cooperatively with other center staff, or staff at other centers or main office;
- Actively recruits and educates Parent Advisory Committee (PAC) center member and assists with transition to PAC participation;
- Knowledge of community resources (including career centers) and provides information to parents as requested or needed and follows-up on referrals;
- Knowledge of Head Start program including eligibility requirements and contacts families on waiting list for potential enrollment;
- Works cooperatively with education staff to coordinate home visit participation; to gather FPA, health and nutrition information and document outcomes;
- Consistently attends all required monthly and mandatory meetings, arriving on time;
- Consistently meets deadlines and submits reports to appropriate units timely;
- Maintains files regularly to ensure family contact notes are updated and all required documentation is on file, to ensure family needs are met as well as time sensitive information;
- Arrive at work on time, ready to work, maintains attendance, and follows call-in procedures when calling in for absences.

RANGE – 2 – IN ADDITION TO THE ABOVE

- Enters all information accurately and timely as it relates to all health screenings and events, prints out a copy and submits it to the health/nutrition unit, keeps a copy for the records;
- Maintains: a caseload of between 40~~4~~ and 60 Head Start/EHS families ~~or at least 20 full-day preschool families~~; regular family contact entries; and full enrollment at all times;
- Knowledge of State preschool requirements including Notice of Action (NOA's), employment/training verification, declarations of family size, income, employment status or self-employment, seeking work, semester grades, and statements of parent incapacity;
- Attends recruitment fairs and recruits potential children for enrollment, actively follows up on waiting lists with appropriate centers.

RANGE – 3 – IN ADDITION TO THE ABOVE

- Enters all fields of the application in ChildPlus accurately, and submits completed information to the Placement Unit timely;
- Maintains: a caseload of 60 Head Start families; or 40 – 60 full day State preschool families, including regular family contact entries; and full enrollment at all times;
- Completes other special assignments timely and accurately, including but not limited to mentoring, file review, self-assessment, recording contact hours, etc.

ASSIGNMENT STANDARDS:

CFS, FSW (*Range 1*)

- Caseload of 40 Head Start families.

CFS, FSW (*Range 2*)

- Caseload of ~~40~~4-60 Head Start families; or
- Full Day California State Preschool Program (FD-CSPP) for a total caseload of 40-60);
- Child Plus Health data entry;
- Serves as a facilitator for Recruitment Fairs and recruitment events that happen in the community.

CFS, FSW (*Range 3*)

- Caseload of up to 680 Head Start/Early Head Start families ~~or at least 40 FD CSPP~~;
- Child Plus Health-responsible for data entering all health events and screenings;
- Child Plus Applications -- responsible for data entering all fields for enrollment applications in Child Plus.

Other projects that may be assigned at Range 3:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self-Assessment.

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Mr. Kenneth Tate
 - Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate
 - Parent/Staff Recognitions – Mr. Kenneth Tate
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Toastmasters Training – Mr. Kenneth Tate
 - Community Resources – Parents/Staff: Mr. Kenneth Tate
 - Financial Literacy Training Report: Mr. Kenneth Tate

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee Meeting	Friday, May 19, 2017 9:00 a.m. Diablo Room
PC/PAC Bylaws Committee	Friday, May 19, 2017 10:30 a.m. Diablo Room
PC Executive Committee	Thursday, May 25, 2017 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, May 26, 2017 10:30 a.m. Diablo Room
PC/PAC Toastmasters Training	Friday, June 2, 2017 11:30 a.m. Diablo Room
PC/PAC Budget/Planning Committee	Tuesday, June 13, 2017 1:00 p.m. Diablo Room
PAC Executive Committee Meeting	Friday, June 23, 2017 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, June 23, 2017 10:30 a.m. Diablo Room

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the April 6, 2017 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, April 6, 2017
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:00 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento (arrived at 10:05 a.m.)
Don Nottoli, Member, Board of Supervisors

Member Absent:

Patrick Kennedy, Vice Chair; Member, Board of Supervisors

II. Consent Items

- A. Minutes of the March 2, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs
- D. Ratification of the Submission of an Application to the California Employment Development Department's (EDD) Disability Employment Accelerator (DEA) Funding Opportunity, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

Mr. Thatch asked that item II-E Consent be moved to the action portion of the agenda.

There were no questions or comments on Items II-A-D-Consent.

Moved/Nottoli, second/Scherman, to approve the consent items as follows:

- A. Approve the March 2, 2017 minutes.
- B. Approve claims and warrants for the period 2/23/17 through 3/30/17.
- C. Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.
- D. Ratify the submission of the application to EDD for the Disability Employment Accelerator (DEA) funding opportunity in the amount of \$350,000, and

authorize the SETA Executive Director to execute the agreement and any other documents required by the funding source.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with each Vendor and Execute each Agreements Contracts

Mr. Thatch suggested that this item be continued to April 27 since negotiations are not yet underway.

Moved/Schenirer, second/Scherman, to continue this item to the April 27 agenda.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Kennedy)

2. Ratification of the Submission of an Application to the California Employment Development Department's (EDD) Workforce Innovation and Opportunity Act (WIOA) English Language Learner (ELL) Workforce Navigator Pilot Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, any other Documents Required by the Funding Source and Enter into Subcontracts with Training Providers

Ms. Michelle O'Camb reviewed this item and stated that these funds will assist a minimum of 120 English language learners. Services are intended to increase ELLs opportunities for high school diplomas and fluency.

Mr. Thatch stated that the item identifies the authority to enter into subgrants; the staff was advised that they received sole source approvals.

Moved/Nottoli, second/Scherman, to ratify the submission of the application to EDD for the WIOA ELL Workforce Navigator Pilot funding opportunity in the amount of \$500,000, and authorize the SETA Executive Director to execute the agreement, any other documents required by the funding source and enter into subcontracts with training providers.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.
Community Services Block Grant: None.

One Stop Services

1. Approval of Appointment to the Sacramento Works Workforce Development Board

Mr. Nottoli stated that Mr. Givans is a member of the County Economic Development Department and is very engaged.

Moved/Nottoli, second/Scherman, to approve the appointment of Mr. Troy Givans, the Sacramento County Economic Development Director, to complete the term of the seat vacated by Mr. Burkhardt to represent Economic Development.

Roll Call Vote:
Aye: 3 (Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

2. Approval to Accept Workforce Innovation and Opportunity Act, Regional Organizer Funds, and authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source

Mr. Roy Kim stated that SETA, as a lead agency in the regional collaboration, was allocated \$84,714 in organizer funds to further regionalism within the other workforce partners.

Moved/Scherman, second/Nottoli, to approve the acceptance of WIOA Regional Organizer funds, and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source.

Roll Call Vote:
Aye: 3 (Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Carr & Kennedy)

3. Approval to Hire SETA Retired Annuitant as a Temporary SETA Consultant Employee

Mr. Carr arrived at 10:05 a.m.

Mr. Schenirer stated that he was glad to have Robin back to work at the agency.

Moved/Schenirer, second/Scherman, to approve hiring Robin Purdy, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$55 for up to 960 hours.

Roll Call Vote:

Aye: 4 (Carr, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

4. Ratification of the Submission of an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act, Regional Implementation and Innovation Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or other Documents Required by the Funding Source and Enter into a Subcontract for Services

Mr. Kim reported that the state is emphasizing regionalism. This proposal creates two decision making structures. First, a WIOA regional committee, and second, a more comprehensive system with regional partners. In convening that, staff would look to leverage the existing structures.

Mr. Nottoli expressed concern to spend \$125,000 to facilitate this convening; it seems excessive for one year. Mr. Kim stated that it is a major undertaking to align multiple workforce systems; it is up to \$125,000 for working with up to nine counties.

Mr. Schenirer stated that this is an investment over all of the counties to get all counties working together. He would like to move forward to have a scope of work returned to the board to see the details of this program.

Moved/Schenirer, second/Carr, to make a sole source finding that the services to be provided by Valley Vision are available from no other source based upon the information provided in the Background, ratify the submission of an application to the CWDB for WIOA Regional Implementation and Innovation funds, and authorize the Executive Director to execute the funding agreement, modifications, or other documents required by the funding source and enter into a subcontract with Valley Vision for the independent convening, facilitation and coordination services necessary to engage and align system partners.

Roll Call Vote:

Aye: 4 (Carr, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Employer Success Stories and Activity Report: No comments.

C. Dislocated Worker Update: No comments

D. Unemployment Update/Press Release from the Employment Development Department: No comments.

E. Head Start Reports: Ms. Denise Lee reviewed one change to the selection criteria which provides a targeted focus on families experiencing homelessness. This includes families that are relocating into Sacramento County so that families do not lose their Head Start services.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded the board that there will not be a May meeting but there will be another meeting on April 27.

C. Deputy Directors: No comments.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Paragraph (1) of Subdivision (d) of Section 54956.9)

Johnson v. SETA – Superior Court Case No. 34-2015-00180341

Mr. Thatch stated that there would be no report out of closed session. The board adjourned into closed session at 10:17 a.m. The board went out of closed session at 10:33 a.m. with no report out.

VII. Adjournment: The meeting was adjourned at 10:33 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Mr. Robert Roe **DATE:** April 21, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,181,570	08/1/16-7/31/17	08/1/16-1/31/17
Head Start	T & TA	\$9,000	08/1/16-7/31/17	08/1/16-1/31/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: March 13-14, 2017

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	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	X			

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2016 to January 31, 2017 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the April 25, 2017 Policy Council meeting.

GOOD!!!
Thank you, Ms. Denise Lee for shared information on Year 2017-2018 HE/EHS Refunding Application and EHS/CCP Partnership Expansion
Thank you, Ms. Robyn Caruso for shared information on the Self-Assessment and Resulting Program Improvement Plan for the HS/EHS Program.
Thank you, Ms. Allison Noren for shared information on the employment list
Thank you for the PC/PAC Survey Results and Community Resources.
Thank you, Mr. Bob Silva for shared information on PC/PAC Survey Results and the fiscal monthly report/Corporate monthly statement of account.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget Planning Committee: Mr. Kenneth Tate

ITEM V – COMMITTEE REPORTS (continued)
Page 2

➤ Personnel/Bylaws Committee: Mr. Kenneth Tate

➤ Social/Hospitality Committee: Mr. Kenneth Tate

➤ Parent Ambassadors Committee: Mr. Kenneth Tate

ITEM VI-OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR’S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

- 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. HEAD START MANAGERS’ MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services

- D. CHAIR’S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), 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.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 2017

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states *that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	265	13%	377	87	23%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	60	14%			
Sac City USD	1211	156	13%	144	29	20%
San Juan USD	668	92	14%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	616	13%	761	139	18%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *March 2017

March 3rd - Minimum day Preschool and EHS Full-Day Classes, Walnut Grove closed.

March 6th - Elkhorn Center closed one AM class due to a shortage of teachers.

March 7th - Vineland Center closed one AM class due to a shortage of teachers.

March 17th - Crossroad Gardens Center - Class A limiting to 10 children due to a shortage of teachers.

March 20th through 24th - Fruitridge Center closed for repairs.

March 23rd - Home Base Field Trip/Socialization to the Zoo - Special menu lunch & snack provided for 230 guests.

March 27th - Holiday - Cesar Chavez Birthday - Electrical Pole replaced at the Central Kitchen

March 31st - Pyramid Training, classes closed - Solid 1PM, Norma Johnson 1AM & 1PM, and Walnut Grove 1AM.

Meetings & Trainings:

HR Union training at Plaza Del Paso attended by Connie and Celia on March 2nd.

SERV Safe Training at the SYSCO Plant in Pleasant Grove attended by Connie, Pam, Beth, Rosa, Raven, Alex, Joyce and Bea on March 3rd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
42,240	15,820	27,540	280

Total Amount of Meals and Snacks Prepared 85,880

Purchases:

Food	\$84,171.70
Non - Food	\$11,110.95

Building Maintenance and Repair: \$972.96

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$239.53

Vehicle Maintenance and Repair : \$2,406.92

Vehicle Gas / Fuel: \$1,396.34

Normal Delivery Days	22
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SETA Head Start

Food Service Operations Monthly Report

*April 2017

April 4th - Bright Beginnings A Class closed due to lack of permanent staff.

April 7th - Minimum Day Preschool & EHS Full-Day "C" Classes.

April 10th to 14th - Sprink Break - Part-Day Classes & Walnut Grove.

April 11th - Central Valley Fire Control updated the Ansul System at the WCIC Kitchen.

April 18th - Frank's EHS Home Base Special Field Trip menu provided for 80 guests.

April 20th - Kelly's Home Base Special Field Trip menu provided for 70 guests.

April 24th - Twin Rivers staff visited the Central Kitchen.

April 28th - Classes closed for the Teaching Pyramid Symposium: Hillsdale 2 AM & 2 PM and Freedom Park 2 PM classes.
Illa Collin closed one afternoon class due to staffing issues.

Meetings & Trainings:

CACFP Conference attended by Connie Otwell April 18th through 20th in San Diego.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
30,120	11,370	20,760	480

Total Amount of Meals and Snacks Prepared **62,730**

Purchases:

Food	\$72,655.95
Non - Food	\$11,038.56

Building Maintenance and Repair: **\$1,911.11**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$882.32**

Vehicle Maintenance and Repair : **\$39.89**

Vehicle Gas / Fuel: **\$1,220.73**
 Normal Delivery Days **20**

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
April 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	477	108	87
Sacramento City USD	1,211	1,219	101	83
SETA	1,988	2,011	101	79
San Juan USD	668	691	103	79
Twin Rivers USD	233	233	100	90
WCIC/Playmate	120	120	100	72
Total	4,660	4,751		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	150	104	71
SETA	377	377	100	78
San Juan USD	160	173	108	86
Total	681	700		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	39	108	84
Sacramento City USD	40	42	105	67
SETA/Job Corps.*	4	4	100	TBD
Total	80	85		

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.
- (b) If enrollment is less than 100%, agency includes corrective plan of action.
- (c) Average Daily Attendance for month, excluding Home Based

ITEM VI - OTHER REPORTS (continued)

Page 2

- E. 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.

- F. 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.
