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**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

Website:  
<http://www.headstart.seta.net>

***THOUGHT OF THE DAY:** "Challenges are what make life interesting; overcoming them is what makes life meaningful."*

*Author: Joshua J. Marine*

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

**DATE:** Tuesday, June 25, 2019

**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](http://www.seta.net).

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**DISTRIBUTION DATE: TUESDAY, JUNE 18, 2019**

Policy Council meeting is hosted by:  
Henrietta Gutierrez (Chair), Yamilka Estrella (Vice Chair), Claudett Sanders (Secretary),  
Kao Yee Xiong (Treasurer), vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Kao Yee Xiong, Elk Grove Unified School District
- \_\_\_\_\_ Adeola Adedipe, Elk Grove Unified School District
- \_\_\_\_\_ Jovita Galvin, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Maria Martinez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Claudett Sanders, Sacramento City Unified School District
- \_\_\_\_\_ Yamilka Estrella, Twin Rivers Unified School District
- \_\_\_\_\_ Evangelina Barrios, SETA-Operated Program
- \_\_\_\_\_ Devon McCracken, Home Base Option
- \_\_\_\_\_ Sharon Stone Smith, Sacramento Children's Museum
- \_\_\_\_\_ Christie Hamm, Sacramento Public Library
- \_\_\_\_\_ Charles Taylor, Past Parent/Community Representative
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Past Parent/Community Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Valenzuela), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Christian), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Cerniglia), San Juan Unified School District
- \_\_\_\_\_ Vacant (Pierce), San Juan Unified School District
- \_\_\_\_\_ Vacant (Schurr), SETA-Operated Program
- \_\_\_\_\_ Vacant (Cisneros), SETA-Operated Program
- \_\_\_\_\_ Vacant (Melvin), SETA-Operated Program
- \_\_\_\_\_ Vacant (Smith), SETA-Operated Program
- \_\_\_\_\_ Vacant (Lopez), SETA-Operated Program
- \_\_\_\_\_ Vacant (Schoemig), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant, Twin Rivers Unified School District
- \_\_\_\_\_ Vacant, Home Base Option
- \_\_\_\_\_ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
- \_\_\_\_\_ Vacant, Early Head Start, Sacramento City Unified School Dist.
- \_\_\_\_\_ Vacant (Givehchi), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant (Self), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Altameemi), Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Vacant, Grandparent/Community Representative
- \_\_\_\_\_ Vacant, Community Agency Representative
- \_\_\_\_\_ Vacant (Castex), Outgoing Chair

**\*\* Please call your alternate, Policy Council Chair (Henrietta Gutierrez: (916) 599-7722), 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 2018-2019**

The 2018-2019 Board was seated on **November 27, 2018** and  
**December 19, 2018**

BOARD MEMBER	SITE	11/27	12/19 *	1/22	2/26	3/26	4/23	5/8	5/28	6/25	7/23	8/27	9/24	10/22	11/26
A. Adedipe Seated 11/27	EG	X	X	X	X	X	X	U	X						
E. Barrios Seated 11/27	SOP	X	X	X	X	X	X	E	X						
S. Burrell Seated 5/8	Alt SOP							X							
A. Chenault Seated 11/27	CR		X/AP	X/AP											
Y. Estrella Seated 1/22	TR			X	X	X	X	X	X						
J. Galvin Seated 2/26	WCIC				X	X	U	X	E						
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X						
C. Hamm Seated 12/19	CAR		X	X	E	X	X	X	X						
M. Martinez Seated 3/26	WCIC					X	X	U	X						
D. McCracken Seated 11/27	HB	X	X	X	X	X	X	X	X						
C. Sanders Seated 11/27	SAC	X	X	X	X	X	X	X	X						
S. Stone Smith Seated 12/19	CAR		X	X	X	E	X	U	X						
C. Taylor Seated 2/26	CR				X	X	X	X	X						
K. Xiong Seated 11/27	ELK	X	X	X	X	X	X	E	X						

## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
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

**H:** Holiday

**AP:** Alternate Present

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

**OGC:** Outgoing Chair

**RS:** Reseat

**\*:** Special Meeting

*Current a/o 6/18/2019*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 28, 2019  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 28, 2019 regular meeting.

RECOMMENDATION:

That the Policy Council approve the May 28 minutes.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

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

Tuesday, May 28, 2019  
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

#### **Members Present:**

Kao Yee Xiong, Elk Grove Unified School District  
Adeola Adedipe, Elk Grove Unified School District  
Claudett Sanders, Sacramento City Unified School District  
Yamilka Estrella, Twin Rivers Unified School District  
Maria Martinez, Women's Civic Improvement Club  
Evangelina Barrios, SETA-Operated Program  
Devon McCracken, Home Base Option  
Charles Taylor, Past Parent/Community Representative  
Christie Hamm, Sacramento Public Library  
Sharon Stone Smith, Sacramento Children's Museum  
Henrietta Gutierrez, Past Parent/Community Representative

#### **Member Absent:**

Jovita Galvin, Women's Civic Improvement Club (excused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the April 23, 2019 and May 8, 2019 Policy Council Meetings**

The minutes were reviewed; no questions or corrections.

Moved/Adedipe, second/Taylor, to approve the April 23, 2019 and May 8, 2019 meeting minutes.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Galvin)

**III. Action Items**

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

The board went into closed session at 9:06 a.m. The board went back into open session at 9:31 a.m. Ms. Gutierrez reported that the board approved the following eligible lists in closed session: Associate Teacher & Associate Teacher/Infant Toddler; Infant Toddler Lead Teacher; Head Start Teacher; Site Supervisor; Head Start Cook/Driver; CFS Maintenance/Courier; Program Specialist; Head Start Coordinator (Education) (Supervisory); Human Resources Manager; Personnel Analyst; and Accountant I.

**B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Vehicle and Driving Policy**

Ms. Gutierrez opened a public hearing on this item.

Ms. Allison Noren reviewed the proposed modifications to the Vehicle and Driving Policy. The policy changes were reviewed:

Vehicle and Driving Policy (Section 11.05)

- Added what an employee must do if their driver license is expired.
- Removed that a copy of an MVR with negative information will be provided to the employee.
- Added that when an employee does not pass a MVR, they may be placed on unpaid administrative leave if driving is an essential function of their job or assigned modified duties pending an appeal at the discretion of the Agency.

Staff met with management and the labor union to receive input. Ms. Noren stated that all Head Start staff are fingerprinted.

Moved/McCracken, second/Xiong, to close the public hearing and approve the updated Vehicle and Driving Policy.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Galvin)

**C. Election of Policy Council Vice Chair and Parliamentarian for Program Year 2018-2019**



Ms. Gutierrez reviewed the duties of the two officers to serve the remainder of the program year. Ms. Gutierrez reviewed the current officers and stated that representatives from Twin Rivers, WCIC, or SETA Operated representative were eligible for officer positions.

Those interested in serving as Vice Chair: Ms. Yamilka Estrella expressed interest in serving as Vice Chair.

There were no interested members in the Parliamentarian seat.

Moved/Xiong, second/Sanders, to approve the selection of Ms. Yamilka Estrella as Vice Chair and continue the Parliamentarian to the next meeting.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Galvin)

D. Approval of Salary Range Increase to All Represented Units

Ms. Noren shared that Head Start was notified that a federal COLA of 1.77% would be effective as of August 1, 2019. SETA Management met with the Union to discuss this matter and came to a tentative agreement that 1% would go toward increasing the salary schedule for all employees and the remainder would go toward the SCERS retirement employer contribution since it will be increasing by 1.8%. The union ratified this agreement on May 2.

Ms. McCracken asked about the retirement increase; Ms. Noren stated that the increase is mandated and SETA does not have an option. The employer has to contribute a certain amount toward employees' pensions; the 0.77% will assist to offset the mandated pension increase.

Ms. Adedipe inquired if SETA had an option to seek lower-cost health coverage; Ms. Noren replied that SETA contracts with the County of Sacramento and has no other options. However, in 2017, SETA increased the employer contribution to all employee health coverage.

Moved/Taylor, second/Xiong, to approve the Head Start salary increase effective August 1, 2019.

Show of hands vote:

Aye: 7 (Barrios, Hamm, Martinez, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 4 (Adedipe, Estrella, Gutierrez, McCracken)

Absent: 1 (Galvin)

- E. Approval of the Submission of the Head Start/Early Head Start One-Time Emergency Program Improvement Supplemental Application for Fiscal Year 2018-2019

Mr. Victor Han reviewed this item. Sacramento City USD relinquished some Head Start slots and some of the other delegates stepped up to take some slots. Over the planning, it was found that additional funding would be needed to help with classroom supplies or play structures. One-time funds will be used:

- to purchase and install shade canopies, rubber surface and a drinking fountain for the EHS program at Twin Rivers USD; and
- to purchase and install an emergency alarm system for outside gates for the SETA-Operated Program

Ms. Lisa Carr explained that the door alarms would be used on gates that go directly to a parking lot or outside area.

Moved/Estrella, second/Adedipe, to approve the submission of the Head Start/Early Head Start One-time Emergency Program Improvement Supplemental application for Fiscal Year 2018-2019.

Show of hands vote:

Aye: 10 (Adedipe, Barrios, Estrella, Hamm, Martinez, McCracken, Sanders, Stone Smith, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Galvin)

#### IV. **Information Items**

A. Community Agency Representative Presentations:

- Sharon Stone Smith, Sacramento Children's Museum: Ms. Stone Smith reported that the museum opened eight years ago completely by volunteers. The museum is located in the City of Rancho Cordova. They serve kids from birth to eight years of age. All exhibits are designed to meet California standards and curriculum in literacy, science, art, and social skills learning. They have special exhibits for children under three years of age. Every day a different class or program is offered such as story time, yoga or other events. Every Sunday is Science Sunday. Each of the events is very short to accommodate the children's short attention span. The Cupcake Ball, a father/daughter dance, is open to everyone. A Buccaneer Ball is a mother/son dance. They also offer field trips to local schools. The museum is open to the public; memberships are available at \$100 per year. A \$2.00 discount is available every Tuesday. The museum will be expanding in size in the next year and will include staff offices and designated classrooms. A copy of their annual report was distributed.

- Christie Hamm, Sacramento Public Library: Ms. Hamm stated that early learning is a priority for the Sacramento Public Library and it is never too early to learn how to read. To assist children in learning to read, they need to hear words so it is very important to read to children. Parents and caregivers are crucial to brain development. The more things children are exposed to ultimately help the child to learn. The library assists parents with their child's reading development by talking, reading, singing, writing, and playing. It is important for parents to make sure reading is an enjoyable experience. It is important for the community to have free access to the library. There are events for babies, toddlers, preschoolers, bilingual families, and children with sensory issues. There are 28 libraries in the county with books, DVDs, and other things available to check out. A Read Together story time kit is available to have high quality children's literature in a box. There are 500 kits available through the library system. Ms. Hamm distributed information on their Summer Reading Program. Free passes to local pools and museums can be found at SacLibrary.org.

B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Sanders reviewed the calendar of events.
- Parent/Staff Recognitions: Ms. Kossick, Ms. Lee, Mr. Silva, Ms. Desha, Ms. Maria Martinez, Ms. Jovita Galvin, and former PC Chair, Mr. Reginald Castex all received leadership awards at the WCIC BBQ.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report for the nine months of the program year. The non-federal share is on pace. Elk Grove expects to reach their numbers by the end of the year. The Administrative costs are below the 15% maximum. Ms. Han reviewed the credit card report and explained some of the expenditures.
- Toastmasters Training: Friday, June 7 is the next training.
- Fishing in the City Countywide Parent Activity Reports: Mr. Robert Silva reported that 90 signed up with 55 actually showing up. There was competition with several other events. There is another free fishing day at Howe Avenue Park in June. The ponds are stocked monthly.
- Community Resources – Parents/Staff: Mr. Silva spoke of the WCIC BBQ where he, Ms. Desha, Ms. Kossick, and Ms. Lee received awards. It was a great time. Birth and Beyond is hosting a carnival on June 1 that will include a lot of free resources. On June 8, Safetyville will have a free evening and the children can ride around.
- PC/PAC Joint Parent Activity – Sierra Sacramento Valley Medical Society Museum of Medical History Reports: Ms. Gutierrez enjoyed the tour; it was very interesting.

C. Governing Board Minutes – March 7, 2019: No comments.

D. Fiscal Monitoring Reports: Mr. Han reviewed some of the findings on a monitoring report.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kossick wished the board a wonderful summer. At the next PC meeting, a presentation on the Community Services Block Grant will be provided by staff.

## **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Sanders reviewed the critique.
- Budget/Planning Committee: No additional report.
- Social/Hospitality Committee: Ms. Gutierrez reported on the last committee meeting. The next meeting will be June 12.
- Parent Ambassadors Committee: Ms. Gutierrez encouraged parents to attend this meeting.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. McCracken stated that the next meeting will be held June 6. At the last meeting, there was a great deal of discussion regarding the number of dentists that utilize anesthesia.
- Maternal, Child & Adolescent Health Advisory Board Report: No report.

## **VI. Other Reports (continued)**

- B. Chair's Report: Ms. Gutierrez distributed a sign-up sheet for HR participation. Ms. Gutierrez urged board members to continue attending board meetings during the summer months.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Reports
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported that SETA staff is meeting with staff at Sacramento City USD to ensure the transition will be as easy as possible. Ms. Carr has attended several parent meetings to provide information to parents about options. The Auberry Park center will be closing. Staff is working with parents eligible to return to move them to a nearby center location. SETA has been in touch with our monitor regarding enrollment issues due to the transition of Sacramento City.
  - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: No additional report.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

## **VII. Adjournment: The meeting was adjourned at 10:53 A.M.**

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT  
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

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

**CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE  
SECTION 54957**

- Approval of Eligible Lists for: Associate Teacher & Associate Teacher/Infant Toddler; Facilities Supply Clerk; Family Services Worker II; Family Services Worker III; and Administrative Assistant
  - ➔ Report out of closed session

NOTES:

ITEM III-B – ACTION

ELECTION OF POLICY COUNCIL PARLIAMENTARIAN  
FOR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect a Parliamentarian for Program Year 2018-2019. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

**SECTION 3: Duties of Officers**

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Policy Council elect a Parliamentarian.

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

## ITEM IV-A – INFORMATION

### PRESENTATION: TRAUMA INFORMED CARE

#### BACKGROUND:

Carolyn Rich Curtis, Ph.D., will give a presentation on Trauma Informed Care (ACES). The information provided will offer ways to overcome a variety of traumas experienced in life.

#### **NOTES:**

## ITEM IV-B– INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- B. Standing Information Items
- PC/PAC Calendar of Events – Ms. Henrietta Gutierrez
  - Parent/Staff Recognitions – Ms. Henrietta Gutierrez
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
  - Toastmasters Training – Ms. Henrietta Gutierrez
  - Community Resources – Parents/Staff: Mr. Robert Silva
  - Head Start/Early Head Start Recruitment Events – Mr. Robert Silva
    - 15<sup>th</sup> Annual International Kids Festival Reports

#### **NOTES:**



**EVENT**

**DATE**

PC Executive Committee	Thursday, June 27, 2019 9:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, July 10, 2019 9:00 a.m. – 11:00 a.m. Olympus Room
PAC Executive Committee	Friday, July 19, 2019 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, July 25, 2019 9:00 a.m. Camellia Room
PC/PAC Personnel/Bylaws Committee	Friday, July 12, 2019 9:00 a.m. Camellia Room

***NOTE:***

- **Budget/Planning Committee** meetings have been canceled from June until August.
- **Parent Ambassador Committee** meetings have been canceled in July and August.

## ITEM IV-C – INFORMATION

### COMMUNITY ACTION BOARD PRESENTATION

#### BACKGROUND:

This item provides an opportunity for the Policy Council to learn about the Community Services Block Grant. Ms. Julie Davis-Jaffe, Workforce Development Manager, and Ms. Pam Moore, Workforce Development Professional Manager will provide an overview of the CSBG grant and the Community Action Board. Ms. Yamilka Estrella is the Head Start Policy Council representative on the CAB.

Staff will be available to answer questions.

#### NOTES:

ITEM IV-D – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the April 4, 2019 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Thursday, April 4, 2019  
10:00 a.m.

**I. Call to Order/Roll Call**

Mr. Carr called the meeting to order at 10:01 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Larry Carr, Chair; Councilmember, City of Sacramento  
Jay Schenirer, Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Don Nottoli, Vice Chair; Member, Board of Supervisors

Member Absent:

Patrick Kennedy, Member, Board of Supervisors

- ▶ Recognition of Long-term Employees:
  - Barbara Meyer, Workforce Development Professional III: Ms. Julie Davis-Jaffe thanked and congratulated Ms. Meyer for her 35 years of service to SETA.
  - Melanie Nicolas, CFS Administration Program Officer: Mr. Kaleb Call introduced Ms. Melanie Nicolas and congratulated Ms. Nicolas for her 25 years of service to SETA/Head Start.
  - Beth Doran, Workforce Development Professional III: Mr. Mario Montes and Ms. Jennifer Fischer acknowledged Ms. Doran's outstanding work over the 20 years she has worked at SETA.

**II. Consent Items**

- A. Minutes of the March 7, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of the Summer Training and Employment Program for Students (STEPS) Application to the California Department of Rehabilitation/ Employment Training Panel and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source

The consent items were reviewed; no questions or corrections.

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

- A. Approve the March 7, 2019 minutes.

- B. Approve the claims and warrants for the period 3/1/19 – 3/27/19.
- C. Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$250,000, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

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

Ms. Kossick stated that there are two applicants to fill the vacated slot. One is a new applicant and the second application was received in 2016 when the Workforce Development Board was selected. The second applicant is currently involved in the Youth Committee.

Mr. Thatch stated that Ms. Sanchez indicated that her organization may consider applying for funding from SETA; if she does that, she would not be eligible to serve on the Sacramento Workforce Development Board.

Mr. Schenirer expressed his confidence in Ms. Anderson's ability to serve on the board; she has been involved in the City's Youth Development framework.

Moved/Schenirer, second/Nottoli, to approve the appointment of Ms. Stacy Anderson to fill the seat vacated by Mr. David DeMers from the Sacramento Regional Conservation Corps.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Scherman)

Ms. Scherman was out of the room during the vote.

2. Approval of Revision to Agency Insurance Requirements Regarding Employment Practices Liability Insurance

Mr. Thatch reviewed this time. A year ago the board adopted new requirements for insurance requiring employment practices insurance. It is wise insurance to

have and service providers have been able to acquire the insurance. However, it has been a problem for small contractors wishing to do services, frequently on a one-time basis. In light of the fact that it is so difficult to secure and does not provide much additional insurance, staff requests the adoption of a modification to the insurance requirement. This modification would require Employment Practices Liability insurance only from service providers, not contractors.

Moved/Nottoli, second/Schenirer, to approve the revisions to the Employment Practices Liability provisions of the Insurance Requirements.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of Recommendations to Reallocate Community Services Block Grant (CSBG) Funds for Program Year 2019

No questions or comments.

Moved/Schenirer, second/Scherman, to approve the Option B funding allocation recommendation (Waking the Village: \$18,500, and Wind Youth: \$10,000) for the Program Year 2019 Community Services Block Grant.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Kennedy)

**C. CHILDREN AND FAMILY SERVICES: None.**

**IV. Information Items**

- A. Presentation on School Readiness: Ms. Karen Griffith provided an overview of the variety of ways Head Start children are prepared for kindergarten. Teaching staff work with children to incorporate math and science into every-day activities. Ms. Griffith shared that SETA will be recognized in a national Head Start webinar for our safety practices.

- B. Fiscal Monitoring Report: No comments.

- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: Mr. Walker reported that there have been some dislocations at Vox Pro, an Ireland-based company that does Call Center work for local companies. Intel is also laying off 65 people in their Call Center.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports: Ms. Denise Lee stated that SETA is working with Sacramento City Unified School District on their budget reductions, which will result in around 600 Head Start/Early Head Start slots returning to the grantee. SETA and Sacramento City will ensure that Head Start services will continue. The delegate agencies have stepped up to accept a number of the slots; San Juan has accepted a large number. Twin Rivers and WCIC have also agreed to accept more slots. There will be a lot more center-based infant/toddler services available as a result of the movement of money from Sac City to SETA. None of the slots or services will be leaving the community. The grant application will be presented to the Governing Board for approval on April 25. Mr. Schenirer thinks it is important for the public to know that Head Start slots will not be lost for the community.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded the board that the next meeting will be April 25 to approve the Head Start grant applications.
- C. Deputy Directors: Mr. Roy Kim reported that 23 proposals, requesting \$6.5 million, were submitted in response to the WIOA Youth Request for Proposals. The Youth Committee will be working with staff to evaluate the proposals and develop funding recommendations. SETA received \$100,000 from the City of Sacramento to continue with the priority worker project for city projects.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

**VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director**

The board adjourned to closed session. 11:04 a.m.

- VII. Adjournment:** The meeting was adjourned out of closed session at 11:30 a.m. with no report out of closed session.

ITEM IV-E – 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:** Ms. Jacquie Bonini **DATE:** May 29, 2019  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early HS	Basic	\$ 1,828,697	8/1/18 – 7/31/19	8/1/18 – 1/31/19
Early HS	T & TA	\$ 27,564	8/1/18 – 7/31/19	8/1/18 – 1/31/19
EHS CCP	Basic	\$ 738,439	8/1/18 – 7/31/19	8/1/18 – 1/31/19
EHS CCP	T & TA	\$ 17,500	8/1/18 – 7/31/19	8/1/18 – 1/31/19
Head Start	Basic	\$ 8,861,698	8/1/18 – 7/31/19	8/1/18 – 1/31/19
Head Start	T & TA	\$ 31,200	8/1/18 – 7/31/19	8/1/18 – 1/31/19

**Monitoring Purpose:** Initial  X  Follow-Up      Special      Final    

**Date of review:** April 30<sup>th</sup> – May 3<sup>rd</sup>

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

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 May 28, 2019 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Kathy Kossick, for collaborating with Workforce on upcoming program presentations.
Thank you, Ms. Allison Noren, for providing information on the eligibility list and changes to the SETA Personnel Policies and Procedures for Vehicle and Driving Policy.
Thank you, Ms. Lisa Carr, for shared information.
Thank you, Mr. Victor Han, for reviewing the fiscal report and HS/EHS One-time Emergency Supplemental Improvement Application for Fiscal Year 2018-2019.
Thank you, Mr. Robert Silva, for shared community resources.
Thank you, Ms. Sharon Stone-Smith (Sacramento Children’s Museum) and Ms. Christie Hamm (Sacramento Public Library) for your in-depth presentations.
<b>NEEDS IMPROVEMENT</b>
No side barring.
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.
<b>REMINDERS</b>
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.

ITEM V - Committee Report (continued)  
Page 2

▶ Personnel/Bylaws Committee

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▶ Social/Hospitality Committee

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▶ Sacramento Medi-Cal Dental Advisory Committee

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▶ Community Action Board Report

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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.

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- B. CHAIR'S REPORT: The Chair of the Head Start Policy Council, 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.

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- C. 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.  
✓ Monthly Head Start Report (attached)

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ITEM VI-OTHER REPORTS (continued)  
Page 2

- D. 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, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
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- 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.
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- 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.
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# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**May 2019**

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: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1836	251	<b>14%</b>	439	135	<b>31%</b>
<b>Twin Rivers USD</b>	180	28	<b>16%</b>	16	1	<b>6%</b>
<b>Elk Grove USD</b>	440	60	<b>14%</b>			
<b>Sac City USD</b>	1139	138	<b>12%</b>	152	20	<b>13%</b>
<b>San Juan USD</b>	668	120	<b>18%</b>	160	22	<b>14%</b>
<b>WCIC</b>	100	9	<b>9%</b>			
<b>EHS CCP</b>				120	12	<b>10%</b>
<b>COUNTY TOTAL</b>	<b>4363</b>	<b>606</b>	<b>14%</b>	<b>887</b>	<b>190</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start

## Food Service Operations Monthly Report

### \*May 2019

- May 3rd-** Minimum Day Calendar D Classes - Class Calendars A, B, C, E closed.
- May 8th-** Home Base Field Trip to the Sacramento Zoo Special Sack Lunch & Snack Provided for 130 guests.
- May 14th-** The Elkhorn Center reopens, floor repair was completed
- May 17th-** Teaching Pyramid Training: Galt PM Classes Closed
- May 24th-** Home Base Field Trip to the County Fair Special Sack Lunch & Snack Provided for 100 guests
- May 27th-** Memorial Day Holiday - All Centers Closed
- May 31st-** Teaching Pyramid: Some Classes at Freedom & Strizek Park Closed
  - Hillsdale Early Learning Center Closed for Cleaning
  - Two old exhausted unrepairable vans towed to County Surplus
  - Purchased two new 2019 Ford Transit Connect Vans, total cost \$49,647.38
  - Last Day for the Summer for Walnut Grove and Grizzly Hollow EHS – Calendar C

**Meetings & Trainings:** WCIC/Playmate Headt Start 34th Annual BBQ, 2019 Leadership Award was given to WCIC Food Service Staff: Joyce Grey, Shantell Lutin, Juan Barragan, and Alex Maldonado on May 24th.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
40,320	28,630	29,170	160

**Total Amount of Meals and Snacks Prepared** **98,280**

**Purchases:**

Food	\$102,686.31
Non - Food	\$14,927.49

**Building Maintenance and Repair:** **\$3,076.66**

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

**Kitchen Small Wares and Equipment:** **\$0.00**

**Vehicle Maintenance and Repair :** **\$0.00**

**Vehicle Gas / Fuel:** **\$2,012.26**  
 Normal Delivery Days **22**



**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2018-2019**

**Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
Elk Grove USD	91	89	88	86	84	86	84	87	88	89		
Sacramento City USD	73	90	88	85	85	86	84	84	86	85		
SETA	78	87	85	83	83	81	80	83	83	85		
San Juan USD	N/A	76	88	90	89	88	92	88	83	75		
Twin Rivers USD	93	90	88	78	86	89	86	89	90	87		
WCIC/ Playmate	N/A	68	83	87	92	89	74	75	88	100		
<b>TOTAL</b>	84	83	87	85	87	87	83	84	86	87		

**Early Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
Sacramento City USD	82	92	91	76	88	89	89	82	67	77		
SETA	80	86	87	82	83	81	81	85	85	81		
San Juan USD	83	84	89	87	90	88	90	86	87	75		
Twin Rivers USD	91	88	88	88	86	91	89	81	87	90		
<b>TOTAL</b>	84	88	89	83	87	87	87	84	82	81		

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2018-2019**

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b><u>August</u> ADA %</b>	<b><u>Sept</u> ADA %</b>	<b><u>October</u> ADA %</b>	<b><u>Nov</u> ADA %</b>	<b><u>Dec</u> ADA %</b>	<b><u>January</u> ADA %</b>	<b><u>February</u> ADA %</b>	<b><u>March</u> ADA %</b>	<b><u>April</u> ADA %</b>	<b><u>May</u> ADA %</b>	<b><u>June</u> ADA %</b>	<b><u>July</u> ADA %</b>
<b>Sacramento City USD</b>	74	80	78	64	72	72	77	79	71	84		
<b>SETA</b>	84	82	84	77	77	77	74	82	79	86		
<b>TOTAL</b>	79	81	81	71	75	75	76	81	75	95		

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

**Attendance Action Plan(s):**

**SETA Operated Program:**

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
May 2019**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/19	(b) % Actual to Funded
Elk Grove USD	440	440	100
Sacramento City USD	1,139	1,079	95
SETA	1,836	1,836	100
San Juan USD	668	661	99
Twin Rivers USD	180	181	100
WCIC/Playmate	100	100	100
<b>Total</b>	<b>4,363</b>	<b>4,297</b>	<b>98</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/19	(b) % Actual to Funded
Sacramento City USD	152	126	83
SETA	439	458	104
San Juan USD	160	168	105
TRUSD	16	16	100
<b>Total</b>	<b>767</b>	<b>768</b>	<b>100</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/19	(b) % Actual to Funded
SETA	40	42	105
Sacramento City USD	40	37	93
<b>Total</b>	<b>80</b>	<b>79</b>	<b>99</b>

- (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.

Sacramento City USD

Challenge(s):

- 2 classes capped due to a majority of 3 year olds enrolled, leaving up to 10 vacant slots at any given time due to capping
- Other reasons such as no wait list for some centers and enrollments in process
- 62 vacancies not replaced at centers that will be closing due to reduction in slots after this year

Action Step(s):

- ACF is aware of the challenges of capped classes which are out of the control of the program