

GOVERNING BOARD

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County of Sacramento

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Executive Director

DENISE LEE
Deputy Director

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Thought of the day: "The greatest mistake anyone can make is to be afraid to make one. Your journey begins with one first step. Take it!"

Esteemed Human Development International

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

DATE: Tuesday, July 30, 2013

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

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| 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> | |
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| III. | <u>Action Items</u> | |
| A. | Election of Policy Council Secretary | 10 |
| B. | <u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> Approval of Job Specifications for Children and Family Services Deputy Director and Administrative Services Deputy Director | 11-16 |

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Wellness Specialist Classification and Adoption of the Related Salary Range 17-21

D. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 22

- Approval of Eligible Lists for:
1) Associate Teacher/Infant Toddler, and 2) Early Head Start Educator

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

➔ Report out of Closed Session

IV. Information Items

A. Standing Information Items 23-29

- PC/PAC Calendar of Events – Mr. Nse Akang (attached)
- Parent/Family Support Unit Events and Activities – Mr. Nse Akang (attached)
- Parent/Staff Recognition – Mr. Nse Akang
- Community Resources - Mr. Nse Akang
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

B. Governing Board Minutes of May 23, 2013 (attached) 30-37

V. Committee Reports 38-39

- A. Executive Committee: Mr. Nse Akang
- B. Budget/Planning Committee: Annette Duran (Treasurer), LaTasha Windham, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, and Nse Akang
- C. Personnel/Bylaws Committee: Carolyn Wilson (Parliamentarian), LaTasha Windham, Mayra Partida, Toni Espinoza, and Nse Akang
- D. Social/Hospitality Committee: Vacant (Secretary), Annette Duran (Treasurer), Mayra Partida, Toni Espinoza, Dominique Rios-Farias, Ana Calderon, and Nse Akang
- E. Early Child Development and Health Services & Parent/Family Support Committee: Ana Calderon, Dominique Rios-Farias, Mayra Partida, LaTasha Windham, Toni Espinoza, Annette Duran, and Teressa Jay
- F. Parent Ambassador Committee: Mayra Partida (Vice Chair), vacant (Secretary), Annette Duran (Treasurer), Dominique Rios-Farias, Marshaun Tate, LaTasha Windham, and Toni Espinoza

VI. Other Reports

40-54

- A. Executive Director's Report
- B. Head Start Deputy Director's Report
 - Monthly Head Start Report (attached)
 - Quality Assurance Report (attached)
- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent/Family Support Unit
 - ✓ Karen Gonzales: Child Development & Education Services
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JULY 25, 2013

Policy Council meeting hosted by:
Nse Akang (Chair), Mayra Partida (Vice Chair), Vacant (Secretary),
Annette Duran (Treasurer), Vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Dominique Rios-Farias, Sacramento City Unified School District
- _____ Steven Wormley, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ Mayra Partida, SETA-Operated Program
- _____ Marshaun Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Alicia Kafka, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Nse J. Akang, Foster Parent Representative
- _____ Toni Espinoza, Home Base Option
- _____ Colleen Fietzek, Home Base Option
- _____ Jonathan White, Men's Activities Affecting Children

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Billoups), Elk Grove Unified School District
- _____ Vacant (Boggess), San Juan Unified School District
- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ Vacant (Lacey), SETA-Operated Program
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Roberson), Birth & Beyond Family Resource Centers

**** Please call your alternate, Policy Council Chair
(Nse Akang, (530) 331-0012), 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 2012-2013

The 2012-2013 Board was seated on **November 27, 2012** and
December 20, 2012

| BOARD MEMBER | SITE | 11/27 | 12/20 * | 1/22 | 2/26 | 3/26 | 4/23 | 5/21 * | 5/28 | 6/25 | 7/30 * | 8/27 | 9/24 | 10/22 | 11/26 |
|--|----------------|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------|------|------|-------|-------|
| N. Akang Seated 11/27 | FOSTER | X | X | X | X | X | X | X | X | X | | | | | |
| B. Bailey Seated 12/20 | SAC | | X | X | X | X | X | E | E | E | | | | | |
| A. Calderon Seated 11/27 | EHS/HB SETA | X | X | X | X | X | X | E | X | X | | | | | |
| A. Duran Seated 11/27 | WCIC | X | X | X | X | X | X | X | X | X | | | | | |
| T. Espinoza Seated 11/27 | HB | X | X | X | X | X | X | X | X | X | | | | | |
| C. Fietzek Seated 6/25 | HB | | | | | | | | | X | | | | | |
| T. Jay Seated 11/27 | SOP | X | X | X | X | X | X | X | X | X | | | | | |
| A. Kafka Seated 6/25 | SOP | | | | | | | | | X | | | | | |
| M. Partida Seated 11/27 | SOP | X | X | X | X | X | X | X | X | X | | | | | |
| S. Proteau s/b/s 11/27; seated 12/20 | SJ | E | X | X | X | X | X | E | X | X | | | | | |
| D. Rios-Farias Seated 11/27 | SAC | X | X | X | E | E | X | X | X | X | | | | | |
| M. Tate Seated 12/20 | SOP | | X | X | X | X | E | X | E | X | | | | | |
| J. White Seated 2/26 | MAAC | | | | X | X | X | X | E | U | | | | | |
| C. Wilson Seated 11/27 | TR | X | X | X | X | X | X | X | X | X | | | | | |
| L. Windham Seated 11/27 | SOP | X | X | X | X | X | X | X | X | X | | | | | |
| S. Wormley Seated 6/25 | SAC | | | | | | | | | X | | | | | |

GLOSSARY OF ACRONYMS

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

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

Current a/o 6/12/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 25, 2013 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 25, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the June 25 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, June 25, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. Ms. Mayra Partida read the Thought of the Day for the Policy Council. Ms. Dominique Rios-Farias was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Dominique Rios Farias, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District (arrived at 9:14 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Marshaun Tate, SETA-Operated Program
Toni Espinoza, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Jonathan White, Male Involvement Committee (unexcused)
Benjamin Bailey, Sacramento City Unified School District (excused)

New members seated:

Steven Wormley, Sacramento City Unified School District
Alicia Kafka, SETA-Operated Program
Colleen Fietzek, Home base Option

II. Consent Item

A. Approval of the Minutes of the May 28, 2013 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Windham, to approve the May 28, 2013 minutes.
Show of hands vote: Aye: 12, Nay: 0, Abstentions: 1 (Akang)

Ms. Sarah Proteau arrived at 9:14 a.m.

III. Information Items

A. Presentation by the Sacramento Municipal Utility District on Upcoming Rate Increases: Mr. Gary King

Mr. Gary King Chief Workforce and Technology Officer, introduced Ms. Amber Gray, Rates team, and Mr. Sam Starks, Community Engagement Team. Mr. King also sits on the Workforce Investment Board.

Mr. King and Ms. Gray spoke of the upcoming rate increases. Ms. Gray stated that SMUD staff worked to design the low income program with an income qualifying basis. There was discussion of designing the discount rate based on the number of people in the household but it is voluntary. It is very difficult to design rates based on the number of people in each household. SMUD wants more of the discount to go to the people that actually need the discount. With that in mind, SMUD staff redesigned and front loaded the discount. From an efficiency standpoint, more of the discount was going to the people that needed to have the discount.

Mr. Sam Starks stated that the new discount gives more discounts for low income users.

VI. Action Items

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

- Approval of Eligible Lists for: Approval of Eligibility List for Family Services Worker, Range III

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957

The board went into closed session at 9:54 a.m. The Policy Council went back into open session at 10:21 a.m. Mr. Akang reported out of closed session that the board approved the eligible lists for approval of eligibility list for Family Services Worker, Range III.

III. Information Items (continued)

B. Standing Information Items

- PC/PAC Calendar of Events: No questions.
- Parent/Family Support Unit Events and Activities: No questions.
- Parent/Staff Recognition: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that the expenditures are at should be at 83% expended; currently at 84% and staff expects the budget to be fully

expended by the end of the fiscal year which is July 31. The non-federal share is 24.9% and it should be 25%; there are more forms to be processed which should bring the total above the minimum. Ms. Campos was asked about dental bags. Ms. Campos stated that one goal is to have at least one parent educational training on dental hygiene. The dental bags have toothbrushes and information that is given out to parents. There are also some staff that dress up as Disney characters. One staff member dresses as Snow White and goes out to the centers and distributes the bags to the children.

- PC/PAC Joint Parent Activity Oral Reports: Mr. Tate enjoyed the tour of Old Sacramento and how the people lived. He was surprised that many of the buildings were not built on foundations and shocked to hear the city burned down twice and rebuilt. He really enjoyed it.

Ms. Windham stated that it was a very nice tour and she learned a lot about Sacramento and the things it went through over the year. She encouraged more parents to participate in the future. Attendees ate at a very nice restaurant.

Mr. Wormley enjoyed the fact that the Sacramento River repositioned itself several times. The river flooded and washed Sacramento buildings away three different times. It was all farmland at one time.

- C. Governing Board Minutes of April 29, 2013: No questions or corrections.

V. Committee Reports

- A. Executive Committee: Ms. Rios Farias reviewed the Executive Committee critique.
- B. Budget/Planning Committee: Ms. Windham reported that there were not many people in attendance. Attendees learned about the budget and that the expenditures are a little high but everything is well managed. Ms. Windham encouraged more parents to participate in the budget meetings.
- C. Personnel/Bylaws Committee: Mr. Akang encouraged members to attend committee meetings. Although the end of the year is coming, it should not affect board members' attendance at committee meetings.

Ms. Fietzek reported that it was her first time attending this committee; she was the only one there. She enjoyed learning how the bylaws work. Ms. Desha shared some possible modifications to the bylaws. Ms. Desha encouraged all parents to attend the Personnel/Bylaws Committee; they are your bylaws and rules!

- D. Social/Hospitality Committee: Ms. Calderon reported that the committee met twice this month. Members are still discussing the event location, menu, and there is still the need for a speaker; if a parent has an appropriate speaker,

please provide that information to committee members or Ms. Desha. When looking at location, consider the parking. The Committee came up with theme: ***Our Children Today Make A Difference Tomorrow***. The event will be semi-formal, colors will be green, pearl, and black, and the date will be either October 5 or October 12, 6:00 – 9:00 p.m.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Community Action Board just approved the Community Action Plan; this sets the plan for the CSBG fund. A Request for Proposals will be released in September of this year to seek proposals for family self-sufficiency and safety net services. Last week, the Governing Board approved significant changes to the provision of workforce development services in Sacramento County. The Governing Board approved changing from 12 career centers to having eight training centers. The purpose is to provide more training services to individuals to make them more employable. The transition will begin July 1. STA will still operate five career centers in the county located at Hillsdale, Rancho Cordova, Mark Sanders, Galt, and Franklin. All of the information will be posted on the SETA web site so the information will be available to the public.
- B. Head Start Deputy Director's Report: No additional report.
- C. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that in July, she and some of the family services workers will be spending 2 ½ days in training to learn about the Affordable Care Act; she expects to provide a brief presentation in August regarding the implementation of this act. Staff is still doing quality assurance monitoring at the centers.
 - ✓ Lisa Carr: Parent/Family Support Unit: Ms. Carr in the Family Engagement Unit will be revamping services to be more in line with the Workforce Investment Act. The board is to align services with the training center goals. This modification in services will be brought before the Child Development Committee and the Budget Committees. For next year, will be looking at doing the Parent Conference differently. Staff is considering offering regional resource fairs instead of the one county-wide conference. There will still be the community people and resources available with mini-half hour workshops. The regional resource fairs will be specific to the regions. The agencies that serve that geographic area will be in attendance.

Mr. Akang reported that he and his daughter attended Fishing in the City at to Elk Grove Park.

- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales invited all parents to the July 11 child development committee meeting. Attendees will be looking at the new development plan for children that will be based on their child's assessment information.

Ms. Partida asked if the CELFEL training was continuing. Ms. Gonzales replied that the training continues and the Office of Head Start (OHS) training and technical assistance specialist is being training on county-wide CEFEL training. Module 2 training for staff begins on June 27.

Mr. Akang asked if SETA assists people interested in opening their own business. Ms. Kossick replied that there are four Business Information Centers (BICs) throughout the county; the information is on the SETA website. The BICs work with the Service Corps of Retired Executives (SCORE) and the Small Business Development Center to assist people in opening their own business.

- D. Chair's Report: No additional report.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

Mr. Akang directed board members to the board lounge where there is a birthday cake for those having birthdays in April, May and June.

VII. Adjournment: The meeting was adjourned at 11:00 a.m.

ITEM III-A – ACTION

ELECTION OF POLICY COUNCIL SECRETARY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a Secretary for Program Year 2012-2013. The duties of the Secretary 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 3: Duties of Officers.

SECTION 3: Duties of Officers

The duties of 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.

- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC’s business. The Secretary shall oversee the Social/Hospitality Committee.

RECOMMENDATION:

That the Policy Council elect a Secretary.

Secretary:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-B – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF JOB SPECIFICATIONS FOR CHILDREN AND FAMILY SERVICES DEPUTY DIRECTOR AND ADMINISTRATIVE SERVICES DEPUTY DIRECTOR

BACKGROUND:

The Executive Director is proposing the creation of job classifications of Children and Family Services Deputy Director, and Administrative Services Deputy Director. These two positions report directly to the Executive Director and are placed in Zone 1 of the SETA Management Broadband as exempt management.

These job specifications formalize the evolution of the management structure providing oversight and direction to the major Agency programs. The Children and Family Services Deputy Director job specification will replace the Head Start Director job specification created in May 1988. Ms. Denise Lee is the incumbent in the Children and Family Services Deputy Director position.

Administrative services are currently provided by the Fiscal Department Chief, the Information Technology Department Chief, and the Administration Department Chief. The current Administration Department Chief will be retiring in October, and this position will not be replaced. The Executive Director is integrating the three departments into one Administrative Services Department.

The Executive Director will be utilizing the Administrative Services Deputy Director job specification to create greater efficiencies of operations, and align the fiscal, information technology, and human resources functions of the agency. This reorganization will result in fiscal efficiencies and future cost savings.

Financial Impact:

No additional costs to the Agency.

RECOMMENDATION:

Open a public hearing, take public testimony, close the public hearing and approve the job specifications of Children and Family Services Deputy Director, and Administrative Services Deputy Director.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

CHILDREN AND FAMILY SERVICES DEPUTY DIRECTOR

ORGANIZATIONAL RESPONSIBILITY

The Children and Family Services Deputy Director is responsible to the SETA Executive Director.

DEFINITION

Under administrative direction, to oversee the development and administration of Head Start programs and the California Department of Education programs within the area served by the Sacramento Employment and Training Agency, and delegate agencies in conjunction with direction by the Policy Council and published Head Start Performance Standards; to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall operations of the Agency's Children and Family Services Department, in conjunction with direction by the Policy Council and SETA Governing Board. The Deputy Director Children and Family Services, along with the Workforce Development Deputy Director and the Administrative Services Deputy Director comprise the Executive team. The Executive team collaborates to provide coordinated and consistent direction to the management team and the Agency as a whole.

EXAMPLES OF 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. Plans, organizes, supervises, and coordinates the work of the Head Start staff;
2. Provides guidance and direction for the SETA Operated Program Managers;
3. Develops funding packages, budget modifications, and program assessments;
4. Approves budget documents and narratives for delegate agencies;
5. Develops annual needs assessments;
6. Prepares agenda items and serves as staff for the Policy Council;
7. Conducts meetings for delegate agency program directors;
8. Disseminates information on Head Start performance standards and program directives;
9. Insures that program facilities meet required health and safety standards;
10. Implements personnel policies;
11. Negotiates contracts and contract modifications;
12. Assists in handling affirmative action and equal employment opportunity complaints;
13. Prepares and presents Head Start reports to the SETA Governing Board;
14. Recommends hiring and personnel actions for Head Start staff;
15. Participates in labor management discussions and union negotiations
16. Develops training programs for delegate agency program directors and Head Start staff;
17. Develops and conducts a comprehensive program for positive relationships with the local community.

18. Provides complex technical assistance on special projects to the Executive Director as necessary.
19. Evaluates personnel performance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting all direct service programs of the Agency;
- Principles and practices of budget development and fiscal controls;
- Comprehensive knowledge of strategic planning, collaborative goal setting, and performance management for direct service program functions;
- Marketing and public relations principles and techniques;
- Principles and practices of community outreach;
- Program planning, administration and monitoring;
- Comprehensive knowledge of Head Start and SETA programs and functions;
- Laws and regulations affecting the administration of Head Start programs;
- Problems and needs of low-income families;
- Social and community services;
- Development and administration of program budgets;
- Counseling methods and techniques;

and

Ability to:

- Plan, develop, supervise, train, and coordinate the work of Head Start staff;
- Be responsible for the proper development and conduct of local area Head Start programs;
- Interpret and apply rules, policies, and regulations with good judgement in a variety of situations;
- Work effectively with low-income families and parent groups;
- Prepare a variety of program assessment and activity reports;
- Make effective oral and written presentations;
- Analyze and draw sound conclusions from statistical and other information;
- Prepare and review budgets and financial information;
- Develop effective community relations and public information programs;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships with staff;
- Supervises, trains and evaluates assigned personnel.

and

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 knowledge and ability would be:

- I. Broad and extensive work experience in the development and administration of Head Start programs. At least one year of this experience should be in a management of supervisory

position. Considerable advanced educational training in early childhood development and related fields is highly desirable. A Bachelor's Degree in Early Childhood Education is preferable.

Or

Advanced educational training in business administration, economics, marketing, public relations, government or a closely related field, and five years of increasingly responsible business management experience. At least three years of this experience should be in a management or supervisory position.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversations both in person and on the phone with children, parents and staff;
2. Sufficient Hearing to:
 - Understand conversation in person and on the phone
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch or Dexterity to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand, wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ADMINISTRATIVE SERVICES DEPUTY DIRECTOR**ORGANIZATIONAL RESPONSIBILITY**

The Administrative Services Deputy Director is responsible to the SETA Executive Director.

DEFINITION

Under administrative direction, to oversee the development and administration of the support functions of the Agency which include: Fiscal Management, Human Resources, and Information Technology, and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Human Resources Department, Fiscal Department and Information Technology Department. The Administrative Services Deputy Director along with the Children and Family Services Deputy Director, and the Workforce Development Deputy Director comprise the Executive team. The Executive team collaborates to provide coordinated and consistent direction to the management team and the Agency as a whole.

EXAMPLES OF 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. Plans, organizes, develops, implements and directs the fiscal management function;
2. Coordinates the development of the annual Agency budget and program contracts/subcontracts of the Agency;
3. Provides oversight and direction to the Human Resources, Training and Staff Development functions;
4. Provides oversight and direction to the Equal Opportunity function;
5. Provides direction to the Information Technology function and ensures fiscal resource integration of information technology into the program support structure of the Agency;
6. Oversees the development of regular informational reports of Agency programs;
7. Makes presentations to a variety of Agency boards which include the SETA Governing Board, Workforce Investment Board, Head Start Policy Council and Community Action Board;
8. Evaluates personnel performance;
9. Participates in labor management discussions and negotiations;
10. Meets with representatives of the City and County of Sacramento to collaborate and coordinate services and reporting;
11. Assures that administration operations are in compliance with Federal, State, and local laws and regulations;
12. Provides complex technical assistance on special projects to the Executive Director as necessary.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles and practices of organization, management, supervision, training and public administration;
- Budget development and fiscal controls;

- Laws and regulations affecting all programs of the Agency;
- Capabilities and uses of data processing systems;
- Principles and practices of contracts and subgrants development;
- Principles and practices of program planning and monitoring.

and

Ability to:

- Plan, organize, supervise, and coordinate the administrative functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's Administration functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff;
- Monitor and effectively assure compliance of contract terms.

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 these knowledges and abilities would be:

- I. Advanced educational training in business administration, economics, marketing, public relations, government or a closely related field, and five years of increasingly responsible business management experience. At least three years of this experience should be in a management or supervisory position.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III- C - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF WELLNESS SPECIALIST CLASSIFICATION AND ADOPTION OF THE RELATED SALARY RANGE

BACKGROUND:

The Agency Executive Director is proposing the establishment of a new classification of Wellness Specialist to provide a variety of staff support for the Employee Wellness Program and to perform other related duties. This position is within the Agency's Staff Training and Development Unit.

Duties are currently provided by Head Start Health/Nutrition Specialist, Teresita Saechao. The duties and responsibilities are to provide support and technical assistance in the Agency's Wellness Program. The duties and responsibilities include but are not limited to the following:

- Develop, implement and evaluate wellness interventions for employees;
- Design and conduct health / fitness classes for employees;
- Provide technical assistance and presentations to Agency staff and Agency partners' staff in various capacities to further the Wellness program;
- Conduct in-service Wellness program trainings;
- Market Wellness program to Agency staff;
- Develop, implement and evaluate wellness training such as cardiopulmonary resuscitation (CPR);
- Evaluate health programs for Agency employees;
- Assist in the compilation of health and nutrition data for reports;
- Maintain a positive attitude which supports team performance and productivity;
- Assist with ergonomics issues

The Agency has prepared and submitted to the American Federation of County, Municipal and State Employees (AFSCME) the proposed classification description and proposed pay range as required by Section 1.2 of the Labor agreement for the Clerical,

ITEM III- C – ACTION (continued)
Page 2

Technical, and Analytical bargaining unit. The Agency and Union have met and have come to consensus on this item.

| Step A | Step B | Step C | Step D | Step E |
|---------|---------|---------|---------|---------|
| \$19.26 | \$20.23 | \$21.25 | \$22.30 | \$23.42 |

Attached is the new job classification. Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, take public testimony, close the public hearing and approve the establishment of the new classification of Wellness Specialist and the related salary range.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

WELLNESS SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Wellness Specialist reports to the Training/Staff Development Officer or designee.

DEFINITION

Under general direction, to provide leadership and technical assistance, consultation and training, for the Employee Wellness Program operated by the Sacramento Employment and Training Agency, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification assigned to provide a variety of staff support for the Employee Wellness Program operated by the Sacramento Employment and Training Agency. Responsibilities include program development, training, and monitoring.

EXAMPLES OF 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. Develops, implements, and evaluates wellness interventions for employees;
2. Designs and conducts health/fitness classes for employees;
3. Develops, implements, and evaluates wellness training such as cardiopulmonary resuscitation (CPR);
4. Evaluates health programs for Agency employees;
5. Provides consultations on nutrition and exercise;
6. Conducts health/fitness classes;
7. Promotes the wellness program through oral and written word;
8. Develops marketing materials to promote the wellness program;
9. Plans and coordinates monthly wellness activities;
10. Acts as liaison between the Agency and health providers in the community;
11. Represents the Agency at health and wellness community events;
12. Consults with management on health and safety practices;
13. Assists in the compilation of health and nutrition data for reports;
14. Assists with ergonomics issues;
15. Works with groups of staff or partner Agencies;
16. Prepares required reports.

MINIMUM QUALIFICATIONS

Knowledge of:

- Wellness programs and functions;
- Wellness principles and practices;
- Nutrition and physiology principles;
- Characteristics and control of communicable disease;
- Problems and needs of low-income families;
- Current Adult-Child-Infant CPR/First Aid certification;

- Staff development and training;
- Some word processing and basic use of spreadsheet software.

AND

Ability to:

- Develop and implement wellness programs which meet the needs of the Agency staff;
- Provide training programs and workshops for Agency staff;
- Promote staff involvement with wellness programs;
- Work effectively with staff on an individual or group basis;
- Speak and write effectively;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about Wellness program policies and functions;
- Obtain and maintain wellness related certifications;
- Establish and maintain cooperative working relationships.

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:

1. At least one (1) year of group work experience dealing with the wellness problems of employees.

Special Qualifications:

Current Adult/Child/Infant CPR/First Aid Instructor certification approved by Emergency Medical Services Authority (EMSA).

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient stamina, flexibility, and strength to:
 - Lead a fitness class such as Zumba.
2. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
3. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
4. Sufficient Vision to:
 - Operate a personal computer.
5. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
6. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;

- Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
- Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
- Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

ITEM III-D - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Nse Akang (attached)
 - Parent/Family Support Unit Events and Activities – Mr. Nse Akang (attached)
 - Parent/Staff Recognition – Mr. Nse Akang
 - Community Resources - Mr. Nse Akang
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

NOTES:

PC/PAC CALENDAR OF EVENTS

| <u>EVENT</u> | <u>DATE</u> |
|--|--|
| PC/PAC Executive Committee | Friday, August 2, 2013 9:30 a.m. Olympus Room |
| PC/PAC Social/Hospitality Committee meeting | Friday, August 9, 2013 9:00 a.m. Olympus Room |
| PC/PAC Budget/Planning Committee | Tuesday, August 13, 2013 9:00 a.m. Oak Room |
| PC/PAC Parent Ambassador Committee Meeting | Thursday, August 15, 2013 11:30 a.m. Olympus Room |
| PC/PAC Personnel/Bylaws Committee | Friday, August 16, 2013 9:30 a.m. Olympus Room |
| PC/PAC Men's Activities Affecting Children Committee | Wednesday, August 21, 2013 10:00 – 11:30 a.m. Olympus Room |
| PAC Executive Committee meeting | Thursday, August 22, 2013 9:00 a.m. Olympus Room |
| PC Executive Committee meeting | Thursday, August 29, 2013 9:00 a.m. Olympus Room |
| PC/PAC Personnel/Bylaws Committee | Friday, August 30, 2013 9:30 a.m. Olympus Room |

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

| | |
|--|--|
| PC/PAC Men's Activities Affecting Children Committee | Wednesday, August 21, 2013 10:00 – 11:30 a.m. Olympus Room |
| | |
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| | |

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The May 23, 2013 Governing Board minutes are attached for your review.

NOTES:

**SPECIAL 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, May 23, 2013
1:30 p.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 1:36 p.m.

Members Present:

Jimmie Yee, Chair, Governing Board; Member, Board of Supervisors
Jay Schenirer, Vice Chair, Governing Board Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Sophia Scherman, Public Representative

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- 1) Minutes of the April 29, 2013 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for the Adult Vendor Services (VS) List
- D. Ratification of the Submission of the Proposal for Discretionary Targeted Assistance Grant Funds to Serve Newly Arrived Refugees, PY 2013-2014
- E. Ratification of the Submission of the Continuation Application to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement for the Rescue & Restore Victims of Human Trafficking Regional Program Grant, and Authorize the Executive Director to Execute the Modification to the Cooperative Agreement and any other Documents Required by the Funding Source

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 29, 2013 special meeting minutes.
- B. Approve the Claims and Warrants for the period 4/23/13 through 5/16/13
- C. Approve the addition of the California Human Development Corporation to the Adult VS List.
- D. Ratify the submission of the proposal for \$35,810 in Discretionary Targeted Assistance Grant Funds to serve newly arrived refugees who, for compelling reasons, have been unable to achieve economic self-sufficiency, PY 2013-2014.

- E. Ratify the submission of the continuation application to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement requesting a third year of funding in the amount of \$287,412 for the Rescue and Restore Regional Program, and authorize SETA's Executive Director to execute the modification to the cooperative agreement and any other documents required by the funding source
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Revised Job Classification of Family Services Worker

Ms. Jeanie Ross reviewed this board item that seeks approval to revise the job specification to include an increased family caseload up to 80 Head Start families for Range III. Changes to the job specification in Range III are essential and will mitigate the potential number of layoffs required to absorb the budgetary reductions for 2013-2014.

Moved/Nottoli, second/Scherman, to approve the revised job specification for Family Services Worker, Range I, Range II and Range III.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Concurrence with Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2013 – 2014

Ms. Christine Welsch stated that this is a concurrence item with the Sacramento Works board.

Mr. Schenirer arrived at 1:39 p.m.

The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The Sacramento WIA youth funds are allocated in three categories: Universal Services, and Individualized Services for In-School Youth and Out-of-School Youth, and Youth Council initiatives.

Universal Youth Services have been delivered via Universal Youth Specialists stationed at the career centers. The services, without regard to eligibility, focus on providing youth with a variety of “youth” friendly services at the one stop career centers.

Individualized services for in-school and out-of-school youth include:

- Improving Academic Achievement
- Secondary school completion & drop-out prevention strategies (In-School Youth)
- Alternative secondary school services (Out-of-School Youth)
- Preparing for & Succeeding in Employment
- Occupational skills training
- Work Experience/On-the-Job Training directly linked to academic and occupational learning

Ms. Welsch stated that two providers are on corrective action and staff is recommending a reduction to their grant for the coming year.

Sacramento County is the only local Workforce Investment Area that has the Youth Advocate position in the career centers. The Youth Advocate must be under 25 years of age and be employed.

Ms. Welsch stated that one provider, Soil Born Farms, has gone from a ‘regular’ provider to a vendorized provider.

Available funding:

| | |
|---------------------------|---------------------------|
| Individualized services | \$2,287,078 |
| Universal Services | 587,000 |
| Youth Council Initiatives | <u>45,000</u> |
| Total | <u>\$2,919,078</u> |

Moved/Schenirer, second/Scherman, to concur with the action of the Sacramento Works, Inc. board to approve the funding extension recommendation for the WIA, Title I, Youth Program, PY 2013-2014 with the program year beginning July 1, 2013.

In addition, approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2013 and throughout the program year and may face deobligation of funds.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 1 (Yee)

3. Reconsideration of Approval to Release WIA Adult/Dislocated Worker Request for Proposals for Sacramento Works Training Centers and Consideration of Alternative Options for Providing One Stop Services in the Elk Grove Area

Ms. Robin Purdy stated that last month, the Board asked staff to review the proposals and come back with an assessment of how services will be provided in Elk Grove. The agency received 13 proposals; one applicant has a site in Elk Grove, three additional programs will serve the Elk Grove area, and four are proposing new sites.

The staff assessment is that there will be services available to residents of Elk Grove through the RFP process. Staff recommends that the board not reconsider this item and that staff come back with funding recommendations on June 20.

Ms. Scherman stated that even though there are career centers that will serve the area, there is still going to be a need for more services. Ms. Scherman asked if staff believes that some of the money can be used for a one stop in Elk Grove.

Ms. Purdy stated that last year, staff talked with the public library system. They have gone a great distance to install computers and SETA has offered to train their staff and co-locate staff. That is an option for us. In addition, staff is looking at other public agencies to see if we can cost-effectively provide universal services. In the Elk Grove USD proposal, they are proposing to have computer labs and literacy in the training center. SETA is re-thinking removing the SETA purchased computers from the career centers to ensure there will be computers available.

Ms. Scherman stated that PRIDE Industries has property in Elk Grove and perhaps they can be contacted to provide space for a one stop. The one stop in Galt would also be able to serve customers in the south area. Ms. Scherman requested that money be set aside for the Elk Grove area.

Mr. Nottoli asked if there was a way without usurping the process to look at the library system or a current provider and have some of the services available there. Mr. Nottoli asked that staff find out if there are dollars available and scour the landscape to see what resources are available and come back next month. The need will continue to be there but it is less visible because of the geographic area. Maybe tailor something that fits for such a large area.

Speakers before the board:

Stephanie Nguyen: Executive Director, Asian Resources, Inc.: Ms. Nguyen stated that all of the career centers submitted proposals for funding and all of the career centers provide services to Sacramento County residents.

Griselda Ocegueda , Site Supervisor, Sacramento Urban League: Ms. Ocegueda stated that the Sacramento Urban League also provides services to Elk Grove citizens.

Dee Gavaldon, Site Supervisor, Citrus Heights Career Center: Elk Grove is not the only community that will be losing a one stop. These changes are due to

federal legislation requiring more dollars going to training. Federal legislation is guiding this new initiative. Ms. Gavaldon does not want to pit Elk Grove against other areas.

David Banuelos, Site Supervisor, La Familia Counseling Center: The agencies that have applied as Training Centers are very capable of maintaining services to all communities and ensuring access to one-stop services.

Mr. Thatch stated that if the board desires to follow Ms. Scherman's wishes, it would be appropriate to set aside a certain amount of money and direct staff to develop an RFP for those specific services in the area.

Mr. Nottoli stated that he is not interesting in derailing the process or show favoritism; it is important to look at the effectiveness of providing the services to the entire county. As we transition from career centers to training centers, what we do today may help us get to where we want to be tomorrow. Mr. Nottoli asked staff to come back with models including current providers. There may be different models out there and a way to give us a better way to spread the funds and services throughout the county.

Ms. Purdy stated that staff will be coming back with a report on the proposed leverage for core and intensive one stop services and ideas for working with other partners that are located in the communities. Core services include workshops that teach people how to access the virtual one stop system and connect to employers, and access points to computers so they can do job search on line.

Mr. Schenirer inquired about the funding timing wise. Ms. Kossick stated that it would be best to do a set aside now so modifications can be included in the funding recommendations on 6/20.

Mr. Thatch stated that any action the board takes now would bear on the next board item. Depending on what is done, the percentages would change and the Board would not have concurrence with the WIB. Mr. Thatch suggested continuing item III-B-2 until the next meeting.

Speaker before the board:

Kathy Hamilton, Elk Grove Unified School District: Ms. Hamilton stated that when reviewing the training center proposals, some of the issues regarding services may be addressed in the proposals. Governor Brown has a new proposal regarding adult education services which will direct money to the community, WIBs, and community colleges. SETA is well positioned with the training center to gain money to develop such a consortia and be in place with adult training money.

Moved/Scherman, second/Schenirer, to direct staff to come back to the next meeting with a set aside number for a specialized RFP or other options for the greater Elk Grove community.

Voice Vote: Unanimous approval.

Mr. Thatch stated that it is crucial to allocate money to the training centers and do it in a timely way to get them up and running. It is important to vote on an amount to get the contracts in place to get the goals met. Time is of the essence.

2. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2013-2014

Moved/Nottoli, second/Scherman, to continue this item to the next meeting.

Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget due to Federal Sequester

Ms. Denise Lee stated that there will be a 5.27% reduction in funding; in spite of the reduction, staff wants to ensure that the quality of services will remain intact to children and families served. Ms. Lee reviewed the proposed cuts to the budget and noted that some of the centers will be closed.

Adjustments to the budget that will include the 5.27% reduction. Ms. Lee reviewed a chart including information on how the delegates will be making their budget cuts.

Mr. Nottoli asked if additional cuts will be needed for remainder of this fiscal year and Ms. Kossick stated that because the grant begins August first, there will be no cuts this program year; the cuts begin August 1.

Moved/Schenirer, second/Nottoli, to approve the revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$47,783,787 for Basic and Training/Technical Assistance.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Head Start Reports: No comments.

V. Reports to the Board

- A. Chair: None.
- B. Executive Director: No report.
- C. Deputy Directors: None.
- D. Counsel: None.
- E. Members of the Board: Ms. Scherman reminded everyone that Monday is Memorial Day and a day to remember our veterans. Say thank you to veterans.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Mr. Thatch stated that there will be no report out of closed session.

The board went into closed session at 2:38 p.m. The board came out of closed session at 2:45 p.m. with no report.

VII. Adjournment: The meeting was adjourned at 2:45 p.m.

ITEM V

COMMITTEE REPORTS

A. Executive Committee

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

The Executive Committee met and evaluated the June 25, 2013 Policy Council meeting.

| GOOD!!! |
|---|
| Thank you, Mr. Gary King, for your presentation on the Sacramento Municipal Utility District. |
| Thank you, Ms. Kathy Kossick, for sharing information on workforce service changes to the One Stop Centers. |
| Thank you, Ms. Colleen Fietzek, for presenting the Personnel/Bylaws report and encouraging committee members to attend. |
| Thank you, Ms. Ana Calderon, for the Social/Hospitality Committee report and encouraging members to bring complete research information to the next meeting. |
| Thank you, Mr. Marshaun Tate, Mrs. LaTasha Windham, and Mr. Steven Wormley, for your PC/PAC Parent Activity report on the Sacramento History Museum & Underground tour. |
| NEEDS IMPROVEMENT |
| If you are late, please wait to be seated by the Chair. |
| No side barring. |
| Arrive on time and be seated by 8:50 a.m. to start the meeting. |
| No electronic devices allowed during the meeting. (Switch off.) |
| Please be recognized by the Chair before leaving your seat. |

B. Budget/Planning Committee: Annette Duran (Treasurer), LaTasha Windham, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, and Nse Akang

ITEM V- COMMITTEE REPORTS (Continued)
Page 2

- C. Personnel/Bylaws Committee: Carolyn Wilson (Parliamentarian), LaTasha Windham, Mayra Partida, Toni Espinoza, Annette Duran, and Nse Akang

- D. Social/Hospitality Committee: Vacant (Secretary), Annette Duran (Treasurer), Mayra Partida, Toni Espinoza, Dominique Rios-Farias, Ana Calderon, LaTasha Windham, and Nse Akang

- E. Early Child Development and Health Services & Parent/Family Support Committee: Ana Calderon, Dominique Rios-Farias, Mayra Partida, LaTasha Windham, Toni Espinoza, Annette Duran, and Teresa Jay

- F. Parent Ambassador Committee: Mayra Partida (Vice Chair), vacant (Secretary), Annette Duran (Treasurer), Dominique Rios-Farias, Marshaun Tate, LaTasha Windham, Toni Espinoza

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.

- Monthly Head Start Report (attached)
- Quality Assurance Report (attached)

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

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Nse Akang), 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.

Head Start Monthly Report

July 2013

SETA Operated Program

Program Operations:

Summer is here and the hot weather has arrived with it. Summer is a time for fun in the sun and lots of water play at our centers. It is also a time to focus on those important skills that children will be taking with them to kindergarten. SETA teachers are using a summer activity packet that aligns with the Head Start Early Learning Framework as well as the dimensions of the CLASS assessment tool. The goal is to provide fun and engaging activities that kids love while also promoting Cognitive, Literacy, Social/Emotional, Physical skills and Approaches to Learning. This is also the time of year when we recognize all the hard work and play of our students. The centers have planned wonderful transition activities for children and their families to celebrate the big move to kindergarten.

Program Support Services:

Quality Assurance Unit. Onsite monitoring of SETA-Operated Program (SOP) Head Start and Early Head Start Home-based option was completed in June. Executive and Summary Reports will be available in July. An exit meeting with EGUSD Head Start to discuss monitoring results was held on June 13, 2013. Programs that will be monitored in July are EHS Home-based programs at SCUSD, SJUSD, River Oak Center for Children EHS and SCOE EHS.


Training and Technical Assistance. Each Delegate is now assigned a delegate liaison to follow up on correcting findings, providing support, and maintaining ongoing communication. The delegate liaison is also a Quality Assurance Analyst staff, but is not assigned to monitor the delegate program she serves as a liaison to. The delegate liaison will be reporting to Program Officer/Manager to discuss action plan for each delegate.

Delegate Kick-Off Event on October 24, 2013. The date for the annual delegate event for program year 2013-2014 has been set for October 24, 2013 to be held in Sacramento. Details of the event will be available next month.

Family Engagement Unit

Over the last several months, the Family Engagement Unit has worked on ways to involve fathers into the day to day happenings at the early learning centers, and to educate fathers and father figures on the importance of staying involved and connected to their child's education.

Six of the early learning sites have hosted a "Daddy and Me" breakfast or lunch. Over 75 men participated in classroom activities with their children, met as a group to talk about the research



linked to male involvement in a child's life and school success. Afterwards, fathers and their children shared a meal together.

In collaboration with the Department of Fish and Game, SETA Head Start hosed over 100 men and their families at a Daddy and Me fishing activity in Elk Grove Park. Each family received breakfast, fishing equipment and a quick tutorial on fishing to help them have great experience fishing with their children. On hand were also community resources for families, and discussion again on the importance of that father/child connection.

A five part discipline series; Love and Logic started on June 5 and will be wrapping up on July 10. Fifteen families have gone to a weekly workshop and have applied the strategies and techniques they learned in class. Families have all stated that the techniques they have learned have already made a difference in the way they parent their children.

Finally, at the MAAC meeting (Men's Activities Affecting Children) are in the process of looking at fatherhood curriculums to be implemented in the fall. Each weekly component will discuss various issues that fathers/men are dealing with and ways to stay connected with their children.

Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start has 14 classes on a traditional calendar which ended the school year on May 30, and seven (7) classes on a modified traditional calendar which ended the school year on June 26. Average daily attendance in the seven (7) classes that remained open in June was 88%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker, Florence Oneto, and with the PreK psychologist, Teresa Gannon, to place students with an active IEP into the Head Start program. The program served 55 students (13%), with active IEPs during the 2012-2013 school year. This number exceeds the 10% minimum required by Head Start.

Health Services Update

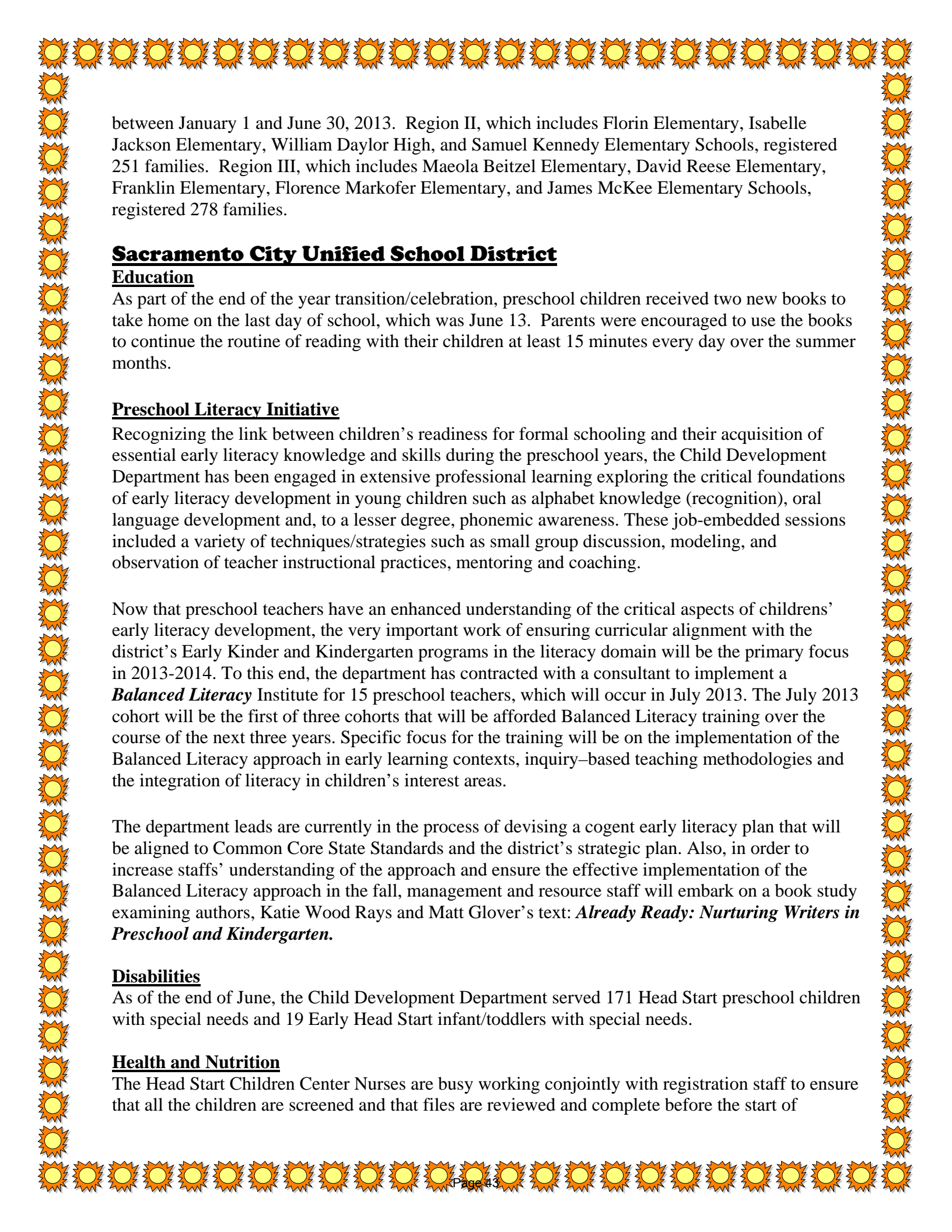
The program Educators are monitoring files and providing additional support to parents and para-educators to ensure that children in need of further dental or medical treatment receive those services.

In June, 3,574 meals were served to Head Start students.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, registered 373 families



between January 1 and June 30, 2013. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 251 families. Region III, which includes Maeola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 278 families.

Sacramento City Unified School District

Education

As part of the end of the year transition/celebration, preschool children received two new books to take home on the last day of school, which was June 13. Parents were encouraged to use the books to continue the routine of reading with their children at least 15 minutes every day over the summer months.

Preschool Literacy Initiative

Recognizing the link between children's readiness for formal schooling and their acquisition of essential early literacy knowledge and skills during the preschool years, the Child Development Department has been engaged in extensive professional learning exploring the critical foundations of early literacy development in young children such as alphabet knowledge (recognition), oral language development and, to a lesser degree, phonemic awareness. These job-embedded sessions included a variety of techniques/strategies such as small group discussion, modeling, and observation of teacher instructional practices, mentoring and coaching.

Now that preschool teachers have an enhanced understanding of the critical aspects of children's early literacy development, the very important work of ensuring curricular alignment with the district's Early Kinder and Kindergarten programs in the literacy domain will be the primary focus in 2013-2014. To this end, the department has contracted with a consultant to implement a *Balanced Literacy* Institute for 15 preschool teachers, which will occur in July 2013. The July 2013 cohort will be the first of three cohorts that will be afforded Balanced Literacy training over the course of the next three years. Specific focus for the training will be on the implementation of the Balanced Literacy approach in early learning contexts, inquiry-based teaching methodologies and the integration of literacy in children's interest areas.

The department leads are currently in the process of devising a cogent early literacy plan that will be aligned to Common Core State Standards and the district's strategic plan. Also, in order to increase staffs' understanding of the approach and ensure the effective implementation of the Balanced Literacy approach in the fall, management and resource staff will embark on a book study examining authors, Katie Wood Rays and Matt Glover's text: *Already Ready: Nurturing Writers in Preschool and Kindergarten*.

Disabilities

As of the end of June, the Child Development Department served 171 Head Start preschool children with special needs and 19 Early Head Start infant/toddlers with special needs.

Health and Nutrition

The Head Start Children Center Nurses are busy working conjointly with registration staff to ensure that all the children are screened and that files are reviewed and complete before the start of

preschool in the fall. Nurses are also working closely with the parents to ensure that all medications and special diets are in place.

Nurses are also working on devising a schedule for dental screening and fluoride varnishing, in collaboration with Smile Keepers for the 2013-2014 school year. Finally, nurses are very busy providing health and dental education to prospective parents.

San Juan Unified School District

Education Services Update

As teachers submitted end of the year paperwork and CUM files, the guide entitled Beginning of the Year was given to them to review. The guide outlines strategies to involve the children in the beginning of the year routines, creation of class rules, introduction of interest areas, and introduction of all school site personnel.

Disabilities Services Update

Screening and preschool registration continues to be very busy. Screening days have increased to three days a week with longer hours in order to allow the increased volume of families coming through, ample time to fill out the Ages and Stages Questionnaires. Extra staff is available to assist families in filling out the paperwork and answer questions. The Care Management team reviews the ASQ and ASQ SE results to make recommendations (referrals, rescreens, etc.) as well as to complete the proper paperwork to put in the cum file for the teacher to see upon their return. The team meets every day immediately following screening so the process is complete within one day. Red Flag Checklists are completed and submitted to the appropriate staff members, such as the Mental Health Specialist and Special Education Staff, in order to get needed services started as soon as possible.

Mental Health Services Update

With First Five as a collaborator, the Mental Health Therapist provided support to the School Readiness Summer Camp Academy. Kinder-bound students are given social/emotional tools to begin school in the fall. The therapist conducted a workshop on Limit Setting and Healthy Attachment.

Nutrition Services Update

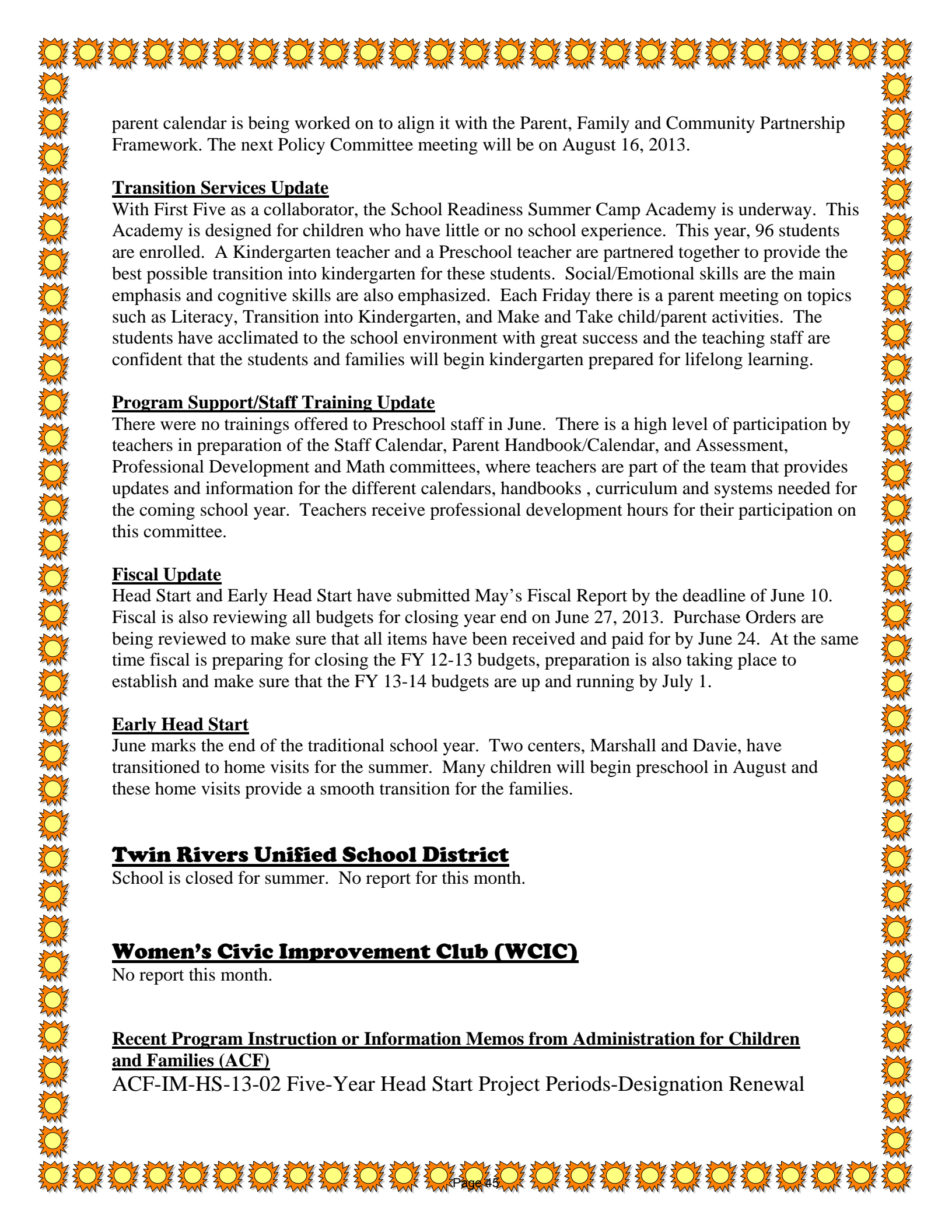
Health is distributing nutrition information to enrolling parents as they come to the screening room during the summer.

Health Services Update

Health is screening new and returning families three days a week during the summer months, in the Centralized Screening Room. Review of all reports and data in Child Plus continues for the year end PIR Report. Preparations have also begun for the upcoming Federal Review, which could begin as early as October, 2013.

Family and Community Partnerships Update

There was no Policy Committee meeting for the month of June. During this month the system for documenting the election of Policy Committee representatives has been updated. In addition, the



parent calendar is being worked on to align it with the Parent, Family and Community Partnership Framework. The next Policy Committee meeting will be on August 16, 2013.

Transition Services Update

With First Five as a collaborator, the School Readiness Summer Camp Academy is underway. This Academy is designed for children who have little or no school experience. This year, 96 students are enrolled. A Kindergarten teacher and a Preschool teacher are partnered together to provide the best possible transition into kindergarten for these students. Social/Emotional skills are the main emphasis and cognitive skills are also emphasized. Each Friday there is a parent meeting on topics such as Literacy, Transition into Kindergarten, and Make and Take child/parent activities. The students have acclimated to the school environment with great success and the teaching staff are confident that the students and families will begin kindergarten prepared for lifelong learning.

Program Support/Staff Training Update

There were no trainings offered to Preschool staff in June. There is a high level of participation by teachers in preparation of the Staff Calendar, Parent Handbook/Calendar, and Assessment, Professional Development and Math committees, where teachers are part of the team that provides updates and information for the different calendars, handbooks, curriculum and systems needed for the coming school year. Teachers receive professional development hours for their participation on this committee.

Fiscal Update

Head Start and Early Head Start have submitted May's Fiscal Report by the deadline of June 10. Fiscal is also reviewing all budgets for closing year end on June 27, 2013. Purchase Orders are being reviewed to make sure that all items have been received and paid for by June 24. At the same time fiscal is preparing for closing the FY 12-13 budgets, preparation is also taking place to establish and make sure that the FY 13-14 budgets are up and running by July 1.

Early Head Start

June marks the end of the traditional school year. Two centers, Marshall and Davie, have transitioned to home visits for the summer. Many children will begin preschool in August and these home visits provide a smooth transition for the families.

Twin Rivers Unified School District

School is closed for summer. No report for this month.

Women's Civic Improvement Club (WCIC)

No report this month.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF)

ACF-IM-HS-13-02 Five-Year Head Start Project Periods-Designation Renewal



Overview and Methodology:

A comprehensive SETA Quality Assurance (QA) Monitoring Review was conducted on February-May 2013 for the listed programs. Monitoring activities included an onsite Entrance Meeting, comprehensive review of children’s files and other pertinent reports, class observations, facilities inspection and staff and parent interviews. Program areas reviewed were: 1) Health, Nutrition and Safe Environments, 2) Family, Parent and Community Engagement, 3) Education, Disabilities and Mental Health and 4) ERSEA. Each agency received an Executive Report and a Summary Report at the conclusion of the review. Exit Meetings were held to discuss findings. Plan of Action was submitted by each agency to SETA within 30 days of receipt of their agency report. A complete copy of the tool used for the review can be found online:

<http://psscfs.sacramentoheadstart.net/QA/QAtool.html>

The following information is a summary of individual monitoring reports and resulting plans of action. Individual program reports are available upon request.

| Program Name/ Review Date | Exemplary Practice/Strengths | Findings* | Corrective Action Plan by Delegate |
|--|---|---|---|
| Twin Rivers USD Head Start (February 5-13, 2013) 2 school sites 7 classes 21 children’s files | Parent engagement in the classrooms and in implementing educational services Centers were welcoming, with culturally diverse materials | Inadequate recordkeeping in health services Lack of individualized support in completing Family Partnership Agreements (FPA) Educational screenings were not all completed with 45-day timeline Adult-child ratio requirements while class was in session were not | TRUSD submitted Monitoring Response Plan that includes : 1) procedures for improved internal monitoring of children’s files for health services tracking , ERSEA paperwork and screening completion 2) increased staff support for individualized assistance to complete FPAs 3) changes in classroom and playground schedule to ensure group size ratio and supervision |

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| | | observed at all times Inconsistent practice in ERSEA recordkeeping procedures | requirements are met |
| <p>WCIC Head Start (February 19-25, 2013) 2 center locations 6 classes 18 children's files</p> | <p>Clean and well-maintained facilities</p> <p>Organized file recordkeeping in education and health service areas</p> <p>Ethnically and linguistically diverse staff</p> <p>Cohesive team work and camaraderie</p> <p>Strong community partnerships</p> | <p>Inconsistencies found between file records and Child Plus database system in health and ERSEA FPA goal and strategies development needs improvement and staff documentation of FPA follow-up</p> <p>Imbalance in teacher-directed and child-directed activities in daily schedule; interactions and activities were more teacher-directed; indoor and outdoor environment need more variety of materials that encourage independent use by children</p> | <p>WCIC Monitoring Response Plan includes:</p> <p>1) internal monitoring procedure for file review in the ERSEA, FPA and education areas</p> <p>2) increased staff training for Child Plus and FPA goal and strategies development</p> <p>3) teacher training and mentoring plans are already in place to support changes in the education service area</p> |
| <p>Sacramento City USD Head Start and Early Head Start (Center-based Option) (March 4-22, 2013) 13 school sites 23 classes 69 children's files</p> | <p>Supportive and strong teamwork between support services and teaching staff</p> | <p>Inadequate and inconsistent recordkeeping in health services (screening and follow-up)</p> <p>Not all health screenings and appropriate rescreens were done in a timely manner</p> <p>FPA goal and strategies development and documentation of follow-up need improvement</p> | <p>SCUSD submitted a Monitoring Response Plan that includes :</p> <p>1) procedures for improved internal monitoring of children's files for health services tracking and Child Plus database use; parent meeting documentation; documentation of follow up services; education services documentation</p> <p>2) scheduled staff training for FPA goals development; classroom health practices in</p> |

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| | | <p>Inconsistent documentation of parent meetings and training and records were not easily accessible to parents</p> <p>Adult-child ratio requirements during transitions were not observed at all times</p> <p>Re-screens (educational screenings) were not completed in a timely manner; inadequate recordkeeping (assessments, anecdotes and portfolios, IDPs) did not show individualization in providing education services</p> <p>ERSEA recordkeeping procedures were not consistently followed by the program</p> | <p>hygiene; written individualization; revised ERSEA procedures</p> <p>3) revised ERSEA procedures and data specialist position was created to address ERSEA issues.</p> |
| <p>San Juan USD Head Start and Early Head Start (Center-based Option) (April 8-29, 2013) 11 school sites 16 classes 48 children's files</p> | <p>Exemplary full inclusion program</p> <p>Strong partnerships between families, children, teachers and staff. A sense of community was evident at the centers.</p> <p>Family Partnership</p> | <p>Inadequate recordkeeping in health services</p> <p>Participation by teachers at meal service was not observed in all classes</p> <p>Lack of evidence to show regular fire and earthquake drill at sites. Evacuation plan was not clear at centers.</p> | <p>SJUSD submitted a plan that includes:</p> <p>1) scheduled staff training related to health services recordkeeping, family-style meal services, fire and earthquake drill requirements and recordkeeping process, appropriate group size ratio and supervision, parent meeting recordkeeping requirements, written individualization procedures and forms</p> <p>2) revised procedure for meal service</p> |

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| | <p>Agreements and linkage with community resources were notable.</p> | <p>Inconsistent documentation of parent meetings and training</p> <p>Adult-child ratio requirements during transitions were not observed at all times.</p> <p>Inadequate recordkeeping at some classes to show individualization in providing education services</p> <p>Not all educational screenings were done in timely manner, and not all files reviewed had copies of results.</p> <p>Inconsistencies in ERSEA recordkeeping procedures</p> | <p>3)assessment of children’s bathrooms if physical changes are needed to provide adequate supervision at transition</p> <p>4)improved internal monitoring procedures that denotes frequency and responsible staff</p> |
| <p>Elk Grove USD Head Start (May 6-31, 2013) 8 school sites 13 classes 39 children’s files</p> | <p>Teaching staff teamwork evident in classes</p> <p>Timely follow-up on FPA and mental health services.</p> <p>Exemplary tracking system of managing waitlist and centers with available enrollment slots</p> <p>Within district transfer</p> | <p>Overall system of screening, record keeping and tracking of health status information needs significant review and improvement due to numerous inaccuracies and inconsistent documentation.</p> <p>Inconsistent practice in observing family-style meals and following classroom safety procedures</p> <p>Inadequate and/or lack of parent meeting documentation to meet all requirements related to parent</p> | <p>EGUSD submitted a plan that includes:</p> <p>1)scheduled staff training related to classroom health practices, classroom safety checklist, parent meeting documentation; accuracy and completeness of children’s forms to document timely follow up, use of new lesson plan format to ensure inclusion of child-initiated activities on a daily basis.</p> <p>2) improved internal monitoring procedures denoting frequency of file and document review by responsible staff</p> |

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|--|--|--|--|
| | <p>process between Head Start classes and transition into district kindergarten was seamless</p> | <p>training and election of parent representatives to Parent Committee.</p> <p>Inadequate recordkeeping at some classes to show individualization in providing education services</p> <p>Adult-child ratio requirements during transitions were not observed at all times.</p> <p>Daily schedule appears to be more structured, with more large group, teacher-initiated activities.</p> <p>Interest areas in the classrooms lacked diversity of materials and were of limited access to children.</p> | |
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*For this program year 2012-3013, the Quality Assurance Unit applied a less than 90% threshold to determine a finding in any content category reviewed. A countywide data profile will be gathered to determine future thresholds.

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

June, 2013

Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment | (b) % Actual to Funded |
|--------------------------|-------------------|----------------------------------|--|
| Elk Grove USD | 420 (140) | 135* | 96 (operating 7 classes at this time) |
| Sacramento City USD | 1,292 | 1,275* | 99 |
| SETA | 1,880 (2,796) | 1,892 | 101 |
| San Juan USD | 700 (0) | 0* | Program closed 6/6/13 |
| Twin Rivers USD | 211 | 0* | Program closed 5/30/13 |
| WCIC/Playmate Head Start | 120 (20) | 20 | 100 (operating 1 class at this time) |

*Delegates have chosen not to replace slots within 60 days of the end of the program year. Some programs closed or reduced enrollment during the month of June.

Early Head Start

| Agency | Funded Enrollment | (a) Last Day of Month Enrollment | (b) % Actual to Funded |
|---------------------|-------------------|----------------------------------|------------------------|
| Sacramento City USD | 147 | 147 | 100 |
| SETA | 345 | 345 | 100 |
| San Juan USD | 161 | 165 | 102 |

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SETA Head Start Food Service Operations Monthly Report * June 2013

- June 3rd - Bannon Creek Center closes one PM Class
- June 7th - WCIC and WCIC Playmate Closed
Daddy & Me at Northview Lunch provided for 40 guests
- June 11th - Mather Center food reduced due to low numbers
- June 10th -WCIC / Playmate One Full Day Class Opens for the Summer
- June 12th - Daddy & Me at North Avenue Breakfast & Lunch provided for 20 guests
- June 14th - Daddy & Me at Norma Johnson Breakfast provided for 20 guests
- June 14th & 18th - Central Valley Fire Control serviced the Fire Control Systems at All of the Kitchens
- June 21st - Minimum Day - no PM classes, except for WCIC Playmate
- June 24th - Food Enhancement - Avocados - delivered to all Centers
- June 24th & 25th - Food Service Review by Cris Cochran

Meetings and Trainings:

Cook / Driver Joyce Gray attended a Serv Safe Training on June 11, 2013

All of the Food Service Team attended a Wellness Activity - Healthy Cooking Made Easy provided by Teresita Saechao on June 14, 2013.

Total Number of Meals and Snacks Prepared for All Kitchens

| Lunch | PM Snack | Breakfast | Field Trips |
|--------|----------|-----------|-------------|
| 39,252 | 23,170 | 24,420 | 2216 |

Total Amount of Meals and Snacks Prepared 89,058

Purchases:

| | |
|------------|-------------|
| Food | \$70,329.66 |
| Non - Food | \$14,736.90 |

Building Maintenance and Repair: \$2,218.53

Kitchen Small Wares and Equipment: \$9,606.36

Vehicle Maintenance and Repair : \$1,895.48

| | |
|----------------------|------------|
| Vehicle Gas / Fuel: | \$1,927.36 |
| Normal Delivery Days | 20 |

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 06/30/13)

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.

| <u>Agency/AFE (HS)(EHS)</u> | <u>Head Start #IEP (% AFE)</u> | | <u>Early Head Start #IFSP (% AFE)</u> | |
|------------------------------------|--------------------------------|--------------|--|--------------|
| Twin Rivers USD (211) | 26 | (12%) | N/A | |
| Elk Grove USD (420) | 54 | (13%) | N/A | |
| Sacramento City USD (1292)(147) | 175 | (14%) | 17 | (12%) |
| San Juan USD (700) (161) | 101 | (14%) | 16 | (10%) |
| WCIC (120) | 12 | (10%) | N/A | |
| SETA (2796) (345) (1878 Tracks) | 205 | (11%) | 54 | (16%) |
| County (4621)* (653)* | 573 | (12%) | 87 | (13%) |

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

ITEM VI-OTHER REPORTS (continued)
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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.

- 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.
