

Thought of the day: "Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."

Author: Thomas Edison

GOVERNING BOARD

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Public Representative

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

DATE: Tuesday, October 24, 2017

TIME: 9:00 a.m.

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

ADMINISTRATION

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Executive Director

DENISE LEE
Deputy Director

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

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.

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 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 18, 2017

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

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Linda Harris, Elk Grove Unified School District
- _____ Elnora Nears, Elk Grove Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Angel Chenault, SETA-Operated Program
- _____ Penelope Scott, Community Representative
- _____ Linda Litka, Community Representative
- _____ Terri McMillin, Community Representative
- _____ Robin Blanks, Community Representative
- _____ Kenneth Tate, Outgoing Chair

Seats Vacant:

- _____ Vacant (Goswami), Sacramento City Unified School District
- _____ Vacant (Soloman), Sacramento City Unified School District
- _____ Vacant (Lesnick), San Juan Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Humphrey-Grant), Twin Rivers Unified School District
- _____ Vacant (Lane), Twin Rivers Unified School District
- _____ Vacant (Thomas), WCIC/Playmate Child Development Center
- _____ Vacant (Gutierrez), SETA-Operated Program
- _____ Vacant (Burnell), SETA-Operated Program
- _____ Vacant (Schneider), SETA Operated Program
- _____ Vacant (Mulhern), SETA-Operated Program
- _____ Vacant (Isaac), SETA-Operated Program
- _____ Vacant, Home Base Option
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Sheppard), Men's Activities Affecting Children Committee
- _____ Vacant (Zimmerman), Early Head Start, Sacramento City Unified School Dist.
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Jean), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2016-2017**

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

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	5/30 *	6/27	7/25	8/22	9/26	10/24	11/28
R. Blanks Seated 1/24	CR		X	X	X	X	X	X	X	X	X	X		
R. Castex Seated 7/25	WCIC									X	X	X		
A. Chenault Seated 11/22	SOP	X	E	X	X	X	X	X	X	X	X	X		
L. Harris Seated 11/22	ELK	X	X	X	X	X	X	X	X	X	X	X		
L. Litka Seated 1/24	CR		X	X	X	X	X	X	X	X	X	X		
T. McMillin Seated 1/24	CR		X	X	X	X	X	X	X	X	X	X		
E. Nears Seated 8/22	EG										X	X		
A. Scharnow Seated 11/22	SAC	X	X	X	X	X	X	X	X	E	X	X		
P. Scott Seated 1/24	CR		X	X	X	X	X	X	X	X	E	X		
C. Shoppard Seated 1/24	CR		X	X	X	X	X	X	X	X	E	X		
K. Tate Seated 1/24	OGC		X	X	E	X	X	X	X	X	X	X		

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
MAACC	Men's Activities Affecting Children Committee
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

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

Current a/o 10/13/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 26, 2017 POLICY COUNCIL
MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 26, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the September 26 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, September 26, 2017
9:00 a.m.

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

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

Members Present:

Linda Harris, Elk Grove Unified School District
Elnora Nears, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Angel Chenault, SETA-Operated Program
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Linda Litka, Community Representative
Kenneth Tate, Community Representative
Penelope Scott, Community Representative
Reginald Castex, WCIC (seated at 9:31 a.m.)

Members Absent:

Calvin Sheppard, MAACC (unexcused)

II. Consent Item

- A. Approval of the Minutes of the August 22, 2017 Regular meeting

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Blanks, to approve the August 22, 2017 minutes.

Show of hands vote:

Aye: 8 (Blanks, Chenault, Harris, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 2 (Castex & Sheppard)

III. Action Items

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

- and -

➤ **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/ DISMISSAL/RELEASE**

Pursuant to Government Code Section 54957

The board went into closed session at 9:09 a.m. At 9:29 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher, Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory). In addition, the employee personnel discipline action item was also approved.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Start Policy Council

Mr. Tate opened a public hearing on this item.

Mr. Reginald Castex was seated at 9:31 a.m.

Ms. Harris reviewed the modifications to the bylaws. Ms. Lee asked that the bylaws Article II, Section 2, Item 12 not be modified. The Head Start Policies and Procedures currently comply with updated Head Start regulations however, when the Policies and Procedures are updated, this particular portion of the bylaws can be modified to coincide.

Ms. Lee stated that the Head Start regulations used to require that the Board take action of hiring and firing of employees. Those regulations have been modified.

Mr. Tate thanked the hard work of the committee to review and update the bylaws to bring them in line with the new Head Start regulations.

Move/McMillin, second/Castex, to continue this item to the October 24, 2017 meeting where the action of the Policy Council will be to close the public hearing and approve modifications to the bylaws of the SETA-Operated Head Start/Early Start Policy Council

Show of hands vote:

Aye: 9 (Blanks, Castex, Chenault, Harris, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

C. Approval of Shared Decision-Making, Internal Dispute, Resolution and Impasse Procedures Between the SETA Governing Board and Head Start Policy Council

Ms. Denise Lee provided information on the impasse procedure. This procedure oversees the shared decision making between the Policy Council and the SETA

Governing Board. Many of the bylaw changes presented earlier are due to the updated regulations made in 2016. One thing added in new Performance Standards, was that if there is a disagreement between the Policy Council and the Governing Board, the issue would be resolved through an Impasse Procedure. If an agreement could not be reached, the new regulations have mediation and arbitration language added. SETA's Impasse Procedure was last updated in 1999. The added language needed to align with the new standards. Staff worked with SETA legal counsel to ensure it aligned with the Performance Standards.

If approved, this Impasse Procedure would go before the Governing Board for approval on October 5th.

Moved/Blanks, second/Castex, to approve the Shared Decision-Making, Internal Dispute Resolution and Impasse Procedures Between the Sacramento Employment and Training Agency Governing Board and the Head Start Policy Council.

Show of hands vote:

Aye: 9 (Blanks, Castex, Chenault, Harris, Litka, McMillin, Nears, Scharnow, Scott)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

IV. Information Items

A. Presentation - 2016-2017 Countywide CLASS Results – Ms. Alexis Briggs

Ms. Karen Gonzales introduced Ms. Alexis Briggs to provide a presentation on the CLASS results which is a way to measure teacher interactions in the classroom. Ms. Alexis Briggs stated that there is a lot to be proud of in our Head Start classrooms. Over 200 classrooms were reviewed. The teachers were given their scores and provided feedback on how to guide their professional development. Instructional Support is what Head Start is focusing on in the classroom which is also the hardest area to score well. To ensure consistency in codig CLASS scores, dual observations were made with expert observers. There is a CLASS work sheet that went out with each observer to ensure the teachers were being scored correctly.

Ms. Blanks asked how teachers respect a child's perspective in the classroom. Ms. Griffith replied that it helps teachers to balance out that it is okay to have control in the classroom but give children a choice. At our North Avenue site Ms. Annabelle provides children a number of choices of what they can do and when. Children have the freedom to select among those choices.

B. Standing Information Items

- PC/PAC Calendar of Events – Ms. Linda Harris reviewed the calendar of events. Mr. Tate urged all board members to attend the End-of-Year Parent Appreciation brunch.
- Parent, Family & Community Engagement - Events & Activities: No comments.
- Parent/Staff Recognitions – Mr. Tate recognized Ms. Scharnow for chairing her delegate PC meeting. He extended congratulations to Ms. Scharnow.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided the fiscal report for the month of August 31. The delegate numbers are estimates since it is too soon to have delegate numbers. There are no in-kind numbers for the same reason. We are in the process of upgrading all of our communications infrastructure and upgrade to WIFI. There will not be a Budget/Planning Committee in October due to the End of Year event.
- PTA/PTO Workshop Reports – It Makes a Difference – Mr. Tate thanked Ms. Belinda Malone for organizing an outstanding workshop on PTA/PTO. Mr. Tate was very impressed with the information provided at the workshop. Ms. Blanks found it very informative. Mr. Castex also enjoyed the workshop. He had no idea that parents had so much control over their child's education. Ms. Chenault found it very informative.
- Sacramento Works Facilities Tour Reports: Ms. McMillin stated that it was a very interesting tour to see facilities and how their unit does behind-the-scenes work. They are a good crew of people that care about the kids. Ms. Chenault found it very informative; they were very organized
- Sacramento Works Career Center Tour: Mr. Tate thanked Ms. Kossick for organizing the tour of the Hillsdale Career Center.
- Community Resources – Parents/Staff: Mr. Tate offered to share information he received from Mr. Silva.

C. Governing Board Minutes of August 3, 2017: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Harris reviewed the critique.
- Personnel/Bylaws Committee: No additional report.
- Social/Hospitality Committee: Mr. Tate thanked committee for their work on the End-of-Year Parent Appreciation Brunch.
- Parent Ambassadors Committee/Men's Activities Affecting Children Committee (MAACC): No report.
- Sacramento Medi-Cal Dental Advisory Committee: No report.
- Maternal, Child, and Adolescent Health Advisory Board: No report.

VI. Other Reports

- A. Executive Director's Report: Mr. Tate thanked Ms. Kossick for information on the CSBG. He spoke with Victor Bonanno and got a lot of information. Ms. Kossick reported that staff provided the Governing Board a wonderful presentation on

SETA's refugee services. Ms. Kossick would like to provide a presentation on refugee services but will wait until the full board is seated.

- C. Head Start Deputy Director's Report: Ms. Lee reported that there is possibility of having a review in the upcoming 12-18 months. The monitoring tool has changed significantly and the new system has moved into a data and measuring progress. There are two steps involved in the review process. The first step is done by reviewing documents (Focus Area I). This is an off-site review via conference call/webinar. The second step when a team visits to review the responses to the questions, called Focus Area II. It is a very different type of process and a nice opportunity for dialogue. The new system rolls out October 1. Staff expects to receive a letter whether there will be a review this year or not. No longer will reviewers check 100% of the classes for health and safety. They will pull a sample. Staff will keep the Policy Council involved and informed.

- ❖ Program Information Report for 2016-2017 (Head Start, Early Head Start, and Child Care Partnership-Early Head Start)

The Program Information Report (PIR) is a report that is submitted every year to the Office of Head Start. This data is shared with delegate directors and content staff. Ms. Lee referred to page 61 that shows that almost 100% of our families have medical insurance. The geographic managed care has provided an opportunity for parents to get medical care. The dental screenings were reviewed; SETA's numbers are above the national average but we will strive to improve even these excellent numbers. SETA Head Start has been very successful in ensuring children receive their immunizations. We excel in the number of teachers having AA and BA degrees with almost 90% of teaching staff having a degree.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso stated that her team is getting ready for the delegate kickoff scheduled for Thursday, October 12. Two health consultants are in the process of doing health and safety reviews; they are reviewing all classrooms. Two new Quality Assurance analysts came on board; they are in the process of being trained. Staff is working on first quarter unannounced visits. Twin Rivers was not hitting their numbers at the last report. The Twin Rivers Head Start director is developing a corrective plan for SETA. They are working on doing retraining and professional development for their teaching staff. As a result, the QA team will do more time at Twin Rivers doing unannounced visits to figure out where the issue is.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that staff knows we will be reviewed by OHS next year. Teaching staff have started a three-part training series which will include delegate and SETA/Head Start teachers. There will be small groups of 25

teachers that will go through the three training sessions together. Staff is developing a form that teachers can use to prepare. In addition, staff will be working with teachers to make their 40 minutes of review time to showcase the best they have. A 'cheat sheet' is being developed to assist teachers in their presentations.

- Personnel/Bylaws Committee: Mr. Tate thanked committee members for their hard work. In addition, he thanked Ms. Desha for coordinating everything.
 - Budget/Planning: Ms. Robin Blanks provided an overview.
 - Social/Hospitality Committee: Ms. McMillin reported out on the most recent actions of this committee.
 - Parent Ambassadors Committee/Men's Activities Affecting Children Committee (MAACC): This was canceled; new meeting is Friday.
 - Sacramento Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the next meeting will be October 5.
 - Maternal, Child, and Adolescent Health Advisory Board: Ms. Blanks reviewed the recent business of this committee.
- B. Chair's Report: Mr. Tate thanked members for showing up and participating.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 11:13 a.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT TO
GOVERNMENT CODE SECTION 54957

BACKGROUND:

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

- Approval of Eligible Lists for: Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler, and Family Services Worker III

➔ Report out of Closed Session

NOTES:

ITEM III-B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE JOB SPECIFICATION FOR PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF

BACKGROUND:

The nondiscrimination and equal opportunity provisions found in Section 188 of the Workforce Innovation and Opportunity Act (WIOA) and 29 CFR Part 38 prohibit discrimination on the basis of race; color; religion; sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity); national origin (including Limited English Proficiency); age; disability; political affiliation or belief; or, for beneficiaries, applicants, and participants only, on the basis of citizenship status or participation in a WIOA Title I-financially assisted program or activity.

On January 3, 2017, 29 CFR Part 38 was revised to require that states conduct annual monitoring reviews to determine whether each recipient is operating its WIOA Title-I financially assisted program or activity in a nondiscriminatory way. Part of the annual monitoring is each Local Area must designate an Equal Opportunity (EO) Officer who is responsible for coordinating its obligation under these nondiscrimination and equal opportunity regulations. As a result, SETA has designated the Personnel/Human Resources Department Chief to be the EO Officer. Therefore, the job specification has been updated to reflect the role and responsibilities of being the Agency's EO Officer. Additionally, the Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The revised job specification for Personnel/Human Resources Department Chief is attached in redline and clean versions.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the revised job specification for Personnel/Human Resources Department Chief.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF

ORGANIZATIONAL RESPONSIBILITY

The Personnel/Human Resources Department Chief is responsible to and reports to the SETA Executive Director.

DEFINITION

Under administrative direction, plans, organizes, administers and directs the Personnel/Human Resources Department activities and functions. Responsibilities include direct and indirect supervision of professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Personnel/Human Resources Department. The Personnel/Human Resources Department Chief is responsible for providing coordinated and consistent direction to the Agency regarding human resource activities for SETA employees as well as potential employees.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Listen and get along with a diverse group of people.
- Establish and maintain cooperative working relationships with the majority of the staff.
- Share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Interact positively and professionally with the public, staff, children, and vendors.
- Maintain composure when dealing with resistance or contrary opinions.
- Interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Be able to work as a team and collaborate with colleagues.

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. Oversees the functions and activities of personnel, human resources, program development, planning and Agency facilities;
2. Develops and implements department and agency-wide policies and procedures;
3. Provides complex technical assistance on special projects and activities to the Executive Director;
4. Oversees the development of required federal, state or local plans and modifications to plans for the Agency;
5. Administers and directs the SETA position classification plan, employee safety program, employee relations, recruitment and examinations, selection, staff training and development, labor relations, salary administration, leave administration, and workers' compensation;
6. Counsels and instructs subordinate staff on employee relations practices and techniques for grievance handling and disciplinary matters;
7. Administers employee evaluation systems;
8. Develops department goals and objectives, reviews achievements, and makes changes when necessary;
9. Directs, supervises, coordinates, reviews and evaluates the work of subordinate staff;

10. Assists the Executive Director to provide direction in planning, developing, coordinating, implementing and administering Agency functions;
11. Oversees the development and implementation of program development and program procurement invoices of the Agency;
12. Serves as resource person to the SETA Governing Board and the Head Start Policy Council;
13. Assists in formulating, administering, and developing Agency long-range goals.
14. Serves as Equal Opportunity Officer for the Agency with oversight of nondiscrimination and equal opportunity requirements including investigating/monitoring WIOA Title I funded activities and programs, reviewing written policies, managing discrimination complaint procedures, conducting outreach and education about equal opportunity and nondiscrimination requirements, participating in continuing training and education, and informing individuals of their equal opportunity rights and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- Laws and regulations affecting human resources, compliance, contract negotiation, investigations, labor law, leaves of absence including FMLA, CFRA, PDL and disability leaves, recruitment, and workers' compensation;
- Budget development and fiscal controls;
- Public sector employer-employee relations, grievance handling, and disciplinary investigations.
- Laws and regulations affecting all programs of the Agency.

AND

Ability to:

- Plan, organize, supervise, and coordinate the human resource and facilities functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's human resource and facilities functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff.

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 these knowledges and abilities would be:

- I. Bachelor's degree from an accredited college or university with major course work in public administration, business administration, personnel management, labor relations and/or finance or accounting or related courses.

AND

- II. Seven years of increasingly responsible human resource experience including five years of supervision, which reflect extensive application of the knowledge and abilities required for recruitment, selection, classification, salary and/or benefits administration, affirmative action, labor relations, staff development and training, workers' compensation, and/or payroll and finance.

OR

III. At least ten years of Human Resources Experience in a Managerial role.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<i>Visual Acuity</i>	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<i>Environment</i>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<i>Relational</i>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

PERSONNEL/HUMAN RESOURCES DEPARTMENT CHIEF

ORGANIZATIONAL RESPONSIBILITY

The Personnel/Human Resources Department Chief is responsible to and reports to the SETA Executive Director.

DEFINITION

Under administrative direction, plans, organizes, administers and directs the Personnel/Human Resources Department activities and functions. Responsibilities include direct and indirect supervision of professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the top level management position responsible for the overall administration of the Agency's Personnel/Human Resources Department. The Personnel/Human Resources Department Chief is responsible for providing coordinated and consistent direction to the Agency regarding human resource activities for SETA employees as well as potential employees.

INTERPERSONAL SKILLS EXPECTATIONS

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

- Listen and get along with a diverse group of people.
- Establish and maintain cooperative working relationships with the majority of the staff.
- Share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Interact positively and professionally with the public, staff, children, and vendors.
- Maintain composure when dealing with resistance or contrary opinions.
- Interact with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Be ready and willing to assist the site staff with fostering a stimulating and accepting learning environment.
- Be able to work as a team and collaborate with colleagues.

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. Oversees the functions and activities of personnel, human resources, program development, planning and Agency facilities;
2. Develops and implements divisiondepartment and agency-wide policies and procedures;
3. Provides complex technical assistance on special projects and activities to the Executive Director;
4. Oversees the development of required federal, state or local plans and modifications to plans for the Agency;
5. Administers and directs the SETA position classification plan, employee safety program, employee relations, recruitment and examinations, selection, staff training and development, labor relations, salary administration, leave administration, and workers' compensation;
6. Counsels and instructs subordinate staff on employee relations practices and techniques for grievance handling and disciplinary matters;
7. Administers employee evaluation systems;
8. Develops department goals and objectives, reviews achievements, and makes changes when necessary;
9. Directs, supervises, coordinates, reviews and evaluates the work of subordinate staff;

10. Assists the Executive Director to provide direction in planning, developing, coordinating, implementing and administering Agency functions;
11. Oversees the development and implementation of program development and program procurement invoices of the Agency;
12. Serves as resource person to the SETA Governing Board and the Head Start Policy Council;
13. Assists in formulating, administering, and developing Agency long-range goals.
- ~~13-14.~~ Serves as Equal Opportunity Officer for the Agency with oversight of nondiscrimination and equal opportunity requirements including investigating/monitoring WIOA Title I funded activities and programs, reviewing written policies, managing discrimination complaint procedures, conducting outreach and education about equal opportunity and nondiscrimination requirements, participating in continuing training and education, and informing individuals of their equal opportunity rights and responsibilities.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, management, supervision, training and public administration;
- ~~—~~ Laws and regulations affecting human resources, compliance, contract negotiation, investigations, labor law, leaves of absence including FMLA, CFRA, PDL and disability leaves, recruitment, and workers' compensation;

MINIMUM QUALIFICATIONS

- Knowledge of (Con't):
- Budget development and fiscal controls;
- Public sector employer-employee relations, grievance handling, and disciplinary investigations.
- Laws and regulations affecting all programs of the Agency.

AND

Ability to:

- Plan, organize, supervise, and coordinate the human resource and facilities functions of the Agency;
- Make effective oral and written presentations;
- Effectively represent SETA's human resource and facilities functions with other government agencies and concerned people;
- Supervise, train and evaluate assigned personnel;
- Establish and maintain cooperative working relationships with staff.

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 these knowledges and abilities would be:

I. Bachelor's degree from an accredited college or university with major course work in public administration, business administration, personnel management, labor relations and/or finance or accounting or related courses.

AND

II. Seven years of increasingly responsible human resource experience including five years of supervision, which reflect extensive application of the knowledge and abilities required for recruitment, selection, classification, salary and/or benefits administration, affirmative action, labor relations, staff development and training, workers' compensation, and/or payroll and finance.

OR

III. At least ten years of Human Resources Experience in a Managerial role.

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

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>

<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

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.

Sufficient Speech to:

Engage in conversation both in person and on the phone.

Sufficient Hearing to:

Understand conversation in person or on the phone.

Sufficient Vision to:

Operate a personal computer.

Sufficient Sensitivity of Touch to:

Operate a personal computer.

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:

Ability to Taste.

Ability to Smell.

ITEM III-C - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULE FOR HEAD START PARENT INTERN, STUDENT INTERN, HEAD START CHILDCARE TEACHER ASSISTANT, BILINGUAL AIDE, AND HEAD START ON-CALL COOK DRIVER

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve revisions to five (5) job classifications to align with new minimum wage rates that became effective January 1, 2017. New legislation (SB3), was signed into law on April 4, 2016, raising California's minimum wage to \$15.00 per hour effective January 1, 2022. The law requires increases to the minimum wage in a series of steps:

1. On January 1, 2017, the minimum wage increased to \$10.50 per hour.
2. On January 1, 2018, the minimum wage will increase to \$11.00 per hour.
3. On January 1, 2019, the minimum wage will increase to \$12.00 per hour.
4. On January 1, 2020, the minimum wage will increase to \$13.00 per hour.
5. On January 1, 2021, the minimum wage will increase to \$14.00 per hour.
6. On January 1, 2022, the minimum wage will increase to \$15.00 per hour.

Compliance with the law will require revisions to five (5) Agency job classifications: Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver.

The current pay ranges are as follows:

Title	Step A	Step B	Step C	Step D	Step E
Head Start Parent Intern	\$10.61	\$11.14	\$11.70	\$12.28	\$12.89
Student Intern	\$10.61	\$11.14	\$11.70	\$12.28	\$12.89
Head Start Childcare Teacher Assistant	\$10.61	\$11.14	\$11.70	\$12.28	\$12.89
Bilingual Aide	\$10.50	\$10.79	\$11.33	\$11.90	\$12.49
Head Start On-Call Cook Driver	\$10.50	N/A	N/A	N/A	N/A

The new pay ranges effective January 1, 2018 are as follows:

Title	Step A	Step B	Step C	Step D	Step E
Head Start Parent Intern	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Student Intern	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Head Start Childcare Teacher Assistant	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Bilingual Aide	\$11.00	\$11.55	\$12.13	\$12.74	\$13.38
Head Start On-Call Cook Driver	\$11.00	N/A	N/A	N/A	N/A

ITEM III-C - ACTION (continued)
Page 2

Ms. Allison Noren will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the new salary schedules for the Head Start Parent Intern, Student Intern, Head Start Childcare Teacher Assistant, Bilingual Aide, and Head Start On-Call Cook Driver.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND READING AND APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED HEAD START/EARLY START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2016-2017 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~strikethrough~~ with orange highlighting.

The Chair opened a public hearing on these modifications at the September 26 meeting.

RECOMMENDATION:

Hear any additional testimony, and take action to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 9/26/17
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) **1305.2** ~~1306.3 (h)~~: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. ~~Federal regulations state that~~ ***In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships***, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. **Written** ~~and~~ procedures for program planning ~~in accordance with this part and the requirements of 45 CFR 1305.3.~~
 - 4. ~~The program's philosophy and long- and short-range program goals and objectives.~~ ***Strategic long-term goals and measurable objectives for program in funding application.***
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, ~~in accordance with the requirements of 45 CFR Part 1305.~~
 - 8. ***Participate in*** ~~the~~ annual self-assessment of the Grantee's progress ***by*** ~~in~~ carrying out the programmatic and fiscal intent of its grant application, including planning or other ***corrective*** actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. ~~The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.~~ ***Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.***

10. Program personnel policies and subsequent changes to those policies, in accordance with ~~45 CFR 1301.31~~ **Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1)**, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency **will be in accordance with SETA Personnel Policies and Procedures**. ~~For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)~~
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District
 - One (1) Representative from EHS – Twin Rivers Unified School District**

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Men's Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- ~~Four (4) Community Representatives will be elected by the outgoing PC. Representatives may be elected by the current PC if the outgoing PC has been dissolved. These representatives may or may not be a current parent. There will be four (4) Community Representative alternate positions.~~
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.**
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.**
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.**

Community members desiring to be reappointed must apply for membership on a yearly basis.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
 - 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 - 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least ~~51%~~ **41%** of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.

- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years ~~with the exception of Community Representatives who have not previously served on the PC, Policy Committee, or the Parent Advisory Committee. Such Community Representatives are limited to three (3) program years.~~ During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

Section 6: Attendance

- A. **Absences**: Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.
- A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.
- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as “PC/Policy Committee.”

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority ~~51%~~ **41%** of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. ~~A majority (51%) of the quorum must be current parents.~~

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their

alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee meetings
 8. Community Action Board meetings (CAB)
 9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 10. Workforce **Development Investment** Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. 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.
- C. 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 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.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- 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.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. ~~At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership.~~ No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this

committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII

Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

ARTICLE VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

PC Board approved:

ITEM III-E – ACTION

ELECTION OF POLICY COUNCIL COMMUNITY AGENCY REPRESENTATIVE

BACKGROUND:

Head Start Policy Council bylaws provide an opportunity for two community agencies to serve on the board. Community agency representatives serve as a conduit between the board members and the community.

Last month, letters were sent out to several local community agencies soliciting representatives.

Applications were received from Birth and Beyond and WEAVE; a copy of these applications will be distributed to board members at the October 24 meeting.

RECOMMENDATION:

Review the applications and elect a community agency representative.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Mr. Kenneth Tate
- Parent, Family & Community Engagement - Events & Activities – Mr. Kenneth Tate
- End-of-Year Parent Appreciation Brunch Reports – Mr. Kenneth Tate
- Parent/Staff Recognitions – Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of
Account: Ms. D’et Saurbourne
- Community Resources – Parents/Staff - Mr. Robert Silva

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Thursday, October 26, 2017 9:00 – 11:00 a.m. Camellia Room
Men's Activities Affecting Children Committee/Parent Ambassador Committee	Friday, October 27, 2017 10:30 a.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, November 14, 2017 1:00 p.m. Camellia Room

ITEM IV-B- INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the September 7, 2017 meeting.

NOTES:

**REGULAR 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, September 7, 2017
10:00 a.m.

- I. **Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:01 a.m. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Larry Carr, Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors

Member Absent:

Don Nottoli, Member, Board of Supervisors

- ➔ Presentation of Sharon Neese Art: Ms. Denise Lee stated that when this building was updated there was a desire to have the décor to represent the departments in the Agency. In the Children and Family Services department, the children of the Sharon Neese Center created some art now showcased in the Diablo Room and in the hallway by the Director's Office. Ms. Georgia Payton spoke of the Head Start Creative Curriculum which provides an opportunity for children to learn through art. In the area of art, teachers encourage children to express themselves through different forms of media. The children are offered crayons, paint, string, wood and all kinds of different media. Art allows children to express their feelings; art also includes music and dancing. Ms. Kenna Ward introduced the children and explained how the art was developed.

II. **Consent Items**

- A. Minutes of the August 3, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Use of Fund Balance
- D. Approval to Accept Funds from the Institute for Local Government Accelerator 5.0 Grant to Support the Establishment of a Government Engaging Youth Community of Practice and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Institute for Local Government

The consent items were reviewed; no questions or comments.

Moved/Carr, second/Kennedy, to approve the consent items as follows:

- A. Approve the August 3, 2017 minutes
- B. Approve the claims and warrants for the period 7/27/17 through 8/28/17.
- C. Approve the use of Agency fund balance of \$402.51 to replenish the stolen petty cash funds.
- D. Approve the acceptance of \$25,000 from the Institute for Local Government Accelerator 5.0 grant to support the establishment of a government engaging youth community of practice and authorize the Executive Director to execute the agreement and any other documents required by the Institute for Local Government.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

Ms. Kossick stated that the board received applicants from three candidates; two were previously on the Sacramento Works board and the third is a new applicant.

Mr. Schenirer stated that he knows Mr. DeMers through the Sacramento Regional Conservation Corps; all candidates are community minded.

Moved/Schenirer, second/Kennedy, to approve the appointment of Mr. David P. DeMers to complete the term of the seat vacated by Brian Broadway.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

Ms. Kossick informed the board that both Mr. Castro and Ms. Sanchez are currently serving on the Sacramento Works Youth Committee.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Children and Family Services Courier/Maintenance

Ms. Kossick offered to answer questions.

Mr. Schenirer opened a public hearing.

Moved/Scherman, second/Carr, to close the public hearing and approve the revised job specification for Children and Family Services Maintenance/Courier.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No items.

One Stop Services: No items.

Refugee Services

1. Approval of Staff Funding Recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-Aside Programs, Program Year (PY) 2017-2018

Ms. Kossick stated that staff was available to answer questions.

Speaker before the Board:

Mr. Robert Sanger, Folsom Community Partnership, appreciates the staff recommendations. In the city of Rancho Cordova, there is a significant refugee population. Their organization is appreciative of that recognition and the funding recommendations.

Moved/Scherman, second/Carr, to approve staff funding recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside (RSS SA) grant programs, PY 2017-2018, as indicated on the attached funding charts. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) TA funds will be allocated in two increments. The first increment will cover program services from October 1, 2017 through April 30, 2018. The second increment will be allocated contingent upon receipt of funds from ORR, and will cover program services from May 1, 2018 through September 30, 2018.
- 4) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day, from October 1, 2017 through September 30, 2018.

- 5) If the final allocations for RSS, TA, and RSS SA are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
- 6) If the final allocations for RSS, TA, and RSS SA are more than anticipated, staff may return with an augmentation recommendation in October.
- 7) Participants in Match Grant employment services provided by IRC and World Relief are not eligible to participate in IRC's or World Relief's RSS and TA-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit a Request to Carry Over Program Year 2016-2017 Head Start Funds

No questions or comments.

Moved/Carr, second/Kennedy, to approve the submission of a carryover request for Program Year 2016-2017, from Head Start Duration and Head Start Basic funding up to \$1,899,109.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Nottoli)

IV. Information Items

- A. Employer Success Stories and Activity Report: No report.
- B. Dislocated Worker Update: No report.
- C. Unemployment Update/Press Release from EDD: No report.
- D. Head Start Reports: No report.

V. Reports to the Board

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

- VI. **Adjournment:** The meeting was adjourned at 10:18 a.m.

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 September 26, 2017 Policy Council meeting.

GOOD!!!
Thank, Ms. Kathy Kossick, for information on the refugee movement into the Sacramento area.
Thank you, Ms. Denise Lee, for shared information on the new Federal review process.
Thank you, Ms. Allison Noren, for shared information on the employment eligibility list.
Thank you, managers, for shared program updates.
Thank you, Ms. Alexis Briggs, for shared information on CLASS results.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Personnel/Bylaws Committee: Mr. Kenneth Tate

ITEM V – COMMITTEE REPORTS (continued)

Page 2

- Mens' Activities Affecting Children Committee/Parent Ambassadors Committee:
Mr. Kenneth Tate

- Social/Hospitality Committee: Mr. Kenneth Tate

- Medi-Cal Dental Advisory Committee: Ms. Robin Blanks

- Maternal, Child, and Adolescent Health Advisory Board: Ms. Robin Blanks

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 Program Report

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education and Mental Health Services

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

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



Monthly Program Update September/October 2017

Tablets for Teachers Project

September/October
2017

SETA and its delegate agencies have adopted and implemented the *Learning Genie Application* to assist teachers with completing the Desired Results Developmental Profile (DRDP) assessments.

Throughout the year, teachers gather data to measure children's cognitive, physical and social/emotional development. In doing so, teachers create individual child portfolios to demonstrate each child's growth in various areas of development. Data is collected in the form of anecdotal notes, work samples, photos and videos.

Learning Genie is an iPad application designed to help teachers build and organize a child's portfolio using digital technology. Additionally, teachers incorporate this technology into their small and large group lessons, as well as provide one-on-one individualized support to children. Reports are also generated for use during parent conferences and for Individualized Development Plans (IDPs).

Learning Genie has changed the way teachers' work. Teachers have reported that by using *Learning Genie* they have reduced their DRDP assessment time by 80%. One teacher also shared "that

Learning Genie has made DRDP assessments fun.

Project lead, **Megan Jones**, Education Coordinator, carefully orchestrated an intensive pilot project to ensure teacher's comfort with digital technology and to validate the technology results matched the manual results of the DRDP process. Megan recently shared, "We piloted the application for a year and discovered how incredible this program is for teachers.

Pilot teachers, as pictured below, are now experts in the field who are helping other staff at their site successfully complete their DRDPs on *Learning Genie*."

The project team will continue to deploy more than 120 iPads to teachers loaded with *Learning Genie* and other teacher and child friendly applications. Great job Megan and the Learning Genie Teacher Ambassadors!



Chrisel
Freedom Park



Roberta
Galt



Juana
Walnut Grove



Rommel
Sharon Neese



Kenna
Sharon Neese



Angie
Northview



Breana
Hillsdale



Debbi
Hillsdale



Alla
Norma Johnson



WCIC Joins Lesson Planning Pilot

The teachers at WCIC have joined the lesson planning pilot currently being implemented at twenty SETA sites.

These helpful lesson planning tools are being designed with input from teachers for teachers.

The research based, Creative Curriculum is “WHAT” we use and SETA’s Lesson Planning Guide is “HOW” we do it. The Head Start Performance Standards and the Creative Curriculum provides the “blueprint” while the lesson planning process is what brings it to life.

Last year the pilot started at five SETA sites. At these sites staff saw teachers who were excited and working together on their lesson plans. The staff saw meaningful experiences in these classrooms that included brainstorming, problem solving, team-work, an increase in

language and more conversations with children during the school day. These are the types of quality interactions that promote learning and school readiness.

SETA welcomes WCIC, as its first partner-agency to join the pilot! Everyone will benefit from

their contributions as the team continues to refine the lesson planning resources. This on-going collaboration with the teachers will play a critical role in future development of the Lesson Planning Guide.



OHS Aligned Monitoring System 2.0

Effective October 1st, the Office of Head Start (OHS) will begin monitoring programs using the newly designed Aligned Monitoring System (AMS) 2.0.

AMS 2.0 has been redesigned to increase alignment with the new Head Start Program Performance Standards (HSPPS); to reduce the burden that monitoring places on programs; and to increase the value of monitoring for all involved.

AMS 2.0 is more streamlined, efficient, and focused on pro-

grams’ use of data, progress, and outcomes. AMS 2.0 consists of three reviews: Classroom Assessment Scoring System (CLASS), Focus Area 1 and Focus Area 2.

A Focus Area 1 (FA1) review is an off-site review that helps reviewers gain an understanding of a program’s structure, systems, services and staffing.

A Focus Area 2 (FA2) review takes place on-site and allows a program to demonstrate progress and program improvement across multiple years of program imple-

mentation, instead of a one-time snap shot.

A CLASS review remains the same and continues to be a separate process.

On October 2nd, SETA was notified it will receive a FA2 and a CLASS review during this program year. SETA will be given a 60-day notice with exact dates of each review. SETA may elect to have both reviews (FA2 and CLASS) at the same time, if so desired. More details will be forthcoming.

Updates from the Office of Head Start

The Office of Head Start released Information Memorandum (IM) **ACF-IM-HS-17-02** on September 21st urging programs to begin taking steps to resume services in hard hit hurricane areas of the nation. It also removed barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families.

Additionally, on September 28, 2017, the OHS released a new compliance date around Head Start Program Performance Standards (HSPPS) **45-CFR 1302**. Specifically, the compliance date for background check procedures and the date for programs to participate in their state or local Quality Rating and Improvement System (QRIS) has been extended to September 30, 2018. This new date will allow programs more time to fully implement the required changes.

SETA and its delegate agencies are already participating in the county's QRIS program and is awaiting approval on the State's request to the Department of Child Care to accept California's fingerprint system in meeting the updated performance standards.

Upcoming Events:

October 11th

End of the Year Parent Appreciation Celebration
Shriners Hospital, Sacramento

October 12th

Delegate Kick-off
Citrus Heights Community Center



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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/29/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD***	440	428	97	90
Sacramento City USD***	1,139	1,122	99	89
SETA**	1,868	1,857	99	71
San Juan USD	668	671	100	81
Twin Rivers USD*	180	140	78	84
WCIC/Playmate	100	100	100	67
Total	4,395	4,318	98	

*2 duration classrooms not yet operating
**9 classrooms capped due to majority 3 year olds
***Other enrollment challenges

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/29/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD**	152	147	97	78
SETA*	431	405	94	80
San Juan USD	160	161	100	79
TRUSD	16	16	100	87
Total	759	729	96	

*3 conversion classrooms not yet operating
**1 conversion classroom not yet operating

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/29/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	77
Sacramento City USD	40	42	105	78
SETA/Job Corps.	4	4	100	TBD
Total	80	82	102	

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



SETA Head Start

Food Service Operations Monthly Report

*September 2017

September 1st - Minimum Day Calendar D Classes - Class Calendar A, B, C, and E, closed.

September 4th - Labor Day Holiday.

September 7th - North Avenue closed 1256A Class due to staff shortage.

September 11th - WCIC Classes returned from Summer break.

Kennedy Estates closed the afternoon class due to the water at the apartment complex was shut off.

September 15th - Walnut Grove and LaVerne Stewart closed for training.

September 20th - North Avenue due to staff shortage and no subs, class 1256B capped at 10 children.

September 22nd - Elkhorn class A&B closed for teacher training.

September 25th - North Avenue 1256A Class stopped at 10 children due to staff shortage.

September 29th - Home base Special Function Lunch & Snack provided for 175 guests.

Classes closed for training Norma Johnson B, Galt F, and Walnut Grove V.

Meetings & Trainings:

Head Cook Celia Limones attended a Supervisor Training in Sacramento on September 6th.

CACFP Training provided by Martha & Connie for the WCIC Staff on September 8th.

Cook/Driver Melissa Smith attended a SERV Safe Training on September 13th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
36,150	20,260	25,770	0

Total Amount of Meals and Snacks Prepared **82,180**

Purchases:

Food **\$78,164.56**

Non - Food **\$10,469.45**

Building Maintenance and Repair: **\$280.00**

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

Kitchen Small Wares and Equipment: **\$3,833.25**

Vehicle Maintenance and Repair : **\$5,762.53**

Vehicle Gas / Fuel: **\$1,399.04**
Normal Delivery Days **20**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 2017

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1988	190	10%	377	56	15%
Twin Rivers USD	233	18	8%	16	0	0%
Elk Grove USD	440	23	5%			
Sac City USD	1211	80	7%	144	19	13%
San Juan USD	668	72	11%	160	12	8%
WCIC	120	5	4%			
EHS CCP				80	5	6%
COUNTY TOTAL	4660	388	8%	761	92	12%

AFE: 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.
