

**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

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

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

***THOUGHT OF THE DAY: "The Most Powerful Leadership Tool You Have is Your Own Personal Example."***

*Author: John Wooden*

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

**DATE:** Tuesday, May 22, 2018

**TIME:** 9:00 a.m.

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

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

**AGENDA**

**PAGE NUMBERS**

- |             |  |      |
|-------------|--|------|
| <b>I.</b>   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b>  | 1-3  |
|             | ➤ Introduction of Newly Seated PC Representatives  |      |
|             | ➤ PC Meeting Attendance Update   |      |
| <b>II.</b>  | <b><u>Consent Item</u></b>   |      |
| A.          | Approval of the Minutes of the April 24, 2018 Policy Council Meeting.  | 4-13 |
| <b>III.</b> | <b><u>Action Items</u></b>   |      |
| A.          | <b><u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u></b>  | 14   |
|             | ➔ Approval of Eligible Lists for: Associate Teacher; Associate Teacher/Infant Toddler; Head Start Teacher; Infant Toddler Lead Teacher; Site Supervisor; and CFS Education Program Officer |      |
|             | ➔ Report out of Closed Session   |      |

B.	<b><u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u></b> Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)	15-23
C.	Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application for Program Year 2018-2019	24
<b>IV.</b>	<b><u>Information Items</u></b>	<b>25-31</b>
A.	Standing Information Items	
➤	PC/PAC Calendar of Events – Mr. Reginald Castex	
➤	Parent/Staff Recognitions – Mr. Reginald Castex	
➤	Parent Leadership Institute Reports – Mr. Reginald Castex	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne	
➤	Toastmasters Training – Mr. Reginald Castex	
➤	Community Resources – Parents/Staff: Mr. Robert Silva	
➤	Birth & Beyond – Mr. Mason Taylor	
B.	Governing Board Minutes – March 1, 2018	32-37
C.	Fiscal Monitoring Report	38-40
	• Twin Rivers Unified School District	
<b>V.</b>	<b><u>Committee Reports</u></b>	<b>41-42</b>
➤	Executive Committee Meeting Critique: Mr. Reginald Castex	
➤	Budget/Planning Committee: Mr. Reginald Castex	
➤	Social/Hospitality Committee: Mr. Reginald Castex	
➤	Men’s Activities Affecting Children Committee/Parent Ambassadors Committee: Mr. Reginald Castex	
➤	Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott	
➤	Maternal, Child & Adolescent Health Advisory Board Report: Ms. Linda Litka	
<b>VI.</b>	<b><u>Other Reports</u></b>	<b>43-54</b>
A.	Executive Director’s Report: Ms. Kathy Kossick	
B.	SETA Head Start Deputy Director’s Report: Ms. Denise Lee	
	• Monthly Head Start Reports (attached)	
C.	Chair’s Report: Mr. Reginald Castex	
D.	Head Start Managers’ Reports	
	▪ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
	▪ <u>Robyn Caruso</u> - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services	
	▪ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	

- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, MAY 16, 2018**

Policy Council meeting is hosted by:  
Reginald Castex (Chair), Andrea Scharnow (Vice Chair), Henrietta Gutierrez  
(Secretary), Kaoyee Xiong (Treasurer), Charles Taylor (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Kaoyee Xiong, Elk Grove Unified School District
- \_\_\_\_\_ Andrea Scharnow, Sacramento City Unified School District
- \_\_\_\_\_ Jessica Bradsberry, Sacramento City Unified School District
- \_\_\_\_\_ Charles Taylor, Twin Rivers Unified School District
- \_\_\_\_\_ Claudett Sanders, Early Head Start, Sacramento City Unified School Dist.
- \_\_\_\_\_ Alisha Givehchi, Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Henrietta Gutierrez, SETA-Operated Program
- \_\_\_\_\_ Griselda Cisneros, SETA-Operated Program
- \_\_\_\_\_ Marcheri Smith, SETA-Operated Program
- \_\_\_\_\_ Devon McCracken, SETA-Operated Program
- \_\_\_\_\_ Marley Schurr, SETA-Operated Program
- \_\_\_\_\_ Penelope Scott, Grandparent/Community Representative
- \_\_\_\_\_ Linda Litka, Past Parent/Community Representative
- \_\_\_\_\_ Kenneth Tate, Outgoing Chair
- \_\_\_\_\_ Reginald Castex, Men's Activities Affecting Children Committee

**Members to be seated:**

- \_\_\_\_\_ Diana Wriedt, Elk Grove Unified School District
- \_\_\_\_\_ Mason Taylor, Birth & Beyond, Community Agency Representative
- \_\_\_\_\_ Angel Chenault, Past Parent/Community Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Castro-Flores), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Jorgensen), San Juan Unified School District
- \_\_\_\_\_ Vacant (Pierce), San Juan Unified School District
- \_\_\_\_\_ Vacant (Robinson), San Juan Unified School District
- \_\_\_\_\_ Vacant (Lopez), SETA-Operated Program
- \_\_\_\_\_ Vacant (Vaughn), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Garrett), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Rye), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant, Home Base Option
- \_\_\_\_\_ Vacant (Self), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Altameemi), Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Vacant, Early Head Start, Sac. City Unified School Dist.
- \_\_\_\_\_ Vacant (White), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant, Community Agency Representative

**\*\* Please call your alternate, Policy Council Chair (Reginald Castex: (916) 821-2823), 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 2017-2018**

The 2017-2018 Board was seated on **November 28, 2017** and  
**December 20, 2017**

BOARD MEMBER	SITE	11/28	12/20 *	1/23	2/27	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
J. Bradsberry Seated 11/28	SAC	X	X	X	U	X	X							
R. Castex Seated 12/20	MAACC		X	X	X	X	X							
A. Chenault Seated	CR													
G. Cisneros Seated 3/27	SOP					X	X							
<del>D. Garrett s/b/seated 3/27</del>	<del>WCIG</del>					<del>U</del>	<del>U</del>							
A. Givehchi s/b/seated 2/27; seated 3/27	EHS/ HB				E	X	U							
H. Gutierrez Seated 11/28	SOP	X	X	X	X	X	X							
<del>C. Jorgensen Seated 12/20</del>	<del>SJ</del>		<del>X</del>	<del>X</del>	<del>X</del>	<del>U</del>	<del>U</del>							
L. Litka Seated 11/28	CR	X	X	X	X	X	X							
<del>Y. Lopez Seated 11/28</del>	<del>SOP</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>U</del>	<del>U</del>							
D. McCracken Seated 3/27	SOP					X	X							
<del>T. McMillin Seated 11/28</del>	<del>CR</del>	<del>X</del>	<del>X</del>	<del>AP/ E</del>	<del>AP/ E</del>	<del>X</del>	<del>AP/ U</del>							
<del>B. Rye s/b/seated 3/27</del>	<del>WCIG</del>					<del>U</del>	<del>U</del>							
C. Sanders Seated 1/23	EHS/ SAC			X	X	X	X							
A. Scharnow Seated 11/28	SAC	X	X	X	X	X	X							
M. Schurr Seated 4/24	SOP						X							
P. Scott Seated 11/18	CR	X	X	X	X	X	X							
M. Smith Seated 3/27	SOP					X	X							

BOARD MEMBER	SITE	11/28	12/20 *	1/23	2/27	3/27	4/24	5/22	6/26	7/24	8/28	9/25	10/23	11/27
C. Taylor Seated 11/28	TR	X	X	X	X	E	U							
<del>M. Taylor Seated 11/28</del>	<del>CAR</del>	<del>X</del>	<del>U</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>E</del>							
M. Taylor Seated	CAR													
K. Tate Seated 1/24	OGC	X	X	X	X	X	X							
D. Wriedt s/b/seated 4/24	EG						U							
K. Xiong Seated 1/23	ELK			X	X	X	X							

### GLOSSARY OF ACRONYMS

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

**H:** Holiday

**AP:** Alternate Present

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

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

**OGC:** Outgoing Chair

**\*:** Special Meeting

*Current a/o 5/15/2018*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 24, 2018  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 24, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the April 24 minutes.

**NOTES:**

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

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

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

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

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

Tuesday, April 24, 2018  
9:00 a.m.

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

Mr. Reginald Castex called the meeting to order at 9:04 a.m. The Pledge of Allegiance was recited. The thought of the day was read. Ms. Henrietta Gutierrez called the roll and a quorum was established.

**Members Present:**

Kaoyee Xiong, Elk Grove Unified School District  
Jessica Bradsberry, Sacramento City Unified School District  
Andrea Scharnow, Sacramento City Unified School District  
Henrietta Gutierrez, SETA-Operated Program  
Griselda Cisneros, SETA-Operated Program  
Devon McCracken, SETA-Operated Program  
Marcheri Smith, SETA-Operated Program  
Penelope Scott, Grandparent/Community Representative  
Kenneth Tate, Outgoing Chair  
Reginald Castex, Men's Activities Affecting Children Committee  
Angel Chenault, Alternate, SETA-Operated Program  
Claudett Sanders, Early Head Start, Sacramento City Unified School District  
(seated at 9:07 a.m.)  
Linda Litka, Past Parent Representative (seated at 9:10 a.m.)

**Members Absent:**

Alisha Givehchi, Early Head Start/Home Base (SOP) (unexcused)  
Terri McMillin, Past Parent/Community Representative (unexcused)  
Yezenia Lopez, (unexcused; alternate present)  
Mason Taylor, Birth & Beyond, Community Agency Representative (excused)  
Coline Jorgensen, San Juan Unified School District (unexcused)  
Charles Taylor, Twin Rivers Unified School District (unexcused)

**Members to be seated:**

Marley Schurr, SETA Operated Program

**Members to be seated but absent:**

Domonique Garrett, WCIC/Playmate Child Development Center (unexcused)  
Benjamin Rye, WCIC/Playmate Child Development Center (unexcused)  
Diana Wriedt, Elk Grove Unified School District (unexcused)



**II. Consent Item**

- A. Approval of the Minutes of the March 27, 2018 Policy Council Meeting.

The minutes were reviewed; no questions or corrections.

Moved/Tate, second/Scharnow, to approve the March 27, 2018 minutes.

Show of hands vote:

Aye: 13 (Bradsberry, Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Smith, Tate, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 6 (Givhchi, Jorgensen, Lopez, McMillin, C. Taylor, M. Taylor)

**III. Action Items**

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

The Policy Council went into closed session at 9:11 a.m. At 9:28 a.m., Mr. Castex called the meeting back to order and reported that the Policy Council approved the following eligible lists: Associate Teacher; Associate Teacher/Infant Toddler; and Family Services Worker III.

Mr. Castex called for a break at 9:29 a.m. At 9:38 a.m., Mr. Castex called the meeting back to order and turned the gavel over to Ms. Angel Chenault.

Ms. Angel Chenault read the thought of the day. Ms. Henrietta Gutierrez called the roll and seated new members; a quorum was established.

**Members Present:**

Henrietta Gutierrez  
Marley Schurr  
Griselda Cisneros  
Robin Blanks  
lysha Huel  
Marcheri Smith  
Spring Burrell  
Angel Chenault  
Angela Moore  
Penelope Scott  
Devon McCracken  
Esmeralda Rios Sanchez  
Lynnette Mims, Alternate for Jessica Sherren

**Members Absent:**

Terri McMillin (unexcused)  
Jessica Sherren  
(excused/alternate present)  
Yezenia Lopez (excused)  
Brittni Cearly (unexcused)

**Members to be seated:**

Marci Martin, Home Base seated

**II. Consent Item (Parent Advisory Committee)**

A. Approval of the March 20, 2018 Minutes

Moved/Blanks, second/Scott, to approve the March 20, 2018 minutes.

Show of hands vote:

Aye: 12 (Blanks, Burrell, Cisneros, Gutierrez, Huell, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith,

Nay: 0

Abstentions: 2 (Martin and Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

Ms. Denise Lee stated the board items will be presented together and questions asked prior to the vote.

B. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs

Ms. Lee reviewed the selection criteria for enrollment and answered questions.

Ms. Lee reviewed the modifications to each selection criteria. The redline version of the document shows the modifications for the upcoming year.

C. Approval of Annual Self-Assessment for 2017-2018 and Resulting Program Improvement Plan SETA-Operated Program

Ms. Lee reviewed the self-assessment summary. The strengths and areas of improvement were reviewed.

**Strengths:**

- CLASS scores
- Teaching pyramid curriculum
- Parent meetings
- Physical exams
- Disaster preparedness
- Special diet process
- Seasoned PAC/PC representation
- Internal fiscal controls
- ERSEA procedures

**Areas of improvement**

- Curriculum fidelity
- Family partnership agreements

- Cleaning, sanitizing, disinfecting procedures
- Medication tracking procedures
- First aid kits
- Routine maintenance/repair
- Child attendance tracking
- Recruitment/retention of employees

D. Approval of Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Application

The application was reviewed. Some new changes in the upcoming year include:

**New Centers:**

- New center on Martin Luther King Blvd. (16 EHS slots, 40 HS slots)
- Playmate #2 (20 HS slots)
- Village Elementary (40 HS slots)
- Irene B. West (40 slots)

**Other changes:**

- Hopkins Park is going from 80 part-day slots to 40 full day slots
- Mather EHS: Moving one class of EHS to Crossroad
- Sacramento City USD – changing 8 EHS center based to 8 EHS home based
- HS-EHS Conversion slots will be served at Hillsdale

Ms. Lee explained why the center on Martin Luther King Blvd. has not yet been named. A new survey will be prepared and presented for vote prior to the grand opening.

E. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2018-2019

The budget was reviewed in great detail in the Budget/Planning Committee meetings held in March and early April. Details of the refunding application were discussed

F. Approval of the 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County

Ms. Lee reviewed a compilation of the services available for Head Start and Early Head Start throughout Sacramento County. Program options are designed to provide various operational hours to meet family's dynamic needs.

- G. Approval of 2018-2019 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee reviewed the T/TA Projects funded in the 2018-2019 program year, some of which include:

**Parent Services:**

- Tuition reimbursement
- Parent Intern Positions
- Family Literacy Project
- Local Conferences
- Parent/Child Service Consultants

**Staff development**

- Tuition reimbursement
- ECE on-site college class
- Staff coaching and training
- Family development credential
- Local conferences
- Curriculum training

Ms. Kaoyee Xiong left at 10:47 a.m.

**Parent Advisory Committee:**

Moved/Scott, second/Gutierrez, to approve items A-F recognition of TTA 7,780 for the conversion.

Show of hands vote:

Aye: 13 (Blanks, Burrell, Cisneros, Gutierrez, Huell, Martin, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

Some board members requested taking the items individually. After discussion, it was decided that each item would be voted on individually. Ms. Angel Chenault, PAC Chair, asked for votes on the following action items:

- A. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start programs

Moved/Gutierrez, second/Cisneros, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as presented.

Show of hands vote:

Aye: 13 (Blanks, Burrell, Cisneros, Gutierrez, Huell, Martin, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

B. Approval of Annual Self-Assessment and Resulting Program Improvement Plan

Moved/Cisneros, second/Blanks, to approve Program Year 2017-2018 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.

Show of hands vote:

Aye: 13 (Blanks, Burrell, Cisneros, Gutierrez, Huell, Martin, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

C. Approval of Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

Moved/Blanks, second/Scott, to approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.

Show of hands vote:

Aye: 13 (Blanks, Burrell, Cisneros, Gutierrez, Huell, Martin, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

D. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2018-2019

Moved/Gutierrez, second/Burrell, to approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic and Training/Technical Assistance funds, with the inclusion of \$7,780 for program conversion.

Show of hands vote:

Aye: 13 (Blanks, Burrell, Cisneros, Gutierrez, Huell, Martin, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

- E. Approval of the 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County

Moved/Cisneros, second/Scott, to approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/ Expansion countywide program options and center locations for the 2018-2019 program year.

Show of hands vote:

Aye: 13 (Blanks, Burrell, Cisneros, Gutierrez, Huell, Martin, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

- F. Approval of 2018-2019 Training/Technical Assistance Plan for the SETA Head Start/Early Head Program, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Moved/Smith, second/Gutierrez, to approve the Program Year 2018-2019 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 13 (Blanks, Burrell, Cisneros, Gutierrez, Huell, Martin, McCracken, Mims, Moore, Rios Sanchez, Schurr, Scott, Smith)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 4 (Cearly, Lopez, McMillin, Sherren)

### **Policy Council:**

Mr. Reginald Castex, Policy Council Chair, called for votes on Agenda Items III-B through III-G.

Moved/Smith, second/Bradsberry, to approve the following action items:

- B. Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.
- C. Approve Program Year 2017-2018 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.
- D. Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.
- E. Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic and

Training/Technical Assistance funds, with the inclusion of \$7,780 for program conversion funds.

- F. Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/ Expansion countywide program options and center locations for the 2018-2019 program year.
- G. Approve the Program Year 2018-2019 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Show of hands vote:

Aye: 10 (Bradsberry, Chenault, Cisneros, Gutierrez, Litka, McCracken, Sanders, Schurr, Scott, Smith)

Nay: 0

Abstentions: 3 (Castex, Scharnow, Tate)

Absent: 7 (Givehchi, Jorgensen, Lopez, McMillin, C. Taylor, M. Taylor, Xiong)

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

##### **A. Standing Information Items**

- PC/PAC Calendar of Events – Ms. Gutierrez reviewed the calendar of events.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. Denise Lee stated that in the interest of time, the report is in the packet for review if anyone has questions.
- Toastmasters Training: Ms. Chenault asked for a show of hands vote for those interested in a training time. Ms. Desha explained why there was a change in the TM date. First Tuesday, 9:30 – 11 a.m. May 1 will be the next date.
- PC/PAC Orientation #2 Reports: Mr. Castex reported that he attended and had a good time; it was nice to meet the new members. Ms. Scharnow attended and she learned a lot. It was nice meeting new members.
- Budgeting Workshop Reports: Mr. Castex reported on the workshop. It was lots of fun and went over different ways to budget. The attendees went to Stagecoach afterward and enjoyed some good food.
- Parent Leadership Institute (Session 1) Reports: Ms. Chenault thanked everyone for their patience today. She asked Ms. Cisneros to report on the PLI. Ms. Cisneros reported that it was a good time and the rest of the members really enjoyed it as well. She learned more about herself. Ms. Cisneros urged board members to attend the next PLI. Ms. Blanks spoke of how much she enjoyed it as well as Ms. Scharnow.
- Community Resources – Parents/Staff: Mr. Robert Silva highlighted some information available to parents.

B. Governing Board Minutes – February 1, 2018: No questions.

C. Fiscal Monitoring Report: No questions.

## **V. Committee Reports**

- Executive Committee Meeting Critique: The critique was reviewed.
- Budget/Planning Committee: Ms. Marcheri Smith reported on the April 6 Budget/Planning meeting. Attendees reviewed the updated information in the EHS/CCP budget modification. Attendees also reviewed the new sites that will be opening.
- Social/Hospitality Committee: The next meeting is tomorrow, April 25
- MAACC/Parent Ambassadors Committee: Mr. Castex reported on the MAACC fishing in the city trip. Everyone had a great time. Ms. Sanders reported that her grandson caught a 9" fish. Ms. Blanks stated it was a fun for a lot of people.
- Medi-Cal Dental Advisory Committee: Ms. Penelope Scott distributed surveys for the Dental Advisory Committee. She asked board members to fill out the survey. Healthy Kids Day is scheduled for Saturday, May 12 at the Golden1 Center. This event will offer opportunities for health/dental screenings. Mr. Tate asked that Ms. Scott provide information on how parents can get emergency dental treatment for their children.

## **VI. Other Reports**

- A. Head Start Deputy Director's Report: No additional report.
- B. Chair's Report: Mr. Castex reported that the WCIC center is looking beautiful. He shared sad news that Mr. Walker Franklin passed away recently. Mr. Franklin sat on the Policy Council from 1998-2000. Mr. Franklin was responsible for creating "The Thought of the Day" on each monthly board agenda. Ms. Chenault stated that there is a need for six parents to assist in the Personnel screenings; see her after the meeting to sign up.
- C. Open Discussion and Comments: Ms. Desha reminded board members to sign up for the second Parent Leadership Institute.
- D. Public Participation: Mr. Castex thanked all board members for their participation at today's meeting.

- VII. Adjournment:** The meeting was adjourned at 11:55 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.

- **CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE SECTION 54957**
- ➔ Approval of Eligible Lists for: Associate Teacher; Associate Teacher/Infant Toddler; Head Start Teacher; Infant Toddler Lead Teacher; Site Supervisor; and CFS Education Program Officer
  - Report out of Closed Session

NOTES:

ITEM III-B - ACTION

**TIMED ITEM 9:00 A.M.AND PUBLIC HEARING: APPROVAL OF REVISION TO THE JOB SPECIFICATION FOR FISCAL DEPARTMENT CHIEF (EXEMPT)**

**BACKGROUND:**

In September 2016, the Department of Health and Human Services/Office of Head Start updated the Head Start Program Performance Standards. These standards serve as the federal guidelines for operating and providing Head Start/Early Head Start services to children and families. In accordance with Section 1302.91(c) – Staff Qualifications and Competency Requirements, “A program must ensure a fiscal officer hired after November 7, 2016, is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field. SETA revised the job specification to meet these updated standards in July 2017, however the revision only included finance and accounting degree fields. The attached revision expands the job specification to fully meet the standards.

The revised job specification for Fiscal Department Chief (Exempt) 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 Fiscal Department Chief (Exempt).

**NOTES:**

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

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

## FISCAL DEPARTMENT CHIEF (EXEMPT)

### **ORGANIZATIONAL RESPONSIBILITY**

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

### **DEFINITION**

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

### **INTERPERSONAL SKILLS EXPECTATIONS**

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

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

### **EXAMPLES OF DUTIES**

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.
6. Evaluates the work of assigned employees.
7. Oversees the establishment and maintenance of a variety of fiscal reports.
8. Ensures that requisite controls and reports are maintained for grant monies.
9. Coordinates the preparation, analysis, and administration of the Agency's budget.
10. Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.
11. Directs the preparation and prepares a variety of periodic fiscal reports and statements.

12. Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.
13. Ensures the proper maintenance and preparation of the Agency payroll.
14. Coordinates the Agency's fiscal system with other government agencies.
15. Consults with management staff on fiscal and financial policies.
16. Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.
17. Oversees the day to day operations of purchasing,
18. Assures that fiscal concerns are communicated to the Management of the Agency.
19. Provides complex technical assistance on special projects to the Executive Director as necessary.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- Principles, methods, and practices of accounting, financial recordkeeping and financial administration.
- Codes, regulations, ordinances, and laws affecting SETA financial activities.
- Principles and practices of budget preparation and administration.
- Principles and practices of auditing, financial analysis, and research.
- Current data processing production capacities and capabilities.
- Principles and practices of payroll operations.
- Principles and practices of organization and administration management.
- Principles and practices of supervision, training, and public administration.

and

### Ability to:

- Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.
- Plan and direct budget development, preparation, and administration.
- Supervise, motivate, train, and evaluate assigned personnel.
- Originate, develop, and modify accounting systems and methods.
- Direct SETA's payroll program.
- Prepare complex financial statements and reports.
- Insure the proper utilization, maintenance, and upkeep of data processing equipment.
- Serve as a major source for solving accounting problems and providing information to others.
- Prepare a variety of reports.
- Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
- Establish and maintain cooperative working relationships.

and

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

I. Advanced degree in finance and accounting Bachelor's degree or higher in accounting, business, fiscal management, or a related field;

or OR

II. CPA License;

and AND

III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes, or an equivalent level of experience in the determination of the appointing authority.

**PHYSICAL DEMANDS/QUALIFICATIONS**

<b><i>Required Activity</i></b>	<b><i>Description</i></b>
<b><i>Dexterity</i></b>	<b><i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i></b>
<b><i>Talking</i></b>	<b><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></b>
<b><i>Hearing</i></b>	<b><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></b>
<b><i>Repetitive Motion</i></b>	<b><i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i></b>
<b><i>Sedentary Work</i></b>	<b><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></b>
<b><i>Visual Acuity</i></b>	<b><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></b>
<b><i>Environment</i></b>	<b><i>The worker is not substantially exposed to adverse environmental conditions.</i></b>
<b><i>Relational</i></b>	<b><i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally</i></b>

	<i>charged conversations while remaining calm.</i>
--	--

**FISCAL DEPARTMENT CHIEF (EXEMPT)**

**ORGANIZATIONAL RESPONSIBILITY**

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

**DEFINITION**

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

**INTERPERSONAL SKILLS EXPECTATIONS**

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

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

**EXAMPLES OF DUTIES**

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.
6. Evaluates the work of assigned employees.
7. Oversees the establishment and maintenance of a variety of fiscal reports.
8. Ensures that requisite controls and reports are maintained for grant monies.
9. Coordinates the preparation, analysis, and administration of the Agency's budget.
10. Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.
11. Directs the preparation and prepares a variety of periodic fiscal reports and statements.

12. Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.
13. Ensures the proper maintenance and preparation of the Agency payroll.
14. Coordinates the Agency's fiscal system with other government agencies.
15. Consults with management staff on fiscal and financial policies.
16. Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.
17. Oversees the day to day operations of purchasing,
18. Assures that fiscal concerns are communicated to the Management of the Agency.
19. Provides complex technical assistance on special projects to the Executive Director as necessary.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

- Principles, methods, and practices of accounting, financial recordkeeping and financial administration.
- Codes, regulations, ordinances, and laws affecting SETA financial activities.
- Principles and practices of budget preparation and administration.
- Principles and practices of auditing, financial analysis, and research.
- Current data processing production capacities and capabilities.
- Principles and practices of payroll operations.
- Principles and practices of organization and administration management.
- Principles and practices of supervision, training, and public administration.

and

### Ability to:

- Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.
- Plan and direct budget development, preparation, and administration.
- Supervise, motivate, train, and evaluate assigned personnel.
- Originate, develop, and modify accounting systems and methods.
- Direct SETA's payroll program.
- Prepare complex financial statements and reports.
- Insure the proper utilization, maintenance, and upkeep of data processing equipment.
- Serve as a major source for solving accounting problems and providing information to others.
- Prepare a variety of reports.
- Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
- Establish and maintain cooperative working relationships.

and

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



I. Bachelor's degree or higher in accounting, business, fiscal management, or a related field;

OR

II. CPA License;

AND

III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes, or an equivalent level of experience in the determination of the appointing authority.

### **PHYSICAL DEMANDS/QUALIFICATIONS**

<b><i>Required Activity</i></b>	<b><i>Description</i></b>
<b><i>Dexterity</i></b>	<b><i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i></b>
<b><i>Talking</i></b>	<b><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></b>
<b><i>Hearing</i></b>	<b><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></b>
<b><i>Repetitive Motion</i></b>	<b><i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i></b>
<b><i>Sedentary Work</i></b>	<b><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></b>
<b><i>Visual Acuity</i></b>	<b><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></b>
<b><i>Environment</i></b>	<b><i>The worker is not substantially exposed to adverse environmental conditions.</i></b>
<b><i>Relational</i></b>	<b><i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally</i></b>

	<i>charged conversations while remaining calm.</i>
--	--

ITEM III-C – ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY HEAD START  
COST OF LIVING ADJUSTMENT (COLA) APPLICATION  
FOR PROGRAM YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) application for Program Year 2018-2019 in an amount not to exceed \$1,431,671. In anticipation of a 2.6% COLA, funds will include \$1,392,375 for the Head Start/Early Head Start base grant and \$39,296 for the Early Head Start-Child Care Partnership/Expansion grant as follows:

Head Start/Early Head Start (base grant):

Head Start Basic	\$1,149,636
Early Head Start (EHS) Basic	<u>\$ 242,739</u>
TOTAL	\$1,392,375

Early Head Start-Child Care Partnership and Expansion:

EHS-CCP/Expansion Basic	\$ 39,296
-------------------------	-----------

On April 27, 2018, the Office of Head Start released Consolidated Appropriations 2018 funding for Federal Fiscal Year (FY) 2018, making additional funds available to existing Head Start and Early Head Start programs. Each grantee may apply for a COLA increase of 2.6 percent of the FY 2017 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2017. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. SETA management and the union are in negotiations to finalize use of the funds. Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$1,392,375 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$39,296 for Program Year 2018-2019.

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

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

## ITEM IV-A- INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- PC/PAC Calendar of Events – Mr. Reginald Castex
- Parent/Staff Recognitions – Mr. Reginald Castex
- Parent Leadership Institute Reports – Mr. Reginald Castex
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
- Toastmasters Training – Mr. Reginald Castex
- Community Resources – Parents/Staff: Mr. Robert Silva
- Birth & Beyond – Mr. Mason Taylor

#### **NOTES:**

**EVENT**

**DATE**

PAC Executive Committee	Friday, May 18, 2018 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, May 24, 2018 9:00 a.m. Camellia Room
MAACC/Parent Ambassador Committee	Friday, May 25, 2018 10:30 a.m. – 12:30 p.m. Diablo Room
PC/PAC Social/Hospitality Committee	Thursday, May 31, 2018 9:30 a.m. – 11:30 a.m. Olympus Room
Toastmasters Training	Tuesday, June 5, 2018 9:30 a.m. – 11:00 a.m. Redwood Room
PC/PAC Bylaws Committee	Friday, June 8, 2018 9:00 – 10:30 a.m. Camellia Room
PC/PAC Budget/Planning Committee	Tuesday, June 12, 2018 1:00 p.m. Camellia Room
Urban Farming County-wide Parent Activity	Date/Time TBA

ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the March 1, 2018 Governing Board minutes.

Staff will be available to answer questions.

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, March 1, 2018  
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:02 a.m. The roll was called and a quorum established. The Pledge of Allegiance was recited.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors  
Larry Carr, Vice Chair; Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Don Nottoli, Member, Board of Supervisors (arrived at 10:07 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Minutes of the February 1, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2018 and Authorize the Executive Director to Sign the Agreement
- D. Approval to Add Money Wisdom for Women to SETA's Vendor Services (VS) List

The consent items were reviewed.

Ms. Scherman was pleased to see the addition to the Vendor Services list. Financial literacy is something needed and very beneficial

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

- A. Approve the February 1, 2018 minutes.
- B. Approve the claims and warrants for the period 1/24/18 through 2/21/18.
- C. Approve the extension of the agreement with Vavrinek, Trine, Day & Company, LLP, for audit services for the fiscal year ending June 30, 2018, for a total amount up to \$50,290.50 and authorize the Executive Director to sign the agreement.
- D. Approve the recommendation to add Money Wisdom for Women to SETA's VS List.

Roll call vote:  
Aye: 3 (Carr, Kennedy, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Nottoli and Schenirer)

### **III. Action Items**

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

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

Ms. Kossick offered to answer questions. This is the first round of reappointments.

Moved/Scherman, second/Carr, to approve the reappointment of the eight members (Larry Booth, Gary King, Matt Legé, Fabrizio Sasso, David De Mers, Troy Givans, Jay Onasch, and Kathy Kossick) to the Sacramento Works Workforce Development Board for a three-year term beginning April 1, 2018.

Roll call vote:  
Aye: 3 (Carr, Kennedy, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Nottoli and Schenirer)

2. Approval to Release a Request for Proposals to Purchase a HPE SimpliVity or an Equivalent Integrated Solution for SETA's Information Technology Infrastructure Hardware

Mr. Edward Proctor reported that efforts to lease a contract for SimpliVity were unsuccessful. In talking with department heads, it was decided to proceed with a new RFP to purchase a SimpliVity or similar new system. This board item was modified to reflect purchase vs. lease.

Moved/Carr/Scherman to approve the release of an RFP to purchase an HPE SimpliVity, or an equivalent hyper converged platform, including infrastructure support and professional services.

Roll call vote:  
Aye: 3 (Carr, Kennedy, Scherman)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Nottoli and Schenirer)



3. Approval of Revised Procurement Policies and Procedures

Mr. Thatch stated that the policies were last revised in 2015 but did not include revising the limits the Executive Director was allowed to approve. In order to better streamline the procurement and contracting process, the proposed revision modifies the authorization amount for the Executive Director to award contracts and make procurements to align with the simplified acquisition threshold amount of \$150,000 (as of August 6, 2015).

Mr. Nottoli arrived at 10:07 a.m.

Mr. Thatch stated that the board previously asked about the Executive Director's authority and whether it could be higher. This item is tagged on to federal regulation and increases the Executive Director's authority which is currently \$100,000. In keeping with the joint powers agreement, all contracts for purchase of goods or services in excess of \$100,000 require both City Council and Board of Supervisors approval.

Mr. Carr asked if there were sufficient controls in place. Mr. Thatch assured Mr. Carr that SETA adheres to a rigorous procurement policy. Mr. Carr wants to review the procurement controls.

Moved/Scherman, second/Carr, to approve revisions to the Procurement Policies and Procedures.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services

Community Services Block Grant

One Stop Services

1. Approval to Release a Request for Proposals for Workforce Innovation and Opportunity Act (WIOA), Sacramento Works Job Center Services for the Galt Area

Mr. Roy Kim stated that since 1998, SETA has operated a career center in the Galt area. This RFP is designed to solicit proposals to serve this area.

Mr. Nottoli asked if the current location was within the appropriate framework? Mr. Kim stated yes, because there is a physical location that serves the residents in the South County. SETA would not be exercising the lease but would have an

on-going presence in the community. The intent is to reduce SETA's cost but still have services there.

Mr. Carr asked if it was a legal requirement to approve an RFP for this; Mr. Thatch stated it is not a requirement at the state level but it is at the federal level, especially in Head Start.

Moved/Nottoli, second/Scherman, to approve the release of a Request for Proposals for Workforce Innovation and Opportunity Act, Sacramento Works Job Center services for the Galt area.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval of Application to the California Workforce Development Board for the supervised Population Workforce Training Grant 3.0 Program, and Authorize the Executive Director to Sign the Agreement and any other Required Documents Pertaining to the Agreement

Mr. William Walker stated that SETA was requested to apply for this grant. There is a requirement that we work with community based organizations to provide services to this population.

Moved/Carr, second/Nottoli, to approve the submission of an application for up to \$400,000 to the California Workforce Development Board for the Supervised Population Workforce Training Grant 3.0 Program, and authorize the Executive Director to sign the agreement and any other required documents pertaining to the agreement.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Kossick stated that SETA was one of five areas requested to submit an application.

**C. CHILDREN AND FAMILY SERVICES:** No items.

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions.

- B. Employer Success Stories and Activity Report: Mr. Kennedy asked what SETA's role was in the InSync recruitment. Mr. Walker replied that this company was losing their contract and they came to SETA to assist with their people. Over a very short amount of time, it went from a layoff to a layoff aversion. They got their contract renewed for \$12 million to continue to provide services for Covered California.
- C. Dislocated Worker Update: No additional report.
- D. Head Start Reports: No additional report.
- V. **Reports to the Board**
  - A. Chair: No report.
  - B. Executive Director: Ms. Kossick asked Board Members to let her know if they have funding sources for the Agency's 40<sup>th</sup> anniversary celebration. Mr. Nottoli asked if the federal review team had any report back. Ms. Denise Lee replied that the new process does not allow any comments. Staff were able to accompany the reviewers and hear a lot of great underlying comments. Ms. Lee is not sure when the report will be received. Ms. Lee thanked board members and staff that worked on the review. The CLASS review is scheduled for April 2-5, 2018.
  - C. Deputy Directors: Mr. Roy Kim reported that SETA was awarded \$75,000 from The Institute for Local Governments to work with foster youth. Mr. Kim extended thanks to Ms. Terri Carpenter for her work on the application.
  - D. Counsel: Mr. Thatch introduced Ryan Hooper. Mr. Hooper will be attending next month in Mr. Thatch's place.
  - E. Members of the Board: No report.
  - F. Public: No comments.
- VI. **Adjournment**: The meeting was adjourned at 10:26 a.m.

ITEM IV-C – INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

**MEMORANDUM**

**TO:** Ms. Ingersoll **DATE:** April 19, 2018  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,617,796	8/1/17-7/31/18	8/1/17-1/31/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	8/1/17-1/31/18
Head Start	Duration	\$ 618,997	8/1/17-7/31/18	8/1/17-1/31/18
Early HS	Basic	\$ 357,046	8/1/17-7/31/18	8/1/17-1/31/18
Early HS	T & TA	\$ 5,852	8/1/17-7/31/18	8/1/17-1/31/18

**Monitoring Purpose:** Initial  Interim  Special  Final

**Date of review:** February 26 to March 1, 2018 and follow-up April 13, 2018

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

The total costs as reported to SETA have been traced to the delegate's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the April 24, 2018 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for a well-executed presentation on EHS/HS/CCP required approvals for Program Year 2018-2019.
Thank you, Mr. Robert Silva, for shared information on community resources.
Congratulations to newly seated board members.
<b>NEEDS IMPROVEMENT</b>
Please be recognized by the Chair by raising your hand before speaking.
<b>**Please turn off all electrical devices, i.e., phones.**</b>
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
<b>REMINDERS</b>
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget/Planning Committee: Mr. Reginald Castex

---

---

---

ITEM V – COMMITTEE REPORTS (continued)  
Page 2

- Social/Hospitality Committee: Mr. Reginald Castex

---

---

---

- Men’s Activities Affecting Children Committee/Parent Ambassador Committee:  
Mr. Reginald Castex

---

---

---

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Penelope Scott

---

---

---

- Maternal, Child & Adolescent Health Advisory Board Report: Ms. Linda Litka

---

---

---



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

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

---

---

---

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**April 2018**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1988	249	<b>13%</b>	377	124	<b>33%</b>
<b>Twin Rivers USD</b>	180	23	<b>13%</b>	16	0	<b>0%</b>
<b>Elk Grove USD</b>	440	56	<b>13%</b>			
<b>Sac City USD</b>	1211	134	<b>11%</b>	144	25	<b>17%</b>
<b>San Juan USD</b>	668	108	<b>16%</b>	160	18	<b>11%</b>
<b>WCIC</b>	100	11	<b>11%</b>			
<b>EHS CCP</b>				80	9	<b>11%</b>
<b>COUNTY TOTAL</b>	<b>4587</b>	<b>581</b>	<b>13%</b>	<b>777</b>	<b>176</b>	<b>23%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start

## Food Service Operations Monthly Report

### \*April 2018

**April 6th** - Minimum Day Preschool and EHS Classes - Walnut Grove closed.  
Crossroad Gardens Socialization for the part day classes lunch provided for 22 participants.

**April 9th** - New delivery routes at the WCIC Kitchen.

**April 10th** - Kennedy Estates closed integrated pest management needed.

**April 11th** - Kennedy Estates AM claa still closed - PM was open.

**April 12th** - Fruitridge Class A closed due to lack of permanent staff.

**April 13th** - Teaching Pyramid - classes closed.

**April 17th** - Home Base EHS field trip to the Sacramento Zoo. Lunch and snack provided for 100 guests.

**April 18th** - New delivery van purchased for Food Services Delivery - 2018 Transit Connect \$23,563.40

**April 19th** - Home Base EHS field trip to the Folsom Zoo. Lunch and snack provided for 70 guests.

**April 21st** - Daddy & Me Fishing in the City Activity - Breakfast provided for 100 guests.

**April 25th** - Central Valley Fire Control serviced Ansil Systems on the hoods at the kitchens.

**April 26th** - Home Base field trip to Fog Willow Farms - Lunch and snack provided for 40 guests.

**Meetings & Trainings:**

Head Cook Celia Limones attended a Supervisor's Training on May 17th.

Food Services Coordinator attended the Association of Nutrition & Food Service Professionals Training in Livermore on April 20th.

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

Lunch	PM Snack	Breakfast	Field Trips
38,274	19,860	26,590	160

**Total Amount of Meals and Snacks Prepared** 84,884

**Purchases:**

Food	\$86,524.56
Non - Food	\$12,407.27

**Building Maintenance and Repair:** \$592.55

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

**Kitchen Small Wares and Equipment:** \$3,058.82

**Vehicle Maintenance and Repair :** \$1,293.09

**Vehicle Gas / Fuel:** \$1,884.74

**Normal Delivery Days** 21

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
April 2018**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/30/18</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Elk Grove USD	440	440	100	86
Sacramento City USD	1,139	1,101	97	84
SETA	1,868	1,840	99	80
San Juan USD	668	683	102	84
Twin Rivers USD	180	173	96	90
WCIC/Playmate	100	100	100	79
<b>Total</b>	<b>4,395</b>	<b>4,337</b>	<b>99</b>	

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/30/18</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Sacramento City USD	152	154	101	75
SETA	431	463	107	78
San Juan USD	160	176	110	85
TRUSD	16	16	100	62
<b>Total</b>	<b>759</b>	<b>809</b>	<b>107</b>	

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment 4/30/18</b>	<b>(b) % Actual to Funded</b>	<b>Average Daily Attendance for Month %</b>
Kinder World	36	40	111	82
Sacramento City USD	40	41	102	70
SETA/Job Corps.	4	4	100	TBD
<b>Total</b>	<b>80</b>	<b>85</b>	<b>106</b>	

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

## **Head Start Enrollment Challenges and Corrective Action:**

### **SETA Operated Program:**

#### Challenges:

- 7 classrooms capped due to majority of 3-year olds enrolled. This affects up to 21 enrollment slots at any given time.
- 6 classrooms capped at 20 due to class-size waiver denial. This affects 12 enrollment slots at any given time.
- 1 center closed for reconstruction

#### Action Steps:

- SETA has hired additional Home Visitors to serve up to 33 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

### **Sacramento City USD:**

#### Challenges:

- 5 classrooms capped at 20 due to class-size waiver denial. This affects 20 enrollment slots at any given time.
- 6 classrooms capped due to majority 3 year olds. This affects up to 24 enrollment slots at any given time.

#### Action Steps:

- SCUSD has hired two additional Home Visitors to serve up to 20 enrollment slots in Home Base to help with the under-enrollment that may occur at any given time due to capped enrollment in classrooms where a majority of 3-year olds have been enrolled and/or due to class-size waiver denial.
- Additional support is provided to staff where targeted enrollment challenges exist.

### **Twin Rivers USD:**

#### Challenge:

- 2 duration classes not yet started due to facilities construction. This affects 40 enrollment slots at any given time.

#### Action Steps:

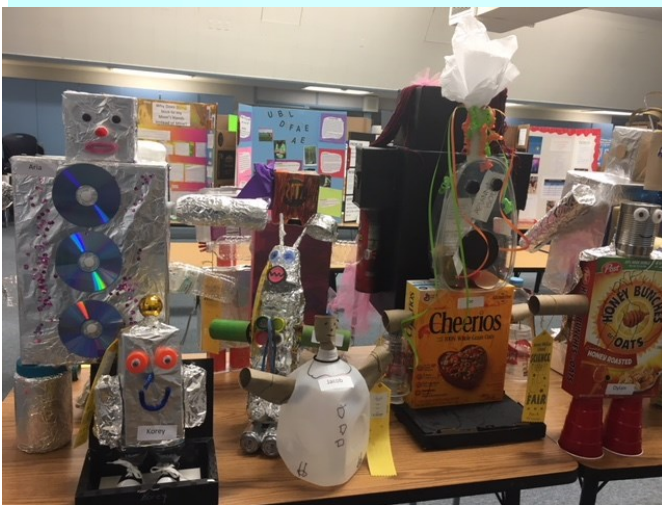
- TRUSD anticipates the modular building to be completed by August 20, 2018. In the meantime, 16 slots have layered funding to offer Head Start services to State preschool enrollees and 15 Twilight slots have started. The director continues to explore other opportunities.



# Monthly Program Information Report

## Elk Grove PreK Students Participate in Science Fair

Last month Elk Grove USD held science fairs and students in the PreK class at James McKee entered robots they had made out of recycled materials. They had made robots as part of the recycling theme in *The Creative Curriculum*. This is a great example of how EGUSD is engaging preschool students in school site events.



## Contest Extended

In March, the SETA administration solicited names for the new Head Start/Early Head Start center located on Martin Luther King Jr Blvd. The contest has been extended through **June 15, 2018**. Names already submitted do not need to be submitted again. They will remain on the nomination list with exception of celebrity/political figure names. Unfortunately, celebrity/political figure names cannot be considered for this contest.

Please check the internet to confirm your nominated name is not a duplicate of another child care center within / around Sacramento County and /or are not celebrity/political affiliate names.

Submit names to Wendy Tanner at [wendy.tanner@seta.net](mailto:wendy.tanner@seta.net) no later than **June 15, 2018 at 5:00 p.m.**

## Results of the Federal Monitoring Review

On April 30th, SETA received its final report from the Focus Area 2 Federal Review. The report was very brief, but showed that each service area was in compliance with exception of one minor non-compliance in ERSEA. The finding stated *“The program did not establish an effective system to analyze and respond to low monthly attendance at the grantee level. Ten percent of classrooms observed during the monitoring review had monthly attendance rates below the 85 percent requirements since August 2017. The program has demonstrated efforts of tracking, monitoring, and following-up on individual absences; however, they are just beginning phases of implementing a program-wide initiative to address its chronic attendance issue.”*

SETA will participate in a corrective plan of action with ACF and demonstrate full compliance no later than August 27th. Once developed, the plan will be shared with the boards. As part of the clearance process, ACF may be on-site to verify correction.

SETA has not yet received the final report for the CLASS Review. We expect it very soon.



*Spring is in the Air*

## Head Start Funding Increase FY 2018

**ACF-PI-HS-18-03 Fiscal Year 2018 Head Start Funding Increase**— President Trump signed Public Law 115-141, the Consolidated Appropriations Act of 2018, on March 23, 2018. Included is \$9,863,095 for programs under the Head Start Act, an increase of \$610 million over the fiscal year (FY) 2017 funding level. Of this increase, \$216M provides grantees:

- 2.6 percent cost-of-living adjustment (COLA)
- \$260M to support grantees in increasing their hours of program operations
- \$115M for early Head Start-Child Care Partnership and Early Head Start Expansion (including a 2.5% COLA for existing grantees)

More details will be forth-coming from ACF/OHS in the next few weeks.

## Study of Coaching Practices in Early Care and

Open Comment Period — The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval to collect descriptive information for the Study of Coaching Practices in Early Care and Education Settings (SCOPE) project. The goal of this information collection is to identify how professional development coaching practices for early care and education (ECE) providers are implemented and vary in ECE classrooms serving children supported by Child Care and Development Fund (CCDF) subsidies or Head Start grants. This study will focus primarily on coaching used for delivering professional development services to ECE teachers and caregivers to improve knowledge and practice in center-based classrooms and family child care (FCC) homes serving preschool-age children. This study aims to advance understanding of how core features of coaching are implemented in ECE classrooms, how the features may vary by key contextual factors and implementation drivers, and which are ripe for more rigorous evaluation. For more information visit the website at: <https://www.gpo.gov/fdsys/pkg/FR-2018-04-03/html/2018-06684.htm>



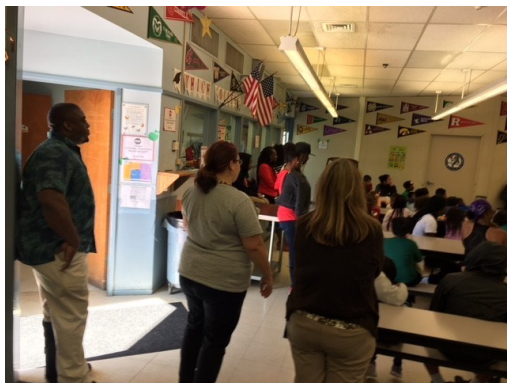
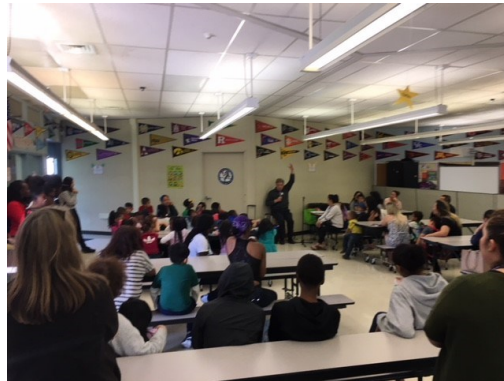
## MAACC Hosts Fishing in the City

On April 21st, the Men's Activities Affecting Children's Committee (MAACC) hosted its annual Fishing in the City activity. Over seventy (70) children and their families attended the event, enjoying the fresh outdoors and some great family bonding time. Wildlife expert, Richard Munoz, hosted the event with fishing poles, bait and family workshops on the basics of fishing along with fish and their natural habitat.



## Twin Rivers USD Open House

Twin Rivers USD hosted an Open House in April 2018. The event focused on math and all classrooms engaged parents and students in different activities. The school's favorite librarian started the event with a wonderful book reading related to counting hats. Parents then visited all of the classrooms and received information from community agencies. The event was topped off with a delicious treat from the TRUSD Nutrition Department and





## EHS Home Base Field Trip to the Zoo

Early Head Start Home Base families had the opportunity to visit Sacramento Zoo and Folsom Zoo which are perfect day trip destinations for any season! As children explore the zoo, they are exposed to words and concepts. What a great way to spark curiosity and enhance language development. The visit to the zoo was a perfect way to spend a day together and promote family bonding. The children, families and Home Visitors had a wonderful time interacting with each other and becoming more aware of the world of animals.







## EHS Home Base Gets a Visit from the Dentist

In addition to a great day out in the sun, the home base families had the opportunity to establish a connection to a dental or medical provider through available representatives from *Liberty Dental Plan* and *Sacramento Covered*. There was also a Dental Hygienist available from *Early Smiles Sacramento* to perform screening and fluoride varnish for participating children and adults.



## **Enrolling Now!!**

School is almost out for the summer.  
Secure your enrollment for Fall 2018.  
For enrollment information, please  
call:

### **SETA**

916.263.3804

### **Elk Grove USD**

916.686.7595

### **Sacramento City USD**

916.643.7800

### **San Juan USD**

916.971.7375

### **Twin Rivers USD**

916.566.1600

### **Women's Civic Improvement Club**

916.451.8870

## **School Readiness Update (SETA)**

**Child Assessments** - Teachers across Sacramento County are finishing up their last DRDP assessment for the school year. Teachers will receive their student's assessment data and meet with parents to plan goals based around their child's individual developmental needs. Traditional teaching staff will meet with the parents and plan goals for the parents to work on with their child over the summer. Year round teachers at SETA will provide parents with at home activities to help their child meet their specific goals as well as working with the children in the classroom.

**Teaching Pyramid**—The Sac City and SETA Teaching Pyramid Collaboration Cohort will meet in May for Module 3A. This module focuses on effective strategies for observing children and identifying the meaning/function of their behavior to help teachers identify skills that could be targeted for instruction. A group of SETA education coordinators, intervention specialists, and program officers are attending the Teaching Pyramid Symposium in May. The information will be brought back and incorporated into coaching, training, and one on one support throughout Head Start classrooms in Sacramento County.

**Staff Development**—Some of the education coordinator staff will be attending the STEM institute on May 7-9th, the staff attending will bring back the information to add to the Creative Curriculum resources being used in the classroom, support CLASS teaching practices, and to provide STEM trainings to EHS and preschool teachers.



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

---

---

---

- 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.

---

---

---