

GOVERNING BOARD

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Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

THOUGHT OF THE DAY: "You cannot afford to live in potential for the rest of your life; at some point, you have to unleash the potential and make your move."

Author: Eric Thomas

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

DATE: Tuesday, June 26, 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.

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- ✓ Quality Assurance Report – Sacramento City USD
- ✓ Quality Assurance Report – SETA Operated Program: Center Based
- ✓ Quality Assurance Report – SETA Operated Program: Home Based
- C. Chair's Report: Mr. Reginald Castex
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Robyn Caruso - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JUNE 21, 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
- _____ Diana Wriedt, 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.
- _____ 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
- _____ Mason Taylor, Birth & Beyond, Community Agency Representative
- _____ Kenneth Tate, Outgoing Chair
- _____ Reginald Castex, Men's Activities Affecting Children Committee

Member to be seated:

- _____ Gloria Hader, WCIC/Playmate Child Development Center
- _____ 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 (Rye), WCIC/Playmate Child Development Center
- _____ Vacant, Home Base Option
- _____ Vacant (Givehchi), Early Head Start/Home Base (SOP)
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Altameemi), Early Head Start, San Juan Unified School District
- _____ Vacant, 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	E						
R. Castex Seated 12/20	MAACC		X	X	X	X	X	X						
A. Chenault s/b/seated 5/22	CR							E						
G. Cisneros Seated 3/27	SOP					X	X	X						
A. Givchchi s/b/seated 2/27; seated 3/27; R 5/22	EHS/ HB					E	X	U	X					
H. Gutierrez Seated 11/28	SOP	X	X	X	X	X	X	X						
G. Hader Seated 5/22	WCIC							X/AP						
L. Litka Seated 11/28	CR	X	X	X	X	X	X	X						
C. McCracken Seated 3/27	SOP					X	X	X						
C. Sanders Seated 1/23	EHS/ SAC			X	X	X	X	X						
A. Scharnow Seated 11/28	SAC	X	X	X	X	X	X	X						
M. Schurr Seated 4/24	SOP						X	X						
P. Scott Seated 11/18	CR	X	X	X	X	X	X	X						
M. Smith Seated 3/27	SOP					X	X	X						
C. Taylor Seated 11/28	TR	X	X	X	X	E	U	X						
M. Taylor Reseated 5/22	CAR							X						
K. Tate Seated 1/24	OGC	X	X	X	X	X	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
D. Wriedt s/b/seated 4/24; seated 5/22	EG						U	X						
K. Xiong Seated 1/23	ELK			X	X	X	X	E						

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

RS: Reseat

***:** Special Meeting

Current a/o 6/18/2018

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 22, 2018
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 22, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the May 22 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, May 22, 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 9:01 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:

Andrea Scharnow, Sacramento City Unified School District
Claudett Sanders, Early Head Start, Sacramento City Unified School District
Charles Taylor, Twin Rivers Unified School District
Henrietta Gutierrez, SETA-Operated Program
Griselda Cisneros, SETA-Operated Program
Devon McCracken, SETA-Operated Program
Marley Schurr, SETA-Operated Program
Penelope Scott, Grandparent/Community Representative
Kenneth Tate, Outgoing Chair
Reginald Castex, Men's Activities Affecting Children Committee
Alisha Givehchi, Early Head Start/Home Base (seated at 9:38 a.m.)
Linda Litka, Past Parent/Community Representative (seated at 9:38 a.m.)
Marcheri Smith, SETA-Operated Program (seated at 9:50 a.m.)

Members Absent:

Kaoyee Xiong, Elk Grove Unified School District (excused)
Jessica Bradsberry, Sacramento City Unified School District (excused)

Members to be seated:

Diana Wriedt, Elk Grove Unified School District
Mason Taylor, Birth & Beyond, Community Agency Representative
Gloria Hager, Women's Civic Improvement Club (AP)

Members to be seated but absent:

Angel Chenault, Past Parent/Community Representative (excused)

Ms. Hader and Ms. Wriedt introduced themselves and spoke of their families.

II. Consent Item

A. Approval of the Minutes of the April 24, 2018 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Scharnow, second/Tate, to approve the April 24, 2018 minutes.

Show of hands vote:

Aye: 12 (Gutierrez, Cisneros, Hader, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 3 (Bradsberry, Givehchi, Litka, Smith, Xiong)

III. **Action Items**

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

The Board went into closed session at 9:11 a.m. At 9:35 a.m., Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: 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

Ms. Gutierrez seated Ms. Linda Litka and Alisha Givehchi at 9:38 a.m.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)

Ms. Allison Noren stated that this item is presented to comply with Head Start regulations. The regulations require that any fiscal chief must be either a CPA or have a BA in accounting, business, fiscal management or a related field. This job specification was updated in July 2017 but the revision only included finance and accounting; the job specification has been revised to include all of the required educational degrees.

Mr. Castex opened a public hearing.

Moved/Hader, second/Scharnow, to close the public hearing and approve revisions to the job specification for Fiscal Department Chief (Exempt).

Aye: 14 (Gutierrez, Cisneros, Givehchi, Hader, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Bradsberry, Smith, Xiong)

Ms. Marcheri Smith was seated at 9:50 a.m.

C. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application for Program Year 2018-2019

In late March the president signed the Head Start appropriations bill with an increase for Head Start/Early Head Start. This item requests approval to submit an application for a 2.6% COLA. This increase will be a boost to the base grant. Staff has not yet received the formal guidance letter and there is generally a 30-day turnaround for the grant application. The application will request \$1.4 million to cover Head Start, Early Head Start, and the Early Head Start Child Care Partnership program. The intent is to pass along to the employees as part of the base pay or fringe benefits or leases which is required to be passed along when increases are received. SETA is in the process of negotiating the COLA with the union.

Many of the lease agreements say when a COLA is received the lease payments must be increased. The federal government requests that the funds be prioritized to employee salaries/benefits. The COLA funds are not geared toward additional supplies.

Moved/Cisneros, second/Hader, to approve 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.

Show of hands vote:

Aye: 15 Aye: (Gutierrez, Cisneros, Givehchi, Hader, Litka, McCracken, Sanders, Scharnow, Schurr, Scott, Smith, Tate, C. Taylor, M. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: 2 (Bradsberry, Xiong)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.
- Parent Leadership Institute Reports: Mr. Charles Taylor stated that he attended both of the institutes; it was very informative. Ms. Scott stated that the trainer was fabulous and it was good to get to know more board members. Mr. Castex appreciated the training and it was a great experience. Ms. McCracken stated that the trainer was wonderful.
- Parent/Staff Recognitions: Mr. Castex presented a certificate of participation for the Parent Leadership Institute to Mr. Kenneth Tate.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne provided a report for the budget nine months into the year. The budget expenditures are at 72.7% countywide. In-kind is currently at 25.2% and staff expects more to come in before the end of the fiscal year. The administrative expenses are far below the allowable amount.

- Toastmasters Training: Mr. Castex reported that June 5 will be the last one for the year. The training will start again in the new program year.
- Community Resources: Parents/Staff: Mr. Robert Silva provided an overview of the various resources available at the resource table. SETA will be participating in the Sacramento HELPS Fair (Health, Education, Legal Preparedness, and Services) Fair 9-3 p.m. at the Sam Pannell Center. Attendees can receive 72-hour emergency kits.
- Birth & Beyond: Mr. Mason Taylor distributed the Sacramento Family Resource Center calendar. More services will be provided for families during the summer months. Mr. Taylor reviewed the various programs available in the coming months. The Community Carnival had an outstanding attendance in the South Natomas area. There was great feedback from the attendees. There were 18 community partners participating in the Carnival. Planning for next year's carnival will begin in October.

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

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Bylaws Committee: Ms. Schurr, attendees reviewed the PAC bylaws; still need to go over the PC bylaws. Mr. Tate stated that there are possible changes that will be proposed June 8; all are welcome.
- Budget/Planning Committee: No report.
- Social/Hospitality Committee: Next meeting listed on calendar.
- Men's Activities Affecting Children Committee/Parent Ambassadors Committee: Mr. Castex reported that the location of the meeting has changed to WCIC, to 3555 – 3rd Avenue, Sacramento, CA 95817. Mr. Castex urged everyone to attend.
- Sacramento Medi-Cal Dental Advisory Committee: Mr. Tate stated that patients utilizing Medi-Cal Dental are having problems securing appointments. Ms. Robin Blanks stated that the committee tries to find solutions to dental problems. All input is needed, especially from the parents. There are four different plans that report back on what the committee is doing to help the community. The committee works with other counties to see what can be done to improve our program. The plan is to have a standard procedure to ensure everyone gets the services needed.

Mr. Castex urged board members to attend the Medi-Cal Dental Advisory Committee meetings. Ms. Desha clarified that only the appointed representative would be reimbursed for expenses.

Ms. Scharnow left the meeting at 11:00 a.m.
Mr. Mason Taylor was excused at 11:00 a.m.

- Maternal, Child & Adolescent Health Advisory Board Report: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick invited all board members to tour one of the many job centers located throughout the county. A job center tour can be arranged at any time. Improvements are being made to this building and the County Department of Health and Human Services will be taking over a part of the offices. The parking lot will be reconfigured in late July or August. Board members are urged to part in only SETA parking slot.
- B. SETA Head Start Deputy Director's Report: Ms. Denise Lee distributed the results of the CLASS review. CLASS is an instrument to assess the quality of the teacher/child interaction in the classroom. Part of the federal review is for reviewers to monitor of our classrooms. Ms. Griffith will provide a report at the June meeting. Three years ago, the scores were very different from what the reviewers had; there was a lot of reengaging the staff and assessors to ensure everyone was on the same page. SETA also hired consultants to assist in the preparation. Over the last three years, we have honed our assessment process which is a stronger evaluation of the tool and more reflective of the federal reviewers.

Staff also received the final report of the first review (Focus Area 2); there was one minor 'non-compliance' issue in attendance. The Office of Head Start wants to know what we are doing county-wide to get and keep the attendance up. We are on a 120-day corrective action. Training and technical assistance support will be coming from ACF to assist with the corrective plan of action which will be submitted for approval. Full compliance is expected by August 25.

The Hopkins Park; the quotes from the general contractor was higher than expected. The groundbreaking for the Hopkins Park center will be postponed until fall; the children and families will be relocated to nearby centers.

- C. Chair's Report: Mr. Castex distributed a list for board members to work with human resources. Mr. Castex urged board members to be the leaders they are.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr referred to page 46, the monthly enrollment report. At the FSW meeting, an attendee talked about Medi-Cal and Denti-Cal. Ms. Carr received a flyer on how to make an appointment including a complaint line. For non-emergency care such as cavities, Denti-Cal has 30 days to make an appointment. A copy of the flyer was provided to board members.
 - Robyn Caruso - Program Support, Food Services and Save Environments, Quality Assurance, and EHS-CCP Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.

- E. Open Discussion and Comments: Mr. Tate stated that an office he is working on will be occupied by the Justice League; they specialize on expungements and other legal issues. He will be providing more information at a later date. Mr. Tate reminded everyone to vote.

Ms. Smith announced that the Sacramento County Fair will be open soon. On Friday it is free for Kids Day.

Ms. Smith stated that the home base program will have a socialization at the Sacramento County Fair. There is also a Groupon for a family pass.

- F. Public Participation: None.

- VII. **Adjournment**: The meeting was adjourned at 11:25 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 Cook/Driver, Head Start Health/Nutrition Specialist, Payroll Specialist, Administrative Assistant.
- Appointment of Fiscal Department Chief
 - ➔ Report out of Closed Session

NOTES:

ITEM III-B - ACTION

RATIFICATION OF THE SUBMISSION OF THE HEAD START TRAINING AND TECHNICAL ASSISTANCE APPLICATION FOR PROGRAM YEAR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to ratify the submission of the Head Start Training and Technical Assistance (TTA) application for Program Year 2018-2019 in an amount not to exceed \$196,068.

On May 22, 2018, the Office of Head Start/Administration for Children and Families notified SETA of an increase in Training and Technical Assistance funding for the Head Start program. TTA funds were not increased for EHS or EHS-CCP. Training and Technical Assistance funds are specifically designed to support professional development training activities for parents and staff. The additional TTA funds will be used for the following activities:

Personnel and Fringe Benefits	\$70,454
Mentor/Coach staffing	
Travel	\$ 7,500
ChildPlus Scramble in Las Vegas Nevada	
Playground certification training in Las Vegas Nevada	
Contractual	\$33,040
Elk Grove USD (\$5,040)	
Sacramento City USD (\$11,200)	
San Juan USD (\$8,400)	
Twin Rivers USD (\$4,200)	
WCIC (\$4,200)	
Other	\$85,074
ECERS Assessments (\$4,000)	
HELP Training (\$3,000)	
ChildPlus On-site Consultation/Training (\$10,000)	
Parenting Curriculum (\$25,000)	
Family Literacy Involvement Project (\$15,000)	
ECE 325 Coursework (\$10,000)	
Video Coaching App (\$1,000)	
All Staff meetings/trainings (\$17,074)	

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council ratify the submission of the Head Start Training and Technical Assistance application in the amount of \$196,068 for Program Year 2018-2019.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Mr. Reginald Castex
 - Parent/Staff Recognitions – Mr. Reginald Castex
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - PC/PAC New Member Orientation #3 – Mr. Reginald Castex
 - Toastmasters Training – Mr. Reginald Castex
 - Community Resources – Parents/Staff: Mr. Robert Silva
 - Birth & Beyond – Mr. Mason Taylor

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, June 22, 2018 9:00 a.m. Diablo Room
MAACC/Parent Ambassador Committee	Thursday, June 22, 2018 10:30 a.m. Diablo Room
PC/PAC Parent Activity: Tour of Aerospace Museum of California 3200 Freedom Park Drive McClellan, CA 95652	Wednesday, June 27, 2018 Meet in the museum lobby at 9:45 a.m. Activities from 10:00 a.m. – 2:00 p.m. (see attached flyer)
PC/PAC Social/Hospitality Committee <i>Canceled until further notice</i>	Wednesday, June 27, 2018 9:00 – 11:00 a.m. Camellia Room
PC Executive Committee	Thursday, June 28, 2018 9:00 a.m. Camellia Room
PC/PAC Budget/Planning Committee <i>meeting canceled for the month</i>	Tuesday, July 10, 2018 9:00 a.m.
PC/PAC Bylaws Committee	Friday, July 13, 2018 9:00 – 10:30 a.m. Camellia Room
PAC Executive Committee	Friday, July 20, 2018 9:00 a.m. Camellia Room
Urban Farming County-wide Parent Activity <i>Canceled until further notice</i>	/Time TBA

PC/PAC Parent Activity

Aerospace Museum of California



Theme: Aim for the Stars

Date: Wednesday, June 27, 2018

Time: 10:00 a.m. - 2:00 p.m.

Location: Aerospace Museum of California
3200 Freedom Park Drive
McClellan, CA 95652

Guided Tour: 10:00 a.m. – 12:00 p.m.

Featuring a Smithsonian Exhibit: Art of the Airport Tower

Please be prompt – we will meet in the lobby of the museum at 9:45 a.m. Sharp!

Please Note:

- ✓ You will be reimbursed for mileage.
- ✓ One guest per member (guest must be 18 years or older).
- ✓ Please make sure you wear appropriate attire (no tank tops or shorts).
- ✓ Lunch will be provided to board members and alternates only (lunch is from 12:30 p.m. - 2:00 p.m.)

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the March 27, 2018 and April 5, 2018 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

**SPECIAL MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**
Minutes/Synopsis

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

Tuesday, March 27, 2018
11:00 a.m.

- I. **Call to Order/Roll Call:** Mr. Carr called the meeting to order at 11:00 a.m. The roll was called and a quorum established.

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento
Patrick Kennedy, Chair; Member, Board of Supervisors

II. **Action Item**

- A. Approval of the Submission of the Early Head Start-Child Care Partnership Supplemental Program Improvement Application 2017-2018

Ms. Kossick introduced Ms. Denise Lee. Ms. Lee stated that staff received a call from ACF notifying of one-time funds available for program improvement projects. Staff originally requested and was subsequently notified that SETA Head Start was awarded \$125,032.

In the original application, two projects were proposed but due to the lower funding, it was decided to put the funds toward the modular at Hopkins Park. These supplemental funds will be awarded as of March 31 and must be spent by July 31. The entire \$125,032 will go to the modular construction at Hopkins Park.

Additional board items will be presented at the April 5 meeting to reallocate the underspent funds in the Head Start program of approximately \$1 million.

Mr. Nottoli asked if a non-federal share match was required and Ms. Lee replied that there will be a \$31,258 federal match. SETA will utilize the state funds to do the match since it is Early Head Start.

Ms. Scherman expressed concern that the other projects will not be considered and Ms. Lee replied that the projects will be done but utilizing underspent funds in Head Start/Early Head Start.

Moved/Nottoli, second/Scherman, to approve the submission of the Program Improvement Supplemental application for the Early Head Start-Child Care Partnership Program in the amount of \$125,082 for Fiscal Year 2017-2018.

Roll call vote:

Aye: 3 (Carr, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Schenirer)

III. **Adjournment**: The meeting was adjourned at 11:06 a.m.

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

Minutes/Synopsis

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

Thursday, April 5, 2018
11:00 a.m.

I. Call to Order/Roll Call

Mr. Kennedy called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum established.

Members Present:

Patrick Kennedy, Chair; Member, Board of Supervisors
Larry Carr, Vice Chair; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

A. GENERAL ADMINISTRATION/SETA

1. Approval of Revisions to the Sacramento Employment and Training Agency 2017-2018 Budget

Ms. Loretta Su explained that this is related to Items III-C-1 and 2. Ms. Su explained the budget revision.

Moved/Carr, second/Schenirer, to approve the revised Agency Budget for Fiscal Year 2017-2018.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Scherman)

Mr. Schenirer left at 10:04 a.m.

► Recognition of Long-term employees (all 20 years):

- **Patricia Marshall**, Education Program Officer: Ms. Karen Griffith acknowledged Ms. Marshall's 20-year anniversary with SETA.

- **Melinda Bevans**, Family Services Worker: Ms. Lisa Carr congratulated Ms. Bevans for her 20 years at SETA/Head Start.
- **Eleanor Cooley**, Family Services Worker: Ms. Lisa Carr thanked Ms. Cooley for her 20 years of dedicated work at SETA/Head Start.

II. Consent Items

- Minutes of the March 1, 2018 Regular Board Meeting and March 27, 2018 Special Board Meeting
- Approval of Claims and Warrants
- Ratification of the Submission of the Summer Training and Employment Program for Students (STEPS) Application to the California Department of Rehabilitation/ Employment Training Panel and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source
- Approval to Add People Working Together (PWT) United, Inc. to SETA's Vendor Services (VS) List

The consent items were reviewed; no questions or corrections.

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

- Approve the minutes of the March 1 and March 27 meetings.
- Approve the claims and warrants for the period 2/22/18 through 3/29/18.
- Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$250,000 and authorize the Executive Director to execute the agreement and any other documents required by the funding source.
- Approve the recommendation to add PWT United, Inc. to SETA's VS List.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA (continued)

- Approval to Upgrade SETA's Information Technology Infrastructure Hardware to the SimpliVity Platform

Mr. Edward Proctor offered to answer questions. This is a cash transaction.

Moved/Nottoli, second/Carr, that the Governing Board:

- 1: make the following findings regarding non-competitive procurement- that, after solicitation of a number of sources, competition has been deemed inadequate

and, consistent with SETA's Procurement Policies and Federal Regulations, the Governing Board finds that non-competitive procurement is appropriate; and

2: authorize the staff to negotiate and execute a purchase of the SimpliVity platform, software, three-year support and professional services for an amount not to exceed \$169,797.11.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

Ms. Kossick requested the board consider an off-agenda item that came up after the required 72 hours needed to comply with the Brown Act. The Board must agree to hear the off-agenda item and that the need for action came to the attention of staff subsequent to the agenda posted as specified in Government Code 54954.2(b). There must be a unanimous vote to hear the off-agenda item.

Moved/Nottoli, second/Carr, to agree to hear the off-agenda item III-A-3 as presented.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

3. Approval of Delegation of Authority to the Executive Director to Issue a Procurement for Services for a General Contractor for the Hopkins Park Modular through a Competitive Process

Ms. Kossick offered to answer questions.

Moved/Nottoli, second/Carr, to delegate to the Executive Director the authority to determine the appropriate procurement method and to issue that procurement for competition.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

Refugee Services

Community Services Block Grant

One Stop Services

C. CHILDREN AND FAMILY SERVICES

1. Approval of Budget Modification for Head Start and Early Head Start Program Year 2017-2018

Ms. Denise Lee offered to answer questions. Mr. Nottoli inquired whether there was a longer list of items that need to be done; is there a priority list? Ms. Lee replied that all of the items on the list will be completed. Things come up over the year and are dealt with accordingly.

Moved/Nottoli, second/Carr, to approve a budget modification in the amount of \$1,084,000 from Head Start Personnel and Fringe Benefits and \$105,000 from Early Head Start Other/Occupancy to Equipment, Supplies, Construction, and Other for the SETA Operated Program for the 2017-2018 program year.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

2. Approval of Budget Modification for Early Head Start-Child Care Partnership Program Year 2017-2018

There were no questions on this item.

Moved/Carr, second/Nottoli, to approve an Early Head Start-Child Care Partnership budget modification in an amount not to exceed \$240,000 for Personnel and Fringe Benefits to Equipment and Supplies for the 2017-2018 Program Year.

Roll Call Vote:

Aye: 3 (Carr, Kennedy, Nottoli)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer, Scherman)

IV. Information Items

- A. Creation of Sacramento Valley Manufacturing Initiative

Mr. Roy Kim reviewed this item and stated additional information will be provided as it is received.

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

Mr. Nottoli inquired whether Toys R Us was taking advantage of our services? Mr. Walker stated that they are but an official WARN notice has not yet been issued.

- E. Unemployment Update/Press Release from the Employment Development Department: No questions.
- F. Head Start Reports: No questions.
- G. **Presentation:** Job Center System Activities

Mr. Roy Kim and Workforce Development Department Managers, Julie Davis-Jaffe, William Walker, Michelle O'Camb, Terri Carpenter, and Ralph Giddings provided an overview of the various programs and services offered at SETA through the career center system.

Mr. Kennedy thanked staff for the presentation; it was very informative.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded board members that the next meeting will be held April 26 since the Head Start grant applications must be submitted by May 1.
- C. Deputy Directors: Mr. Roy Kim stated that the board ratified the application for ETP/Rehabilitation funds earlier in the meeting. Staff was notified that the full amount requested was approved. This program was spearheaded by Terri Carpenter.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:11 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:

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from August 1, 2017 to February 28, 2018 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the May 22, 2018 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for your update on the Sacramento Works Career Centers and building improvement.
Thank you, Ms. Denise Lee, for your in-depth presentation on the Federal/CLASS review and COLA increase for 2018/2019 program year.
Thank you, Ms. Allison Noren, for provided information on eligibility list.
Thank you, managers, for shared program information.
Thank you, Mr. Robert Silva for shared information on community resources.
Thank you, Mr. Mason Taylor, for Birth and Beyond update.
Congratulations to newly seated board members.
Thank you, Mr. Reginald Castex, Chair, for the productive and timely meeting. Great job!!
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.

ITEM V – COMMITTEE REPORTS (continued)

Page 2

- Budget/Planning Committee: Mr. Reginald Castex

- Social/Hospitality Committee: Mr. Reginald Castex

- Personnel/Bylaws 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 Head Start Reports (attached)
 - ✓ Quality Assurance Report – Sacramento City USD
 - ✓ Quality Assurance Report – SETA Operated Program: Center Based
 - ✓ Quality Assurance Report – SETA Operated Program: Home Based

- 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.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – June 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Parkway HS Abraham Lincoln HS Elder Creek EHS-CCP	3 centers 3 classrooms 9 child files (HS = 6, EHS = 3) 11 staff files	May 7-25, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths and Positive Observations:

Head Start

- SCUSD Head Start has culturally diverse teaching staff, reflective of the children and families served by the program. In addition, it employs itinerant bilingual staff support (TABS) who are assigned to various schools to provide additional assistance in working with non-English or limited English- speaking families.

EHS-CCP

- Enrolled children are provided ample opportunities to be independent in child-initiated activities and daily routines. Teachers were encouraging as they also incorporated family participation in the classroom.

Head Start/EHS-CCP

- Center and classroom environment is welcoming and inviting, with family pictures and materials reflecting its cultural diversity.
- Program staff members are warm, nurturing and respectful in their interactions with children and families.
- Centers have an inviting and welcoming environment, reflective of the families and community served.
- Teachers are nurturing and encouraging of children, receptive to their varying needs. They exhibited good ability to manage the class well.
- Children demonstrated familiarity with routines and class schedule.
- Staff teamwork at the centers is notable.
- Well-designed lesson plans, posted prominently in the classrooms.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	71%	-No current policy to identify and address children at risk of missing 10% of program days. -Inconsistent record-keeping for children enrolled with an over-income waiver -Enrollment applications are incomplete/missing information -Data in ChildPlus does not match contents of child's file -Not all vacancies filled within 30 days nor at the beginning of the program year
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	90%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	90%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	89%	-Incomplete Family Partnership Agreements (FPA) -Limited follow-up on FPAs -Agency has not yet adopted a research-based parenting curriculum
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	98%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	81%	-Some Ht/Wt screenings are missing and/or not graphed -Not all identified nutrition needs had documented follow-up -Special diet process not consistently followed in accordance with CACFP -Meal service and counts not performed in accordance with CACFP guidelines
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	69%	-Staff files did not contain all required information
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	82%	-Data in ChildPlus did not match contents of the child's file -Not all health and dental screenings/exams were up to date -Limited/no documented follow-up on health needs -Not all immunizations were up-to-date -Rescue medications were not brought outside when children were at play

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	85%	-Children were still enrolled in EHS when they were over-age for the license capacity (past 36 months old) -Not all required postings were posted -Diapering procedure not consistently followed -No all toothbrushes were in good condition and properly stored -Classroom doors were propped during outside time -No spill kit available for use when an accident requiring universal precaution procedure occurred -Fire extinguishers not mounted properly and/or did not contain evidence of monthly inspection

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – June 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Parker Avenue HS Bannon Creek HS Elkhorn EHS Grizzly Hollow EHS	4 centers 4 classrooms 10 child files (HS = 6, EHS = 4) 12 staff files	April 9-25, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths and Positive Observations:

- Centers have an inviting and welcoming environment, reflective of the families and community served.
- Teachers are nurturing and encouraging of children, receptive to their varying needs. They exhibited good ability to manage the class well.
- Children demonstrated familiarity with routines and class schedule.
- Staff teamwork at the centers is notable.
- Well-designed lesson plans, posted prominently in the classrooms.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	-Source of income amount not consistent with application information -Incomplete applications -NOAs and other State documentation missing in child's file -Data in Childplus did not match contents of file -Not all vacancies filled within 30 days

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	80%	<ul style="list-style-type: none"> -Incomplete Family Partnership Agreements (FPA) -Limited follow-up on FPA -No evidence of monthly parent meetings -Agency has not yet adopted a research-based parenting curriculum -No evidence of recruitment for PAC representative
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	100%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	93%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	85%	<ul style="list-style-type: none"> -No evidence staff shared policies on health emergencies -Data in ChildPlus did not match contents of file -Various health exams and screenings no completed and/or missing -Limited follow-up on noted health concerns -Expired medications not replaced by parent
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	86%	<ul style="list-style-type: none"> -Diapering procedure not followed regularly -Limited supervision during hand-washing and tooth-brushing -Minor maintenance/repair needed in the classroom (chipped paint, stained ceiling tiles, non-slip backing needed on rugs, etc.) -No evidence of monthly fire extinguisher inspections -Outdoor play equipment in need of repair -No designated trike path -Latch on gate not working properly

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council, and SETA Governing Board members

RE: SETA Quality Assurance/Monitoring Results – May 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
SETA Operated Program	Head Start and Early Head Start Home Base	4 Home Visits 2 Socialization Groups 8 child files 4 Home Visitors	April 9-25, 2018	Comprehensive Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This review was performed using the newly developed Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 21 monitoring checklists representing 396 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS) November 2016, the Head Start Act, Community Care Licensing, and other local, state and federal regulations. During this pilot year, a smaller sample size was selected for review to ensure each agency/partner is exposed to each checklist in the new tool within the current program year. The pilot will help ensure each checklist represent all critical elements and that the processes meet the needs of stakeholders for continuous quality improvement.

Highlighted Program Strengths and Positive Observations:

- Home visit interactions were respectful, supportive and culturally responsive. Different language needs of enrolled families were supported by having bilingual staff and services from a sign language interpreter. Trusting relationship between families and Home Visitors was evident.
- Comprehensive services were provided to entire family, as siblings were also engaged during the home visit.
- Socializations and field trips are planned, well-organized, well-attended, educational and fun. Community resources (preventive dental services) and parent meetings were integrated in socialization and field trip events.
- Excellent team work and highly qualified staff. Various opportunities for staff training and support by supervisors were evident.
- Excellent training and staff meeting documentation.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA (Eligibility, Recruitment, Selection,	92%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<i>Enrollment, Attendance)</i>		
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	86%	-No evidence that all children received required developmental, behavioral or speech screenings and required follow-up -Not all IDPs were completed or up-to-date in the child's file
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	86%	-Family Partnership Agreements (FPAs) were often incomplete and/or did not have documented follow-up
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	95%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	78%	-Not all Nutrition History Forms were up-to-date
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	93%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	83%	-Health screenings were often not up-to-date or missing -Dental exams were often not complete or up-to-date -ChildPlus did not match contents of child's file
Home Based Services <i>(Caseload, communication, relationship, activities, parent-child interactions, home visit plans, use of environment for lessons, resources, etc.)</i>	94%	No significant noted findings
Socialization <i>(Activities, facility, parent input, facilitation, parent-child interactions, shared experiences, etc.)</i>	97%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Services to Pregnant Women <i>(Health status, screenings, follow-up, pre/post-partum visits, medical home, dental services, etc.)</i>	100%	No significant noted findings

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 30 days of receipt of this report. Governing Board/School Board notification of monitoring results is required within 60 days.

Programs have been provided a form to complete the CAP which serves as written response by the agency to resolve systems-level areas of non-compliance identified during the MCQI review. A program trend CAP does not supersede the individual CAP for non-compliant indicators using the Child Plus Internal Monitoring Module.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 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
SETA operated	1988	251	13%	377	119	32%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	58	13%			
Sac City USD	1211	146	12%	144	25	17%
San Juan USD	668	110	16%	160	18	11%
WCIC	100	12	12%			
EHS CCP				80	9	11%
COUNTY TOTAL	4587	600	13%	777	171	22%

AFE: Annual Funded Enrollment



SETA Head Start

Food Service Operations Monthly Report

*May 2018

May 4th - Minimum Day Preschool and EHS Full Day (C) Classes.

May 8th - Mickie's Home Base Social - Lunch and snack provided for 45 guests.

May 9th - Michele's Home Base Social - Lunch and snack provided for 45 guests.

May 11th - Hillsdale PM class only accepted 10 children due to lack of substitute teachers.
Teaching Pyramid Training - Classes closed at Freedom, Hillsdale and Mather.
Hopkins Park closes for remodel.

April 24th - Home Base County Fair field trip - Lunch and snack provided for 160 guests.

May 28th - Memorial Day.

Meetings & Trainings:

None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,840	20,200	26,200	820

Total Amount of Meals and Snacks Prepared **86,060**

Purchases:

Food	\$80,457.96
Non - Food	\$13,996.40

Building Maintenance and Repair: **\$1,877.90**

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

Kitchen Small Wares and Equipment: **\$1,330.39**

Vehicle Maintenance and Repair : **\$223.52**

Vehicle Gas / Fuel:	\$1,713.54
Normal Delivery Days	22

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	440	100	86
Sacramento City USD	1,139	1,094	96	84
SETA	1,868	1,871	100	80
San Juan USD	668	675	101	83
Twin Rivers USD	180	173	96	85
WCIC/Playmate	100	100	100	79
Total	4,395	4,353	99	83

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	154	101	83
SETA	431	463	107	81
San Juan USD	160	170	106	74
TRUSD	16	16	100	69
Total	759	803	106	77

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	38	106	85
Sacramento City USD	40	45	113	73
SETA/Job Corps.	4	4	100	94
Total	80	87	109	84

- (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:

Sacramento City USD:

Challenges:

- 3 classrooms capped at 20 due to class-size waiver denial. This affects 12 enrollment slots at any given time.
- 7 classrooms capped due to majority 3 year olds. This affects up to 28 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 17 Twilight slots have started. The director continues to explore other opportunities.

ITEM VI-OTHER REPORTS (continued)

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- 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.
