

GOVERNING BOARD

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Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

***THOUGHT OF THE DAY:** "Develop enough courage so that you can stand up for yourself and then stand up for somebody else."*

Author: Maya Angelou

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

DATE: Tuesday, July 24, 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.

AGENDA

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- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
- Vacant - 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: WEDNESDAY, JULY 18, 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
- _____ Angel Chenault, 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

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	X					
R. Castex Seated 12/20	MAACC		X	X	X	X	X	X	X					
A. Chenault s/b/seated 5/22; seated 6/26	CR							E	X					
G. Cisneros Seated 3/27	SOP					X	X	X	X					
H. Gutierrez Seated 11/28	SOP	X	X	X	X	X	X	X	X					
G. Hader Seated 5/22	WCIC							X/AP	U					
L. Litka Seated 11/28	CR	X	X	X	X	X	X	X	X					
D. McCracken Seated 3/27	SOP					X	X	X	X					
C. Sanders Seated 1/23	EHS/ SAC			X	X	X	X	X	E					
A. Scharnow Seated 11/28	SAC	X	X	X	X	X	X	X	X					
M. Schurr Seated 4/24	SOP						X	X	X					
P. Scott Seated 11/18	CR	X	X	X	X	X	X	X	X					
M. Smith Seated 3/27	SOP					X	X	X	X					
C. Taylor Seated 11/28	TR	X	X	X	X	E	U	X	X					
M. Taylor Reseated 5/22	CAR							X	U					
K. Tate Seated 1/24	OGC	X	X	X	X	X	X	X	E					
D. Wriedt s/b/seated 4/24; seated 5/22	EG						U	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
K. Xiong Seated 1/23	ELK			X	X	X	X	E	E/P CB					

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 7/16/2018

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 26, 2018
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 26, 2018 regular meeting.

RECOMMENDATION:

That the Policy Council approve the June 26 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, June 26, 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 9:00 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll and a quorum was established.

Members Present:

Andrea Scharnow, Sacramento City Unified School District (seated at 9:04 a.m.)
Jessica Bradsberry, Sacramento City Unified School District
Diana Wriedt, Elk Grove 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
Reginald Castex, Men's Activities Affecting Children Committee
Linda Litka, Past Parent/Community Representative (seated at 9:04 a.m.)
Marcheri Smith, SETA-Operated Program
Angel Chenault, Past Parent/Community Representative (excused)

Members Absent:

Kaoyee Xiong, Elk Grove Unified School District (excused)
Kenneth Tate, Outgoing Chair (excused)
Claudett Sanders, Early Head Start, Sacramento City Unified School District (excused)
Mason Taylor, Birth & Beyond, Community Agency Representative (unexcused)

Members to be seated but absent:

Gloria Hager, Women's Civic Improvement Club (unexcused)

II. Consent Item

A. Approval of the Minutes of the May 22, 2018 Policy Council Meeting

The minutes were reviewed; no questions or comments.

Moved/Gutierrez, second/Scharnow, to approve the May 22, 2018 minutes.
Show of hands vote:

Aye: 12 (Bradsberry, Chenault, Cisneros, Gutierrez, Litka, McCracken, Scharnow, Schurr, Scott, Smith, C. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: (Sanders, Tate, Taylor, Xiong)

III. Action Items

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

The Board went into closed session at 9:06 a.m. At 9:33 a.m. Mr. Castex called the meeting back to order and reported that during closed session, the Board approved the following eligible lists: Associate Teacher, Associate Teacher/Infant Toddler, Head Start Cook/Driver, Head Start Health/Nutrition Specialist, Payroll Specialist, and Administrative Assistant. In addition, Ms. D'et Saurbourne was appointed to the position of Fiscal Department Chief

B. Ratification of the Submission of the Head Start Training and Technical Assistance Application for Program Year 2018-2019

Ms. Lee stated that this item requests the approval 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.

Moved/Chenault, second/Scharnow, to approve the ratification of the submission of the Head Start Training and Technical Assistance Application for Program Year 2018-2019.

Show of hands vote:

Aye: 12 (Bradsberry, Chenault, Cisneros, Gutierrez, Litka, McCracken, Scharnow, Schurr, Scott, Smith, C. Taylor, Wriedt)

Nay: 0

Abstentions: 1 (Castex)

Absent: (Sanders, Tate, 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 on track with the budget; getting close to the end of the fiscal year, which ends July 31. Staff is expecting the budget to be fully expended.
- PC/PAC New Member Orientation #3: No additional report.
- Toastmasters Training: No report.

- Community Resources – Parents/Staff: Mr. Robert Silva reported on an event at WCIC where Senator Pan attended. This event was fun and it was great to have such good community involvement. Mr. Castex stated that it was really fun. The food was catered and delicious.

Mr. Silva reviewed some local community events.

Ms. Denise Lee reviewed the Program Improvement Report which was developed to respond to the non-compliance finding. This document will be updated frequently. Staff will be requesting an extension to accommodate the delegates that are closed over the summer months. Have tightened the system to collect attendance data. Support plans will be utilized to deal with chronic absences.

Ms. Scott wants questions sent to board members needing to be answered; the questions can be answered.

- Birth & Beyond: No report.
- B. Governing Board Minutes: No questions.
- C. Fiscal Monitoring Report: No questions.

V. Committee Reports: No additional report.

- Executive Committee Meeting Critique: The Executive Committee critique was reviewed.
- Budget/Planning Committee: No report.
- Social/Hospitality Committee: No report.
- Personnel/Bylaws Committee: No report.
- Men's Activities Affecting Children Committee/Parent Ambassadors Committee: No report.
- Sacramento Medi-Cal Dental Advisory Committee: No report.
- Maternal, Child & Adolescent Health Advisory Board Report: No report.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reminded Board members that SETA's 40th anniversary will be October 10 in the parking lot. Ms. Kossick requested 'success stories' from former Head Start parents or children.
- B. SETA Head Start Deputy Director's Report: No additional report.
 - 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: No additional report.

- D. Head Start Managers' Reports
 - Lisa Carr: No report.
 - Robyn Caruso: No report.
 - Karen Griffith: No report.
 - E. Open Discussion and Comments: No comments.
 - F. Public Participation: No comments.
- VII. Adjournment:** The meeting was adjourned at 10:33 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 the following positions: Associate Teacher/Infant Toddler, Home Visitor, Accountant II, and Accountant III (Fiscal Manager)
 - ➔ 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 CHILDREN AND FAMILY SERVICES
PROGRAM SPECIALIST**

BACKGROUND:

The Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The Children and Family Services Program Specialist current degree requirement is higher than other Specialist classifications and has limited internal staff from applying for promotional opportunities. As a result, SETA has added a work experience option in lieu of a degree.

The position has also evolved to include services in the areas of safe environments and oral health. As a result, the classification has been updated to ensure it accurately reflects the work assigned.

The Agency developed the job specification with input and approval from management and the union. Attached is a red-lined version of the job specification and a clean version.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification for Children and Family Services Program Specialist.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

A Children and Family Services (CFS) Program Specialist is responsible to the CFS Deputy Director, a Head Start Manager or designee.

DEFINITION

Under general direction, to assist in providing, project leadership and direction to [center-based and home-based](#) staff in basic Head Start/Early Head Start and State funded programs in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support, within state and federal programs operated by the Sacramento Employment and Training Agency.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that uses expertise in a function to provide support and direct services to employees and supervisors as well as children and families within state and federal programs operated by the Sacramento Employment and Training Agency.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Provides training and technical assistance to support comprehensive service areas for children, families and staff within Head Start, Early Head Start and State funded programs;
2. Assists in organizing and developing procedures for conducting health, [oral health, and nutrition](#) mandates and follow-up services for children ages 0 – 5 years old;
3. Supports and encourages parent participation in all Head Start/Early Head Start activities;
4. Assists families with their own self-improvement efforts and utilization of community resources;
5. Assists and ensures the proper maintenance of family records at early learning centers;
6. Assists in developing and implementing training activities for staff and parents in the areas of health, [oral health, safety,](#) nutrition, social services, child development and disabilities;
7. Assists in planning and implementing services to children and families;
8. Organizes and conducts workshops and discussion groups for parents;
9. Assists with recruitment, enrollment and support services to families, health, [oral health and nutrition,](#) tracking of children, etc.;
10. Coordinates health, [oral health,](#) nutrition, [safety,](#) and social services with community organizations and groups;
11. Makes home visits to discuss health, [oral health,](#) nutrition and mental health concerns and issues;
12. Assists in the [entry and](#) compilation of data, analysis and reports;
13. Prepares required reports;
14. Assists with service implementation for children with special needs and/or mental health concerns;
15. Ensures the implementation and compliance with local, state and federal regulations regarding health, [oral health,](#) nutrition, [safe environments,](#) mental health, disabilities and social services requirements;

- 16. Monitors and evaluates program activities for compliance and quality;
- 17. May assist staff with special projects and grants;
- 18. Works with parent groups;
- 19. Participates in multi-disciplinary team meetings and provides feedback regarding recommendations for individual child and family development;
- 20. Develops tracking systems to ensure compliance and timely follow-up;
- ~~20-21.~~ Assists in the coordination of safety programs such as disaster preparedness, integrated pest management, CPR/first aid, fire and life safety practices, and materials safety compliance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and State funded programs and functions;
- Early Childhood Education, including special education and social/emotional development
- Public health principles and practices;
- Maternal and child health;
- Proper nutrition;
- Community Care Licensing practices and regulations;
- Issues and needs of low-income families;
- Staff development and training;
- Community relations and capacity building
- Some word processing software and current, relevant technology.

AND

Ability to:

- Develop and implement health, oral health, safe environments, nutrition, mental health, disabilities, and social services programs which meet the needs of young children and their families;
- Provide training programs and workshops for parents and staff;
- Promote parent involvement with Head Start health, oral health, safety, nutrition, mental health, disabilities, and social service programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of family records;
- Insure program compliance with health, oral health, safety, nutrition, mental health, disabilities, and social service regulations and standards;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

- I. At least ~~five~~ (54) years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

ORAND

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent;

AND

- III. 2 years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families.

- IV. Bilingual skills are highly desirable.

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SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least ~~three~~ (32) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver's License will be evaluated on a case by case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of</u>

	<u>the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

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

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

Non-essential Physical Attributes:

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

CHILDREN AND FAMILY SERVICES (CFS) PROGRAM SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

A Children and Family Services (CFS) Program Specialist is responsible to the CFS Deputy Director, a Head Start Manager or designee.

DEFINITION

Under general direction, to assist in providing, project leadership and direction to center-based and home-based staff in basic Head Start/Early Head Start and State funded programs in the delivery of comprehensive services in areas of safety, health, nutrition, learning environments, social and emotional development, disabilities, and family support, within state and federal programs operated by the Sacramento Employment and Training Agency.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification that uses expertise in a function to provide support and direct services to employees and supervisors as well as children and families within state and federal programs operated by the Sacramento Employment and Training Agency.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Provides training and technical assistance to support comprehensive service areas for children, families and staff within Head Start, Early Head Start and State funded programs;
2. Assists in organizing and developing procedures for conducting health, oral health, and nutrition mandates and follow-up services for children ages 0 – 5 years old;
3. Supports and encourages parent participation in all Head Start/Early Head Start activities;
4. Assists families with their own self-improvement efforts and utilization of community resources;
5. Assists and ensures the proper maintenance of family records at early learning centers;
6. Assists in developing and implementing training activities for staff and parents in the areas of health, oral health, safety, nutrition, social services, child development and disabilities;
7. Assists in planning and implementing services to children and families;
8. Organizes and conducts workshops and discussion groups for parents;
9. Assists with recruitment, enrollment and support services to families, health, oral health and nutrition tracking of children, etc.;
10. Coordinates health, oral health, nutrition, safety, and social services with community organizations and groups;
11. Makes home visits to discuss health, oral health, nutrition and mental health concerns and issues;
12. Assists in the entry and compilation of data, analysis and reports;
13. Prepares required reports;
14. Assists with service implementation for children with special needs and/or mental health concerns;
15. Ensures the implementation and compliance with local, state and federal regulations regarding health, oral health, nutrition, safe environments, mental health, disabilities and social services requirements;

16. Monitors and evaluates program activities for compliance and quality;
17. May assist staff with special projects and grants;
18. Works with parent groups;
19. Participates in multi-disciplinary team meetings and provides feedback regarding recommendations for individual child and family development;
20. Develops tracking systems to ensure compliance and timely follow-up;
21. Assists in the coordination of safety programs such as disaster preparedness, integrated pest management, CPR/first aide, fire and life safety practices, and materials safety compliance.

MINIMUM QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and State funded programs and functions;
- Early Childhood Education, including special education and social/emotional development
- Public health principles and practices;
- Maternal and child health;
- Proper nutrition;
- Community Care Licensing practices and regulations;
- Issues and needs of low-income families;
- Staff development and training;
- Community relations and capacity building
- Some word processing software and current, relevant technology.

AND

Ability to:

- Develop and implement health, oral health, safe environments, nutrition, mental health, disabilities, and social services programs which meet the needs of young children and their families;
- Provide training programs and workshops for parents and staff;
- Promote parent involvement with Head Start health, oral health, safety, nutrition, mental health, disabilities, and social service programs;
- Work effectively with low-income families and parent groups;
- Speak and write effectively;
- Insure the proper maintenance of family records;
- Insure program compliance with health, oral health, safety, nutrition, mental health, disabilities, and social service regulations and standards;
- Maintain records and prepare reports;
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions;
- Establish and maintain cooperative working relationships.

AND

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

- I. At least five (5) years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families;

OR

- II. An AA Degree or higher in Child Development, Social Science, Psychology, Human Development, or its equivalent;

AND

- III. 2 years of experience working in a basic health, oral health, safe environments, nutrition, mental health, or social services functional area dealing with the socio-economic issues of young children and their families.
- IV. Bilingual skills are highly desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver’s License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class C Driver’s License will be evaluated on a case by case basis.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of</i>

	<i>the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
Visual Acuity	<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>
Environment	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
Relational	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

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 Parent Activity Reports – Mr. Reginald Castex
 - Community Resources – Parents/Staff: Mr. Robert Silva
 - Birth & Beyond – Mr. Mason Taylor

NOTES:

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, July 20, 2018 9:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, July 25, 2018 9:00 – 11:00 a.m. Camellia Room
PC Executive Committee	Thursday, July 26, 2018 9:00 a.m. Camellia Room
MAACC/Parent Ambassador Committee	Friday, July 27, 2018 10:30 a.m. Diablo Room
PC/PAC Social/Hospitality Committee	Wednesday, August 1, 2018 9:00 – 11:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, August 10, 2018 9:00 – 10:30 a.m. Camellia Room
PC/PAC Budget/Planning Committee	Tuesday, August 14, 2018 1:00 – 2:30 p.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, August 22, 2018 9:00 – 11:00 a.m. Olympus Room

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the April 26, 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

Thursday, April 26, 2018
11:00 a.m.

I. Call to Order/Roll Call

Mr. Kennedy called the meeting to order at 10:04 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
Don Nottoli, Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Larry Carr, Vice Chair; Councilmember, City of Sacramento (arrived at 10:09 a.m.)

II. Consent Items

- A. Minutes of the April 5, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

There were no questions or comments.

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

- A. Approve the April 5, 2018 minutes.
- B. Approve the claims and warrants for the period 3/30/18 – 4/19/18.
- C. Approve the Selection Criteria for Enrollment in Head Start or Early Head Start programs.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA:** None.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: No items.

One Stop Services: No items.

Community Services Block Grant

1. Approval of Recommendations to Reallocate Funds for Program Year 2018 Community Services Block Grant (CSBG)

Ms. Julie Davis-Jaffe reviewed this item and explained that two organizations were unable to utilize the CSBG funding due to the high cost of insurance. The organizations explained that because the insurance was so high, it was thought best not to accept the funds. This item requests the reallocation of funding in the amount of \$54,000. Ms. Davis-Jaffe reviewed the options available to the board. The Community Action Board met on April 11 and recommended Option B to fund Next Move (\$34,000) and WIND Youth (\$20,000) under Safety Net Services.

Moved/Schenirer, second/Kennedy, to approve the reallocation of Program Year 2018 Community Services Block Grant funds to Next Move (\$34,000) and WIND Youth (\$20,000).

Mr. Carr arrived at 10:09 a.m.

Ms. Scherman asked if the funding will go to services or to administrative costs? Ms. Davis-Jaffe replied that with Safety Net Services, the majority of the funds go to the actual provision of services. Ms. Scherman asked what was WIND ranked during the earlier procurement. Ms. Davis-Jaffe replied that for this funding cycle they ranked #3 but in previous rankings, they ranked higher.

Mr. Nottoli asked what prompted the changes in the insurance? Mr. Greg Thatch replied that throughout SETA's history, the agency routinely does a risk management review. This was a provision that was added by this board based on the recommendation of the risk management consultant. The policy in question is Employment Practices that would cover them for lawsuits for discrimination against the agency and SETA would be added as an insured. SETA has been very sensitive to the insurance risks because we have no money to pay claims. Any entity ought to have Employment Practices coverage. Mr. Carr asked if there were a way for these non-profits to pool their money to save costs. Mr. Thatch replied that he is not sure, but he suspects the number of organizations comprise too small of a pool. Maybe on a state-wide basis it could happen.

Mr. Kennedy asked if services will continue to be provided for seniors and if the expungement clinics continue. Ms. Davis-Jaffe replied that there is another organization that provides similar services and people are being referred to the other organization.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 0

C. CHILDREN AND FAMILY SERVICES

1. Approval of Annual Self-Assessments for 2017-2018 and Resulting Program Improvement Plans for the SETA-Operated Program
2. Approval of Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications
3. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2018-2019
4. 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
5. Approval of 2018-2019 Training/Technical Assistance Plan for the SETA Head Start, Early Head Start, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Denise Lee reviewed the five board items. This is the time for the refunding application going forward. This grant application will provide services to 5,210 children county-wide, 84% will be in the Head Start program and the remainder will be in the Early Head Start program.

Ms. Lee reviewed some changes in the number of children and type of services that will be provided in the new program year. Some of the preschool slots will be converted to Early Head Start slots since there is a greater need for EHS slots.

As the attendance tracking continues to be done, the grantee has chosen to reduce some of the preschool slots to Early Head Start slots. A total of 32 preschool slots will be converted into eight slots at the Hillsdale area.

SETA has partnered with Kinder World to provide Early Head Start services for the last three years. That partnership will change in the new program year as Kinder World will be disengaging. As a result, SETA will take the 36 slots into SETA's Hopkins Park, Job Corps, Sharon Neese, and the new early learning center located on Martin Luther King Blvd.

There are four new centers to be opened: an as yet unnamed center on Martin Luther King Blvd (40 slots), Playmate #2 (WCIC is the delegate), Village Elementary (Twin Rivers) and Irene West (Elk Grove USD). Hopkins Park is an existing center with 80 but the number will be reduced down to 40 full day slots.

There are a number of options available to families depending up on what they want, year round or school year, part day or full day.

Training/Technical Assistance funds will continue to go to improve the skills of staff through tuition reimbursement, parent internship program, family literacy program, local conferences, and training for staff and parents.

Mr. Carr asked if staff had an idea why people sign up for the program and they do not bring their children to class. Ms. Lee replied that sometimes it is health issues; the remainder could be transportation, the children did not want to get up, sometimes siblings are home. Staff is working on a campaign to make class so exciting that children do not want to miss it.

Mr. Nottoli inquired if there was a strategy to tackle some of the issues children have with obesity at such a young age. Ms. Lee replied that we have a great relationship with the county public health office to develop a way to reach out to parents. Dental services continue to be an issue. Sometimes the parent is afraid of dental services and the fear affects the child. We continue to have issues with children that need dental care with anesthesia. The dental community has been very cooperative in making sure children get care.

Moved/Nottoli, second/Schenirer, to approve Items C-1 through C-5 as follows:

1. 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.
2. Approve the Program Year 2018-2019 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.
3. 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.
4. 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.
5. 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.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 0

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.

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

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick would love any assistance for funding for our 40th anniversary on October 10. Mr. Kennedy asked for a reminder e-mail to board members. Mr. Kennedy stated that the Chair will commit \$5,000 to the event. The next Governing Board meeting is June 7.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The Board went into closed session at 10:45 a.m.; at 10:55 a.m., the board went back into session with no report out of closed session.

- VII. Adjournment**: The meeting was adjourned at 10:55 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Jenifer Avey **DATE:** June 18, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,213,386	08/1/17-7/31/18	8/1/17-1/31/18
Head Start	T & TA	\$9,000	08/1/17-7/31/18	8/1/17-1/31/18

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/1-5/3/18

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
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 Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2017 to January 31, 2018 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Jim Walters DATE: June 20, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 4,652,403	8/1/17-7/31/18	8/1/17-2/28/18
Head Start	T & TA	\$15,000	8/1/17-7/31/18	8/1/17-2/28/18
Early HS	Basic & Cola	\$1,741.924	8/1/17-7/31/18	8/1/17-2/28/18
Early HS	T & TA	\$30,912	8/1/17-7/31/18	8/1/17-2/28/18

Monitoring Purpose: Initial X Follow Up Special Final
Date of Review: 5/21-5/24/18

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
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 Program Improvement		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Kate Ingersoll **DATE:** July 3, 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	2/1/18-5/31/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	2/1/18-5/31/18
Head Start	Duration	\$ 618,997	8/1/17-7/31/18	2/1/18-5/31/18
Early HS	Basic	\$ 357,046	8/1/17-7/31/18	2/1/18-5/31/18
Early HS	T & TA	\$ 5,852	8/1/17-7/31/18	2/1/18-5/31/18

Monitoring Purpose: Initial ____ Interim X Special ____ Final ____

Date of review: June 11-12, 2018

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1 to May 31, 2018 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Edenausageboye Davis DATE: June 18, 2018

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 1,000,590	8/1/17-7/31/18	8/1/17-2/28/18
Head Start	T & TA	\$ 7,500	8/1/17-7/31/18	8/1/17-2/28/18
Head Start	Duration	\$ 445,867	8/1/17-7/31/18	8/1/17-2/28/18

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 5/15-5/16-18

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2017 to February 28, 2018 for the Head Start programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-D - INFORMATION
COUNTYWIDE PARENT ACTIVITIES

BACKGROUND:

This agenda item provides an opportunity for the PC to provide input on SETA Head Start/Early Head Start county-wide parent activities for program year 2018-2019. All activities must be educational, safe and legal. Stakeholders include PC, management, delegate directors, Parent and Family Engagement and the Parent Governance/Family Support unit. The intent of this process is to increase countywide parent participation.

After all recommendations have been received and vetted, PC will take action on the top selected county-wide parent activities on Tuesday, August 28, 2018. There will be three county-wide parent activities the coming year. However, PC will approve four in case an approved activity is not doable.

NOTES:

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 June 26, 2018 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for your update on the 40 th Anniversary celebration and request for success stories.
Thank you, Ms. Denise Lee, for shared information on the ratification of the submission of the HS/EHS T/TA for program year 2018-2018. We also appreciate the in-depth review of the Program Improvement Plan regarding attendance.
Thank you, Ms. Allison Noren, for provided information on eligibility list.
Thank you, Mr. Robert Silva, for shared information on community resources.
Congratulations to newly seated board members, Ms. Angel Chenault.
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

➤ 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

➤ Community Action Board: Mr. Kenneth Tate

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 – Twin Rivers USD

- 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
Twin Rivers Unified School District	Morey Avenue HS	1 centers 1 classrooms 3 child files 3 staff files	May 7-18, 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:

- Excellent family and community engagement activities and events that build school and community and school pride
- Excellent staff team work and communication as evidenced by smooth transitions in class schedule and routines including meal service
- Timely completion of health and nutrition services and follow-up
- Very good documentation in mental health and disabilities service areas
- Individualization and intentional instruction were evident in the review of DRDP assessments, IDP and lesson plans

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	90%	Not all funded enrollment slots were filled at the beginning of the year or throughout the year
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	100%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
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>	95%	Program has not yet adopted and implemented a research-based parenting curriculum
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	96%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	88%	Staff licensing files were missing various required information (i.e. CPR/FA card, health screening report, etc.)
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	98%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	92%	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.



SETA Head Start

Food Service Operations Monthly Report

*June 2018

June 1st - Grizzly Hollow EHS class extended by one day.
 Last day of extended Traditional Classes Calendar C and Walnut Grove.
 Minimum Day Preschool & EHS Full Day (C) classes

June 5th - Last Day of WCIC Classes

June 7th - New Summer Delivery Routes started due to Summer Class Closures.
 Last Day for Calendar B Traditional Classes

June 21st - Home Base paper supply delivery to Sharon Neese for their socializations

June 22nd - Home Base Social - Items provided for the event for 75 guests.

June 26th - Brian Pinon with ICW Risk Management Services visited the WCIC Kitchen.

June 28th - Marina Vista closed for fire sprinkler repair.

Meetings & Trainings:
 None.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
31,390	15,970	22,500	460

Total Amount of Meals and Snacks Prepared 70,320

Purchases:

Food	\$71,960.55
Non - Food	\$11,775.10

Building Maintenance and Repair: \$21.65

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,726.54

Vehicle Maintenance and Repair : \$842.40

Vehicle Gas / Fuel: \$1,591.28
 Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 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	256	13%	377	123	33%
Twin Rivers USD	180	23	13%	16	0	0%
Elk Grove USD	440	58	13%			
Sac City USD	1211	150	12%	144	25	17%
San Juan USD	668	111	17%	160	18	11%
WCIC	100	12	12%			
EHS CCP				80	9	11%
COUNTY TOTAL	4587	610	13%	777	175	23%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/29/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	440	100	88
Sacramento City USD	1,139	1,075	94	79
SETA	1,868 (1,788)	1,916	107	68
San Juan USD	668	672	101	75
Twin Rivers USD	180	173	96	69
WCIC/Playmate	100	100	100	79
Total	4,395 (4,315)	4,376	101	76

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/29/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	152	155	102	79
SETA	431	466	108	73
San Juan USD	160	164	103	83
TRUSD	16	16	100	69
Total	759	801	106	76

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/29/18	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	82
Sacramento City USD	40	42	105	67
SETA/Job Corps.	4	4	100	93
Total	80	82	103	81

- (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:

- Hopkins Park (80 slots) was closed for Construction on May 14th.

Sacramento City USD:

Challenges:

- 3 classrooms capped at 20 due to class-size waiver denial. This affects 12 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 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
 - Vacant - 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.
