

GOVERNING BOARD

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Thought of the day: "Teamwork is the fuel that allows common people to produce uncommon results."

~~Andrew Carnegie

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

DATE: Tuesday, January 22, 2019

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

PAGE NUMBERS

- | | | |
|-------------|---|------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ Introduction of Newly Seated PC Representatives | |
| | ➤ PC Meeting Attendance Update | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the December 19, 2018 Special Meeting | 4-12 |
| III. | <u>Action Items</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u> | 13 |
| | ➤ Approval of Eligible Lists for: Associate Teacher and Associate Teacher/Infant Toddler, Infant Toddler Lead Teacher, Head Start Teacher, Site Supervisor, Education Program Officer | |
| | ➔ Report out of closed session | |

B.	Election of Sacramento Medi-Cal Dental Advisory Committee Representative and Alternate	14
C.	Election of Maternal, Child and Adolescent Health Advisory Board Representative and Alternate	15
D.	Election Community Action Board Representative and Alternate	16-18
IV.	<u>Information Items</u>	
A.	Parent Survey – Ms. Belinda Malone	19
B.	Standing Information Items	20-26
	➤ PC/PAC Calendar of Events: Ms. Henrietta Gutierrez	
	➤ Parent/Staff Recognition: Ms. Henrietta Gutierrez	
	➤ Toastmasters Training: Ms. Henrietta Gutierrez	
	➤ Orientation and Officer Training Reports: Ms. Henrietta Gutierrez	
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
	➤ Community Resources: Parents/Staff: Ms. Henrietta Gutierrez	
	• PC/PAC & Policy Committee Meeting Report Form: Mr. Robert Silva	
C.	Governing Board Minutes – December 6, 2018	27-37
V.	<u>Committee Reports</u>	38-39
	➤ Executive Committee: Ms. Henrietta Gutierrez	
	➤ Budget/Planning Committee: Ms. Henrietta Gutierrez	
	➤ Community Agency Reports	
	• Sacramento Children’s Museum	
	• Sacramento Public Library	
VI.	<u>Other Reports</u>	40-55
A.	Executive Director’s Report	
B.	Chair’s Report	
C.	Head Start Deputy Director’s Report	
	➤ Monthly Head Start Reports (attached)	
D.	Head Start Managers’ Reports	
	▪ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
	▪ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	

- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts
 - ✓ Quality Assurance Report for Elk Grove USD
 - ✓ Quality Assurance Report for Twin Rivers HB/EHS

E. Open Discussion and Comments

F. Public Participation

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, JANUARY 15, 2019

Policy Council meeting is hosted by:
Henrietta Gutierrez (Chair), Marley Schurr (Vice Chair), Claudett Sanders (Secretary),
Kao Yee Xiong (Treasurer), Elizabeth Schoemig (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Kao Yee Xiong, Elk Grove Unified School District
- _____ Adeola Adedipe, Elk Grove Unified School District
- _____ Claudett Sanders, Sacramento City Unified School District
- _____ Toni Cerniglia, San Juan Unified School District
- _____ Charles Taylor, Twin Rivers Unified School District
- _____ Elizabeth Schoemig, Twin Rivers Unified School District
- _____ Marisela Aguila, WCIC/Playmate Child Development Center
- _____ Evangelina Barrios, SETA-Operated Program
- _____ Amy Melvin, SETA-Operated Program
- _____ Griselda Cisneros, SETA-Operated Program
- _____ Marley Schurr, SETA-Operated Program
- _____ Devon McCracken, Home Base Option
- _____ Angel Chenault, Past Parent/Community Representative
- _____ Sharon Stone Smith, Sacramento Children's Museum
- _____ Christie Hamm, Sacramento Public Library
- _____ Henrietta Gutierrez, Chair, Past Parent/Community Representative

New Members to be Seated:

- _____ Brenda Valenzuela, Sacramento City Unified School District
- _____ Katrice Christian, Sacramento City Unified School District
- _____ Sandra Olguin, Early Head Start, Sac. City Unified School Dist.
- _____ Yamilka Estrella, Twin Rivers Unified School District

Seats Vacant:

- _____ Vacant (Pierce), San Juan Unified School District
- _____ Vacant (Smith), SETA-Operated Program
- _____ Vacant (Lopez), SETA-Operated Program
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant, WCIC/Playmate Child Development Center
- _____ Vacant, Home Base Option
- _____ Vacant, Early Head Start, Sacramento City Unified School Dist.
- _____ 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, Grandparent/Community Representative
- _____ Vacant, Community Agency Representative
- _____ Vacant (Castex), Outgoing Chair

**** Please call your alternate, Policy Council Chair (Henrietta Gutierrez: (916) 599-7722), 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 2018-2019**

The 2018-2019 Board was seated on **November 27, 2018** and
December 19, 2018

BOARD MEMBER	SITE	11/27	12/19 *	1/22	2/26	3/26	4/25	5/28	6/25	7/23	8/27	9/24	10/22	11/26
A. Adedipe Seated 11/27	EG	X	X											
M. Aguila Seated 11/27	WCIC	X	U											
E. Barrios Seated 11/27	SOP	X	X											
T. Cerniglia Seated 11/27	SJ	X	X											
A. Chenault Seated 11/27	CR		X/AP											
K. Christian s/b/seated 11/27	SAC	E	U											
G. Cisneros Seated 3/27	SOP		U											
Y. Estrella Seated	TR													
H. Gutierrez Seated 11/27	CR	X	X											
C. Hamm Seated 12/19	CAR		X											
D. McCracken Seated 11/27	HB	X	X											
A. Melvin Seated 11/27	SOP	X	E											
J. Monfroe s/b/seated 11/27	WCIC	U	U											
S. Olguin Seated	EHS/HB SAC													
C. Sanders Seated 11/27	SAC	X	X											
E. Schoemig Seated	TR	X	X											
M. Schurr Seated 11/27	SOP	X	X											

BOARD MEMBER	SITE	11/27	12/19 *	1/22	2/26	3/26	4/25	5/28	6/25	7/23	8/27	9/24	10/22	11/26
B. Sevilla s/b/seated 11/27	HB	U	U											
S. Stone Smith Seated 12/19	CAR		X											
C. Taylor s/b/s 12/19	TR		U											
B. Valenzuela s/b/seated 11/27	SAC	E	E											
K. Xiong Seated 11/27	ELK	X	X											

GLOSSARY OF ACRONYMS

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

X: Present
E: Excused
R: Resigned
U: Unexcused Absence
S/B/S: Should be Seated
H: Holiday

AP: Alternate Present
E/PCB: Excused, Policy Council Business
E/PCB: Excused, Policy Committee Business
OGC: Outgoing Chair
RS: Reseat
***:** Special Meeting

Current a/o 1/8/2019

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 19, 2018
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 19, 2018 special meeting.

RECOMMENDATION:

That the Policy Council approve the December 19 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL 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

Wednesday, December 19, 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 9:08 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Henrietta Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Kao Yee Xiong, Elk Grove Unified School District
Adeola Adedipe, Elk Grove Unified School District
Toni Cerniglia, San Juan Unified School District
Claudett Sanders, Sacramento City Unified School District
Marley Schurr, SETA-Operated Program
Evangelina Barrios, SETA-Operated Program
Devon McCracken, Home Base Option
Henrietta Gutierrez, Past Parent/Community Representative
Reginald Castex, Outgoing Chair
Angel Chenault, Past Parent/Community Representative (AP) (seated at 9:38 a.m.)
Elizabeth Schoemig, Twin Rivers Unified School District (seated at 9:40 a.m.)
Christie Hamm, Sacramento Public Library (seated at 9:43 a.m.)

New Members to be Seated:

Sharon Stone Smith, Sacramento Children's Museum

Members Absent:

Amy Melvin, SETA-Operated Program (excused)
Marisela Aguila, WCIC/Playmate Child Development Center (unexcused)
Griselda Cisneros (unexcused)
Charles Taylor, Past Parent/Community Representative (unexcused)

Members to be seated but absent:

Brenda Valenzuela, Sacramento City Unified School District (excused)
Katrice Christian, Sacramento City Unified School District (unexcused)
Jerniece Menefee, WCIC/Playmate Child Development Center (unexcused)
Brenda Sevilla, Home Base Option (unexcused)

II. Consent Item

A. Approval of the Minutes of the November 27, 2018 Regular meeting

The minutes were review; there were no questions or corrections.

Moved/Schurr, second/Sanders, to approve the November 27, 2018 minutes as distributed.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Cerniglia, Gutierrez, McCracken, Sanders, Schurr, Stone Smith, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 4 (Aguila, Cisneros, Melvin, Taylor)

III. **Action Items**

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

The Board went into closed session at 9:15 a.m. At 9:20 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, and Associate Teacher Infant Toddler.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Sick Leave Accrual and Usage, Leave without Pay, and Equal Opportunity Employer Policies

Ms. Allison Noren reviewed this item; at the last meeting the board approved changes to the three labor agreements. AFSCME and management have been negotiating since April 2018 to approve the labor agreements and the three policies and procedures presented today. Ms. Noren reviewed the modifications to the Sick Leave Accrual and Usage policy. Staff utilizing over 50% of their annual accrual of sick leave can be considered excessive sick leave use.

Ms. Noren reviewed the Leave of Absence With or Without Pay policy which explains in detail when employees should use their accrued hours and when they should not. The revised policy clarifies when leave without pay can be used. National Guard time off was also clarified.

The updated Equal Opportunity Employer policy outlines SETA's commitment to providing equally opportunity to all persons and those protected classes that will not be discriminated against.

Ms. Noren stated that next year, staff will be bringing additional policies to the board for approval. Staff will be meeting with the union monthly to modify the policies throughout the year.

Ms. Adedipe inquired what would happen to an employee who goes out on FMLA; will they be disciplined? Ms. Noren replied that worker's compensation and FMLA protects the employees and they will not be held accountable or disciplined.

Mr. Castex opened a public hearing and asked for public testimony.

Moved/Schurr, second/Cerniglia, to close the public hearing and approve the updated Sick Leave and Accrual Usage, Leave With or Without Pay, and Equal Opportunity Employer Policies.

Aye: 8 (Barrios, Cerniglia, Gutierrez, McCracken, Sanders, Schurr, Stone Smith, Xiong)

Nay: 1 (Adedipe)

Abstentions: 1 (Castex)

Absent: 4 (Aguila, Cisneros, Melvin, Taylor)

C. Election of Community Representatives and Alternates

Mr. Castex reviewed process by which Community Representatives are elected in accordance with the bylaws. At the October meeting, Mr. Taylor was present but was not elected as a representative; Ms. Chenault was voted as the representative although she was absent. In accordance with the bylaws, applicants interested in Community Representative positions must be present for nominations/voting. As a result, Mr. Taylor moved to the represented position, leaving the alternate position vacant. Ms. Chenault is interested in the Past Parent Alternate position. Ms. Chenault spoke of her interest in serving as an alternate.

Moved/Xiong, second/Schurr, to elect Angel Chenault as the Past Parent Representative Alternate.

Show of hands vote:

Aye: 9 (Adedipe, Barrios, Cerniglia, Gutierrez, McCracken, Sanders, Schurr, Stone Smith, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 4 (Aguila, Cisneros, Melvin, Taylor)

Ms. Chenault was seated as Past Parent Representative Alternate. 9:38 a.m.

Ms. Elizabeth Schoemig, Twin Rivers, was seated at 9:40 a.m.

D. Election of Policy Council Community Agency Representative

Mr. Castex reviewed the application received from Ms. Christie Hamm, Sacramento Public Library. Ms. Hamm spoke of her interest in partnering with

SETA/Head Start. She's interested in learning more about Head Start and how the library can assist.

Moved/Schurr, second/Sanders, to elect Ms. Christie Hamm as a Community Agency Representative

Show of hands vote:

Aye: 11 (Adedipe, Barrios, Cerniglia, Chenault, Gutierrez, McCracken, Sanders, Schoemig, Schurr, Stone Smith, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 4 (Aguila, Cisneros, Melvin, Taylor)

Ms. Christie Hamm was seated at 9:43 a.m.

E. Election of Policy Council Officers for 2018-2019

Mr. Castex stated that he would like to offer potential officer nominees an opportunity to speak with other board members from the same agency and requested a short break.

Break from 9:45 a.m. to 9:51 a.m.

Those interested in serving as Chair: Henrietta Gutierrez, Reginald Castex

Nominees spoke of their interest in serving as Chair.

Vote:

Henrietta: 11

Reginald: 2

Those interested in serving as Vice Chair: Marley Schurr

Vote:

Marley: 12

Those interested in serving as Secretary: Claudett Sanders

Vote:

Claudett: 12

Those interested in serving as Treasurer: Kao Yee Xiong

Vote:

Kao Yee: 12

Those interested in serving as Parliamentarian: Elizabeth Schoemig

Vote:

Elizabeth: 12

Moved/Cerniglia, second/Schurr, to approve the election of Policy Council officers: Henrietta Gutierrez, Chair; Marley Schurr, Vice Chair; Claudett Sanders, Secretary; Kao Yee Xiong, Treasurer; and Elizabeth Schoemig, Parliamentarian.

Show of hands vote:

Aye: 12 (Adedipe, Barrios, Cerniglia, Chenault, Gutierrez, Hamm, McCracken, Sanders, Schoemig, Schurr, Stone Smith, Xiong)

Nay: 0

Abstentions: 1 (Castex)

Absent: 4 (Aguila, Cisneros, Melvin, Taylor)

The new officers took their place on the dais.

F. Selection of Representatives & Alternates to Attend the Annual California Head Start Association (CHSA) Parent Training Conference

Ms. Henrietta Gutierrez introduced Ms. Desha who presented information on the CHSA conference and those eligible to attend.

Those interested in going: Devin McCracken, Reginald Castex, Claudett Sanders; nominees spoke of their interest in attending the conference.

Mr. Castex withdrew his name as a nominee.

Ms. Gutierrez offered to serve as an alternate.

Moved/Schurr, second/Xiong, to approve the selection of Devon McCracken and Claudett Sanders to attend the CHSA conference.

Show of hands vote:

Ms. Schurr was asked to restate her motion and include the alternate.

Moved/Schurr, second/Xiong, to approve the selection Ms. Devon McCracken and Ms. Claudett Sanders to serve as Representative, and Ms. Henrietta Gutierrez to serve as Alternate, to attend the CHSA conference.

Show of hands vote:

Aye: 11 (Adedipe, Barrios, Cerniglia, Chenault, Hamm, McCracken, Sanders, Schoemig, Schurr, Stone Smith, Xiong)

Nay: 0

Abstentions: 2 (Castex & Gutierrez)

Absent: 4 (Aguila, Cisneros, Melvin, Taylor)

Ms. Desha requested that attendees notify her immediately if they are unable to attend the conference to provide time for alternate(s) to make child care/travel arrangements.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Claudett Sanders reviewed the calendar of events. Ms. Gutierrez announced that the new officers should attend the Executive Committee meeting scheduled for Thursday, January 3.
- Parent/Staff Recognitions: None.
- PC/ PAC Meet and Greet Reports: Ms. Chenault spoke of how much she enjoyed the Meet and Greet Breakfast. Ms. Adedipe enjoyed meeting board members on a more personal level. Ms. Schurr enjoyed the ice breaker and learning more about people.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han provided an updated report for the November fiscal report. The budget is 38% spent for the year and for the most part, SETA and delegates are meeting the numbers. The supplies line item looks over budget but it was as a result of final numbers included in from the last fiscal year. Mr. Han will be looking at why a lot of the CCP expenses have not shown as expended; he thinks it is a coding issue and will report back next month. The Costco purchases are mostly diapers/wipes. Mr. Castex asked about the Things Remembered purchases and Ms. Noren replied that SETA has an anniversary program for long-term employees beginning at 10 years; they choose a gift and it is engraved if they choose.
- Community Resources – Parents/Staff: Mr. Robert Silva provided community information that may be of interest to the board. Ms. Chenault inquired where someone would go if they need help writing resumes? Mr. Silva replied that SETA operates two job centers and is affiliated with 10 other job centers. Mr. Silva stated that staff can coordinate a tour of a job center at any time.

Ms. Chenault asked the Community Agency Representatives if they had information to share.

Ms. Sharon Stone Smith shared that they always have free library passes available. The passes can be checked out to visit the Sacramento Children's Museum and other local museums as well.

Ms. Christie Hamm stated that the Sacramento Public Library offers Story Times 200 times per month. Story Times are for everyone including babies, mothers/fathers, and family story times. This helps children to learn. The children do not have to stay still; they can be kids and wander around.

Ms. Gutierrez reminded the board of an upcoming County-wide family activity to visit the Powerhouse; board members were asked to RSVP.

Ms. Kao Yee Xiong reported that she was awarded a grant last summer to provide the Learn Hmong with Me program. The classes are open to anyone interested in learning Hmong but geared to children from 0-5 years of age because of the grant proposal. The classes are held at libraries on the second and fourth Saturdays of each month.

B. Governing Board Minutes of November 1, 2018: No questions.

V. **Committee Report**

➤ Executive Committee: Ms. Sanders reviewed the critique.

VI. **Other Reports**

A. Executive Director's Report: Ms. Kathy Kossick reported that SETA is involved in 12 job centers. Staff is available to provide an overview of what a job center provides. SETA operates two (Franklin and Hillsdale) of the 12 centers and contracts with service providers for the other 10 centers. The centers provide a lot of resources to job seekers and staff would love to share this information. Staff works hard to connect the job seeker and the employer and rely on board members to make those connections.

B. Head Start Deputy Director's Report: Ms. Denise Lee reported that staff received a letter clearing the finding that was found by the review team last February. Staff continues to work hard to ensure full enrollment and continued attendance during the year. Ms. Lee reviewed the Quality Assurance reports for Sacramento City and the SETA Operated programs. The Unannounced Visit reports were reviewed; these reports focus on the safety and security of the children in the centers. The team goes to the centers unannounced four times per year.

C. Chair's Report: Ms. Gutierrez asked for those interested in serving in the job screening/review to see Ms. Desha. Ms. Gutierrez reviewed the process by which motions are made.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reviewed the county enrollment/attendance report. The regional Head Start office understands that we will not be able to meet full enrollment when classes are capped due to a majority of 3-year old enrollees in classrooms. Ms. Carr reported that one of the job coaches has visited the parent meeting at the SETA Operated parent meeting. The Hillsdale Career Center has a professional clothes closet available to all. The Parent Intern positions will be opened; there will be two in Ms. Carr's unit to be filled after the first of the year. One will be a Health Parent Intern and a Data Entry Parent Intern. The announcements will be distributed to all board members and SOP center parents. The ECE class just finished on Monday and another class will begin in January. This class does not have a pre-requisite and it is transferrable to the CSU system. Parents are welcome to register.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith spoke of the curriculum used in the Head Start program called The Creative Curriculum which guides teachers on how to set up the classroom environment. This is a research-based curriculum which is provided at the SOP centers as well as the Delegate centers. Beginning in January, a team of staff will be doing a curriculum fidelity checklist for all

- classrooms. The delegates were charged to do the same. Ms. Griffith will bring the checklist to the January board meetings.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.
- E. Open Discussion and Comments: Mr. Castex thanked the board for a wonderful experience as Chair during the 2017-18 program year. Mr. Castex stated that will be resigning from the board and will be moving on to volunteer at other organizations.
- F. Public Participation: None.
- VI. **Adjournment**: The meeting was adjourned at 11:15 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 and Associate Teacher/Infant Toddler, Infant Toddler Lead Teacher, Head Start Teacher, Site Supervisor, Education Program Officer
 - ➔ Report out of closed session

NOTES:

ITEM III-B – ACTION

ELECTION OF SACRAMENTO MEDI-CAL DENTAL ADVISORY COMMITTEE
REPRESENTATIVE AND ALTERNATE

BACKGROUND:

The Policy Council is requested to elect a representative and alternate. Ms. Penelope Scott previously served as representative on the Committee

This Medi-Cal Dental Advisory Committee was established by Senator Steinberg's legislation AB 1467 on July 1, 2012. The purpose of the committee is to provide oversight and guidance to improve Denti-Cal utilization rates, the delivery of oral health and dental services, including prevention and education services, dental managed care, and fee-for-service Denti-Cal.

The Sacramento Medi-Cal Dental Advisory Committee generally meets the first Thursday of every-other month from 2:00 – 4:00 p.m., at the First 5 Community Room located at 2750 Gateway Oaks Drive, Suite 330, Sacramento, CA 95833. The 2019 meeting dates are:

- * Thursday, February 7
- * Thursday, April 4
- * Thursday, June 6
- * Thursday, August 1
- * Thursday, October 3
- * Thursday, December 5

If you have questions, please contact Lisa Carr at 263-8123.

RECOMMENDATION:

Elect a representative and alternate to serve on the Sacramento Medi-Cal Dental Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

ELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH
ADVISORY BOARD REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This item provides the Policy Council an opportunity to ratify the appointment of a representative to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. The Chair previously appointed Ms. Linda Litka the representative for this board.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The meetings remaining in 2019: March 12, 2019, May 12, 2019, September 10, 2019, and November 12, 2019. The meetings are held at 9616 Micron, Suite 900, Conference Room 1, Sacramento, CA, from 8:00 a.m. – 10:00 a.m. If you have any questions, please contact Lisa Carr, 263-8123.

RECOMMENDATION:

Elect one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Mr. Kenneth Tate served as the Head Start representative from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM IV-A – INFORMATION

PARENT SURVEY

BACKGROUND:

The parent survey is a way to assist staff in providing training and services that meet your needs as a board member. Ms. Belinda Malone, Social Services/Parent Involvement Specialist, will be asking parents to complete a parent survey and return it at the end of the meeting.

NOTES:

ITEM IV-B- INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events: Ms. Henrietta Gutierrez
- Parent/Staff Recognition: Ms. Henrietta Gutierrez
- Toastmasters Training: Ms. Henrietta Gutierrez
- Orientation and Officer Training Reports: Ms. Henrietta Gutierrez
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Community Resources: Parents/Staff: Ms. Henrietta Gutierrez
 - PC/PAC & Policy Committee Meeting Report Form: Mr. Robert Silva

NOTES:

EVENT

DATE

PAC Executive Committee	Friday, January 18, 2019 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, January 24, 2019 9:00 a.m. Camellia Room
Parent Ambassador Committee	Friday, January 25, 2019 10:00 a.m. Olympus Room
Head Start Grant Planning Meeting	Friday, February 15, 2019 9:00 a.m. Olympus Room
Head Start Grant Planning Meeting	Friday, February 22, 2019 9:00 a.m. Olympus Room
Head Start Grant Planning Meeting	Friday, March 1, 2019 9:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, March 1, 2019 10:30 a.m. Redwood Room
Head Start Grant Planning Meeting	Friday, March 8, 2019 9:00 a.m. Olympus Room
Head Start Grant Planning Meeting (if needed)	Friday, March 15, 2019 9:00 a.m. Olympus Room

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the December 6, 2018 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Thursday, December 6, 2018
10:00 a.m.

I. Call to Order/Roll Call

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

Members Present:

Larry Carr, Chair; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Vice Chair; Member, Board of Supervisors (arrived at 10:09 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of Long-term Employee:
- Ms. Kossick recognized Mr. Roy Kim, Workforce Development Deputy Director for his 20 years of service to SETA; Ms. Scherman, Mr. Kennedy and Mr. Carr extended congratulations to Mr. Kim.

II. Consent Items

- A. Minutes of the November 1, 2018 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend SETA Retired Annuitant as a Temporary SETA Consultant Employee
- D. Recommendation of Labor Appointments to the Sacramento Works Board
- E. Approval to Modify K Consulting's Vendor Services Contract

The consent items were reviewed; no questions or comments.

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

- A. Approve the November 1, 2018 minutes.
- B. Approve the claims and warrants for the period 10/25/18 through 11/28/18.
- C. Approve to extend Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 not to exceed an additional 780 hours.

D. Appoint Mr. Karl Pineo and Mr. Kevin Ferreira to the two vacant Labor Sector seats on the Sacramento Works, Inc. Board of Directors.

E. Approve the recommendation to modify K Consulting's VS contract to increase service rates.

Roll call vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Agency Worker's Compensation Insurance

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

Ms. D'et Saurbourne introduced Mr. Ken Johnson from Arthur J. Gallagher. Mr. Johnson stated that the renewal with Insurance Company of the West submitted a quote with an increase of approximately 5%. He solicited additional quotes and Zenith Insurance came in for \$70,000 above the Insurance Company of the West quote. There are more quotes expected from three insurance carriers and Mr. Johnson expects that some of the quotes will be competitive.

Moved/Scherman, Nottoli to delegate authority to the Executive Director to purchase Workers Compensation insurance.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2018

Ms. Kossick stated that at this point in time, the final audit has not yet been received. Some of the documents for the Department of Education have not yet been finalized. The good news is that there are no findings in the annual audit. This item will be brought back to the board in January for formal approval.

Moved/Kennedy, second/Scherman, to continue this item to January 3, 2019.

Roll call vote:

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

Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

3. Approval of Labor Agreements

Ms. Dee Contreras, Labor Relations Consultant stated that the three-year agreements are a result of a lengthy collaborative process. The agreements were ratified by an overwhelming amount. Some of the major provisions of the agreements include the creation of an “F” Step which will affect more than 300 people during 2019. The cost of the new step increase was offset by employees giving up two days of sick leave, eliminating the cash out of health insurance, and the elimination of the wellness certificate program. Some positions in both Workforce and Head Start will remain unfilled and some other positions will be eliminated.

The Union Negotiating team consisted of Monica Barber, Wendy Pelletier, Angela Lloyd, Lynda de la Mora, Maquoo Anderson, Lorena Correa, and Robert Silva. Management team members included: Denise Lee, Roy Kim, Elizabeth Garcia, Allison Noren, and Ms. Contreras.

The board is approving the Agreements with the creation of Step F but not the implementation. There is no perfect way to implement something. In the course of negotiations, the implementation of Step “F” was tied to the Step anniversary date of the employee. All step increases are done relative to that date. Step F is to be implemented on a phased in basis to allow the savings to accrue.

Ms. Kossick stated that when this was negotiated and the Agency agreed to move forward with Step F, the financial analysis was based on implementation on the employee’s Step anniversary date.

Ms. Monica Barber stated that information was provided to the membership; on the day members voted, members were provided a redline copy of the agreement. All of the different talking points were outlined. After the vote passed, an e-mail went out to all employees sharing the vote outcome.

Speakers before the Board:

- **Marianne Sphar:** Ms. Sphar is fine with the terms and conditions but the implementation of Step F would create pay inequities. Ms. Sphar urged the board to consider implementing Step F at the same time for all employees.
- **Victor Bonanno:** Mr. Bonanno spoke regarding implementing Step F and the pay inequities planned to implement this component. To implement step F according to staff hiring dates is unfair and could cause pay inequities.

Moved/Scherman, second/Nottoli, to approve the labor agreements effective December 6, 2018 – June 30, 2021.

Ms. Scherman stated that eight people worked on this issue over seven months and the board was informed on the process during the negotiations. Hearing these last minute issues about Step F is concerning. People had a lot of time to contact one of the members but she heard nothing. Ms. Scherman stated that bringing this up at the 11th hour is not fair.

Mr. Nottoli inquired whether the union might be able to work with SETA to accelerate the implementation timeline for Step F. Staff responded that there are budgetary limitations.

Ms. Contreras stated that the memo went out to Union members only because only Union members vote on the contract. Everyone is covered but only members voted on it.

Roll call vote on the motion:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval of the Sacramento County Employees Retirement System (SCERS) Membership Policy Covering Eligible Employees

Ms. Kossick stated that SCERS has requested all participating employers to adopt the eligible employee definition within SCERS. Ms. Kossick stated that some minor changes need to be made including adding the Executive Director classification which was not included and Facilities Coordinator should be CFS Facilities Coordinator. Also, the Family Services Worker has two classifications; one is supervisory and the second is not.

Moved/Nottoli, second/Scherman, to approve a resolution adopting the SCERS Membership Policy as the Agency membership definitions for retirement coverage effective December 6, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval of Personnel Resolution Covering Unrepresented Employees

Ms. Kossick reported that this item basically adopts a mirror image of the earlier agreement.

Moved/Nottoli, second/Kennedy, to approve the Personnel Resolution Covering Unrepresented Employees effective December 6, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

Community Services Block Grant

1. Approval of Community Services Block Grant Delegate Agency Funding Extension Recommendations and a New Funding Recommendation for Program Year 2019

Ms. Davis-Jaffe reviewed the funding recommendations. The program design for the Health Education Council failed to reach youth in the detention centers. They are now pulling them from the continuation schools but it is not part of the program design in the proposal. Staff is recommending discontinuing the funding for the Health Education Council and funding St. John's Program for Real Change to provide services.

There was not a quorum at the November CAB meeting and they were concerned that the population was not being served. The recommended funding will go to the next Youth Services provider.

The Community Action Board will be doing a new RFP in 2019 and the program will be encouraged to submit a proposal to serve the African American youth population. Staff is doing more outreach to the community to urge more organizations to submit a proposal to serve this population.

Mr. Marc Cawdrey, Chief Operating Officer from St. Johns was introduced.

Ms. Davis-Jaffe stated some changes for the record: the date on the Children's Receiving Home, should be 2019; and the overall funding received was \$1.76288 million.

Moved/Nottoli, second/Kennedy, to approve the extension of CSBG delegate agreements, as noted on the attached table, for an additional year under the same terms, conditions, and funding amounts. In addition, approve the funding recommendation for St. John's Program for Real Change for program year 2019.

Roll call vote:

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

Nay: 0

Abstentions: 0
Absent: 1 (Schenirer)

2. Approval of the Appointment of Low Income Organizations to Democratically Elect Target Area Low Income Sector Representatives and Alternates to Serve on the Community Action Board (CAB)

Ms. Julie Davis-Jaffe reviewed this item and explained the process behind how the low income sector representatives would be democratically elected.

Moved/Nottoli, second/Kennedy, to approve the appointment of low income sector organizations to democratically elect target area, Low-Income Sector representatives and alternates to serve on the CAB Board, as indicated on the chart included in the board packet.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

One Stop Services

3. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year 2018-19, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

There were no questions on this item.

Moved/Scherman, second/Kennedy, to approve the transfer of up to 75 percent (\$2,459,137) in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2018-19, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval to Submit an Application to the California Employment Development Department (EDD) for the Disability Employment Accelerator (DEA) Funding Opportunity, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source

Mr. Nottoli asked if there was a requirement for a match and Ms. O’Camb replied that there is a 50% match; a 70% match in order to score extra points

Moved/Scherman, second/Kennedy, to approve the submission of an application to EDD for the Disability Employment Accelerator (DEA) funding opportunity in the amount of \$350,000, and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

5. Approval to Accept Funds from the Gap, Inc., to Support the This Way Ahead Program, Authorize the Executive Director to Execute the Agreement, Modifications and any Other Documents Required by the Funding Source, and Approve Travel Out-of-State to Attend Required Training

Ms. Terri Carpenter reported that the This Way Ahead program was launched in 2007 to offer internships with Gap and Banana Republic to give youth their first job experience. In November, SETA was approved to become the 15th city in the country to have this program. SETA’s program will launch in the Spring to serve 15-16-year-old youth providing work readiness training and they will be placed at Gap or Banana Republic. Funding of \$18,750 will cover staff support for training and the Gap will also support \$74,000 wages for the youth. SETA will be leveraging in-house funds to support the program. This program requires that staff attend a two-hour launch program to be held in Houston; Gap is paying for airfare and hotel.

Ms. Kossick stated that since this is a new funding source, this item will be coming to the city and county for approval.

Moved/Scherman, second/Kennedy, to accept \$18,750 in funds from the Gap, Inc., to support the This Way Ahead program, authorize the Executive Director to execute the agreement, modifications and any other documents required by the funding source, and approve travel out-of-state to attend the required staff training.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

6. Approval to Submit Workforce Accelerator Applications to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreements, Modifications and any Other Documents Required by the Funding Source

There were no questions on this item.

Moved/Kennedy, second/Scherman, to approve the submission of two Workforce Accelerator Fund 7.0 grant applications requesting \$150,000 per application to the California Workforce Development Board, and authorize the Executive Director to execute the agreements, modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

7. Ratification of the Submission of an Employment Training Panel (ETP) Application to Support Incumbent Worker Training in Information Technology and Healthcare, and Authorize the Executive Director to Execute the Agreement, Modifications, and any Other Documents Required by the Funding Source

There were no questions on this item.

Moved/Kennedy, second/Nottoli, to ratify the submission of an Employment Training Panel (ETP) application in the amount of \$199,160 to support incumbent worker training in Information Technology and Healthcare, and authorize the SETA Executive Director to execute the agreement, modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES

1. Approval to Submit the Head Start Supplemental Funding Application to the Office of Head Start to Increase Program Hours

There were no questions on this item.

Moved/Scherman, second/Kennedy, to approve the submission of a Supplemental Funding Application to the Office of Head Start/Administration for

Children and Families to increase program hours in Head Start in Sacramento County.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

A. Presentation: Construction and Related Initiatives

Mr. William Walker provided an overview of the construction and related initiatives SETA was involved in during 2018. Mr. Kennedy stated that this report continues to emphasize how important our construction programs are. Mr. Kennedy would like SETA to continue focusing on the needs for the construction trades.

B. Fiscal Monitoring Reports: No questions.

C. Employer Success Stories and Activity Report: No questions.

D. Dislocated Worker Update: No questions.

E. Unemployment Update/Press Release from the Employment Development Department: No questions.

F. Head Start Reports: Ms. Denise Lee reported that staff received a letter showing that the monitoring finding was cleared. Ms. Lee thanked the team that worked on the response.

G. Pay: No comments.

V. Reports to the Board

A. Chair: Mr. Carr asked members to notify Ms. Kossick if they wanted any items agendaized. Mr. Kennedy suggested a 'laundry list' of presentation items to be prepared for 2019 meetings.

B. Executive Director: Recognized Supervisor Kennedy's service as Chair and presented him with a gift. Ms. Kossick wished Supervisor Nottoli a belated happy birthday. Ms. Kossick reminded the board that we will have a meeting January 3 since the refugee funding will be rolled out.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board: Ms. Scherman would like to adjourn the meeting in honor of those that lost homes and their lives in the Paradise fire.

F. Public: No comments.

G. Memorandum of Understanding Regarding Duties and Responsibilities for Payroll Processing: No questions.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATORS

PURSUANT TO GOVERNMENT CODE SECTION 54957.6

- Agency Designated Representatives: Kathy Kossick and Dee Contreras
- Unrepresented Employees: Executive Director, Children & Family Services Deputy Director, Workforce Department Deputy Director, Fiscal Department Chief, Personnel/Human Resources Department Chief, Accountant III/Fiscal Manager, Head Start Manager, Workforce Development Manager, Network Engineer, Web Innovation Engineer

The board went into closed session at 11:20 a.m. At 11:37 a.m., Mr. Carr stated that there was no report out of closed session.

- VII. Adjournment:** The meeting was adjourned at 11:37 a.m. in memory of the residents of Paradise that lost their homes or lives.

ITEM V

COMMITTEE REPORT

➤ 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 December 19, 2018 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick for sharing the opportunity to visit Sacramento Works Job Centers and bringing additional resources to the board.
Thank you, Ms. Denise Lee, for the update on final clearance on attendance, and on the unannounced visit report. A big thanks for incredible chocolates.
Thank you, Ms. Allison Noren, for providing information the on eligibility lists and changes to the SETA personnel policies and procedures.
Thank you, Ms. Lisa Carr, for sharing information on current enrollment as well as Parent Intern opportunities.
Thank you, Ms. Karen Griffith for shared program information on the Creative Curriculum.
Thank you, Mr. Victor Han, for your in-depth review of the fiscal report.
Congratulations to newly elected board members.
Congratulations to our newly seated board members.
Good job to the Sacramento County sites for your increased overall attendance. Keep up the good work!
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 Report (continued)
Page 2

➤ Budget/Planning Committee:

➤ Community Agency Reports:

- Sacramento Children's Museum

- Sacramento Public Library

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. CHAIR'S REPORT: The Chair of the Head Start Policy Council, 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.

- C. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
✓ Monthly Head Start Report (attached)

ITEM VI-OTHER REPORTS (continued)
Page 2

- 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
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
 - ✓ Quality Assurance Report for Elk Grove USD
 - ✓ Quality Assurance Report for Twin Rivers HB-EHS

- 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.



Quality Assurance Summary Report

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

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Elk Grove Unified School District	Head Start: - Florin Elementary - Samuel Kennedy - Leimbach - Irene West	4 centers 4 classes 9 children's files <i>(Education, Health, Medication/Care Plans, and Special Diets)</i> 9 staff files	November 13- December 7, 2018	Differential Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Differential Review means not all content areas were monitored during this visit. Selection was based on historic performance.

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Overall, children's files are organized, properly labeled and easy to read and follow. Follow-up documentation was excellent.
- Teachers are nurturing, responsive and are effective facilitators of learning and social-emotional development.
- Classroom management strategies were effectively utilized and transitions between activities were smooth.
- Teachers informed and engaged families in promoting school readiness goals as evidenced in a variety of communication materials and home-school strategies.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	-Not all vacancies were filled within 30-days. -The program was not fully enrolled in the beginning of the program year.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	96%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	90%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	85%	-No documented follow-up on a child's special diet/allergy. -Food served did not always match the menu; menu changes were not documented/reported to staff/parents -Meals and snacks were served less than the required 3 (or 2) hours between meals -Role-modeling by adults during meals was not consistently demonstrated by sitting at the table and eating with children
Human Resources <i>(Staff qualifications, staff medical status, annual performance evaluations, etc.)</i>	72%	-Staff licensing files for one class could not be located by the teacher for the review
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	88%	-Hand-washing and tooth-brushing procedures not followed in all classrooms -Classrooms have cluster that could cause safety hazards -Not all outlets/extension cords had safety plugs. Some in the reach of children -Fire extinguishers were missing service tags -No emergency backpacks in the classroom

* 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 45 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: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – December 2018

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue EHS Oakdale Head Start Rio Linda Head Start Village Head Start	4 centers 4 classrooms 8 child files (Health, Mental Health and Nutrition) 12 staff files	November 13 – December 7 2018	Differential Review <input checked="" type="checkbox"/> Initial (pilot) <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Differential Review means not all content areas were monitored during this visit. Selection was based on historic performance.

This monitoring review was performed using the 2018 Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- Program has strong systems to promote school attendance- from electronic attendance tracking and parent notification to creative family engagement activities and support services (e.g. attendance awards, parent meetings)
- Excellent mental health promotion and prevention activities; support services available to children, program staff, and families
- Teaching staff are nurturing and responsive to children, using developmentally appropriate strategies to help children adjust to new routines and equipment.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	85%	-Not all vacancies were filled within the 30-day timeline -Not all funded enrollment slots were filled in the beginning of the program year.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	98%	No significant noted findings
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	100%	No significant noted findings

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	92%	No significant noted findings
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	94%	No significant noted findings
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	92%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	97%	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 - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	91	89	88	86	84							
Sacramento City USD	73	90	88	85	85							
SETA	78	87	85	83	83							
San Juan USD	N/A	76	88	90	89							
Twin Rivers USD	93	90	88	78	86							
WCIC/ Playmate	N/A	68	83	87	92							
TOTAL	84	83	87	85	87							

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82	92	91	76	88							
SETA	80	86	87	82	83							
San Juan USD	83	84	89	87	90							
Twin Rivers USD	91	88	88	88	86							
TOTAL	84	88	89	83	87							

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

EHS-CC Partnership/Expansion

Agency	<u>August</u> ADA %	<u>Sept</u> ADA %	<u>October</u> ADA %	<u>Nov</u> ADA %	<u>Dec</u> ADA %	<u>January</u> ADA %	<u>February</u> ADA %	<u>March</u> ADA %	<u>April</u> ADA %	<u>May</u> ADA %	<u>June</u> ADA %	<u>July</u> ADA %
Sacramento City USD	74	80	78	64	72							
SETA	84	82	84	77	77							
TOTAL	79	81	81	71	75							

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

Attendance Action Plan(s):

SETA Operated Program:

- Each month any classroom that has below 85% attendance submits a Classroom Attendance Improvement Plan.

SCUSD:

- Plan to be included with January Attendance Report.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/18	(b) % Actual to Funded
Elk Grove USD	440	442	100
Sacramento City USD	1,139	1,089	96
SETA	1,836	1,813	99
San Juan USD	668	670	100
Twin Rivers USD	180	178	99
WCIC/Playmate	100	100	100
Total	4,363	4,292	98

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/18	(b) % Actual to Funded
Sacramento City USD	152	159	105
SETA	439	441	100
San Juan USD	160	161	100
TRUSD	16	16	100
Total	767	777	101

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/21/18	(b) % Actual to Funded
SETA	40	41	103
Sacramento City USD	40	40	100
Total	80	81	101

- (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.

Head Start Enrollment Challenges and Corrective Action:

SETA Operated Program:

Challenge(s):

- 2 children in routing process for Disabilities and Health/Nutrition concerns
- 11 classes capped due to a majority of 3 year olds enrolled, leaving up to 33 vacant slots at any given time due to capping
- Other reasons such as no wait list for specific centers, children leaving for Transitional Kindergarten and enrollments in process

Action Step(s):

- Routing process is being expedited as much as possible
- ACF is aware of the challenges of capped classes which are out of the control of the program

Sacramento City USD

Challenge(s):

- 2 Home Visitor staff vacancies, leaving 24 slots vacant
- Other reasons such as no wait list for some centers and enrollments in process
- 3 classes capped due to a majority of 3 year olds enrolled, leaving up to 9 vacant slots at any given time due to capping

Action Step(s):

- 2 Home Visitors have been hired, waiting for hiring process to be completed
- ACF is aware of the challenges of capped classes which are out of the control of the program

Twin Rivers USD

Challenge(s):

- Held slot for child with disabilities (in the routing process)
- Other reasons such as no wait list for some centers

Action Steps(s):

- Waitlist forms and binders placed at all sites
- Weekly recruitment log with calls made by ERSEA Component Leader

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	1836	195	11%	439	94	21%
Twin Rivers USD	180	18	10%	16	1	6%
Elk Grove USD	440	41	9%			
Sac City USD	1139	96	8%	152	18	12%
San Juan USD	668	78	12%	160	19	12%
WCIC	100	4	4%			
EHS CCP				120	8	7%
COUNTY TOTAL	4363	432	10%	887	140	16%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *December 2018

December 3rd - New Infant Toddler Classes start at 16th Avenue and the Mather Center.

December 7th - Minimum Day Calendar D Classes - Classes A, B, C, E closed.

December 14th - Norma Johnson Center closed due to SMUD work and no electricity.

December 24th through January 1st, 2019 - Winter Break SETA closed - no classes.

Meetings & Trainings:

Cook Driver Louis Grigaitis attended CPR training at Plaza Del Paso on December 7th.

Head Cook Celia Limones and Connie Otwell attended the Supervisor Training on the new Union Contract on December 11th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,010	19,800	19,030	80

Total Amount of Meals and Snacks Prepared 66,920

Purchases:

Food	\$51,546.82
Non - Food	\$10,627.25

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$3,724.63

Vehicle Maintenance and Repair : \$553.69

Vehicle Gas / Fuel: \$1,112.91
 Normal Delivery Days 15

MONTHLY PROGRAM INFORMATION REPORT

January, 2019



Updates from the Office of Head Start

On November 30, 2018, the Office of Head Start issued a Program Instruction announcing that President Trump signed Public Law 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, on September 28, 2018. Included is \$10,063,095,000 for programs under the Head Start

Act, an increase of \$200 million over the fiscal year (FY) 2018 funding level. This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. Through a non-competitive funding application, COLA funds will be available to SETA and its delegate agencies/partners starting August 1, 2019.



Let's DO this!



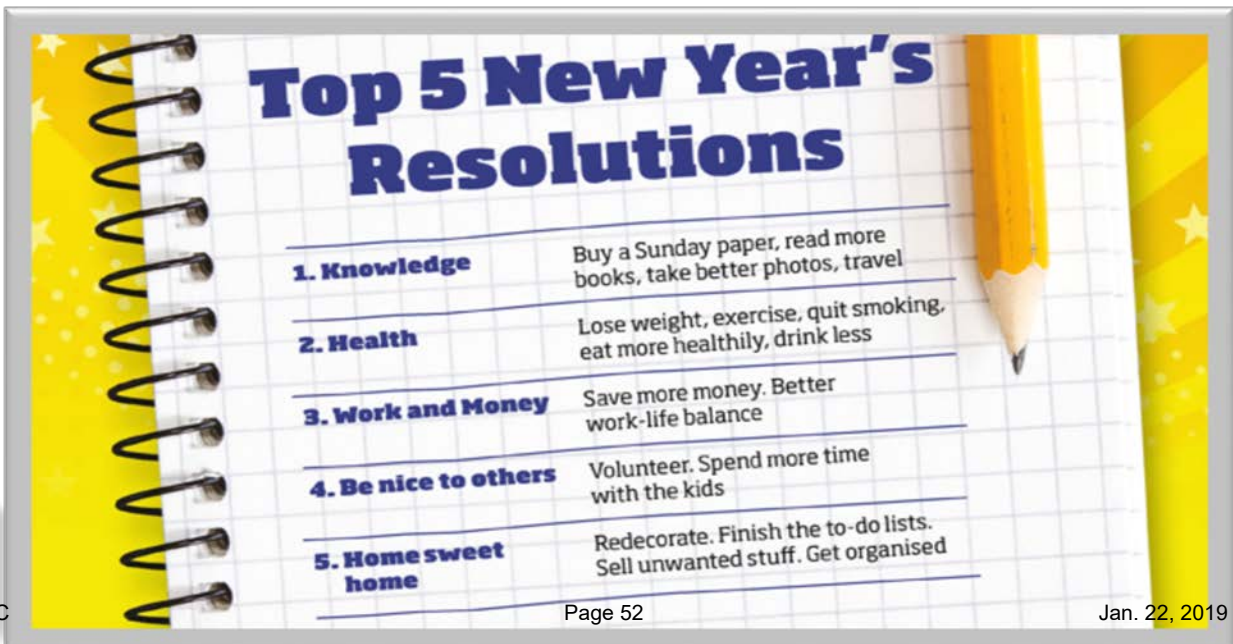
Congratulations to SETA's Newly Elected Executive Officers!

Policy Council

Henrietta Gutierrez, Chair
 Marley Schurr, Vice Chair
 Claudett Sanders, Secretary
 Kao Yee Xiong, Treasurer
 Elizabeth Schoemig, Parliamentarian

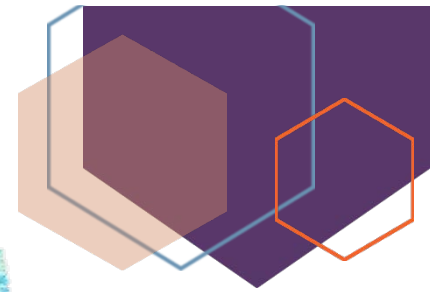
Parent Advisory Committee

Angel Chenault, Chair
 Salvador Amaya, Vice Chair
 Henrietta Gutierrez, Secretary
 Michael Beavers, Treasurer



Get Ready for Seasonal and Pandemic Flu

Children in group care settings are at increased risk for infectious diseases such as influenza (flu). Seasonal influenza affects many children each year. Simple prevention and control strategies can help to protect children and their caregivers from complications. Here are a steps parents and caregivers can take to improve influenza prevention and control.



- 1) **Get your flu shot.** One of the best ways to help keep the flu away from your home is to make sure your whole family gets vaccinated.
- 2) **Be strict about washing hands.** Germy hands spread colds and the flu. Tell your family to scrub their hands well with soap for 20 seconds. Tell kids to wash for as long as it takes to sing "Happy Birthday" twice. Make sure you do it, too!
- 3) **Disinfect.** You don't need to spend all day spraying every surface with disinfectant. You may just want to disinfect some heavily touched items -- like doorknobs, remote controls, and phones -- each day.
- 4) **Stock up on supplies.** Be ready before cold and flu season starts. Load up on tissues, hand soap, hand sanitizer, and paper towels. Consider picking up a few distractions in case your kids get sick, like puzzles or books.
- 5) **Check your medicine cabinet.** Make sure it contains pain relievers, fever reducers, and any other medications you use when your family is fighting colds or the flu, like decongestants or cough syrups. Review the correct doses based on age and weight. Check to see if any medications overlap or interact. Test your thermometer to make sure the batteries still work. Clean your humidifier.
- 6) **Plan for sick days.** You may need some days off. Even if you don't get sick, you may need to take care of your sick kids. Start thinking about it now: What's your office policy for sick days? Will you have to take unpaid days off?
- 7) **Line up support.** You may need outside help. See if any family members can watch the kids if they're home sick from school. Or ask a neighbor if they can take the kids to school and after-school activities if you're laid up in bed.
- 8) **Switch to paper goods.** If everyone's sick, use paper towels instead of hand towels in the bathroom. Switch out glasses for paper cups, and toss them after one use. You'll be less likely to swap germs.
- 9) **Fill the fridge and pantry.** Stock up on some easy-to-make foods for lunches and dinners, in case you need a few days to rest and recover without cooking. Have some favorite drinks and snacks on hand for your kids. Include some (healthy) comfort foods like chicken soup and PB&J.
- 10) **Rest.** Whether you're trying to recover from a cold or flu, or trying to avoid it, get plenty of sleep. Get your kids to bed on time, too.

Health and Nutrition Update

In November HNS Unit closed out 85 routings and referrals.

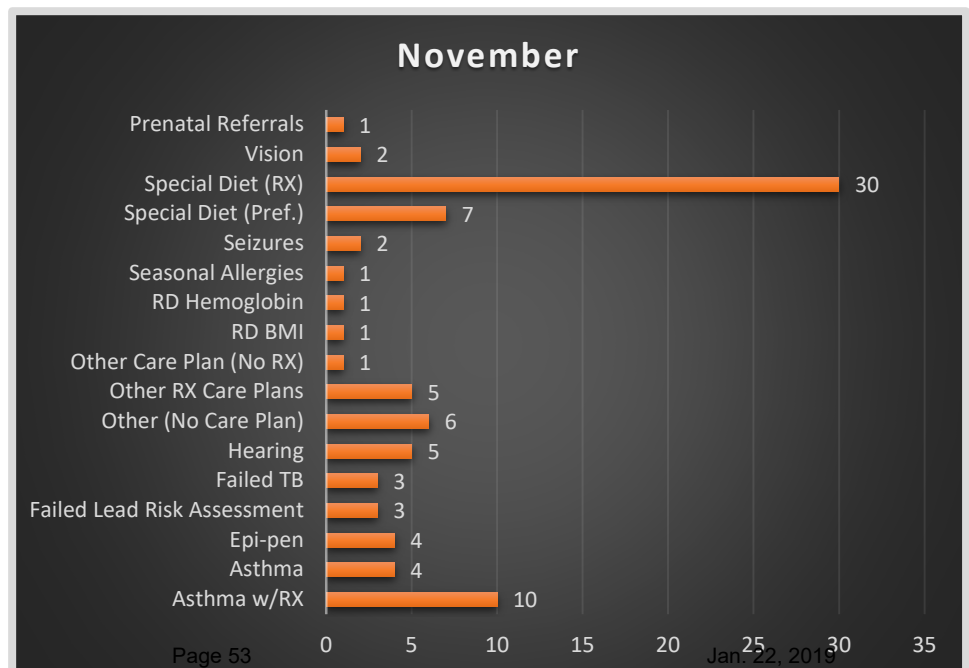
Food Service accommodated 37 special diet changes.

In addition, there are 193 Active Medications and 275 Active Special Diets of which 188 are medical required diets at the centers.

Year-to-date completed routings and referrals: 441

Year-to-date special diets (includes drops): 352

Year-to-date total medications used at centers (includes drops): 227



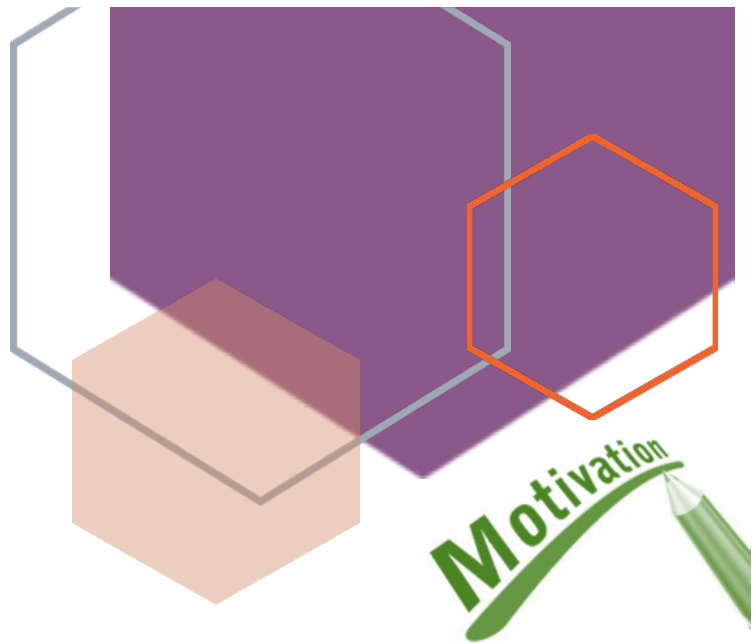


December Highlights from TwinRivers Head Start UNIFIED SCHOOL DISTRICT

- All four TRUSD Head Start sites participated in the “Smallfoot” themed Winterfest event held at the Morey Avenue location. Students performed holiday and winter songs for their parents and friends during the exciting event. As part of the event, students also made some creative arts and crafts in their classrooms, participated in the Winterfest Walk to observe the artwork from their friends’ classrooms and got to play with “snow” in the playground area. The event was well attended by parents, relatives and friends and all had a delightful time.
- The ECE department attended training on December 12th as part of the monthly professional development opportunity at the District Office.

The focus of the two-hour session was how to effectively read aloud to preschool children with an emphasis on effective questions, incorporating vocabulary words and sustaining feedback loops and language development.

- Students at all sites have participated in their health screenings which include dental, vision, hearing and blood pressure tests with the Health Component Leaders.
- The program is fully staffed with four Community Liaisons who have completed a Family Partnership Agreement with every family and are beginning to track progress on their goals.



- The School Social Worker/Counselor is providing in-classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. With continued collaboration with CSUS, the internship team has begun social skills groups for students who are having any behavior difficulties.
- The Head Start program has a full-time Speech and Language Pathologists (SLP) who continues to provide speech services to the students with language and/or articulation goals. TRUSD Head Start currently has 18 students with IEPs and strives to meet 10% no later January 2019.

Program Operations Update (SOP)

Approaches to Ensuring Creative Curriculum Fidelity
- SETA Education Coordinators and Program Officers will be completing Creative Curriculum Fidelity Checklists throughout the month of January. The education team monitors the use of the curriculum and uses the data to provide support, feedback, and organizing training and professional development. The data will also be compiled and used in the annual self-assessment report. Education Coordinators will be conducting Creative Curriculum trainings in January with Sacramento City USD and SETA teachers. The trainings will include visual schedules, physical environments, and planning learning activities throughout the entire school day.

Mid-year Assessments and Data Collection - Teachers throughout Sacramento County are completing their *Winter Desired Results Developmental Profiles (DRDPs)* which are due at the end of January. Teachers will receive their winter DRDP data in February for planning and parent conferences.

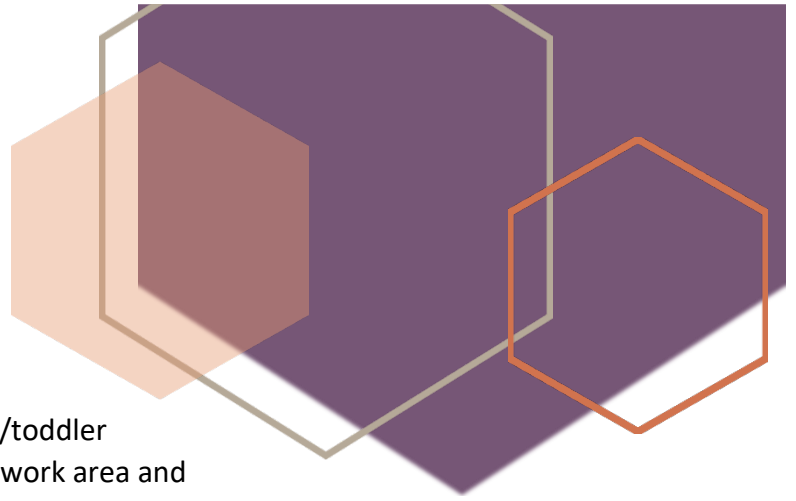
CLASS assessments are continuing to be completed throughout Sacramento County. Observers complete three cycles of observation and then meet with the staff following the observation to discuss the scores and plan specific class goals for the staff in the classroom.

Teaching Pyramid small groups will be meeting at their sites and will be focusing on schedules, routines, physical environment, transitions, and PDAs.



Hopkins Update

Happily, Hopkins Park is 99% complete! The contractors have finished their walk-throughs and with just a few finishing touches (i.e. front landscaping, a toddler play yard, mini-blinds, and phone/IT systems), the center will be ready for a final fire clearance and licensing visit. Upon all clearances, staff anticipates re-opening the center to serve children and families in early Spring 2019. The center has two preschool classrooms, one infant/toddler classroom, two staff offices, an adult restroom, staff work area and kitchenette. Below are a few photos of the project from start to finish.



Ground Breaking



The Project Crew



Ground preparation



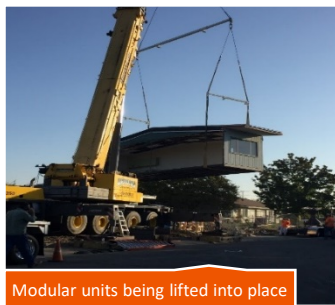
Ready for the foundation



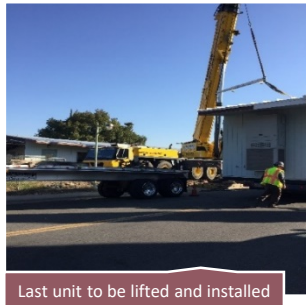
The foundation is in



The modular units have arrived and are ready for lifting



Modular units being lifted into place



Last unit to be lifted and installed



Almost complete!



One of two preschool classrooms



New infant/toddler classroom



Newly added parking lot for safe drop-off and pick-up (not complete at time of photo)