

**GOVERNING BOARD**

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**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

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

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

*Thought of the day: "With the new day comes new strength and new thoughts."*

*- Eleanor Roosevelt*

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

**DATE:** Tuesday, March 26, 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](http://www.seta.net).

**AGENDA**

- I. Call to Order/Roll Call/Review of Board Member Attendance** 1-3
  - Introduction of Newly Seated PC Representatives
  - PC Meeting Attendance Update
- II. Consent Item**
  - A. Approval of the February 26, 2019 Meeting Minutes 4-7
- III. Action Item**
  - A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957** 8
    - Approval of Eligible Lists for: Associate Teacher and Associate Teacher/Infant Toddler; Family Services Worker II; Family Services Worker III; Head Start Coordinator (Education) (Supervisory); Typist Clerk III; and Accountant I
      - ➔ Report out of closed session

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	➤ CHSA Conference Reports: Ms. Henrietta Gutierrez	
	➤ Toastmasters Training Reports: Ms. Henrietta Gutierrez	
	➤ Early Learning Advocacy Day Report: Ms. Henrietta Gutierrez	
	➤ A Calling to Lead; How will you Respond (workshop) Reports: Ms. Henrietta Gutierrez	
	➤ Community Resources: Mr. Robert Silva	
	➤ Community Agency Reports	
	• Sacramento Children's Museum	
	• Sacramento Public Library	
C.	SETA Governing Board Minutes: January 3, 2019	23-28
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	➤ Parent Ambassador Committee: Ms. Henrietta Gutierrez	
	➤ Social/Hospitality Committee: Ms. Henrietta Gutierrez	
	➤ Maternal, Child and Adolescent Health Advisory Board: Ms. Henrietta Gutierrez	
	➤ Sacramento Medi-Cal Dental Advisory Committee: Ms. Henrietta Gutierrez	
<b>VI.</b>	<b><u>Other Reports</u></b>	34-45
A.	Executive Director's Report	
B.	Chair's Report	
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- Monthly Head Start Reports
- D. Head Start Managers' Reports
  - 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, Save Environments, Grants, and Contracts
    - ✓ Quality Assurance Report for Sacramento City Unified School District
    - ✓ Second Quarter Unannounced Visits QA Self Monitored Report
    - ✓ Second Quarter Unannounced Visits QA Monitored Report
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, MARCH 20, 2019**

Policy Council meeting is hosted by:  
Henrietta Gutierrez (Chair), Marley Schurr (Vice Chair), Claudett Sanders (Secretary),  
Kao Yee Xiong (Treasurer), Vacant (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
- \_\_\_\_\_ Yamilka Estrella, Twin Rivers Unified School District
- \_\_\_\_\_ Jovita Galvin, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Evangelina Barrios, SETA-Operated Program
- \_\_\_\_\_ Griselda Cisneros, SETA-Operated Program
- \_\_\_\_\_ Marley Schurr, SETA-Operated Program
- \_\_\_\_\_ Devon McCracken, Home Base Option
- \_\_\_\_\_ Sandra Olguin, Early Head Start, Sac. City Unified School Dist.
- \_\_\_\_\_ Sharon Stone Smith, Sacramento Children’s Museum
- \_\_\_\_\_ Christie Hamm, Sacramento Public Library
- \_\_\_\_\_ Charles Taylor, Past Parent/Community Representative
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Past Parent/Community Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Valenzuela), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Christian), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Cerniglia), San Juan Unified School District
- \_\_\_\_\_ Vacant (Pierce), San Juan Unified School District
- \_\_\_\_\_ Vacant (Melvin), SETA-Operated Program
- \_\_\_\_\_ Vacant (Smith), SETA-Operated Program
- \_\_\_\_\_ Vacant (Lopez), SETA-Operated Program
- \_\_\_\_\_ Vacant (Schoemig), Twin Rivers Unified School District
- \_\_\_\_\_ 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	X	X									
E. Barrios Seated 11/27	SOP	X	X	X	X									
<del>T. Corniglia Seated 11/27</del>	<del>SJ</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>R</del>									
A. Chenault Seated 11/27	CR		X/AP	X/AP										
G. Cisneros Seated 3/27 (holding)	SOP	X	U	X	E									
Y. Estrella Seated 1/22	TR			X	X									
J. Galvin Seated 2/26	WCIC				X									
H. Gutierrez Seated 11/27	CR	X	X	X	X									
C. Hamm Seated 12/19	CAR		X	X	E									
D. McCracken Seated 11/27	HB	X	X	X	X									
<del>A. Melvin Seated 11/27</del>	<del>SOP</del>	<del>X</del>	<del>E</del>	<del>E</del>	<del>U</del>									
S. Olguin Seated 1/22	EHS/HB SAC			X	E									
C. Sanders Seated 11/27	SAC	X	X	X	X									
<del>E. Schoemig Seated 11/27</del>	<del>TR</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>R</del>								
M. Schurr Seated 11/27	SOP	X	X	X	X									
S. Stone Smith Seated 12/19	CAR		X	X	X									
C. Taylor Seated 2/26	CR				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
<del>B. Valenzuela</del> <del>S/B/seated 11/27; seated</del> <del>4/22</del>	<del>SAC</del>	<del>E</del>	<del>E</del>	<del>X</del>	<del>U</del>									
K. Xiong Seated 11/27	ELK	X	X	X	X									

## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
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 3/19/2019*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 26, 2019  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 26, 2019 regular meeting.

RECOMMENDATION:

That the Policy Council approve the February 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, February 26, 2019  
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:05 a.m. and read the thought of the day. The Pledge of Allegiance was recited. Ms. Claudett Sanders called the roll and confirmed that a quorum was established.

#### **Members Present:**

Adeola Adedipe, Elk Grove Unified School District  
Claudett Sanders, Sacramento City Unified School District  
Elizabeth Schoemig, Twin Rivers Unified School District  
Yamilka Estrella, Twin Rivers Unified School District  
Evangalina Barrios, SETA-Operated Program  
Devon McCracken, Home Base Option  
Sharon Stone Smith, Sacramento Children's Museum  
Henrietta Gutierrez, Past Parent/Community Representative  
Kao Yee Xiong, Elk Grove Unified School District (seated at 9:09 a.m.)  
Marley Schurr, SETA-Operated Program (seated 9:10 a.m.)

#### **Members Absent:**

Sandra Olguin, Early Head Start/Home Base (Sac. City) (excused)  
Griselda Cisneros, SETA-Operated Program (excused)  
Amy Melvin, SETA-Operated Program (unexcused)  
Brenda Valenzuela, Sacramento City Unified School District (unexcused)  
Christie Hamm, Sacramento Public Library (excused)

#### **New Member to be Seated:**

Charles Taylor, Past Parent/Community Representative  
Jouita Galvin, Women's Civic Improvement Club

### **II. Consent Item**

#### **A. Approval of the Minutes of the January 22, 2019 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Schoemig, second/Adedipe, to approve the January 22, 2019 minutes.

Show of hands vote:

Aye: 11 (Adedipe, Barrios, Estrella, Galvin, McCracken, Sanders, Schoemig, Schurr, Stone Smith, Taylor, Xiong)



Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Cisneros, Hamm, Melvin, Olguin, Valenzuela)

### III. Action Item

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

The Board went into closed session at 9:10 a.m. At 9:19 a.m., Ms. Gutierrez 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, and CFS Support Services Program Officer,

### IV. Information Items

A. Fiscal Monitoring Report: Mr. Victor Han reviewed the fiscal monitoring report.

#### B. Standing Information Items

- PC/PAC Calendar of Events: Ms. Sanders reviewed the calendar of events.
- Parent/Staff Recognition: None.
- CHSA Parent Conference Reports: Ms. Sanders reported that it was a great workshop; one of the keynote speakers was great and spoke about surviving and thriving, from infancy on. She enjoyed all of the classes and role playing. Ms. McCracken stated that it was an amazing conference. The first speaker spoke of brain development and how trauma affects the brain. A lot of the workshops taught self-care so parents could then care for their children. Ms. Gutierrez enjoyed hearing the speakers especially a speaker from Orange County. You gained a little something from each workshop. Ms. Xiong asked that information from the conference be shared with other board members.
- Governance Self-Assessment Report: Ms. Gutierrez spoke of how helpful going through the self-assessment process was.
- Powerhouse Science Center Reports: Ms. Schoemig reported that her children really enjoyed the science center. She encouraged everyone to visit the center.
- Toastmasters Training: The training is scheduled for March 1 and all are encouraged to participate.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the six-month fiscal report; the budget is on track. The non-federal share is on track and everyone is below the administrative cost allowance. Mr. Han reported that some of the funding previously allocated to the EHS grant was moved to CCP to alleviate some costs previously allocated. The EHS personnel percentage was very high. Staff are monitoring monthly expenditures closely. The Child Care

Partnership program and Sacramento City is on track; this is an area to see if there are EHS expenditures that can be moved to the CCP grant.

- Community Agency Reports
  - Sacramento Children’s Museum: Ms. Stone Smith announced The Children’s Museum will be installing a new high-tech exhibit in March. She urged everyone come to check it out later in the spring.
  - Sacramento Public Library: No report.
  - Community Resources: Mr. Robert Silva reviewed some community resources available to the public. The Boards are seeking community representatives. A community representative can be a foster parent, grandparent, or someone from the community. Mr. Silva urged those interested to fill out and submit an application.
- Parent Survey Results: Mr. Silva reviewed the parent survey results. The survey was done earlier in the program year.

Ms. Schurr was excused at 9:52 a.m.

**V. Committee Reports:** All reports were tabled.

- ✓ Executive Committee: Ms. Henrietta Gutierrez
- ✓ Budget/Planning Committee: Ms. Henrietta Gutierrez
- ✓ Parent Ambassador Committee: Ms. Henrietta Gutierrez

**VI. Other Reports**

- A. Executive Director’s Report: Ms. Kossick reported that a presentation on either the CSBG program or the refugee program will be provided at the March meeting.
- B. Head Start Deputy Director’s Report: Ms. Lee introduced Jessica Rosenfeldt, the new QA Analyst. Ms. Lee urged board members to participate in the grant planning meeting. Attendees will be talking about the proposed changes at Sacramento City USD at the next meeting.
- C. Chair’s Report: No report.
- D. Open Discussion and Comments: None.
- E. Public Participation: Ms. Schoemig reported that she has an interview at Twin Rivers and may not be able to return as a parent on the board if she is hired.

**VI. Training**

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training: Ms. Rachel Sattel, Ethics Trainer.

**VII. Adjournment:** The meeting was adjourned at 9:59 a.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT  
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

This item provides an opportunity for the Policy 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; Family Services Worker II; Family Services Worker III; Head Start Coordinator (Education)(Supervisory); Typist Clerk III; and Accountant I.
  - ➔ Report out of closed session

NOTES:

ITEM III-B – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY  
COUNCIL JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

# PARENT ACTIVITY FUND

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## ***How can the parent activity fund be used?***

Interpretation: Programs must be cautioned that according to federal regulations, the expenditure of grant funds solely for entertainment purposes is prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-C – ACTION

ELECTION OF COMMUNITY REPRESENTATIVE/ALTERNATE  
(GRANDPARENT/FOSTER PARENT) 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2018-2019. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

**B. Community Representatives**

Additional PC members shall include:

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

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

This board item provides an opportunity for the PC to elect one (1) Grandparent and one (1) Grandparent Alternate, and one (1) Foster Parent and one (1) Foster Parent Alternate.

ITEM III-C – ACTION (continued)  
Page 2

Applications will be distributed at the board meeting. Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect two Community Representatives and two Alternates.

Grandparent Representative:

\_\_\_\_\_  
\_\_\_\_\_

Alternate:

\_\_\_\_\_  
\_\_\_\_\_

Foster Parent Representative:

\_\_\_\_\_  
\_\_\_\_\_

Alternate:

\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

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

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM IV-A – INFORMATION

PRESENTATION ON SETA'S REFUGEE PROGRAM

BACKGROUND:

Ms. Michelle O'Camb, Workforce Development Manager, will provide a brief overview of the various refugee programs operated by the Sacramento Employment and Training Agency.

**NOTES:**



ITEM IV-B– INFORMATION

STANDING INFORMATION

**BACKGROUND:**

**B. Standing Information Items**

- PC/PAC Calendar of Events: Ms. Henrietta Gutierrez
- Parent/Staff Recognition: Ms. Henrietta Gutierrez
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- CHSA Conference Reports: Ms. Henrietta Gutierrez
- Toastmasters Training Reports: Ms. Henrietta Gutierrez
- Early Learning Advocacy Day Report: Ms. Henrietta Gutierrez
- A Calling to Lead; How will you Respond (workshop) Reports: Ms. Henrietta Gutierrez
- Community Resources: Mr. Robert Silva
- Community Agency Reports
  - Sacramento Children’s Museum
  - Sacramento Public Library

**NOTES:**

## CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Friday, March 22, 2019 9:00 – 10:30 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Friday, March 22, 2019 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, March 28, 2019 9:00 a.m. Camellia Room
PC/PAC Personnel/Bylaws Committee	Friday, March 29, 2019 9:00 a.m. Camellia Room
Toastmasters Training	Friday, April 5, 2019 10:30 a.m. Redwood Room
PC/PAC Social/Hospitality Committee	Wednesday, April 10, 2019 9:00 a.m. – 11:00 a.m. Olympus Room
PAC Executive Committee	Friday, April 19, 2019 9:00 – 10:30 a.m. Olympus Room
Introduction into Budgeting Workshop and Career Center Tour	Wednesday, April 24, 2019 10:00 a.m. Sacramento Works Job Center 7000 Franklin Blvd., Suite 540 Sacramento, CA 95823
PC Executive Committee	Thursday, April 25, 2019 9:00 a.m. Camellia Room
Fishing in the City – Countywide Parent Activity	Save the Date TBA



# CHSA REPORT SUBMITTED BY CLAUDETT SANDERS

Although, I attended five workshops, I will write about just two of them.

## **February 4, 2019 - Workshop #1: The Power of WE: Connecting Conversation Between Staff and Families by Tena Sloan**

Ms. Sloan spoke about how we should approach others with the "Mr. Rogers" theme that says everyone has value, uniqueness and is rare. She taught communication using this connecting conversation model.

### **Connecting Conversation Model:**

1. SELF-know yourself, your trigger buttons, know your goals and outcomes. Ask, with what do I want to leave them (share truth)
2. SAFETY- Ask, is this emotionally and physically safe (shared respect and purpose)
3. PARTNERSHIP- Ask is this a relationship between equals (shared understanding)
4. DIALOGUE- Ask is this a free flow of meaning and exchange (shared listening and meaning)

If the communication pathways are disconnecting, go into relationship repair with the model and get to partnership resolve and decision making, even if it's to agree to disagree.

## **February 4, 2019 - Workshop #3: Trauma informed Care for Infants/Toddlers by Shulamit Ritblatt**

Ms. Ritblatt started off by handing out the Advance Childhood Experience Score (ACES) survey. The survey is a quick check as to the social/emotional warnings an infant-adult has and how to address them. Children and adults who have four or more areas/incidences checked could have an impact on the immune system as toxic stress, as poor health, chronic illness, and a life expectancy decrease by twenty years. She taught to identify the ACES early and provide a buffer, a different reality or find where the child's attention goes (where neurons fire- they wire). This will help children regulate, build trust and secure attachments. Ms. Ritblatt suggested that caregivers find the eyes of infants and know that every behavior is communication. She also advised that we ask children, "what has happened" instead of, "what's the matter with you?" Ms. Ritblatt ended with as caregivers, we should take good care of ourselves with taking mental breaks, being healthy, having coping devices of our own and having a community of supports as well.

Claudett Sanders

ITEM IV-C – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the January 3, 2019 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, January 3, 2019  
10:00 a.m.

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

Mr. Nottoli 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:

Jay Schenirer, Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Don Nottoli, Vice Chair; Member, Board of Supervisors

Member Absent:

Larry Carr, Chair; Councilmember, City of Sacramento

- ▶ Recognition of Long-term employees:
  - Betsy Uda recognized Joanne Kennedy, Site Supervisor, for her 35 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Kennedy.
  - Betsy Uda recognized Clairrissa Jenkins, Head Start Intervention Specialist for her 20 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Jenkins.
  - Rebel Rickansrud-Young recognized Jessica Rainey, Family Services Worker III, for her 20 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Rainey.
  - Alison Noren recognized Deanna Dykes, Personnel Analytics Supervisor, for her 20 years of service to SETA; Mr. Nottoli extended congratulations to Ms. Dykes.

**II. Consent Items**

- A. Approve the December 6, 2018 minutes.
- B. Approve the Claims and Warrants
- C. Approve to Modify Leaders Evolving Inc.'s Vendor Services Contract

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

- A. Approve the December 6, 2018 minutes.

- B. Approve claims and warrants for the period 11/29/18 through 12/20/18.
- C. Approve the recommendation for modification of Leaders Evolving Inc.'s VS contract to increase service rates.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

### **III. Action Items**

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

1. Approval of the Changes to the SETA Personnel Policies and Procedures Sick Leave Accrual and Usage, Leave without Pay, and Equal Opportunity Employer Policies

Ms. Kossick referred questions about the changes to Ms. Noren.

Moved/ Schenirer, second/Nottoli, to approve the updated Sick Leave and Accrual Usage, Leave With or Without Pay, and Equal Opportunity Employer Policies.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval to Adjust Zones in the Broadband/Performance Management Policy

Ms. Kossick reviewed this item and stated that the broadband ranges have not been updated since 2013. The ranges comply with the cost of living increases and there is no financial impact from this action.

Moved/ Scherman, second/Schenirer, to approve a modification to the salary ranges of Zone 1 to \$69,386 - \$150,402 and Zone 2 to \$53,173 - \$106,345.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

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

Ms. Saurbourne reviewed the audit reports which were submitted to SETA on

December 17. There are no findings but there is one management letter comment about charging incorrect CDE program family fees . Those instances have been corrected and staff has adjusted policies and procedures to insure there are systems in place to prevent this in the future.

Ms. Kossick expressed gratitude to Staff in the Fiscal Department for their hard work.

Moved/ Schenirer, second/Scherman, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2018.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

One Stop Services: None

Community Services Block Grant

1. Approval of Modifications to the Bylaws of the Community Action Board

Ms. Davis-Jaffe stated that in March of 2018, staff received a monitoring visit from the State for our Community Services Block Grant Funds. During that review, it was noted that the board had a public sector vacancy. Upon review of the bylaws it was decided to make some changes. The recommended changes will allow for the expanding of the public sector representatives by allowing the head of a department who has been selected to be on the Community Action Board (CAB), to identify another individual within their department to participate and be their representative on the CAB.

Mr. Nottoli asked if the representative would require confirmation by the body they are designated from. Mr. Larsen replied that it would be up to the public official that has either been elected or appointed. Currently, the bylaws state that elected positions already have that ability to designate someone, but appointive may not. The change in the bylaws would greatly expand the number of eligible people who could be appointed.

Mr. Nottoli asked if the appointive representative would be permanent and sitting in that seat all the time. Mr. Larsen replied that in most circumstances that is what would happen and that would be up to the appointive representative's discretion.

Mr. Nottoli stated that he wants to make sure that the Community Action Board receives the attention that it deserves.



Moved/ Schenirer, second/Scherman, to approve the amendments to the Community Action Board bylaws.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval of Staff Funding Recommendations for the Refugee Support Services (RSS) Program, Program Years (PY) 2018-2020

Ms. Scherman asked what are we doing with the money that is not being used to fund Sacramento City and Elk Grove Unified School District. Ms. O’Camb stated that we only had sufficient funds for the proposals who ranked #1 with their OJT programs.

Mr. Larsen stated that the available funds were divided equally between the four agencies funded.

Ms. O’Camb stated that those who ranked #1 received that based on 80% performance. Ms. Scherman asked if the amounts awarded were just evenly distributed and Ms. O’Camb stated that it was correct.

Moved/ Nottoli, second/Scherman, to approve staff funding recommendations for the Refugee Support Services (RSS) programs, PY 2018-2020, as indicated in the funding charts. Additionally, approve the following stipulations:

- 1) VESL/OJT and ELL Workforce Navigator service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/OJT and ELL Workforce Navigator budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day, from January 7, 2019 through September 30, 2019.
- 4) Participants in Match Grant employment services provided by IRC and World Relief are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

Mr. Schenirer left at 10:19 a.m.

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

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions.

B. Employer Success and Activity Report: No questions.

C. Dislocated Worker Update: Mr. Walker stated that Golden Shore Medical Centers will be laying off about 77 staff in February. Mr. Nottoli asked if they were working with SETA and Mr. Walker replied affirmatively.

D. Head Start Reports: Ms. Denise Lee reported that Dr. Karen Corbin, a professor at CSUS, passed away over the holiday break. She was very instrumental with so many programs at SETA and she will be missed.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick asked the board members to pick their top 5 presentation topics for this next year so staff can aggregate responses together.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board: No report.

F. Public: Ms. Alanah Bui, the Workforce Development Policy Coordinator with the California Department of Consumer Affairs, stated we are reaching out to see what kind of training programs the different workforce boards have in the health industries. We are looking to be a part of what SETA is doing and be a resource.

**VI. Adjournment:** The meeting was adjourned at 10:46 a.m.

ITEM IV-D – INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:



**Program Operator:** Sacramento County Office of Education

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

ITEM V

COMMITTEE 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 February 26, 2019 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Kathy Kossick for collaborating with Workforce on the refugee program presentation.
Thank you, Ms. Denise Lee, for shared information on Head Start planning and encouraging board member involvement.
Thank you, Ms. Allison Noren, for providing information on the eligibility list.
Thank you, Mr. Victor Han for your review of the fiscal report.
Thank you, Ms. Rachel Sattel for the Ethics Training.
Thank you, translators (Ms. Fina Dempsey and Ms. Rosa Ramirez-Galvez) for your translating services.
Thank you, Mr. Robert Silva for shared community resources and the Parent Survey Results.
Thank you, Ms. Sharon Stone Smith for shared information on new exhibits at the Sacramento Children’s Museum.
Thank you, Ms. Elizabeth Schoemig for sharing your experience at Powerhouse Parent Activity.
Thank you, Governance Team for coordinating the County-wide Parent Activity.
Thank you, Ms. Devon McCracken and Ms. Claudett Sanders for attending the CHSA conference and reporting out.
Congratulations to the newly seated board members.
<b>NEEDS IMPROVEMENT</b>
No side barring.
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.

<b>REMINDERS</b>
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

▶ Budget/Planning Committee

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▶ Parent Ambassador Committee

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▶ Social/Hospitality Committee

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▶ Maternal, Child and Adolescent Health Advisory Board

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▶ Sacramento Medi-Cal Dental Advisory Committee

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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.

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- 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.

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- 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.

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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 Sacramento City Unified School District
    - ✓ Second Quarter Unannounced Visits QA Self Monitored Report
    - ✓ Second Quarter Unannounced Visits QA Monitored Report

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- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

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- 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.

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# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**February 2019**

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1836	212	<b>12%</b>	439	117	<b>27%</b>
<b>Twin Rivers USD</b>	180	25	<b>14%</b>	16	1	<b>6%</b>
<b>Elk Grove USD</b>	440	50	<b>11%</b>			
<b>Sac City USD</b>	1139	123	<b>11%</b>	152	19	<b>13%</b>
<b>San Juan USD</b>	668	95	<b>14%</b>	160	19	<b>12%</b>
<b>WCIC</b>	100	5	<b>5%</b>			
<b>EHS CCP</b>				120	9	<b>8%</b>
<b>COUNTY TOTAL</b>	<b>4363</b>	<b>510</b>	<b>12%</b>	<b>887</b>	<b>165</b>	<b>19%</b>

*AFE: Annual Funded Enrollment*



**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
February 2019**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/19	(b) % Actual to Funded
Elk Grove USD	440	445	101
Sacramento City USD	1,139	1,105	97
SETA	1,836	1,884	103
San Juan USD	668	677	101
Twin Rivers USD	180	181	100
WCIC/Playmate	100	103	103
<b>Total</b>	<b>4,363</b>	<b>4,395</b>	<b>101</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/19	(b) % Actual to Funded
Sacramento City USD	152	154	101
SETA	439	441	100
San Juan USD	160	168	105
TRUSD	16	17	106
<b>Total</b>	<b>767</b>	<b>780</b>	<b>102</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/19	(b) % Actual to Funded
SETA	40	40	100
Sacramento City USD	40	41	103
<b>Total</b>	<b>80</b>	<b>81</b>	<b>101</b>

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

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

**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	86	84					
Sacramento City USD	73	90	88	85	85	86	84					
SETA	78	87	85	83	83	81	80					
San Juan USD	N/A	76	88	90	89	88	TBD					
Twin Rivers USD	93	90	88	78	86	89	86					
WCIC/ Playmate	N/A	68	83	87	92	89	74					
<b>TOTAL</b>	<b>84</b>	<b>83</b>	<b>87</b>	<b>85</b>	<b>87</b>	<b>87</b>	<b>82</b>					

**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	89	89					
SETA	80	86	87	82	83	81	81					
San Juan USD	83	84	89	87	90	88	TBD					
Twin Rivers USD	91	88	88	88	86	91	89					
<b>TOTAL</b>	<b>84</b>	<b>88</b>	<b>89</b>	<b>83</b>	<b>87</b>	<b>87</b>	<b>86</b>					

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

**EHS-CC Partnership/Expansion**

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	74	80	78	64	72	72	77					
SETA	84	82	84	77	77	77	74					
<b>TOTAL</b>	<b>79</b>	<b>81</b>	<b>81</b>	<b>71</b>	<b>75</b>	<b>75</b>	<b>76</b>					

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:**

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

**SCUSD:**

- Plan to be included with March Attendance Report.



## Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members  
 RE: SETA Quality Assurance/Monitoring Results – February 2019

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Head Start Center-based	5 centers 5 classes 12 children's files 14 staff files	January 8 – February 8, 2019	<b>Comprehensive Review</b> <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

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:**

- Cultural diversity is incorporated in classroom environments and curriculum activities. Teaching staff include different languages in the greetings and songs in the daily activities.
- Staff team work and classroom volunteers.
- Good documentation in Family Partnership Agreements (FPA).
- Overall, classrooms are safe, bright and clean.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
<b>ERSEA</b> <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	-File cabinets containing children's files were not locked at all times -Source documents verifying income eligibility did not include second source of income. -Application data did not match data entry in ChildPlus -Not all vacancies were filled within 30 days - Not all funded enrollment slots were filled at the beginning of the



Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		program year
<b>Education</b> <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	92%	No significant noted findings
<b>Disabilities Services</b> <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	95%	No significant noted findings
<b>Family and Community Engagement</b> <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	98%	No significant noted findings
<b>Mental Health</b> <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	97%	No significant noted findings
<b>Nutrition</b> <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	90%	No significant noted findings
<b>Health</b> <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	93%	No significant noted findings
<b>Program Design and Management</b> <b>Human Resources</b> <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	98%	No significant noted findings
<b>Safe Environments</b> <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	93%	No significant noted findings

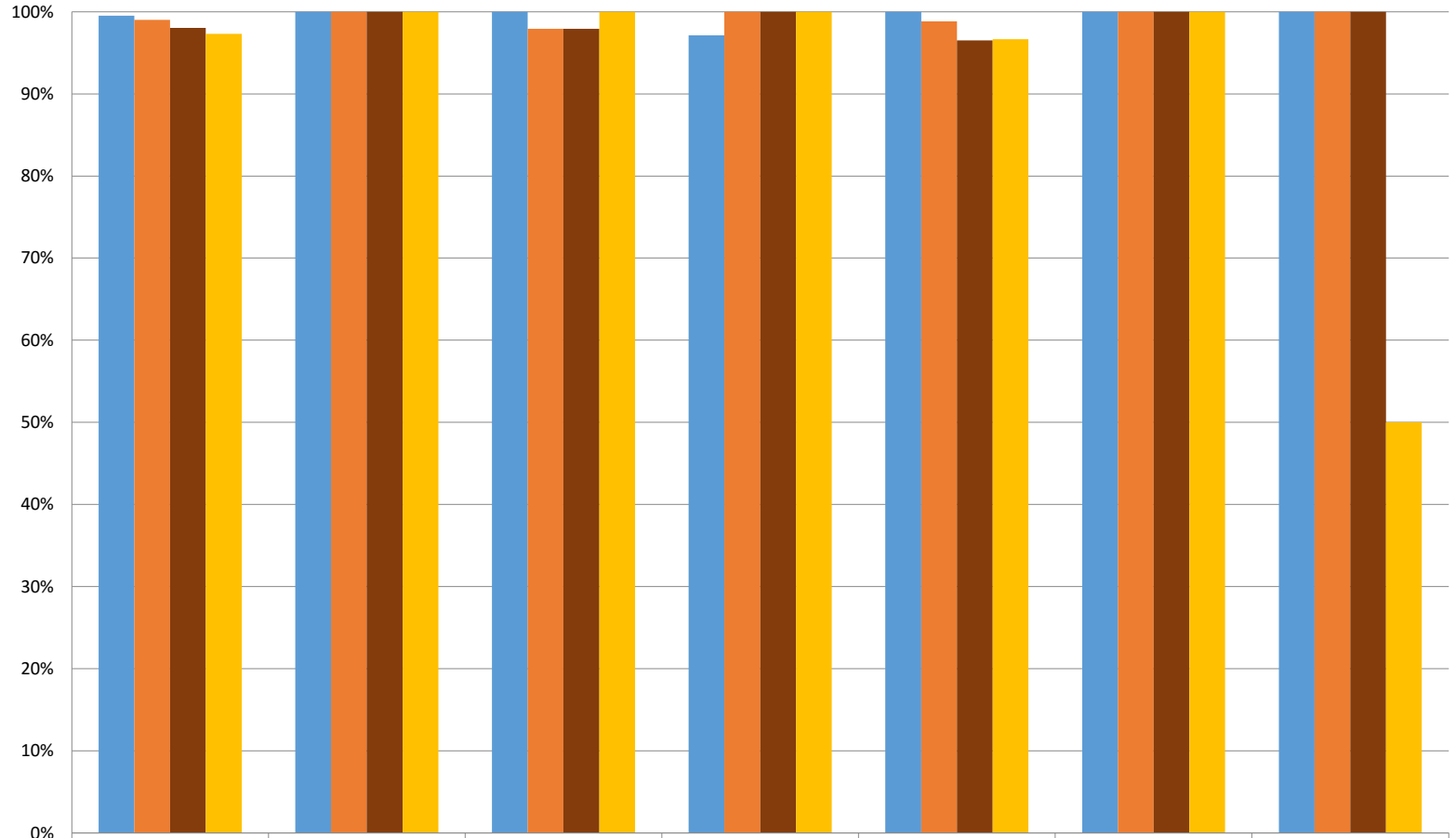
\* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

### **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 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.

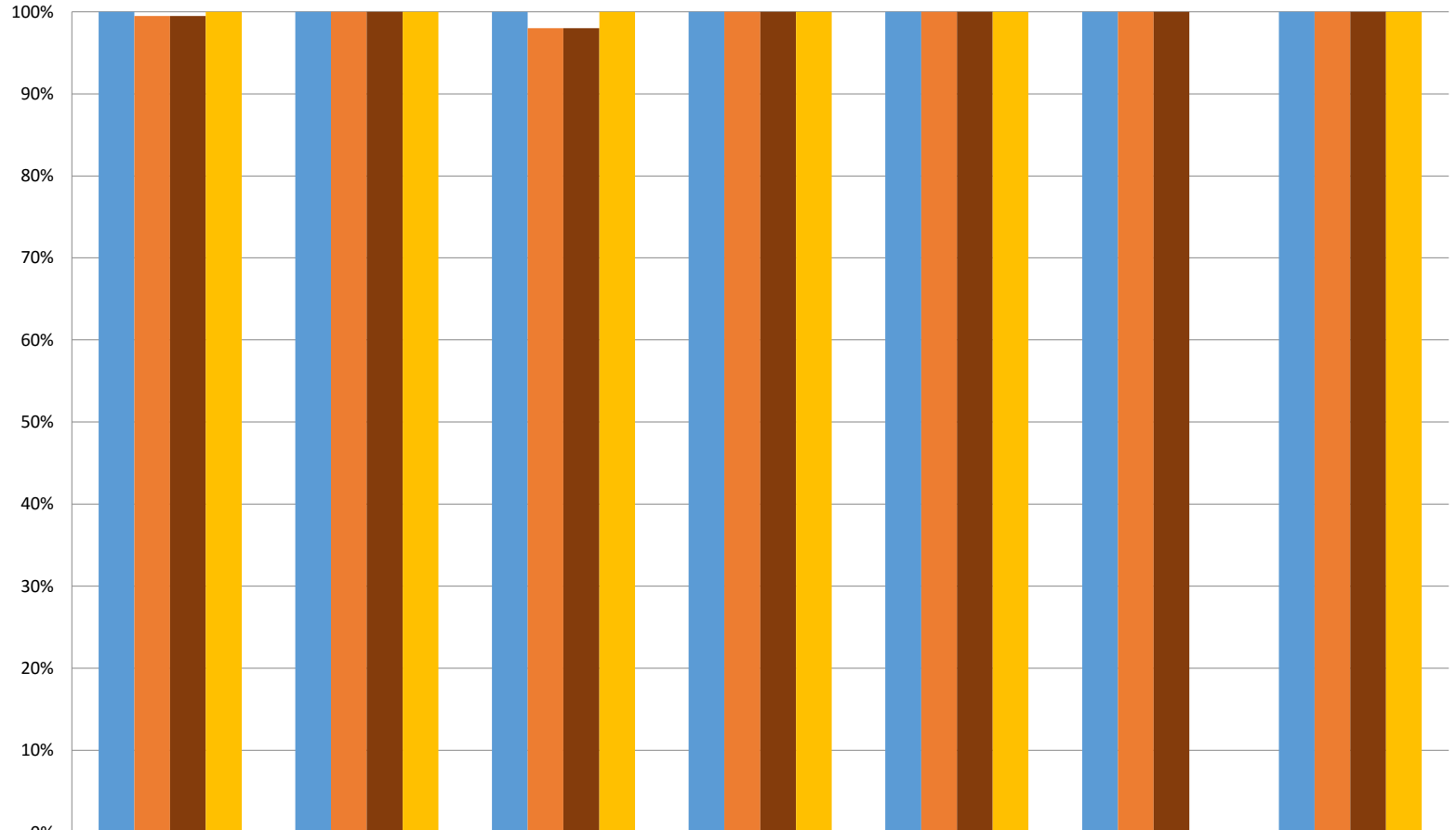
**Sacramento County Unannounced Visits Report 2018-2019- QA Monitored**  
**Quarter 2 (November 1, 2018-January 31, 2019)**  
**Percentage of Compliance**



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	100%	100%	100%	97%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	98%	100%	99%	100%	100%
■ Correct Count of Children Present	98%	100%	98%	100%	97%	100%	100%
■ Safe Transition	97%	100%	100%	100%	97%	100%	50%

Total Number of Classes Visited Countywide: 204 (of 207 classes)  
 Number of classes observed for Safe Transitions: 72 (of 207 classes)

**Sacramento County Unannounced Visits Report 2018-2019- Self Monitored**  
**Quarter 2 (November 1, 2018-January 31, 2019)**  
**Percentage of Compliance**



	Sacramento County	Elk Grove USD	Sac City USD	San Juan USD	SETA Head Start	Twin Rivers USD	WCIC
■ Sight and Sound Supervision	100%	100%	100%	100%	100%	100%	100%
■ Teacher/Child Ratio	99%	100%	98%	100%	100%	100%	100%
■ Correct Count of Children Present	99%	100%	98%	100%	100%	100%	100%
■ Safe Transition	100%	100%	100%	100%	100%	0%	100%

Total Number of Classes Visited Countywide: 197 (of 207 classes)  
 Number of classes observed for Safe Transitions: 168 (of 207 classes)