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Thought of the day: "A goal without a plan is just a wish."

Author: Antoine de Saint-Exupery

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

DATE: Tuesday, May 21, 2013

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 NUMBER

- | | | |
|-------------|---|-------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the April 23, 2013 Regular Meeting | 4-13 |
| III. | <u>Action Item</u> | |
| A. | Approval of Revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget due to Federal Sequester | 14-18 |
| B. | Approval of Revised Job Classification Family Services Worker | 19-26 |

IV. Other Reports

27

- A. Open Discussion and Comments
- B. Public Participation

Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 15, 2013

Policy Council meeting hosted by:
Nse Akang (Chair), Mayra Partida (Vice Chair), Benjamin Bailey (Secretary),
Annette Duran (Treasurer), Vacant (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Dominique Rios-Farias, Sacramento City Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ Iyshiah Lacey, SETA-Operated Program
- _____ Mayra Partida, SETA-Operated Program
- _____ Marshaun Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Nse J. Akang, Foster Parent Representative
- _____ Toni Espinoza, Home Base Option
- _____ Jonathan White, Community Advocating Male Participation

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Billoups), Elk Grove Unified School District
- _____ Vacant (Durham), Sacramento City Unified School District
- _____ Vacant (Boggess), San Juan Unified School District
- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ Vacant (Nelson), SETA-Operated Program
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Canto), Home Base Option
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Roberson), Birth & Beyond Family Resource Centers

**** Please call your alternate, the Policy Council Chair
(Nse Akang: 344-3519, 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 2012-2013

The 2012-2013 Board was seated on **November 27, 2012** and
December 20, 2012

BOARD MEMBER	SITE	11/27	12/20 *	1/22	2/26	3/26	4/23	5/21 *	5/28	6/25	7/23	8/27	9/24	10/22	11/26
N. Akang Seated 11/27	FOSTER	X	X	X	X	X	X								
B. Bailey Seated 12/20	SAC		X	X	X	X	X								
A. Boggess s/b/s 3/26	SJ					U	U								
A. Calderon Seated 11/27	EHS/HB SETA	X	X	X	X	X	X								
A. Duran Seated 11/27	WCIC	X	X	X	X	X	X								
S. Durham Seated 12/20	SAC		X	X	X	X	U								
T. Espinoza Seated 11/27	HB	X	X	X	X	X	X								
S. Germany Seated 11/27	WCIC	X	X	X	E	E	U								
T. Jay Seated 11/27	SOP	X	X	X	X	X	X								
I. Lacey Seated 11/27	SOP	X	X	X	X	X	E								
M. Partida Seated 11/27	SOP	X	X	X	X	X	X								
K. Potter s/b/s 2/26	ELK				E	E	R								
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X	X	X	X	X								
D. Rios-Farias Seated 11/27	SAC	X	X	X	E	E	X								
M. Tate Seated 12/20	SOP		X	X	X	X	E								
J. White Seated 2/26	MIV				X	X	X								
C. Wilson Seated 11/27	TR	X	X	X	X	X	X								
L. Windham Seated 11/27	SOP	X	X	X	X	X	X								

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAMP	Community Advocating Male Participation
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
PAST	Past Parent Representative
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
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- *:** Special Meeting

Current a/o 5/14/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 23, 2013 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 23, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the April 23 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, April 23, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:09 a.m. and read the Thought of the Day for the Policy Council. Ms. LaTasha Windham read the Thought of the Day for the Parent Advisory Committee. Mr. Benjamin Bailey called the roll for the Policy Council.

Members Present:

Benjamin Bailey, Sacramento City Unified School District
Dominique Rios-Farias, Sacramento City Unified School District
Sarah Proteau, San Juan Unified School District
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
LaTasha Windham, SETA-Operated Program
Ana Calderon, Early Head Start (SETA)
Toni Espinoza, Home Base Option
Nse Akang, Foster Parent Representative
Jonathan White, Male Involvement Committee

Members Absent:

Sandres Germany, WCIC (unexcused)
Summer Durham, Sacramento City Unified School District (unexcused)
Iyshiah Lacey, SETA-Operated Program (excused)
Marshaun Tate, SETA-Operated Program (excused)

New Members Not Present:

Kirsten Potter, Elk Grove Unified School District (resigned)
Amy Boggess, San Juan Unified School District (unexcused)

Ms. Colleen Fietzek will serve as Secretary for the PAC and Ms. Carolyn Wilson will serve as Parliamentarian. Ms. Fietzek called the roll for the Parent Advisory Committee:

Members Present:

Teressa Jay
Colleen Fietzek
LaTasha Windham
Jonathan White
Mayra Partida
Rosa Gomez
Yadira Lopez
Vanessa Hawkins
Alicia Kafka (arrived at 9:16 a.m.)
Tanisha Hardy
Pamela Kelsey
Misty Sanders

Members Absent:

Shelly Fuentes (excused)
lyshiah Lacey (excused)
Zoila Lucero (excused)
Alma Amaya (unexcused)
Marlem Medrano (unexcused)
Marshaun Tate (excused)
Praveena Chaudhary (unexcused)
Johnny Sanders (unexcused)

New members seated:

Quentin Stanley, Broadway Early Learning Center
Eva Vokolek, Walnut Grove Head Start
Manida Oriyavong, Hopkins Park

New members not present:

Melinda Phan (unexcused)
Diana Arriaga (unexcused)

II. Consent Item (Policy Council)

A. Approval of the Minutes of the March 26, 2013 Regular Meeting

Mr. Akang reviewed the minutes; there were no questions or corrections.

Moved/White, second/Partida, to approve the March 26, 2013 minutes.
Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akan)

II. Consent Item (Parent Advisory Committee)

A. Approval of the Minutes of the March 19, 2013 Regular Meeting

Ms. Windham reviewed the minutes; there were no questions or corrections.

Moved/White, second/Kafka, to approve the March 19, 2013 minutes.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Windham)

III. Action Items

Ms. Denise Lee thanked board members for their participation in the meeting today. She requested that the items be reviewed together.

Ms. Lee stated that there is no competition for these funds. There was a new recompetition rolled out in 2007 but recompetition for funds has not yet affected Sacramento County.

SETA is funded to provide Head Start and Early Head Start services for approximately \$50 million for a one-year period. The grant application process begins August 1, 2013 – July 31, 2014.

A. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Budget

The budget was reviewed. Ms. Lee thanked board members that had an opportunity to participate in the Budget/Planning Committee; they worked out a lot of the changes in the budget for the next fiscal year. Total personnel costs hovers around 80% of the budget with fringe benefits at 55½%. Administrative support personnel provide support to the Head Start program and the entire agency. Only a fraction of those salaries are charged to the Head Start grant.

The major change in the SOP is that after operating a year-round track system since 1998, the Sacramento program will now operate on a traditional school year. This change is being requested from ACF in order to consistently show full enrollment during the program year. SETA operated program is funded to serve 2,795 children per year. At the time the year-round track system was created here, it was considered an innovative way to provide services to the children and families. This provided a way to provide support to families being required to move from TANF to full-time employment. Every year, the federal government thought that it was important to serve 2,795 kids EVERY day, not over the entire year. SETA was audited and 2011 ACF decided that the track system did not fit what the federal government was looking for, a black/white way of doing business. Two months ago, the regional office discussed wanting us to go back to black/white traditional school services.

The foremost philosophy was that year-round provision of services continues to be management's best effort to provide services to children and families. While ACF understands that the track system was approved, they now want SETA/ Head Start to provide traditional school year services without cutting the amount of funds provided. Staff needed to find a way to provide the traditional services with the seats and expansion of Head Start centers. No new dollars will be provided to unravel the track system.

Ms. Lee stated that attendance data showed that not every center was being fully enrolled during the summer months. Staff looked at the data and was considering going to a traditional program. By moving some centers to a traditional schedule, the staff would then work a 41 or 45 week schedule. This is the largest change that the Agency has gone through in a while. This only affects the SOP since delegate agencies already operate a nine-month program.

The net result will be to reduce six centers to nine months of service (Auberry New Helvetia 2, Illa Collin, Parker, Vineland and Walnut Grove). Those centers are centrally located near other centers so if a family needs a year-round program, it will be available. Staff is also looking at full day services and whether the full day programs were fully enrolled. Full day classrooms could be: Northview, Norma Johnson, Bannon Creek; Mather will be reduced to half-day services.

Staff is proposing to open in six new locations: Northview, Norma Johnson, Bannon Creek, Mather, Fruitridge and Solid Foundation. This will add 120 more children in a part-day option. Management is looking at a new center in Rio Linda and will now expand services at Vineland. The new Rio Linda center will serve 80 children. The last approach is to expand home base services by 12.

This grant application has 682 fewer slots. The funds do not need to be returned to ACF with the approval of reduced slots. The net results include reduced schedules for staff and will be bringing on new classroom staff. There will be some staff in a partial-layoff. Ms. Lee stated that staff that not working during the summer will be able to collect unemployment benefits. There are volunteers that are willing to take the reduced hours.

The net effect is that 39 current employees will have a reduced schedule and a group of 22 support staff that work with the children that will take a rotating five-week layoff. This includes two staff that will go to an on-call consultant status: Special Education Coordinator, Health Coordinator. One Typist Clerk II will be laid off.

B. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application

Ms. Lee reviewed the application which includes a full grant year of proposed services.

C. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Training/Technical Assistance funds are funds set aside to provide training and technical assistance for staff and delegate agencies.

Ms. Lisa Carr, Family Engagement Unit, stated that this document was produced by looking at priorities as well as self-assessment responses. There was community input as to where the funds should go. Using all of the reports, managers, program officers and support staff come up with ideas for training for PAC, PC, and staff training. Most of the funds go to staff training, teaching staff and family services workers. This ensures that staff directly working with families

get training they need to get their job done. This grant application includes funds for parent training.

The career incentive program also falls under this application. Staff receive a career incentive stipend to go back to school for additional training.

D. Approval of Fiscal 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies

Every program is charged to look at program data and what is going on in the community and use this information to develop their plan.

Ms. Lee reviewed the county-wide program options. The application includes 2,114 slots which is 682 less than last year. Some of the centers can operate as few as six hours or as many as 10 hours. Some of the cuts are also due to the California Department of Education cuts in funding. In Early Head Start there are no major changes. Most services will be provided over 44 or 47 weeks but no other issues.

Ms. Wilson asked Ms. Lee to review the three people being laid off. Ms. Lee stated that one TC II will be laid off. Two other staff, a Health Coordinator and Special Education Coordinator, will be transitioning to consultant status.

Policy Council

Moved/Duran, second/Partida, to approve board items as follows:

- A. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.
- B. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.
- C. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- D. Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akang)

PAC

Moved/White, second/Kafka, to approve the board items as follows:

- A. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$50,410,127 for Basic and Training/Technical Assistance.
- B. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application.
- C. Approve the Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.
- D. Approve Fiscal Year 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 1 (Windham)

(Ms. Misty Sanders was out of the room during the vote.)

E. Approval of Annual Self-Assessment for 2013-2014 and Resulting Program Improvement Plan SETA-Operated Program

This is an annual look at program review. An outside consultant team reviewed the delegate and SOP programs. The team was comprised of internal staff and external consultants.

PC:

Moved/Espinoza, second/Proteau, to approve the Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote: Aye: 11, Nay: 0, Abstentions: 1 (Akang)

PAC:

Moved/White, second/Kelsey, to approve the Program Year 2012-2013 Self-Assessment and resulting Program Improvement Plan.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Windham)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: No comments.
- Parent/Staff Recognition: Mr. Victor Bonnano was presented with a certificate of appreciation; he expressed his thanks to board members for their attentiveness.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson, Head Start Fiscal Manager, stated that the budget expenditures are at 66.67%, which is just under budget. Administrative costs are running at 9.33% and federal share has gone up to 23.9% which is good; staff will continue to work to get that up to 25%.

B. Governing Board Minutes of March 7, 2013: No comments.

VI. Committee Reports

A. Executive Committee: Mr. Nse Akang reviewed the PC Executive Committee critique.

B. Social/Hospitality Committee: Mr. Ben Bailey reported that the Committee chose May 23 for the parent trip. The parents will be visiting the Old Sacramento History Museum, and then the Old Sacramento underground. Attendees will be taking light rail and will be eating lunch after the museum visits. All members are asked to be at the SETA offices no later than 7:25 a.m. Tickets for guests will be \$18.00 and an all-day light rail pass is \$6.00. A sign-up sheet was distributed.

There will be a special Social/Hospitality Committee meeting on May 3 to approve the parent activity.

- C. Parent Ambassador Report: No report.

V. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that on May 23, the Sacramento News and Review newspaper will have an eight-page insert highlighting SETA programs. The insert will cover the CSBG and Workforce Investment Act programs as well as Head Start. At the May Policy Council meeting, SETA's Public Information Officer, Terri Carpenter, will be giving update on the Agency web site to show what customer friendly services are available.

Ms. Kossick recognized board and staff members who worked so hard to get the grant application developed. Ms. Kossick recognized Ms. Lee and her staff for their hard work.

- D. Maternal, Child and Adolescent Health Advisory Board: Ms. Ana Calderon spoke of March 12 meeting. Attendees went over the SNAP program which provides healthy food products to low-income residents. The attendees heard about possible taxes on sugared beverages in 2014 and there is a debate as to whether state or county should take responsibility for the program.
- B. Head Start Deputy Director's Report: Ms. Lee spoke of the designated renewal system for low performing programs which means that programs not meeting the minimum numbers in their grant would be put out for competition. SETA runs a high quality program and there have been no major issues come up. Accountability is extremely high. In 2011 the first round of programs were required to recompet; 132 had to recompet. Of the 132 affected grantees, 80 programs were successful to regain their programs, 25 were replaced with new grantees altogether, 14 were split, and six were not recompeted in that area.

Staff has yet to hear how the sequestration federal cuts will affect the program. Ms. Lee spoke with regional office and they are asking SETA to prepare an application with a 5% reduction. Another Budget/Planning Committee meeting is being planned for May 3 to discuss the 5% budget cuts, which will be a \$2.5 million dollar cut county-wide; there will be a \$1.4 million cut in the SETA-operated program.

Ms. D'et Patterson the new Head Start Fiscal Manager, was introduced. Ms. Patterson has worked in the SETA Fiscal Department for a number of years.

- C. Head Start Managers' Reports
 - ✓ Brenda Campos: Grantee Program Support Services: Ms. Campos stated that at the PC level, the quality assurance unit has been going out to the

delegate agencies. In Feb/March, they visited Twin Rivers, in April they visited WCIC, and they are currently at San Juan. Next week, staff will be meeting with delegate agencies to discuss the Program Information Report. Every year the delegates are required to do a PIR and next week is the first meeting with the delegates to ensure everyone is clear on questions. The PIR is due August 31.

At the PAC level, Ms. Campos reported that she had an opportunity to meet with teaching staff to talk about health nutrition and safe environments.

- ✓ Lisa Carr: Parent/Family Support Unit
 - ⇒ Countywide Parent Conference Update: Ms. Carr reported that the Parent Conference was held last weekend and thanked Mr. Akang and Ms. Windham for their assistance. Ms. Carr thanked all of the board members that attended the conference. Staff is looking forward to see how to make next year's conference even better.

The new Support Services Program Officer, Rebel Young, was introduced. Ms. Young stated that she has had a long Head Start career starting as a parent in 1989 and then began working with the grantee agency in San Joaquin County.

At the SOP level, staff continues to do enrollment and attending recruitment fairs to ensure there will be full enrollment. Staff has been working on transitioning to the traditional school year.

- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales stated that really evolutionary CEFEL (teaching Pyramid) training will be going on county-wide. The teaching pyramid is built on developing relationships between teachers and children. There will be visual schedules for children to follow and a list of expectations for the children, i.e., We are safe and healthy, we are kind and friendly, and we are respectful. These expectations will be posted in the classrooms by May 1. Board members were urged to talk with the teachers about the changes at the center level.

Ms. Teresa Jay left at 11:10 a.m.

D. Chair's Report:

Ms. Windham reported that she attended the most recent Parent Ambassador Committee meeting. Attendees went over the purpose of the committee and went over the meeting dates and time. They worked on distributing flyers for the annual parent conference.

Ms. Alma Hawkins stated that the Parent Ambassador Committee is for both PC and PAC board members. This committee meets as needed.

E. Open Discussion and Comments:

Mr. Jonathan White reported that there was a Male Involvement meeting. Attendees are working to nail down a fathers training curriculum to help fathers. The next meeting is May 15. This committee welcomes women as well as men.

Ms. Mayra Partida distributed flyers for "Just between Friends," which is a way to sell gently used children's things. Ms. Partida stated that it is a treasure hunt and attendees can find very inexpensive things. It is also an opportunity to self children's things. Donations can be made to the Sacramento Food Bank.

Ms. Pamela Kelsey expressed concern of the hearing/air conditioning unit at her center; the huge air conditioner currently in the classroom is disrupting. Ms. Campos replied that José Diaz has been working with the complex to fix the hearing/air conditioning system. The huge air conditioner was brought in because the system has not been fixed quickly. The site supervisor and the owner of the complex know about the issue.

F. Public Participation

Ms. Windham stated that Parent Leadership Institute is scheduled for Friday, May 10. This is a great opportunity for board members to learn team building and effective communication skills. Those interested in attending have to reserve a seat by calling Ms. Alma Hawkins at 263-0540; there is room for a maximum of 50 people.

III. **Action Items** (continued)

F. **CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
Pursuant to Government Code Section 54957

Mr. Akang stated that this would be dropped from the agenda.

Mr. Akang thanked Ms. Consuelo Lopez for translating today.

Ms. Windham reviewed the Executive Committee critique for the March 19 PAC meeting.

VI. **Adjournment**: The meeting was adjourned at 11:22 a.m.

ITEM III-A – ACTION

APPROVAL OF REVISED FISCAL YEAR 2013-2014 HEAD START/EARLY HEAD START BUDGET DUE TO FEDERAL SEQUESTER

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve a revision to the Head Start/Early Head Start Budget for Fiscal Year 2013-2014 due to the federal sequestration reduction.

On April 26, 2013, the Office of Head Start announced the final fiscal year 2013 sequestration funding reductions for Head Start/Early Head Start programs. Programs will sustain a 5.27% reduction in funding with the clear message that maintaining quality is of the utmost importance.

The total amount of the sequestration reduction for SETA Head Start/Early Head Start is \$2,626,340, which includes Basic funds only. The Training and Technical Assistance budget remained unchanged. Budget details are as follows:

Head Start/Early Head Start Basic (prior to sequestration)	\$49,835,672
Head Start/Early Head Start Basic (after sequestration)	<u>\$47,209,332</u>
Reduced Amount	\$ 2,626,340
Head Start/Early Head Start Training/Technical Assistance	\$ 574,455

The Budget/Planning Committee met on May 3, 2013 with Ms. Denise Lee, Deputy Director, Head Start Children and Family Services; Mr. Roy Kim, Fiscal Chief; Head Start Managers Ms. D’et Patterson, Ms. Brenda Campos, Ms. Lisa Carr and Ms. Karen Gonzales; Governance/Social Services/Parent Involvement Coordinator, Ms. Marie Desha and Head Start parents to provide input on the budget.

A copy of the revised 2013-2014 Head Start/Early Head Start program narrative, budget and budget narrative will be sent under separate cover.

RECOMMENDATION:

Approve the revised Fiscal Year 2013-2014 Head Start/Early Head Start Budget in the amount of \$47,783,787 for Basic and Training/Technical Assistance.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____



Amended 2013-2014 Program Narrative for Sequestration Reductions

Background:

On April 26th, the Office of Head Start announced the final fiscal year 2013 sequestration funding reductions for Head Start/Early Head Start. Programs will sustain a 5.27% reduction in funding with the clear message that maintaining quality is of the utmost importance.

The SETA-Operated Program, its five delegate agencies and two partners reviewed data, community assessment information and on-going monitoring reports to thoroughly plan and strategize changes which would result in the least possible impact to services for families and children. Planning included parents and staff at various levels to determine changes across both Head Start and Early Head Start programs. The following narrative outlines changes that the SETA-Operated Program and each of the delegate agencies will sustain in order to absorb the \$2,626,340 countywide reduction.

Along with many critical program and budgetary reductions, Sacramento County will be reducing funded enrollment by 147 Head Start slots and 24 Early Head Start slots. Unfortunately, it was not possible to absorb such fiscal reductions and maintain high quality services without reviewing the feasibility of reducing funded enrollment. Despite funding reductions, SETA and delegate agencies remain highly committed to ensuring continued quality services to children and families in Sacramento County.

SETA-Operated Program:

The largest change for the SETA-Operated Program (grantee) is a reduction in funded enrollment by 140 Head Start slots and 24 Early Head Start slots. This will reduce funded enrollment for the SETA-Operated Program from 2,114 to 1,974 for Head Start and from 345 to 321 for Early Head Start. Early Head Start will be reduced at the partner level (ROCC) serving EHS home base. The decision to reduce Head Start funded enrollment was in combination with eliminating the SETA Track system which was outlined in the 2013-2014 grant application, per agreement with OHS/ACF.

Additional program changes include: three additional centers will operate on a nine-month traditional school year for a total of nine centers out of 30 on a traditional school calendar; one center closure where services will be absorbed at other Head Start centers in the area; conversion of center based Early Head Start to Home Base Early

Head Start; and three vacant/un-recruited positions eliminated from the budget, including one administrative position.

Elk Grove Unified School District:

Elk Grove Unified School District is transferring the funding for three of its Head Start positions (one instructional coach, one programmer analyst III, and one fiscal technician) to another funding source. As a result, these positions will be considered in-kind for the Head Start program. The indirect costs associated with these positions will also be removed from the Head Start budget. Despite the change in funding source, there will be no change in job duties or percentage of time spent in the Head Start program for these three positions.

Sacramento City Unified School District:

Head Start:

Sacramento City Unified School District will make reductions in multiple places to address sequestration. First, the Head Start program will consolidate services of one classroom and three sites to other nearby centers, resulting in cost savings associated with operating independent locations. As a result, the program will eliminate one resource teacher position. Further, five roving instructional aides will be placed in current vacant positions and those funded positions will be eliminated from the budget. Two senior level coordinators are retiring which will allow for new management staff at a lower salary tier. A recent time/cost allocation study determined that a few positions can be allocated to other funding sources, including the interim Child Development Director's and the social workers. Benefits will be adjusted accordingly. There will be additional reductions in funds for supplies and consultants. Some of the charges for consultants will be charged to the training and technical assistance budget. See the revised budget for details.

Early Head Start:

Eight center-based slots will be converted to a home-based model; one infant/toddler class will close as a result. These children will be served by an existing home visitor. Additionally, the current position of a school nurse will be converted to a Children's Center nurse, which is a more cost effective position. With the closing of the classroom, two teachers will be eliminated from the budget (but are planned to be moved to other teaching positions in the department). Further, a resource teacher, who is currently paid on a lower salary schedule, will replace a retired senior resource teacher. Benefits and indirect costs will be adjusted accordingly with these changes.

San Juan Unified School District:

Head Start:

In San Juan's 2013-2014 grant application, five double sessions were proposed. With sequestration, SJUSD will convert one of the five proposed part-day, double session classrooms to a regular session with a maximum of 17 enrolled children. This will result in the reduction of 7 Head Start slots, which will be returned to ACF/OHS. These changes in models will result in reduction or elimination of staff. One teacher and one assistant teacher will have reduced work hours, while two secretaries and two lead teachers will be reduced to 11 months per year of employment. Further, a proposed new position for a roving teacher will not be created. Four Bilingual Assistants and one Clerk Typist position will be eliminated from the program. The benefits associated with these positions will change accordingly as well.

Additionally, other budget items will be reduced to address the cuts, including: supplies and adult meals. In addition, curriculum activities formerly budgeted in Head Start Basic will be moved to the Training and Technical Assistance (T/TA) budgets. Items in the T/TA budget have been moved/eliminated to accommodate this change. See revised budget for details.

Early Head Start:

The majority of the funding cuts to address sequestration in the EHS program will come from internal department wide personnel reductions and reallocations. Specifically, a nurse who is retiring will not be replaced, and the minimal responsibilities currently completed by a .1 FTE clerk typist will now be fulfilled by the EHS secretary. Additionally, a district systems change to enrollment will change allocations to Head Start and other funding sources. Allocations for the Admissions and Family Service Technicians who do enrollment for the department will be changed to reflect this shift in service delivery.

Additional savings will come from reductions in the following: supplies, postage/printing, extra pay for teachers to work additional hours and the associated indirect cost savings for all reduced items. See revised budget for details.

Twin Rivers Unified School District:

Twin Rivers Unified School District will be making the following budget reductions in Personnel, Benefits, Supplies, and Other (Schedule H). First, a vacant Teacher Assistant position will be eliminated from the budget. This position is not needed to maintain appropriate staff/child ratio as it was a roving Teacher Assistant who was not assigned to a specific classroom. Additionally, portions of salary and benefits for the school social worker and community liaisons will be shifted to state preschool. The benefits associated with these positions have been moved or eliminated as well.

Additionally, minimal reductions in the Supplies category (including office, child and family, custodial and medical/dental supplies) will also be made to address sequestration. Finally, the following line items in Schedule H (Other) were reduced: parent involvement, recruiting, nutritional services adult meals, operating costs, consultants, staff development, and instructional materials. The indirect costs associated with these items will also be reduced proportionally. See the revised budget for details.

Women's Civic Improvement Club:

WCIC will be making a 5.27% cut across each budget category to address the sequestration reductions. Revised 424/424A forms have been submitted.

ITEM III-B - ACTION

APPROVAL OF REVISED JOB CLASSIFICATION OF
FAMILY SERVICES WORKER

BACKGROUND:

In August 2011, SETA Children and Family Services Department revised and updated the Family Services Worker job specification to include three distinct classification ranges, including Range I, Range II and Range III. Each range within the classification represents increased job duties with Range I being an entry level position for the classification. Family Services Workers provide on-site child services/support and family engagement activities in accordance with the Head Start Performance Standards (see full job description attached). During the job specification revision, each Range was assigned a specific family case load of Head Start, CDE/State Preschool and/or a combination of each as part of the core duties. At the time the job specification was developed, the Range III Family Services Worker caseload description was written to read "maintains: a caseload of 60 Head Start families...". It should have read "maintains: a caseload of 60-80 Head Start families...". This item seeks approval to revise the job specification to include an increased family caseload up to 80 Head Start families for Range III. (See revised language beginning on Page 4 of the job specification attached.)

As the Children and Family Services Department prepares for anticipated changes in the 2013-2014 program year due to the elimination of the SETA Track system and the federal sequester, changes to the job specification in Range III are essential and will mitigate the number of layoffs required to absorb the budgetary reductions for 2013-2014. Management and AFSCME representatives have met to discuss the recommended changes.

There is no change in the current salary schedule associated with this revision for the Family Services Worker job classification.

RECOMMENDATION:

Approve the revised job specification for Family Services Worker, Range I, Range II and Range III.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

FAMILY SERVICES WORKER

ORGANIZATIONAL RESPONSIBILITY

A Family Services Worker (FSW) is responsible to a Head Start Manager or designee.

DEFINITION

Under general supervision, the FSW class is responsible to maintain full enrollment at the site level and to ensure enrollments follow applicable selection criteria and enrollment procedures put in place by the Head Start and State funded programs operated by the Sacramento Employment and Training Agency. In addition, the FSW class is responsible to provide services to families.

DISTINGUISHING CHARACTERISTICS

This is a deep class with three ranges. Professional development factors required for FSW incumbents in each of the three ranges is assessed to determine readiness for advancement in rank. Actual range advancement is dependent upon:

1. Documentation of the required level of competence as determined in accordance with the Family Services Worker (FSW) Alternative Range Criteria, which is attached to and made part of this specification, and
2. The availability of an assignment with a predetermined degree of complexity (see Alternative Range Criteria) based upon such factors as:
 - Size of caseload;
 - Knowledge of state preschool funding terms and conditions;
 - Volume and variety of data entry;
 - Complexity of special projects;
 - Act as a mentor when assigned.

ALL LEVELS:

EXAMPLES OF ESSENTIAL DUTIES

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

1. Completes all Head Start enrollment documentation for each child and when necessary, all State required paperwork;
2. Effectively uses computer software, general applications and software specifically to perform work;
3. Plans and implements parent involvement activities; and facilitates monthly parent meetings;
4. Conducts all health screenings and follow-up procedures required by federal Performance Standards, and maintains health records;
5. Tracks health requirements utilizing electronic tracking systems and software;
6. Develops Family Partnership Agreements with each family and conducts follow up;
7. Assists with presenting health information to students and parents;
8. Coordinates work assignments with other Head Start staff;
9. Works with parent advisory groups and organizations;
10. Assists families in locating and using community resources;
11. Contacts families and provides information on Head Start and State funded;
12. Attends home visits and discusses programs and family issues with parents and families;

13. Attends meetings concerned with Head Start operations and any other mandatory meetings;
14. Submits time sensitive reports;
15. Monitors work to ensure full compliance of Performance Standards;
16. Manages caseload and family needs;
17. Recruits and maintains a Parent Advisory Committee (PAC) representative.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of Head Start programs, functions and procedures;
- Effective case management principles;
- Goal setting and follow up strategies;
- Effective interviewing techniques;
- Local community, social, employment and educational resources;
- Basic computer skills and business machinery, including word processing, fax use and use of scanners;
- Basic customer service skills;
- Personal time management including appropriate attendance patterns.

ABILITIES

Ability to:

- Work collaboratively with staff, customers, community agencies and the general public;
- Fill out all paperwork accurately and within timelines determined by either federal Performance Standards or the Agency;
- Document all Family Contacts and update Family Partnership Agreements (FPAs) within required timelines;
- Speak and write effectively by accurately completing reports, petty cash requests, parent activity forms and other reports or forms; keeping cohesive case notes, ability to use basic grammar and sentence structure, speak clearly;
- Provide customer service and maintain professional working relationships by meeting and greeting families, staff and the community in a professional manner in person and on the phone, promptly responding to family needs and requests for services;
- Exhibit personal time management by arriving to work on time ready to work, follow outlined call-in procedures when absent, maintaining reasonably predictable attendance;
- Make appropriate referrals when requested or determined necessary, and utilize-agencies for parent meetings, and recruitment opportunities;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet; create flyers, agendas, meeting minutes; send and receive email with attachments; scan documents and send and receive faxes;
- Plan, organize and facilitate parent meetings and parent activities by filling out appropriate paperwork and submitting in a timely manner, prepare flyers, advertise, create agendas, type minutes and keep an up to date parent meeting binder.

Training and Experience:

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

Previous experience in working with pre-school children and community groups on a paid or volunteer basis is highly desirable. Some selection preference may be given to current or past Head Start parents.

RANGE – 2 – IN ADDITION TO THE ABOVE
EXAMPLES OF ESSENTIAL DUTIES

18. Responsible for data entering all fields for Health events in child tracking/reporting system;
19. Responsible for carrying a caseload of 41-60 Head Start only or at least 20 Full Day State Preschool families to total between 41-60 total enrollments;
20. Responsible for maintaining state preschool required documentation, including enrollment applications, work/school verification, and completing and updating Notices of Action (NOA's) on a routine basis;
21. Serves as an Agency representative for Recruitment Fairs and recruitment events that take place within the community.

MINIMUM QUALIFICATIONS

Knowledge of:

- Funding Terms and Conditions for State funded programs including eligibility, and all other paperwork including work/school verification, and updated NOA's;
- Health tracking software (i.e., Child Plus; EZ-ID or other related data tracking system);
- Workshop facilitation;
- Recruitment and community outreach.

ABILITIES

Ability to:

- Data enter all health data with required information, using accurate codes and events, treatment tracking, complete reports accurately and timely and submit to appropriate designee;
- Plan, prepare and organize workshops by reserving space, preparing handouts, invitations or flyers; advertise; create agendas; schedule guest speakers, type minutes and gather evaluations;
- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Enroll families into Full Day California State Preschool Program (Full Day -CSPP) and maintain NOA's and contract hours;
- Competently use program specific databases and software;
- Conduct file review, indicating areas of non-compliance and prepare plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include at least two (2) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least two (2) years experience in community social services.

**RANGE – 3 – IN ADDITION TO THE ABOVE
EXAMPLES OF ESSENTIAL DUTIES**

- 22. Responsible for accurately data entering all fields for enrollment applications in child tracking/reporting system;
- 23. Responsible for a caseload of 60-80 Head Start families or 40 or more full day State preschool families;
- 24. Other special projects as assigned, including Self Assessment, mentor FSW's, and file review.

MINIMUM QUALIFICATIONS

Knowledge of:

- Application data entry into child tracking software systems;
- File Review Procedures utilizing developed tool;
- Mentoring relationships.

ABILITIES

Ability to:

- Coordinate projects, services and activities and follow them through to conclusion;
- Data enter enrollment applications into child tracking software databases accurately and within timelines dictated by the manager or the designee;
- Represent Head Start in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff including developing mentor relationships, training plans with staff and developing follow up plans and a way to monitor those plans;
- Monitor files using a predetermined tool, indicate areas of noncompliance, develop plans of correction, and complete with accuracy, plans of correction.

Training and Experience:

A typical way of obtaining the required training and experience would include at least three (3) years in the work described above.

OR

An alternative path would be educational achievement in a Social Services discipline or psychology with an emphasis in family dynamics or a related field and at least three (3) years experience in community social services.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

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

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.

5. Sufficient Strength and Conditioning to:

- Sit for long periods of time throughout the day;
- Operate a personal computer throughout the day without experiencing abnormal hand, wrist or eye strain;
- Exert a small amount of effort in moving and lifting (at least 15 lbs.) papers, binders, desk supplies and files in a sedentary or light work environment.

ALTERNATE RANGE CRITERIA

Readiness to move from ranges will be assessed by the supervisor and approved by management. Range advancement requires assessment through an on-line CSUS Career Skills Assessment, demonstration of competency in the Performance Measures, and the availability of an assignment in the higher range.

READINESS FACTORS:

PERFORMANCE MEASURES:

ALL LEVELS

- Completes enrollment paperwork accurately and submits timely to Placement Unit, including routings;
- Checks email daily and several times throughout the day and uses the agency electronic email system to correspond appropriately with supervisors and staff;
- Demonstrates computer knowledge by using word processing software to create flyers, agendas, minutes and correspondence for the center and open and create attachments for email;
- Utilizes Child Plus to enter Program Information Report data (PIR);
- Submits requests for petty cash and parent activities timely and demonstrates recordkeeping organizational skill by returning receipts, minutes, and handouts given within time frames;
- Makes room reservations when necessary and contacts community resource presenters to speak at parent meetings;
- Prepares for meetings by advertising, shopping for refreshments and securing babysitters;
- Maintains center parent meeting binder;
- Completes all screenings within initial 45 day timeframe and follow-up screenings as required. Makes referrals as necessary for results needing follow-up and completes paperwork accurately. Maintains all health records including physicals, dentals, lead results, and 2nd year signatures;
- Enters EZ-ID information accurately and timely, and includes copy in file;
- Reviews Family Partnership Agreement (FPA) form with each family and provides info on requested areas of interest; develops at least one goal with each family and follows-up in a timely manner;
- Interprets and explains screening results to parents and provides them with documentation; also provides documentation on information noted or requested on health or nutrition history;
- Works cooperatively with other center staff, or staff at other centers or main office;
- Actively recruits and educates Parent Advisory Committee (PAC) center member and assists with transition to PAC participation;

- Knowledge of community resources (including career centers) and provides information to parents as requested or needed and follows-up on referrals;
- Knowledge of Head Start program including eligibility requirements and contacts families on waiting list for potential enrollment;
- Works cooperatively with education staff to coordinate home visit participation; to gather FPA, health and nutrition information and document outcomes;
- Consistently attends all required monthly and mandatory meetings, arriving on time;
- Consistently meets deadlines and submits reports to appropriate units timely;
- Maintains files regularly to ensure family contact notes are updated and all required documentation is on file, to ensure family needs are met as well as time sensitive information;
- Arrive at work on time, ready to work, maintains attendance, and follows call-in procedures when calling in for absences.

RANGE – 2 – IN ADDITION TO THE ABOVE

- Enters all information accurately and timely as it relates to all health screenings and events, prints out a copy and submits it to the health/nutrition unit, keeps a copy for the records;
- Maintains: a caseload of between 41 and 60 Head Start families or at least 20 full day preschool families; regular family contact entries; and full enrollment at all times;
- Knowledge of State preschool requirements including Notice of Action (NOA's), employment/training verification, declarations of family size, income, employment status or self employment, seeking work, semester grades, and statements of parent incapacity;
- Attends recruitment fairs and recruits potential children for enrollment, actively follows up on waiting lists with appropriate centers.

RANGE – 3 – IN ADDITION TO THE ABOVE

- Enters all fields of the application in ChildPlus accurately, and submits completed information to the Placement Unit timely;
- Maintains: a caseload of 60-80 Head Start families; or 40 – 60 full day State preschool families, including regular family contact entries; and full enrollment at all times;
- Completes other special assignments timely and accurately, including but not limited to mentoring, file review, self-assessment, recording contact hours, etc.

ASSIGNMENT STANDARDS:

CFS, FSW (*Range 1*)

- Caseload of 40 Head Start families.

CFS, FSW (*Range 2*)

- Caseload of 41-60 Head Start families; or
- Full Day California State Preschool Program (FD-CSPP) for a total caseload of 40-60);
- Child Plus Health data entry;
- Serves as a facilitator for Recruitment Fairs and recruitment events that happen in the community.

CFS, FSW (*Range 3*)

- Caseload of 60-80 Head Start families or at least 40 FD CSPP;
- Child Plus Health-responsible for data entering all health events and screenings;
- Child Plus Applications -- responsible for data entering all fields for enrollment applications in Child Plus.

Other projects that may be assigned at Range 3:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self Assessment.

If assigned a caseload of 80 Head Start families in Range III, the following projects will not be required to be performed:

- NOA's/ Contract Hours-go to all FD-CSPP sites and fill out tracking sheet to ensure NOA's match contract hours;
- Coordinate file review;
- Coordinate Drop File Week;
- Be a trainer for new FSW's (job shadowing);
- Work on Annual Self-Assessment.
- Serves as an Agency representative for recruitment fairs and recruitment events that take place within the community

ITEM IV-OTHER REPORTS

- A. **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.

- B. **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.
