

THOUGHT OF THE DAY: "Coming together is a beginning. Keeping together is progress. Working together is success."

~ Henry Ford

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, March 22, 2016

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

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Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

ADMINISTRATION

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Executive Director

DENISE LEE
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- Men’s Activities Affecting Children Committee (MAACC): Mr. Kenneth Tate
- Maternal, Child and Adolescent Health Advisory Board: Vacant
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- A. Executive Director’s Report
- B. Head Start Deputy Director’s Report

- ✓ Monthly Head Start Report (attached)
 - ✓ HS/EHS Semi-Annual Data Report
 - ✓ Quality Assurance Report: Sacramento City USD
 - ✓ Unannounced Safety & Supervision Visits Conducted by Delegates & SOP
 - ✓ Unannounced Safety & Supervision Visits Conducted by QA Unit
- C. Head Start Managers' Reports
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
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 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Gonzales - School Readiness, Special Education and Mental Health Services
- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MARCH 16, 2016

Policy Council meeting hosted by:
Kenneth Tate, Chair; Linda Litka, Vice Chair; (Vacant), Secretary;
Reginald Castex, Treasurer, and (Vacant) Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Lydia Razo, Elk Grove Unified School District
- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Phoua Lee, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Amanda Robinson, San Juan Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Stacey Webster, Home Base Option
- _____ Natalie Craig, SETA-Operated Program
- _____ Monica Reynoso, SETA-Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ Georgina Schroeder, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Robin Blanks, Grandparent Representative
- _____ Nicole Chilton, Birth and Beyond
- _____ Kenneth Tate, Past Parent Representative

Members to be seated:

- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Erica Williams, Twin Rivers Unified School District
- _____ Natalie Rossetti, Twin Rivers Unified School District
- _____ Fabian Gonzales, SETA-Operated Program
- _____ Megan Guerrero, SETA-Operated Program

Seats Vacant:

- _____ Vacant (Ruiz), Sacramento City Unified School District
- _____ Vacant (Saelee), Sacramento City Unified School District
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative
- _____ Vacant, Men's Activities Affecting Children Committee
- _____ Vacant (Jamison), Past Parent Representative

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), 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 2015-2016**

The 2014-2015 Board was seated on **November 24, 2015** and
December 16, 2015

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
R. Blanks Seated 11/24	GRAND	X	X	X	X									
T. Broxton s/b/seated 1/26; seated 2/23	ELK			E	X									
R. Castex Seated 11/24	WCIC	X	X	X	X									
N. Chilton s/b/seated 2/24; seated 3/24	CR	X	X	X	U									
N. Craig Seated 11/24	SOP	X	E	X	X									
F. Gonzales Seated	SOP													
M. Guererro Seated	SOP													
J. Jamison s/b/seated 11/24; seated 12/16	PP	E	X	E	U									
P. Lee s/b/seated 11/24; seated 12/16	SAC	U	X	X	X									
L. Litka Seated 11/24	SJ	X	X	X	X									
L. Razo Seated 12/16	EG		X	X	E									
M. Reynoso Seated 11/24	SOP	X	U	X	U									
A. Robinson Seated 1/26	SJ			X	X									
N. Rossetti Seated	TR													
A. Scharnow Seated	SAC													
G. Schroeder s/b/seated 11/24	SOP	E	X	U	X									
P. Scott s/b/seated 11/24; seated 12/16	SOP	E	X	X	E									
A. Self Seated 11/24	EHS/HB	X	X	X	X									

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
B. Short s/b/seated 11/24; seated 12/16	WCIC	U	X	X	E									
K. Tate Seated 11/24	PAST	X	X	X	X									
S. Webster Seated 11/24	HB	X	E	X	X									
E. Williams Seated	TR													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
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
MAACC	Men's Activities Affecting Children Committee
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 3/15/16

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 23, 2016 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 23, 2016 meeting.

RECOMMENDATION:

That the Policy Council approve the February 23 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**MINUTES OF THE 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 23, 2016
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:07 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Amanda Self called the roll and a quorum was established.

PC Members Present:

Phoua Lee, Sacramento City Unified School District (seated at 9:10 a.m.)
Linda Litka, San Juan Unified School District
Amanda Robinson, San Juan Unified School District, was seated.
Reginald Castex, WCIC/Playmate Child Development Center
Natalie Craig, SETA-Operated Program
Georgina Schroeder, SETA-Operated Program
Amanda Self, Early Head Start, SETA Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative

PC Members Absent:

Lydia Razo, Elk Grove Unified School District (excused)
Brian Short, WCIC/Playmate Child Development Center (excused)
Penelope Scott, SETA-Operated Program (excused)
Monica Reynoso, SETA-Operated Program (unexcused)
Nicole Chilton, Birth and Beyond (unexcused)
Jasmine Jamison, Past Parent Representative (unexcused)

New Member Seated:

Tyrone Broxton, Elk Grove Unified School District

II. Consent Item

A. Approval of the Minutes of the January 26, 2016 Meeting

There were no questions or corrections.

Moved/Blanks, second/Self, to approve the minutes of the January 26 meeting as distributed.

Show of hands vote:

Aye: 10 (Blanks, Broxton, Castex, Craig, Lee, Litka, Robinson, Schroeder, Self, Webster)

Nay: 0

Abstentions: 1 (Tate)

III. **Action Item**

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

- and -

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code Section 54957

The board went into closed session at 9:14 a.m. Mr. Tate called the meeting back in session at 9:52 a.m. and reported that the Policy Council approved eligible lists for: Teacher, Associate Teacher I & III, Associate Teacher IT, Site Supervisor, FSW I, FSW III. In addition, the employee personnel discipline action item was also approved.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Tate reviewed the calendar of events.
- Parent/Staff Recognitions – None.
- Community Resources-Parents/Staff – None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne stated that there is a schedule budget meeting on Friday, February 26; this will be starting the process for the grant writing. Overall the budget is below planned expenditures. There were no questions.
- Toastmasters Training – Mr. Tate urged all members to attend the Toastmasters Training.
- Early Learning Advocacy Day at the Capitol (Oral Reports) and National Families & Fathers Conference Report - Mr. Kenneth Tate reported out that this was a great outing which provided an opportunity for parents to become involved. Ms. Self reported that it was very enlightening and it opened her eyes at how far we have gone; it was great opportunity.

Mr. Tate and Mr. Silva attended the National Families & Fathers Conference; it was a wonderful experience.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Amanda Self reviewed the Executive Committee critique.

VI. Other Reports

- A. Head Start Deputy Director's Report: No report.
- B. Chair's Report: Mr. Tate stated that the election for Parliamentarian and MAACC representative will be presented for action next month.
- C. Open Discussion and Comments: Ms. Craig stated that there has been an issue with lice at her center. She inquired whether there were resources available for some parents to receive medication to deal with the lice. Ms. Denise Lee replied that this issue will be talked at an upcoming Budget/Planning Committee about possible resources.
- D. Public Participation: No comments.

VII. Training

The Parent Advisory Committee and Head Start Policy Council will participate in AB 1234 Ethics Training.

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

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES:

ITEM III-B – ACTION

APPROVAL OF BUDGET MODIFICATION
FOR HEAD START FISCAL YEAR 2015-2016 AND EARLY HEAD
START-CHILD CARE PARTNERHIP FISCAL YEAR 2015-2016

BACKGROUND:

Head Start Budget Modification:

This agenda item provides the opportunity for the Policy Council to approve a budget modification for the SETA Operated Program in the amount of \$452,000 to perform deferred maintenance projects and purchase replacement vehicles as needed for aging equipment.

Specifically, the SETA Operated Program has projected under-spent funds in Head Start Personnel due to various Teacher and Associate Teacher vacancies throughout the year. The program is requesting to move \$452,000 from the Head Start Personnel cost category to Head Start Equipment and Head Start Other, as outlined below:

Cost Item	2015-2016 Original HS Budget	T/TA	Modification Increase (Decrease)	Final Budget
A. Personnel	\$12,328,004	\$102,098	(\$452,000)	\$11,978,102
B. Fringe Benefits	\$6,917,243	\$57,287	0	\$6,974,530
C. Travel		\$12,000	0	\$12,000
D. Equipment	\$67,000	0	\$248,500	\$315,500
E. Supplies	\$441,000	0		\$441,000
F. Contractual	\$18,726,545	\$59,000	0	\$18,785,545
G. Construction	0	0	0	0
H. Other	\$4,356,321	\$152,884	\$203,500	\$4,712,705
Total HS Program	\$42,836,113	\$383,269	0	\$43,219,382
Non-Federal Program	\$10,804,846			\$10,804,846

Deferred maintenance items include, but are not limited to, the following:

Interior paint (\$50,000) – six (6) Early Learning Centers are in need of interior paint. Centers include: Northview, North Avenue, Elkhorn, Norma Johnson, Hillsdale and Alder Grove EHS.

ITEM III-B – ACTION (continued)
Page 2

Deferred maintenance items (continued)

Artificial grass (\$105,000) – with the on-going water shortage, natural grass is not in good repair in the play yards where infant/toddlers play. Artificial grass will be installed in place of natural grass at four (4) EHS center locations – Elkhorn, Northview, Job Corps, and Alder Grove.

Flooring (\$25,000) – flooring in two (2) classrooms and 2 bathrooms at the North Avenue Early Learning Center are old and heavily worn. Carpet will be replaced in the classrooms with Vinyl Composite Tile (VCT) and carpet. Bathroom floors will be replaced with VCT. Pricing includes wood sub-floor repair as well.

Replacement shade canvas (\$23,500) – due to inclement weather, five (5) centers have torn/ripped canvas on the shade structure in need of repair/replacement. Centers include: Hillsdale, Grizzly Hollow, Marina Vista, Mather, and Crossroads.

Equipment purchases include the following:

Vehicle replacement (\$70,000) – two (2) new vehicles are in need of replacement, including one truck for the facilities unit due to extensive mileage and aging parts and one cargo van for the food services unit due to a recent accident which totaled the vehicle. Old vehicles will be disposed of in accordance with SETA and County policies and procedures.

New shade structures (\$15,500) – two (2) centers are in the need of shade structures in the outdoor play yard where limited shade is available during the hot weather. Centers include: Walnut Grove and Hopkins.

Play structure replacement (\$38,000) – the current infant/toddler yard at the Job Corp Early Learning Center contains an outdated play structure that offers limited gross motor activities and is also not exciting for children to play and explore. The play structure and existing rubber surface will be replaced with a more up-to-date, age-appropriate structure for infant/toddlers.

Install new infant/toddler play yard (\$125,000) – in anticipation of serving infant/toddlers at the North Avenue Early Learning Center, SETA will install an infant/toddler play yard which will include a dividing fence, a play structure, concrete pathways, artificial grass, and a DSA-approved shade structure.

Early Head Start-Child Care Partnership Budget Modification

In addition to the Head Start budget modification outlined above, SETA also proposes a budget modification in the Early Head Start-Child Care Partnership grant (EHS-CCP) for 2015-2016.

Specifically, SETA will transfer \$12,000 from the Other category to the Contractual category in the EHS-CCP Start-up budget. Funds in the amount of \$12,000 will be allocated to KinderWorld Inc., an Early Head Start-Child Care partner, to expand the current electrical panel at the center. The expansion of the current electrical panel is needed to add additional electrical connections which will support the new modular office space used by staff assigned to the EHS-CCP project on campus.

The start-up budget is outlined below:

Cost Item	2015-2016 EHS-CCP Start- up Budget	Modification Increase (Decrease)	Final Budget
A. Personnel	0	0	0
B. Fringe Benefits	0	0	0
C. Travel	0	0	0
D. Equipment	0	0	0
E. Supplies	\$40,700	0	\$40,700
F. Contractual a. Sac City USD @ \$30,700 b. KinderWorld @\$4,300	\$35,000	\$12,000	\$47,000
G. Construction	0	0	0
H. Other	\$15,000	(\$12,000)	\$3,000
Total EHS-CCP Start-up	\$90,700		\$90,700

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start budget modification in the amount of \$452,000 from Personnel to Equipment and Other for the SETA Operated Program for the 2015-2016 Head Start fiscal year and a budget modification in the amount of \$12,000 from Other to Contractual for the EHS-CCP Start-up grant for 2015-2016.

ITEM III-C – ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START
WRITTEN SERVICE PLANS FOR 2015-2016

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve SETA Head Start/Early Head Start Written Service Plans.

Written Service Plans are reviewed each year and updated as needed. Plans include a detailed outline or “road map” of how SETA Head Start/Early Head Start staff accomplishes each required federal Performance Standard including what is required, strategies to carry out the requirements, staff responsible and time lines.

Plans were reviewed by program managers and content staff in October 2015. No major revisions were necessary with the exception of the disabilities and mental health sections which included a revamp to align with the newly developed and implemented Intervention Specialist job classification. A summary of changes is attached for review.

A full copy of the Written Service Plans is available online at the SETA Head Start website at www.headstart.seta.net

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA Head Start/Early Head Start Written Service Plans for 2015-2016.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Written Services Plans Summary of Updates for the 2015-2016 Program Year

Background:

Annually, Managers from the Children and Family Services Department review and update the SETA Head Start/Early Head Start Written Service Plans. Written Service Plans outline each Head Start Performance Standard and targeted program strategies to ensure compliance with all requirements. While most approaches do not change significantly on an annual basis, some minor modifications may be required to reflect most current practices, staff responsible and time lines. Below is an outline of the minor modifications made for 2015-2016. A full copy of the Written Services Plans is available online at www.headstart.seta.net and can be provided upon request. There will also be copies available at the board meetings for review.

Updates by Content:

Health Services – no significant changes

Nutrition Services – no significant changes

Safe Environments – there was a minor change with wording regarding maintenance work orders and supply requests. SETA moved to electronic Work Order and Supply Request systems instead of paper. The flow of approvals and timelines remain unchanged.

Disabilities Services –

Staff Title Change – updated titles to reflect the conversion from Special Education Field Technicians to Intervention Specialists as well as the new strategies to support speech and language development in the classroom.

Mental Health Services –

Staff Title Change – updated titles to reflect the conversion from Social Service Specialists to Intervention Specialists as well as changes in the referral process for behavioral challenges. New processes include the integration of Teaching Pyramid into policies and procedures.

Family/Community Services:

Staff Title Change – updated titles to reflect Program Officer/ERSEA instead of Program Officer/Administration and Intervention Specialists instead of Special Education Field Technicians.

Family Partnership Agreement - terminology changed to Family Needs Assessment and was updated to reflect due dates “upon enrollment or soon thereafter.” Goal setting was changed to reflect due dates within 90 days of enrollment instead of upon enrollment. A 90 day time line will allow family

support staff to cultivate positive working relationships with families prior to connecting with and establishing individual family/child goals.

Transportation Services – no changes

Education/Child Development Services – Changes made to reflect the updated assessment tool used in both preschool and Early Head Start. The program previously used the DRDP-PS2010 for children ages 3 to 5 years old and the DRDP-IT for children 18 months to 3 years. The new DRDP 2015 is an assessment tool that provides a continuum of measures and is used for children birth to 5 years old.

Fiscal Management –

New Uniform Guidance Updates - the fiscal regulations referenced in the Written Service Plans were updated to conform to the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards which became effective for any federal award issued by HHS after December 26, 2014.

Fixed Assets - prior approval is now required for any equipment with a per unit cost of \$5,000 or more (previously \$25,000).

There were no other substantive changes to strategies, responsible staff, or time lines.

The applicable policy and procedure changes were already complete this past summer.

Program Design and Management

Program Governance – eliminated the Community Partnership Advisory Committee (CPAC). This Committee no longer exists.

Program Planning/Communication/Record-keeping/On-going Monitoring – no changes

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) – no changes

Human Resources – no changes

ITEM III-D – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE
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

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. 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-E - ACTION

ELECTION OF PARLIAMENTARIAN FOR PROGRAM YEAR 2015-2016

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect a parliamentarian for the remainder of 2015-2016 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

In addition, Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

RECOMMENDATION:

That the Policy Council elect a Parliamentarian to serve for the remainder of Program Year 2015-16.

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-F – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO SERVE ON THE
SACRAMENTO MEDI-CAL DENTAL ADVISORY COMMITTEE

BACKGROUND:

The Policy Council is requested to elect a representative and alternate. Ms. Amanda Self was seated in October 2015 to serve as representative. However, Ms. Self no longer has a child enrolled in Head Start and thus is no longer on the Policy Council

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

The Sacramento Dental Managed Care Advisory Committee generally meets the fourth Wednesday of each month and is scheduled for 2016 on the following dates:

- * Thursday, March 24
- * Thursday, April 28
- * Wednesday, May 26
- * Thursday, June 23
- * Thursday, July 28
- * Thursday, August 25
- * Thursday, September 22
- * Thursday, October 27
- * Thursday, November 17*
- * Thursday, December 15*

* tentative dates

Staff will be available to share additional information and answer questions.

RECOMMENDATION:

Elect a representative and alternate to serve on the Sacramento Dental Managed Care Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Mr. Kenneth Tate
- Parent/Staff Recognitions – Mr. Kenneth Tate
- Community Resources-Parents/Staff – Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne
- Toastmasters training – Mr. Kenneth Tate

NOTES:

CALENDAR OF EVENTS

PAC Executive Committee	Friday, March 18, 2016 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, March 24, 2016 9:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, April 1, 2016 11:30 a.m. Shasta Room
PC/PAC Social/Hospitality Committee	Wednesday, April 6, 2016 1:00 p.m. Olympus Room
Parent Ambassador Committee	Friday, April 8, 2016 1:00 – 3:00 p.m. Redwood Room
PC/PAC Budget/Planning Committee	Tuesday, April 12, 2016 1:00 – 2:30 p.m. Oak Room
PC/PAC Personnel/Bylaws Committee	Thursday, April 14, 2016 9:00 a.m. – 11:00 a.m. Redwood Room
Men's Activities Affecting Children Committee (MAACC)	Friday, April 22, 2016 10:30 a.m. Olympus Room
PC/PAC Executive Committee	Thursday, April 28, 2016 9:00 a.m. Oak Room

April 2016

MON.	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 1:00 p.m. Toastmasters Shasta Room
4	5	6 1:00 p.m. Social/Hospitality Committee Olympus Room	7 10:00 a.m. SETA Governing Board Meeting 9:00 a.m. San Juan PC meeting General Davie Center 1500 Dom Wau, Sacramento, CA 95864	8 1:00 p.m. Parent Ambassador Committee Redwood Room
11	12 9:00 a.m. Elk Grove PC meeting Prairie Pre-K2 5251 Valley Hi Drive Sacramento, CA 95823 1:00 p.m. PC/PAC Budget/Planning Committee Oak Room	13	14 9:00 – 11:00 a.m. Personnel/Bylaws Committee Redwood Room	15
18	19	20 5:15 p.m. WCIC PC Meeting 3555 – 3 rd Avenue Sacramento, CA 95817	21 8:30 a.m. Twin Rivers PC meeting 155 Morey Avenue, Sac. 95838 9:00 a.m. Sacramento City PC meeting Capital City Multipurpose Rm. 7220 24 th Street, Sacramento, CA 95823	22 10:30 a.m. MAACC Meeting Olympus Room
25	26 9:00 a.m. PC/PAC Meeting SETA Board room	27	28 9:00 a.m. PC/PAC Executive Committee Oak Room	29

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Mary Breeding **DATE:** February 29, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Kinder World, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP	\$261,000	2/1/15-1/31/16	2/1/15-10/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 12/2/15

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start program from February 1, 2015 to October 31, 2015 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

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** January 12, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 700,000	2/1/15-1/31/16	2/1/15-9/30/15
EHS CCP	T & TA	\$ 17,500	2/1/15-1/31/16	2/1/15-9/30/15
EHS CCP	Start Up	\$ 30,700	2/1/15-1/31/16	2/1/15-9/30/15

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___

Date of review: November 19, 2015 and Dec/Jan follow-up

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from February 1 to September 30, 2015 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** January 12, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/15-7/31/16	8/1/15-9/30/15
Head Start	T & TA	\$ 20,000	8/1/15-7/31/16	8/1/15-9/30/15
Early HS	Basic	\$ 1,537,042	8/1/15-7/31/16	8/1/15-9/30/15
Early HS	T & TA	\$ 27,564	8/1/15-7/31/16	8/1/15-9/30/15

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___

Date of review: November 18 & 19, 2015 and Dec/Jan follow-up

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1 to September 30, 2015 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Becky Bryant **DATE:** January 12, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,615,832	8/1/14-7/31/15	1/1/15-7/31/15
Head Start	T & TA	\$ 20,000	8/1/14-7/31/15	1/1/15-7/31/15
Early HS	Basic	\$ 1,537,042	8/1/14-7/31/15	1/1/15-7/31/15
Early HS	T & TA	\$ 27,564	8/1/14-7/31/15	1/1/15-7/31/15

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: November 16 & 17, 2015 and Dec/Jan follow-up

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from January 1 to July 31, 2015 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 2) The total costs as reported to SETA for the Early Head Start programs from February 1, 2015 to November 30, 2015 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

MEMORANDUM

TO: Dr. Amy Slavensky **DATE:** February 12, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,570,140	8/1/14-07/31/15	3/1/15-7/31/15
Head Start	T & TA	\$15,000	8/1/14-07/31/15	3/1/15-7/31/15
Early HS	Basic, COLA	\$1,711,124	8/1/14-07/31/15	3/1/15-7/31/15
Early HS	T & TA	\$30,912	8/1/14-07/31/15	3/1/15-7/31/15
Head Start	Basic , COLA	\$ 4,570,140	8/1/15-07/31/16	8/1/15-10/31/15
Head Start	T & TA	\$15,000	8/1/15-07/31/16	8/1/15-10/31/15
Early HS	Basic, COLA	\$1,711,124	8/1/15-07/31/16	8/1/15-10/31/15
Early HS	T & TA	\$30,912	8/1/15-07/31/16	8/1/15-10/31/15

Monitoring Purpose: Initial X Follow Up Special Final X
Date of Review: 12/7-12/9/15

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from March 1, 2015 to October 31, 2015 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Edenausegboye Davis **DATE:** November 19, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 826,068	8/1/14-7/31/15	8/1/14-7/31/15
Head Start	T & TA	\$7,500	8/1/14-7/31/15	8/1/14-7/31/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/13-10/14/15

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2014 to July 31, 2015 for the Head Start program have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C - INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the January 7, 2016 meeting.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)
(As corrected 2/4/16)*

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

Thursday, January 7, 2016
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:00 a.m.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (arrived at 10:20 a.m.)

II. **Consent Items**

- A. Minutes of the December 3, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Members to the Community Action Board
- D. Approval to Modify River Oak Center for Children's Vendor Services Contract

The consent items were reviewed; no questions or corrections.

Mr. Thatch asked that Item IIC be acted upon separately and that the motion includes the appointments are subject to conflict of interest statement being filed.

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

- A. Approve the minutes of the December 3, 2015 meeting.
- B. Approve claims and warrants for the period 11/24/15 through 12/21/15.
- D. Approve the modification of River Oak Center for Children's Vendor Services Contract.

Roll Call Vote:

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

- C. Appoint the Adult and Aging Commission of Sacramento County and the Women's Empowerment to represent the Low-Income Sector on the SETA Community Action Board.

Mr. Thatch stated that this board appoints organizations and it is not known at the time of appointment who the representative is. He requested that the appointments be subject to the completion of conflict of interest statements.

Moved/Warren, second/Kennedy, to appoint the Adult & Aging Commission of Sacramento County and the Women's Empowerment to represent the Low-Income Sector on the SETA Community Action Board. The appointments are subject to representatives completing their conflict of interest statement.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Receive Funds from the Sacramento Municipal Utility District (SMUD) for a SMUD/Sacramento Works High School Internship Program and Authorize the Executive Director to Execute the Services Agreement and any other Documents Required by the Funding Source

Ms. Kossick stated that has been a very positive, on-going partnership with SMUD. Ms. Scherman is very pleased with this program and would encourage other companies to have similar programs.

Mr. Kennedy inquired about the funding and why the funding is not equal per student. Mr. Kim replied that the work experience wages are dependent upon how much the student is paid. Approximately half of the funding goes to wages. Mr. Kim will get the specific numbers according to how much is stipends and a breakdown of workshops. Mr. Kennedy requested a breakdown of how the funds are expended.

Moved/Schenirer/Kennedy, to approve the receipt of funds from SMUD for a SMUD/Sacramento Works High School Internship program in the amount of \$410,168 for the next three years and authorize the Executive Director to execute the services agreement and any other documents required by the funding source.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

2. Approval of WIOA Board Application and Nomination Policy

Ms. Kossick stated that the agency has entered the new Workforce Innovation and Opportunity Act funding and staff is rolling out pieces of the Act. One is to have a new Workforce Development Board in place to represent the local workforce system. Board members were provided with a draft application and a proposed nomination policy to begin recruitment. Staff has met with the Sacramento Metro Chambers of Commerce; they will be providing outreach electronically to 15 different chambers in the region as well as other business-related organizations to reach out for applicants. Staff will also reach out to labor/adult education and other required partners.

Board members will be provided electronic versions of the applications received. The deadline is the second week of February which will allow time for legal counsel to vet all applications received. Ms. Kossick is requesting assistance from board members in soliciting applications.

It is expected that the Workforce Development Board will be a 25 member board because the law changed the number of mandated members. Of the 25, 13 would be business seats; other seats would include labor, CBOs, adult education, higher education, Department of Rehabilitation, EDD and 'other'. It covers a lot of mandated partners but the majority of slots are for private business. Staff is interested in having most seats appointed by the March meeting in order to have an operational board ready to go by July, 2016.

Moved/Schenirer, second/Warren, to approve the WIOA Board Application and Nomination Policy.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services: None.

One Stop Services

1. Approval to Deobligate CalWORKs Expanded Subsidized Employment Funds for On-the-Job Training/Subsidized Employment and Authorize the Executive Director to Make any Modifications Necessary to the Agreements

Mr. Kim stated that in June 2015, the board approved extensions for the next program year which included CalWORKs funds of \$1.8 million for a 12-month period. At that time, SETA had a contract with DHA in the amount of \$743,000

and it was understood that the contract would be increased; however, additional funding was not received. This item recommends approval to deobligate funds as a prudent measure since the contract is at a point of being fully expended. This approval is contingent upon action taken by the Board of Supervisors (BOS) at their January 12 meeting.

Moved/Schenirer/Warren, to approve the deobligation of up to \$1,797,947 of CalWORKs ESE funds for On-the-Job Training/Subsidized Employment if the DHA is unable to obtain approval for additional funds at the January 12, BOS meeting, and authorize the Executive Director to make any modifications necessary to the Agreements.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: Mr. Warren asked for updates that occurred during the break. Mr. Walker reported that he met with HP and they are looking for operating engineers and processing employees. They operate 24/7 shifts and are having difficulty finding people for graveyard hours.
- C. Dislocated Worker Update: Mr. Walker stated that Macy's at Country Club is closing which will affect 100 employees. Many of the staff will have an opportunity to go to different locations.

Mr. Nottoli arrived at 10:20 a.m.

Mr. Schenirer stated that the report does not include skill levels; he wanted to know what types of jobs are being lost. Mr. Walker stated that the report could be expanded to include more information. The skill level of the job applications will be included.

Ms. Kossick stated that she is in the process of setting up a meeting with Sacramento Steps Forward to continue spreading the word of services available at the Job Centers. Mr. Schenirer asked that the City of Sacramento's Homeless Liaison be included in the meeting.

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

- E. Head Start Reports: Mr. Nottoli asked about the Walnut Grove site closure on November 30. Ms. Lee stated that if the temperature goes below what is allowed, the class has to close. There was an issue with getting parts for the heater.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported back on the workers compensation premium. Arthur J. Gallagher & Company was able to successfully secure coverage with Insurance Company of the West for approximately \$142,000 less than the current provider. The premium for the calendar year is \$981,289. The bulk of the savings is in the Head Start program, so funds can be utilized in whatever areas of need there are in the program. Staff engaged a risk management firm and a report will be provided in February or March on recommended changes to SETA's insurance. Gallagher is currently exploring options to purchase cyber insurance.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No reports.

The board went into closed session at 10:33 a.m.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

- and -

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

- VII. **Adjournment**: The meeting was adjourned at 11:00 a.m. with no report out of closed session.

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 F, 2016 Policy Council meeting.

GOOD!!!
Thank you Mr. Kenneth Tate for facilitating an excellent meeting.
Thank you Mr. Victor Bonanno for an informative and timely ethics training.
Thank you Ms. Bonnie Bilger for shared information on the employment eligibility lists.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Attendance. Please make every effort to attend all PC meetings.
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget/Planning Committee: Mr. Kenneth Tate

ITEM V- COMMITTEE REPORTS (continued)
Page 2

- Men's Activities Affecting Children Committee (MAACC)

- Maternal, Child and Adolescent Health Advisory Board: Mr. Kenneth Tate

- Parent Ambassadors Committee: Mr. Kenneth Tate

- Sacramento Medi-Cal Dental Advisory Committee: Vacant

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR’S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

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

- ✓ Monthly Head Start Report (attached)
- ✓ HS/EHS Semi-Annual Data Report
- ✓ Quality Assurance Report: Sacramento City USD
- ✓ Unannounced Safety & Supervision Visits Conducted by Delegates & SOP
- ✓ Unannounced Safety & Supervision Visits Conducted by QA Unit

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), 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.

ITEM VI-OTHER REPORTS (continued)

Page 2

- D. 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.

- E. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.



Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – March 2016

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Sacramento City Unified School District	CP Huntington HS Edward Kemble HS Ethel Philips HS Freeport HS John Bidwell HS Susan B. Anthony HS John Sloat HS Charles A. Jones HS Lisbon HS ML King HS Bowling Green/McCoy	11 centers 14 classrooms 14 in Head Start 0 in Early Head Start	39	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- All classes reviewed had a minimum of 3 adults for child supervision.
- Systematic and uniform use of classroom information for substitute teachers.
- Coaching program for itinerant aides working with children who need extra support
- Good staff team work in many classes

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	84%	1- Not all screenings/exams were completed within required time lines 2- Limited or infrequent follow-up on failed screenings noted in the child's file 2- No all files contained current blood lead and/or Hct/Hgb results 3 – Not all first year dental exams and subsequent exams are on file 4 – ChildPlus did not match all contents of children's files 5 – Exclusion procedure not utilized effectively (no time lines) for obtaining required physical exams
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95%	No significant noted findings

Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	93%	No significant noted findings
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	76%	1-Not all Family Partnership Agreements (FPAs) contain clear goals, strategies and timelines 2- Limited documentation/evidence of parent meetings 3 – Inconsistent documentation of pedestrian safety training for parents
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	85%	1-No evidence of follow-up on requested information on counseling
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	88%	1-Screenings had inconsistent dates between the file and ChildPlus 2- No copies of IEPs in the child's file
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	63%	1-Not all files had available samples, portfolios or other evidence that linked to DRDP results. 2- Not all Individual Development Plans (IDPs) were completed within required time lines
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	92%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	75%	1-Limited recruitment information available on site and/or not available in other languages 2-Not all enrollment information is completed and/or in child's file

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2016**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	500	114	86
Sacramento City USD	1,211	1,215	101	86
SETA	2,028	2,053	101	76
San Juan USD	668	681	102	85
Twin Rivers USD	233	233	100	84
WCIC/Playmate	120	120	100	82
Total	4,700	4,802		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	146	101	76
SETA	369	387	105	79
San Juan USD	160	171	107	89
Total	673	704		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/29/16	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	35	97	72
Sacramento City USD	40	38	95	81
Unspecified Partner	8	0	0	N/A
Total	84	73		

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



SETA Head Start Food Service Operations Monthly Report *February 2016

February 1st - Morning class children limited at Illa Collin due to no substitute available.

February 5th - Minimum day Preschool & EHS Full Day (C) Classes. Teacher training Hopkins & Fruitridge closed.

February 8th - Vineland stopped children at 10 AM due to staffing shortage.

February 15th - Presidents Day Holiday.

February 22nd - Northview 1224A Class stopped at 10 children due to staffing shortage.

Meetings & Trainings:

Head Cook Cheryl Engeldinger attended AB1825 at Plaza Del Paso on 2/5/16

Cook/Driver Beatrice Chavis attended a SERV Safe Training on 2/22/16

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,596	22,670	24,888	240

Total Amount of Meals and Snacks Prepared 86,394

Purchases:

Food	\$66,557.42
Non - Food	\$16,334.68

Building Maintenance and Repair: \$4,190.78

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$45.30

Vehicle Maintenance and Repair : \$812.41

Vehicle Gas / Fuel: \$1,109.50
Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

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: 1305.6 (c) states *that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.*

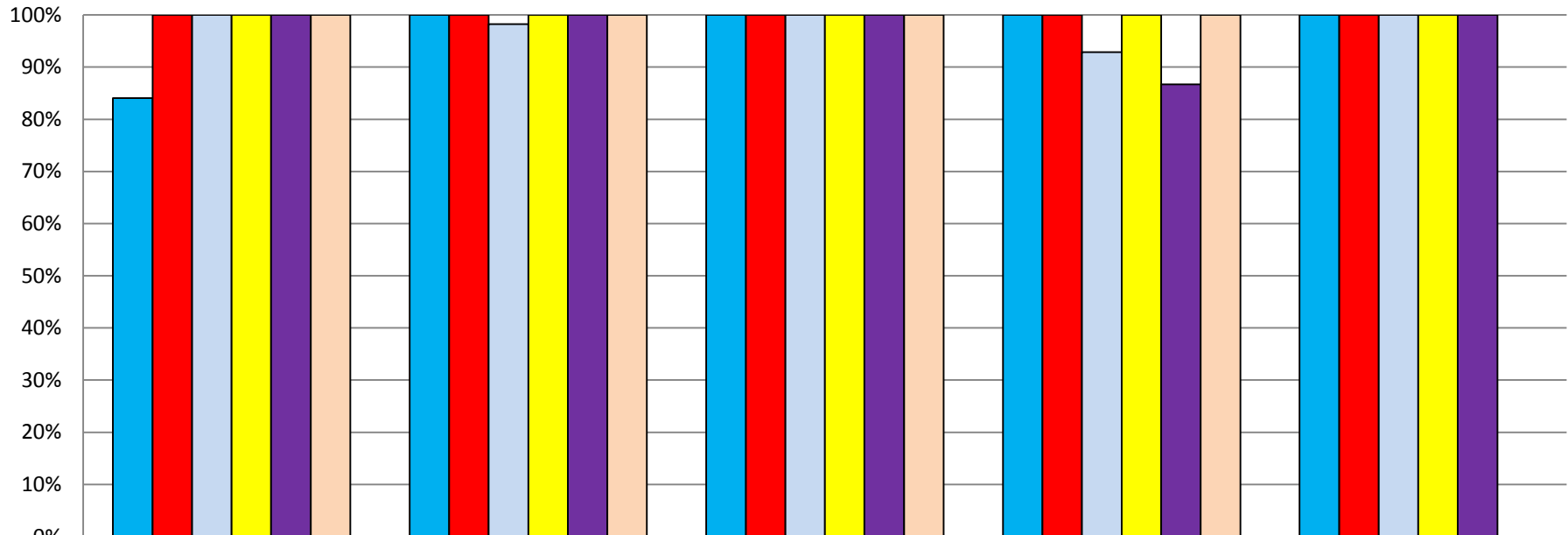
Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	215	11%	369	98	27%
Twin Rivers USD	233	26	11%			
Elk Grove USD	440	49	11%			
Sac City USD	1211	135	11%	144	18	13%
San Juan USD	668	88	13%	160	21	13%
WCIC	120	14	12%			
EHS CCP				84	5	6%
COUNTY TOTAL	4700	527	11%	757	142	19%

AFE: Annual Funded Enrollment

Unannounced Safety and Supervision Visits Conducted by Delegates and SOP

11/7/15 - 2/5/16

Compliance %

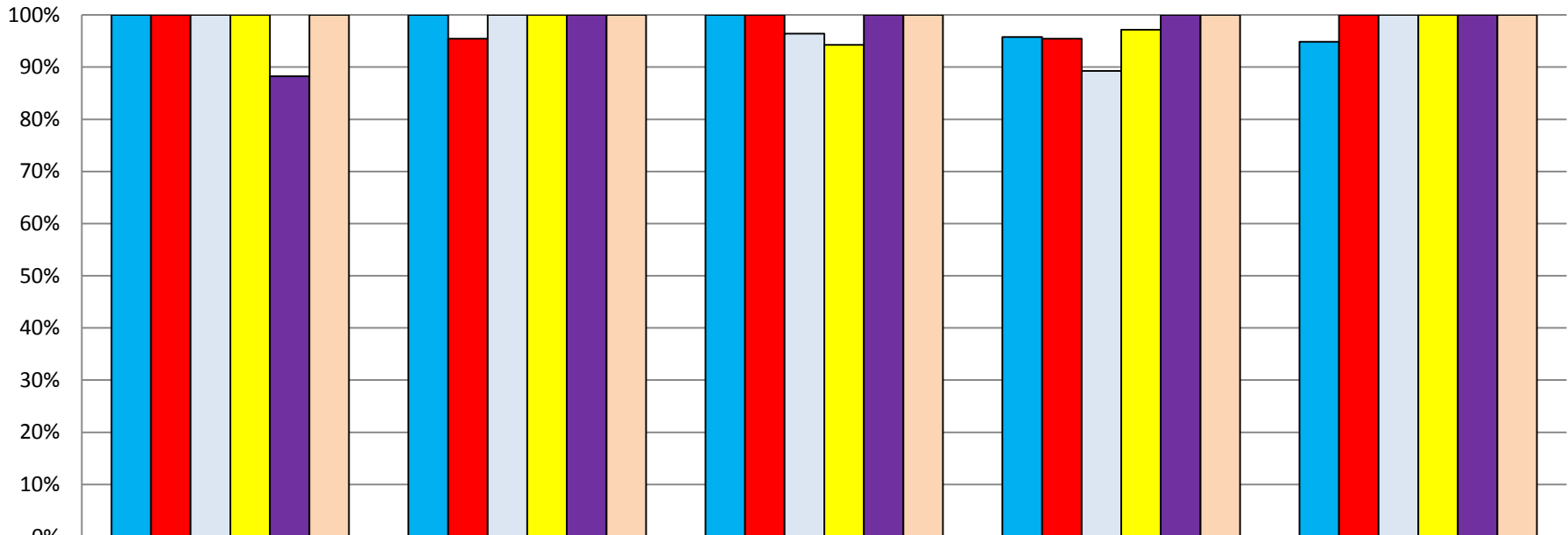


	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	84%	100%	100%	100%	100% of 69 classes
■ EGUSD	22	100%	100%	100%	100%	100% of 22 classes
■ SCUSD	56	100%	98%	100%	93%	100% of 40 classes
■ SJUSD	35	100%	100%	100%	100%	100% of 35 classes
■ TRUSD	17	100%	100%	100%	87%	100% of 10 classes
■ WCIC	6	100%	100%	100%	100%	No Observations

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit

Unannounced Safety and Supervision Visits Conducted by QA Unit 11/7/15 - 2/5/16 Compliance %



	# of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	100%	100%	100%	96%	95% of 39 classes
■ EGUSD	22	100%	95%	100%	95%	100% of 1 class
□ SCUSD	56	100%	100%	96%	89%	100% of 15 classes
■ SJUSD	35	100%	100%	94%	97%	100% of 21 classes
■ TRUSD	17	88%	100%	100%	100%	100% of 8 classes
■ WCIC	6	100%	100%	100%	100%	100% of 1 class

- Indicator 1** - Children are within sight and sound of teaching staff at all times.
- Indicator 2** - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).
- Indicator 3** - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.
- Indicator 4** - Teaching staff ensure all children are safe and accounted for during transitions.

* Percentage reported is based on number of classes where transitions were observed during time of visit