

GOVERNING BOARD

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County of Sacramento

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*Thought of the day: "Believe you can and you're half way there."
Theodore Roosevelt.*

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, August 25, 2015

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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 - ✓ Lisa Carr: Parent, Family & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 19, 2015

Policy Council meeting hosted by:
Lynda Williams (Chair), Kenneth Tate (Vice Chair), Amanda Self (Secretary),
Robin Blanks (Treasurer), Tawana Craig (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Robin Blanks, Elk Grove Unified School District
- _____ Tyrone Broxton, Elk Grove Unified School District
- _____ Feuy Saelee, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Joe Morales, Twin Rivers Unified School District
- _____ Stacy Wilson, Twin Rivers Unified School District
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Tawana Craig, WCIC/Playmate Child Development Center
- _____ Todd Woods, SETA-Operated Program
- _____ Sabrina Lovelady, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Jasmine Jamison, Past Parent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Channel 6
- _____ Nicole Chilton, Birth and Beyond

Seats Vacant:

- _____ Vacant (Cruz), Sacramento City Unified School District
- _____ Vacant (Torres), Sacramento City Unified School District
- _____ Vacant (Baty), SETA-Operated Program
- _____ Vacant (Paniagua), SETA-Operated Program
- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Craig), SETA-Operated Program
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant, Home Based Option
- _____ Vacant (Wheeler), Grandparent Representative
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair (Lynda Williams: 333-2402 or 533-7389), 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 2014-2015**

The 2014-2015 Board was seated on **November 25, 2014** and
December 18, 2014

BOARD MEMBER	SITE	11/25	12/18 *	1/27	2/24	3/24	4/28	5/26	6/23	7/21 *	8/25	9/___	10/27	11/24
R. Blanks Seated 11/25	EG	X	X	X	X	X	X	X	X	X				
T. Broxton Seated 2/24	EG				X	X	X	X	U	X				
N. Chilton s/b/seated 2/24; seated 3/24	CR				E	X	X	X	X	X				
T. Craig Seated 3/24	WCIC					X	X	X	X	X				
J. Jamison Seated 2/24	PP				X	X	X	X	X	X				
J. Kline Seated 2/24	CR				X	X	X	X	X	X				
L. Litka Seated 11/25	SJ	X	X	X	X	X	X	X	X	U				
S. Lovelady Seated 1/27	SOP			X	X	X	X	X	X	X				
J. Morales Seated 6/23	TR								X	U				
F. Saelee Seated 5/26	SAC							X	E	X				
A. Self Seated 11/25	HB	X	X	X	X	X	X	X	X	X				
C. Sheppard Seated 4/28	MAACC						X	X	X	X				
B. Short Seated 3/24	WCIC					X	X	X	E	X				
K. Tate Seated 11/25	PAST	X	X	X	X	X	X	X	X	X				
S. Torres s/b/seated 4/28; seated 5/26	SAC						U	X	U	U				
L. Williams Seated 11/25	SJ	X	X	X	X	X	E	X	X	E				
S. Wilson s/b/seated 6/23; seated 7/21	TR								U	X				
T. Woods Seated 12/18	SOP		X	U	X	X	X	X	X	E				

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 8/5/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 21, 2015 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 21, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the July 21 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**JOINT MEETING OF THE HEAD START
POLICY COUNCIL AND PARENT ADVISORY COMMITTEE**

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, July 21, 2015
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Ms. Amanda Self called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Tyrone Broxton, Elk Grove Unified School District
Feuy Saelee, Sacramento City Unified School District
Brian Short, Women's Civic Improvement Club
Tawana Craig, Women's Civic Improvement Club
Sabrina Lovelady, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Jenna Kline, KVIE Public Television
Calvin Sheppard, Men's Activities Affecting Children Committee
Nicole Chilton, Birth and Beyond
Jasmine Jamison, Past Parent

PC Members Absent:

Sonia Torres, Sacramento City Unified School District (unexcused)
Linda Litka, San Juan Unified School District (unexcused)
Lynda Williams, San Juan Unified School District (excused)
Joe Morales, Twin Rivers Unified School District (unexcused)
Todd Woods, SETA-Operated Program (excused)

New PC Member to be Seated:

Stacy Wilson, Twin Rivers Unified School District

Ms. Wilson was welcomed to the board. She provided a brief overview of her family and her Head Start participation.

III. Action Items (PC)

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

The Policy Council went into closed session at 9:05 a.m.; the board went back into open session at 9:11 a.m. Mr. Tate reported that during closed session, the following eligible lists were approved: 1) Associate Teacher, Tier III, and 2) Associate Teacher Infant Toddler.

PAC Member Roll Call:

The PAC was seated at 9:14 a.m. Ms. Jasmine Jamison read the Thought of the Day. Ms. Sabrina Lovelady called the roll. A quorum was established.

Members Present:

Vanessa Diego
Amanda Self
Deanna Yee
Sabrina Lovelady
Rafaela Casillas
Kenneth Tate
Calvin Sheppard
Jasmine Jamison
Terri McMillin (alternate)
Jasmine Gonzales (alternate)

Members Absent:

Joyce Turner (unexcused)
Dawanna Paniagua (alternate present)
Todd Woods (alternate present)
Lenda Wheeler (unexcused)

II. Consent Item (PC)

A. Approval of the Minutes of the June 23, 2015 Regular Meeting

Moved/Blanks, second/Sheppard, to approve the June 23, 2015 minutes as distributed.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Lovelady, Saelee, Self, Short, Sheppard, Wilson)

Nay: 0

Abstentions: 1 (Tate)

II. Consent Item (PAC)

A. Approval of the Minutes of the June 16, 2015 Regular Meeting

Moved/Self, second/McMillin, to approve the June 16, 2015 minutes as distributed.

Show of hands vote:

Aye: 8 (Casillas, Diego, Gonzales, Lovelady, McMillin, Self, Sheppard, Yee)

Nay: 0

Abstentions: 2 (Jamison and Tate)

Ms. Wendy Tanner was thanked for staffing the board meeting today.

III. Action Items (PC: continued)

A. Approval of Changes to the SETA Personnel Policies and Procedures

Mr. John Allen reviewed the revisions to the Personnel Policies and Procedures. These modifications are a result of recent updates in technology, laws, regulations, and the work environment.

Moved/Lovelady, second/Blanks, to approve the changes in the SETA Personnel Policies and Procedures.

Show of hands vote:

Aye: 12 (Blanks, Broxton, Chilton, Craig, Jamison, Kline, Lovelady, Saelee, Self, Short, Sheppard, Wilson)

Nay: 0

Abstentions: 1 (Tate)

III. Action Item (PAC)

A. Election of Parent Advisory Committee Vice Chair

Ms. Jasmine Jamison reviewed the board item and asked for those interested in the Vice Chair position: Amanda Self, Calvin Sheppard. Nominees spoke of their interest in serving as Vice Chair.

Votes:

Amanda: 2

Calvin: 5

Abstentions: 3 (Jamison, Gonzales, & Tate)

Moved/Lovelady, second/Yee, to elect Calvin Sheppard as Vice Chair

Show of hands vote:

Aye: 7 (Casillas, Diego, Lovelady, McMillin, Self, Sheppard, Yee)

Nay: 0

Abstentions: 3 (Jamison, Gonzales, and Tate)

Mr. Sheppard assumed his position on the dais.

IV. Information Items

A. Child Enrichment and Parent Employment Project presentation by Ms. Pam Moore, Workforce Development Analyst III.

Ms. Pam Moore, Workforce Development Analyst III, addressed the board about a new program seeking participants.

The Community Action Plan is done every two years to research the needs of those in poverty in the county. In the newest CAP, the poverty rate of single mothers was found to be 56%. A new program was developed, Child Enrichment and Parent Employment Project, with the cooperation of Birth and Beyond, Waking the Village, and Head Start. The two goals of the program are to enroll the pre-school children in Early Head Start/Head Start to keep them on a positive path, and to get parents employed full time and earning a living wage. This program involves single fathers as well.

A key component is that each participant is assigned a job coach and will have access to all kinds of tools for training. This will support both the parents and children each step of the way. There is an orientation on Monday, July 27 and August 3. Anyone interested can contact Ms. Moore for more information. There is a checklist that will be utilized to determine whether a parent is suitable for the program.

B. Presentation on Office of Head Start (OHS) Performance Standards Notice of Proposed Rulemaking (NPRM): Mr. Rick Mockler, CHSA Executive Director

Ms. Denise Lee introduced Mr. Rick Mockler, California Head Start Association Executive Director. Mr. Mockler will review the new Performance Standards that are being proposed to be implemented in 2016. The last time the performance standards were modified was in 2007.

Mr. Mockler stated that the membership organization for all Head Start organizations in California. CHSA is the voice of Head Start in California and advocates on behalf of parents for continued Head Start funding and services. The SETA Head Start program has worked very closely with CHSA over the years.

The last time Congress reauthorized Head Start funding was in 2007 and this new notice of proposed rulemaking is the government's way of seeking input. The Performance Standards are the actual rules by which programs run their programs. All Head Start grantees have 60 days to submit their input on the proposed rulemaking.

Mr. Mockler reviewed a Power Point with the overviews of changes being proposed. One-third of the current standards will be cut out. Maintaining core Head Start principles will continue.

The most significant proposed changes include:

- ✓ Potential shift from four to three year old children.
- ✓ Shift to require a minimum day of six hours and minimum of 180 days per year.

- ✓ Programs can only offer less-than-six-hour services and home base services unless locally designed model and justified with evidence and research.
- ✓ There are significant impact on priorities around family services; in the future, there are three expected outcomes:
 - Enhanced parenting skills
 - Increased parental engagement child learning & development
 - Improved family wellbeing in order to support child learning
 - ✓ OHS would require programs to offer research based parenting curriculum
 - ✓ Eliminate the need for written family partnership agreements.
 - ✓ The length of Policy Council membership will be adjusted to five year contracts
 - ✓ Eliminate the requirement for parent committees
 - ✓ Creates an impasse procedure.
 - ✓ Requirements for improved attendance and the requirement that programs do a home visit after four unexcused absences.
 - ✓ Education requirement for program directors and support staff.
 - ✓ Agencies create data governance councils
 - ✓ Would give the grantee agency more authority to terminate a low performing delegate agency for cause.

Mr. Mockler stated that parents are welcome to provide input electronically by going to the OHS website no later than August 18. The draft initial comments will be released later in the month. The CHSA will be commenting and will be commenting on more California issues.

Ms. Lee shared some local data on how the proposed changes would affect Sacramento County children and families. It is expected that the new performance standards will take effect in the 2017 program year.

C. Standing Information Items

- PC/PAC Calendar of Events: Ms. Jamison reviewed the calendar of events.
- Parent/Staff Recognitions: Mr. Brian Short received a plaque from WCIC in appreciation of his service. He was also presented with a PC leadership award from WCIC.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the expenditures as of June 30, 11 months into the program. It is expected that all delegates will spend their allocation; less than 10% of funds will be returned to OHS. The overall picture for the program looks great. Ms. Patterson reviewed the new report for the Child Care Partnership program. This is a new program and little has been spent as of June 30.
- Toastmasters Training: Due to the holiday schedule the July meeting was canceled; this will resume in August.
- Community Resources-Parents/Staff: None.
- PAC Joint Parent Activity Reports (Tour of Old Sacramento Railroad Museum): Ms. Vanessa Diego stated that it was very educational and that it was nice to get

to know other board members on a more personal level. Ms. Lovelady stated that she is a native Sacramentan and it was her first visit to the museum. She really enjoyed it. Ms. Self stated that it was also her first time visiting the museum. The day they attended there was a citizenship event and it took her to a new level of appreciation for the country and Head Start. Ms. Tate also had a great time and was particularly proud that there was a ten mile track record and his wife's relative is part of the history of the railroad system in Sacramento. Ms. McMillin mentioned how large the museum was! Ms. Blanks had a great time.

D. Fiscal Monitoring Reports: No additional report.

V. Committee Reports

- A. Executive Committee: Mr. Tate read the PC Executive Committee critique. Ms. Jamison reviewed the PAC Executive Committee critique.
- B. Personnel/Bylaws Committee: Mr. Tate reviewed the most recent committee meeting. The next meeting will be held July 24.
- C. Men's Activities Affecting Children Committee (MAACC): No report.
- D. Social/Hospitality Committee: Ms. Lovelady provided an update on the most recent meeting. The End-of-Year Parent Appreciation Breakfast will be held at Shriner's Hospital with the date to be decided.
- E. Maternal, Child and Adolescent Health Advisory Board: No report.
- F. Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self stated that there is a meeting coming up and she will report out next month.
- G. Community Reports: Ms. Jenna Kline reported that the Odd Squad for older children; she has cards for distribution. She also has a reading journal and a chart for children. Ms. Nicole Chilton reported that Birth and Beyond is gearing up for the new school year.
- H. Community Action Board: No report.

VI. Other Reports

- A. Chair's Report: Ms. Jamison asked for some parents, both PC and PAC, to be available July 24 to be videotaped; the link would be uploaded to the SETA/Head Start website. Ms. Carr clarified that Head Start is working with a local Girl Scout to achieve her award. This would help the Girl Scout to achieve this award and the parents to provide a mini-parent success story. What has Head Start meant to you and what impact has it had on you and your family? Ms. Self, Mr. Broxton, Ms. McMillin, and Ms. Wilson all expressed interest in participating.
- B. Open Discussion and Comments: None.
- C. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:12 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

TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in technology, laws, regulations, and the work environment.

The following changes need to be made to the Policies and Procedures:

1. Section 1.05 Equal Opportunity Employer
 - a. In response to additional protections added into law since 2000.
2. Section 2 Definitions
 - a. Clarifying current practice and in response to legal changes under the Affordable Care Act and California Paid Sick Leave.
3. Addition of Section 5.15 Temporary Employees
 - a. In response to the Affordable Care Act.
4. Addition of Section 9.13 Paid Sick Leave for Temporary Staff
 - a. In response to California Paid Sick Leave.
5. Section 11.05 Vehicle Policy
 - a. Modified in response to current work practices and Motor Vehicle laws regarding cell phone use.

This item is again presented to the Policy Council with the inclusion of a public hearing. A public notice has been posted 14 days prior to this meeting to ensure the public has an opportunity to speak on any of the above-listed changes.

FISCAL IMPACT: \$96,000 (\$9,000 Paid Sick Leave), (\$85,000 ACA Compliance)

RECOMMENDATION:

That the Chair open a public hearing, take public testimony, and the Policy Council take action to close the public hearing and approve the above noted changes in the SETA Personnel Policies and Procedures .

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

Equal Opportunity Employer

Section 1.05

The Agency is committed to providing equal employment opportunity to all qualified persons in matters affecting, but not limited to, recruitment, employment, compensation, benefits, promotions, training, tuition assistance, discipline, transfer and layoff practices without regard to a person's race, color, religion, national origin, disability, sex, age, sexual orientation, marital status, ~~or~~ veteran status, gender identity, genetic information, or any other legally protected characteristic.

Definitions

Section 2

Status, Type of

There are three (3) types of status. The continuation of this status is contingent upon continuity of funding by the Federal Government. They are acquired as follows:

- A. **Regular** Acquired by an employee who has been lawfully retained in her/his position after the probationary period, or an exempt employee as provided in these Policies and Procedures. There is no status, or right of transfer to either the City of Sacramento or the County of Sacramento.
- B. **Probationary** Acquired by an employee who has been certified and appointed but who has not completed the probationary period as provided by these Policies and Procedures.
- C. **Temporary** Acquired by an employee who has been appointed to fill a position on a temporary basis in the absence of an eligible list, or to perform relief or extra-board work in a particular class, or as a military replacement and may or may not be eligible for benefits. Approval by the Board, Council/Committee, will be required before any employee can be retained in a temporary position for a period exceeding three (3) months.

~~Temporary Employee—An employee who is ineligible for benefits and has no transfer rights or appeal rights.~~

NEW:

Temporary Staff

Section 5.15

It is the policy of the agency to utilize temporary staff only as needed to ensure that the Agency's needs are met.

- A. Utilization of Temporary Staff: In order to utilize temporary staff- approval must be obtained from the Executive Director. In getting approval the position, the expected number of hours and the anticipated duration of the assignment must be defined.
- B. Benefits: In accordance with the Affordable Health Care Act:
 - a. Temporary employees who are on the payroll that are expected to work an average of 30 hours a week or 1,560 hours or more for the year will be automatically enrolled in the Agency/County medical benefits, unless they choose to decline coverage.
 - b. Temporary employees who are on the payroll that are not expected to work an average of 30 hours a week or more for the year will not be offered medical benefits. After 12 months of employment their hours will be reviewed and if the average hours were 30 hours or 1,560 hours or more they will be automatically enrolled in medical benefits, unless they choose to decline coverage.
 - c. The Agency determines temporary employee's eligibility to participate in Agency/County medical benefits, unless they choose to decline coverage.
- C. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.
- D. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, the remaining terms and provisions that are not effected thereby shall remain in full force and effect.

New

Paid Sick Leave for Temporary Staff

Section 9.13

Sick leave credits shall be earned by temporary staff that are paid through the SETA payroll system in accordance with the California Paid Sick Leave requirements.

- A. Sick leave credit shall accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which it is earned.
- B. Sick leave is accrued as follows:
 - a. Sick leave credits shall accrue on the basis of 1 hour per 30 hours worked, and may be accumulated up to 48 hours or 6 days.
- C. Temporary staff, that have completed at least 90 days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - a. Illness
 - b. On or off-the job injury
 - c. Necessary medical or dental care, as long as they had provided reasonable notice to their scheduling supervisor.
 - d. Exposure to contagious disease under circumstances by which the health of employees or members of the public would be endangered by the attendance of the employee.
 - e. Illness or death in the employee's immediate family
 - f. Pregnancy
 - g. Attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close living relative residing with the employee.
 - h. An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- D. The agency may also require a fitness for duty examination or release upon return from absence for a serious illness, injury, or exposure to a contagious disease.
- E. An employee may use up to 24 hours of sick leave in a 12 month period. To utilize the benefits, the Temporary staff member must request payment of sick leave hours, which

hours can only be used on a day that the Temporary staff member was scheduled to work or was working. The agency reserves the right to request documentation regarding the need to utilize sick leave.

- F. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.
- G. Accrued Sick leave benefits will not be cashed out upon termination. However, if a Temporary staff member returns within a year of terminating their employment their previous balance will be restored.
- H. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not affected thereby shall remain in full force and effect.
- I. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, but the remaining terms and provisions that are not affected thereby shall remain in full force and effect.

Page 102-103

Vehicle Policy

Section 11.05

- A. It is policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State. All employees using privately owned vehicles to conduct SETA business are bound by provisions of this policy.
- B. Use of SETA-Owned Vehicles
 - 1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable at the option of SETA from the employee.
 - 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
 - 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.

4. SETA vehicles shall not be utilized by any employee for “out-of-town Travel” (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
5. Any employee authorized to use a SETA-owned vehicle for official SETA business shall have a valid California Driver’s License.
6. Employees who are required to drive as a part of their duties, or who are required to possess or have the ability to obtain a valid California Driver’s License, who have their License suspended, must notify Personnel and the supervisor of that suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift.
7. It is expected that the employee will return the vehicle in the condition that the employee received it (No smoking, food wrappers, stains, etc.)

C. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

D. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
 - a. The vehicle shall be equipped with seat belts;
 - b. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
 - a. A valid California Driver’s License; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.
2. General instructions in case of any accidents are:

- a. Be calm;
- b. Be courteous;
- c. Call the police;
- d. Notify your supervisor immediately;
- e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
- f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor

F. Employees shall not use cell phones while driving for any purpose other than handsfree GPS for navigation to and from a destination.

ITEM III-C - ACTION

APPROVAL OF THE SUBMISSION OF THE AMENDMENT APPLICATION
FOR THE EARLY HEAD START-CHILD CARE PARTNERSHIP (EHS-CCP)
PROGRAM TO THE OFFICE OF HEAD START

BACKGROUND:

On February 1, 2015, the Office of Head Start/Administration for Children and Families funded Sacramento Employment and Training an initial 12 months of an 18 month budget period for the Early Head Start-Child Care Partnership and Expansion Grant. The remaining balance of the six months of operational funds and additional training and technical assistance funds will be awarded under this amended application process. Additional training and technical assistance funds were made available to support quality improvements such attainment of credentials, professional development and training. Funds in the amount of \$918,735 are being requested for six month remaining on the project period (2/1/2015 through 7/31/2016) as follows:

Basic	\$734,988
Training and Technical Assistance	<u>\$183,747</u>
TOTAL	<u>\$918,735</u>

Funds will be used to continue partnerships with Sacramento City Unified School District (delegate agency), Sacramento County Office of Education (Partner) and KinderWorld (Provider) to provide Early Head Start partnership and expansion services. One provider, National Human Development Foundation (NHDF) withdrew from the project prior to contract negotiations. SETA is in the process of identifying a new Provider.

Agency	Expansion Slots	Partnership Slots	Total
Sacramento City Unified School District (SCUSD)	32	8	40
Sacramento County Office of Education (SCOE)/KinderWorld	--	36	36
Unidentified Provider	--	8	8
TOTAL	32	52	84

A project narrative, budget and budget narrative will be sent under separate cover.

Deputy Director, Denise Lee, will be available to answer questions.

ITEM III-C – ACTION (CONTINUED)
Page 2

RECOMMENDATION:

Approve the submission of the Early Head Start-Child Care Partnership and Expansion Amended Application to the Office of Head Start in the amount of \$918,735 including Basic and Training/Technical Assistance.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

**Sacramento Employment and Training Agency (SETA)
Early Head Start – Child Care Partnership
Program Narrative – Balance of Funds**

Implementation Update

Through strong partnerships and collaboration, the EHS–CCP project is right on schedule: classes started on July 1 with KinderWorld and Sacramento City Unified School District. Health and Education screenings will be completed within 45 days of enrollment. All contracts have been signed and are in place with detailed scopes of work for the provider, the delegate agency, and the partner. SETA has dedicated grantee staff that is assigned to this project and is working alongside of Sacramento County Office of Education to ensure a smooth transition for staff, parents and children. Additional grantee staff provides technical assistance, training and project support as needed.

Below is a project summary of work performance since February 2015.

Provider/KinderWorld (36 partnership slots)

To ensure successful implementation, the grantee has been working very closely with KinderWorld Inc., who is new to Early Head Start, on the start-up of the project. The grantee has held regular meetings with key staff at KinderWorld and Sacramento County Office of Education (SCOE), SETA’s partner. Grantee staff has provided several training to KinderWorld staff since February on several topics including: 5 Steps to SUPERVision, environmental health and safety, diapering, daily health checks, blood borne pathogens, nutrition and family style meal service, medication and special diet policies, education, and classroom environments (based on ITERS results). EHS teachers have also participated in grantee-sponsored, on-site Early Childhood Education college coursework (ECE 330 and ECE 331) to ensure staff has training specific to infant/toddler development and has secured infant/toddler units as required. All five EHS classrooms are set up to meet Head Start Performance Standards and have received an Infant/Toddler Environmental Rating Scale (ITERS) assessment. Classroom dividers have been ordered and will be delivered mid-August. SETA’s Quality Assurance Unit has monitored the center for safe environments in early March and will be re-assessing in mid-August. KinderWorld staff has adopted and been trained on the *Creative Curriculum for Infants Toddlers Twos*. Additionally, the center menus have all been approved by the grantee’s Registered Dietician. Program area plans for education, disabilities, health/nutrition, and safe environments will be finalized by mid-September. Currently, KinderWorld has 23 toddlers (out of 36) who are enrolled and anticipates to be fully enrolled by the end of August. Recruitment and enrollment is actively underway with support from both the grantee and SCOE.

Delegate Agency/Sacramento City Unified School District (8 partnership and 32 expansion slots)

Sacramento City Unified School District (SCUSD) is a delegate agency for this project as well as for SETA’s base Head Start/Early Head Start grant. SCUSD has been an EHS delegate agency

since 1994. Given this, SCUSD was able to get up and running quickly. SCUSD operates three centers for the EHS-CCP/Expansion program. The Elder Creek site was successful in getting licensed for infants and toddlers in time to start classes on July 1. SCUSD was fully enrolled on July 1 in all 3 centers as originally outlined in the grant application. SETA's Quality Assurance Unit performed a safe environments review on all new classes and centers. Supplies have been ordered and SCUSD is waiting delivery of a new playground piece for the Elder Creek site which is scheduled for installation in early fall. SCUSD was fully enrolled on July 1 with 40 infants/toddlers.

Partner/Sacramento County Office of Education (SCOE)

For this project, SCOE is serving as the Family Services Worker (FSW), providing comprehensive services to children and families enrolled at the KinderWorld center. SCOE has hired a project supervisor and the EHS Educator who will be performing FSW functions. SCOE has been actively involved in providing support to KinderWorld on project start-up and dual enrollment.

Projected Changes/Challenges

One of the identified child care partners, National Human Development Foundation (NHDF), which was slated to receive funding for 8 partnership slots, withdrew from the project prior to implementation. NHDF decided it was unable to take on the EHS project as a result of a turnover in key staff as well as additional expansion funding awarded to their agency. It was simply a matter of poor timing. NHDF did not receive any EHS-CCP funds, supplies or equipment. In fact, the withdraw was prior to contract execution. In partnership with SCOE, the grantee has been actively working to find a replacement agency to take these 8 partnership slots.

ITEM III-D - ACTION

APPROVAL OF THE SETA EARLY HEAD START-CHILD CARE PARTNERSHIP
HEALTH AND SAFETY SCREENER SUMMARY REPORT

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to review and certify the results of the SETA Early Head Start-Child Care Partnership Health and Safety Screener.

As a condition to the EHS-CCP grant, Head Start grantees must comply with the terms and conditions for the project award period. Included in the conditions is a requirement to conduct a screening of the health and safety environment of each Early Head Start-Child Care Partnership and Expansion center where services are provided. Screeners must be completed within 45 days of the start of the project period and/or within 45 calendar days of services starting at each new location. Certification of the Health and Safety Screener is required by the Policy Council and Governing Board within 75 calendar days of the start of the program.

During the initial planning and start-up of the EHS-CCP project, SETA performed a health and safety review at each Early Head Start location as part of its annual self-assessment process. Results of the review were shared with the Policy Council and certified on March 24, 2015.

Since EHS-CCP classes began on July 1, 2015, SETA re-assessed each of the four EHS partnership/expansion centers to ensure health and safety requirements and center updates continued to meet expectations. A summary of the results is attached for review and approval.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves and certifies the SETA Early Head Start-Child Care Partnership Health and Safety Screener results.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
- Parent/Staff Recognitions – Ms. Lynda Williams
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson
- Toastmasters Training – Ms. Lynda Williams
- Community Resources-Parents/Staff – Ms. Lynda Williams

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, August 20, 2015 9:00 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Friday, August 21, 2015 1:00 p.m. Olympus Room
PC Executive Committee	Thursday, August 27, 2015 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee	Friday, August 28, 2015 10:00 a.m. Olympus Room
PC/PAC Bylaws Committee	Friday, August 28, 2015 11:30 a.m. Olympus Room
PC/PAC Social Hospitality Committee	Wednesday, September 2, 2015 1:00 – 2:30 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, September 8, 2015 1:00 p.m. Oak Room
PC/PAC Toastmasters	Friday, September 11, 2015 11:30 a.m. Magnolia Room
Parent Ambassadors Meeting	Friday, September 11, 2015 1:00 p.m. Olympus Room

September

2015

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2 1:00 p.m. Social/Hospitality Committee Olympus Room	3	4	5
6	7	8 9:00 a.m. Elk Grove PC Meeting Prairie PreK 2 5251 Valley Hi Dr. Sacramento 95823 1:00 p.m. PC/PAC Budget/Planning Oak Room	9 5:15 p.m. WCIC PC Meeting 3555 3rd Ave. Sacramento 95817	10	11 11:30 a.m. Toastmasters Training Shasta Room 1:00 p.m. Parent Ambassadors Meeting Olympus Rm.	12 9 a.m. - 4 p.m. Parent Ambassadors Recruitment Event Rio Linda Country Faire - Front Street
13	14	15 9:00 a.m. PAC Meeting SETA Board Room	16	17 8:30 a.m.: Twin Rivers USD 155 Morey Avenue Sacramento 95838 9:00 a.m.: San Juan PC Meeting General Davie Center 1500 Dom Way, Sacramento 95864 9:00 a.m.: Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th St., Sacramento 95823 9:00 a.m. PAC Executive Meeting Olympus Room	18	19
20	21	22 9:00 a.m. PC Meeting SETA Board Room	23	24 9:00 a.m. PC Executive Meeting Olympus Room	25 10 a.m. MAACC Meeting Olympus Room	26 9 a.m. - 4 p.m. Parent Ambassadors Recruitment Event Fairytale Town Book Faire
27	28	29	30	October 2 – 10 a.m.- 3 p.m.: Parent Ambassadors Recruitment Event – Healthy Kids Day - Sleep Train Arena		

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Dr. Amy Slavensky **DATE:** July 22, 2015

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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic , COLA	\$ 4,570,140	8/1/14-07/31/15	8/1/14-2/28/15
Head Start	T & TA	\$15,000	8/1/14-07/31/15	8/1/14-2/28/15
Early HS	Basic, COLA	\$1,711,124	8/1/14-07/31/15	8/1/14-2/28/15
Early HS	T & TA	\$30,912	8/1/14-07/31/15	8/1/14-2/28/15
Head Start	Basic , COLA	\$ 4,273,735	8/1/13-07/31/14	1/1/14-7/31/14
Head Start	T & TA	\$15,000	8/1/13-07/31/14	1/1/14-7/31/14
Early HS	Basic, COLA	\$1,600,146	8/1/13-07/31/14	1/1/14-7/31/14
Early HS	T & TA	\$30,912	8/1/13-07/31/14	1/1/14-7/31/14

Monitoring Purpose: Initial X Follow Up Special Final X

Date of Review: 5/11-5/15/15, 5/21/15

	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 January 1, 2014 to February 28, 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

ITEM IV-C - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the June 4, 2015 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 4, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:04 a.m.

Members Present:

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

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 30, 2015 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of the Regional Industry Cluster of Opportunity (RICO) III Application to the California Workforce Investment Board and Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and make any Modifications Necessary to the Agreements
- D. Ratification of the Submission of the Workforce Accelerator Application to the California Workforce Investment Board and Authorize the Executive Director to Accept the Funds, Negotiate Agreements, Execute the Contracts and make any Modifications Necessary to the Agreements
- E. Ratification of the Submission of an Application in Response to the Department of Health & Human Services, Administration for Children and Families, Health Profession Opportunity Grant to Serve TANF Recipients and other Low-Income Individuals, and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

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

- A. Approve the April 30, 2015 minutes.
- B. Approve the claims and warrants for the period 4/23/15 through 5/28/15.
- C. Ratify the submission of the RICO III grant application requesting \$155,000 to the California Workforce Investment Board and authorize the Executive Director to

accept the funds, negotiate agreements, execute the contracts and make any necessary modifications to the agreements.

- D. Ratify the submission of the Workforce Accelerator grant applications requesting \$250,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate the agreements, execute the contract and make any necessary modification to the agreement.
- E. Ratify the submission of a proposal for the Health Profession Opportunity Grant to serve TANF recipients and other low-income individuals and authorize SETA's Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2015-2016

Ms. Loretta Su reviewed this item. There is a \$4 million reduction in WIA funds due to reduction in the formula grant and the expiration of 25% discretionary grant. As the final numbers become available, staff will present the final budget in August.

Moved/Scherman, second/Schenirer, to approve the Recommended Budget and a Resolution and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 6, 2015 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

- 2. Approval of Use of Fund Balance

Ms. Su stated that SETA received notification from the County of Sacramento that they made an error in the calculation of earned interest for fiscal years 2009-2014. The County conducted a full review of how the interest is calculated and it

was determined that SETA needs to repay \$14,931. Because this is a prior years' transaction, the auditors recommended that the fund balance be used to repay this.

Mr. Thatch stated that there is no rule for how far back they can go. The fund balance needs to be utilized for this situation since our grants do not go back that far.

Moved/Schenirer, second/Scherman, to approve of use of fund balance to cover the interest allocation error of \$14,931.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

3. Approval of the Sacramento Employment and Training Agency Record Retention and Destruction Policy

Mr. John Allen stated that the purpose of this policy is to condense documents. This document was prepared in consultation with legal counsel.

Moved//Schenirer, second/Kennedy, to approve the SETA Record Retention and Destruction Policy.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

4. Approval to Extend Janitorial Services Agreements for Fiscal Year Ending June 30, 2016 and Authorize the Executive Director to Sign the Agreements

Ms. Denise Lee stated that Head Start currently has four janitorial contracts; we started with five contractors and ended with four contractors. The three year agreements include an option for contract extensions for one year. Ms. Lee stated that the companies have been very responsive.

Ms. Scherman asked if the restroom problem was resolved since the review team made their comment. Ms. Lee replied that when there are complaints from the field, the Head Start Facilities unit responds; if there is a discrepancy between the contractor and staff, facilities staff goes to the site before it opens to ensure the room has been cleaned correctly. There is a lot of follow up.

There is a janitor on call, but no on-site janitorial service.

Moved/Scherman, second/Schenirer, to approve the extension of the agreement with Custom Hi Tech Maintenance, MCH Janitorial Services, New Generation Building Services, and TEE Janitorial and Maintenance for janitorial services for an additional year, ending on June 30, 2016, and authorize the Executive Director to negotiate and sign the agreements.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Approval of the 2016-2017 Community Services Block Grant Community Action Plan

Ms. Julie Davis- Jaffe stated that the Community Action Plan(CAP) is brought forward from the Community Action Board. Mr. Victor Bonnano stated that the plan is developed every two years to ensure SETA adheres to state mandates. This also provides for projections of the families that will be served over the next few years. The main purpose is to research and analyze poverty in the community. It helps to identify target groups and target areas where the CSBG funds are to be utilized. The CAP provides for funding 40% Safety Net, 40% Family Self Sufficiency, and 20% Youth and Senior Support.

Ms. Davis-Jaffe stated that the Community Action Board approved the Community Action Plan with the following language: "to approve the Community Action Plan with the added language to serve the African American children ages 10-17 years old in the areas where more crime & poverty is shown in high numbers, and to introduce a broader range of services including continued homeless, working poverty families, and senior services in a broader range of services, including some evening services."

The CAB had a second vote to discuss the percentage breakdown of the funds available. The current breakdown is 40% to Safety Net Services and 60% to Self-Sufficiency; they talked about changing the funding split 50/50. This issue is being sent to the Governing board for direction.

Ms. Kossick spoke of the vote held at the recent CAB board meeting. There was an alternative decision to bring the change more gradually from 60/40 to 50/50. This issue will be revisited two years from now. The Request for Proposals will specify certain amounts of money that will be available in certain areas.

Mr. Kennedy thought adjustments will need to be made but the safety net is still important. Staff has done a great job of making the analysis.

Speakers before the Board:

Rene John, Folsom Community Partnership: have taken a creative approach in the funding because they receive both funds. What people really need to get out of poverty is really not available. It's not enough to move them into a job or to get a job. They try to set aside some of their funds to help with employment support. It is crisis work that they're doing and it is a Band-Aid to what is needed.

Lynda Williams, Policy Council: Spoke of the continued need for this support in the community and shared her own experiences.

Moved/Scherman, second/Kennedy, to approve the 2016-2017 Community Services Block Grant Community Action Plan, .

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

One Stop Services

2. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act, Sacramento Works, Inc., Resource Allocation Plan for 2015-2016

Mr. Roy Kim reviewed this concurrence item. There was a slight reduction of \$280,000 in our adult/dislocated worker funds. There were some changes included with the recent legislation interpretation and some significant programmatic changes are expected.

Moved/Schenirer, second/Kennedy, to concur with the Sacramento Works, Inc. board to approve the Resource Allocation Plan for 2015-16.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

4. Approval of Funding Extension Recommendations for the Workforce Investment Act/Workforce Innovation and Opportunity Act Adult/Dislocated Worker and CalWORKs Programs, PY2015-2016

Mr. Roy Kim reviewed the funding recommended. The original procurement was

done in 2013 and as we transition to the new legislation, the Agency will go forward with a new procurement process. In addition to the allocation decrease, there was a significant decrease in National Emergency Grant funds that has an impact on this budget. Staff will continue to work toward maximizing the CalWORKs funds we get from the county.

This board item sets aside \$700,000 for individual training scholarships. As the funding procurement becomes clearer over the year, staff will return with recommended funding augmentations. Staff recommends the extension of all service providers.

Ms. Michelle O'Camb was recognized for the preparation of this item.

Moved/Scherman, second/Kennedy, to concur with the Sacramento Works, Inc. Board to approve the funding recommendation extensions for the WIA/WIOA Title I, Youth Program, PY 2015-2016.

In addition, approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in Fall 2015 and funds may be deobligated.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

3. Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the Workforce Investment Act (WIA)/Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2015-2016

Ms. Terri Carpenter reviewed this item. Staff does a "deep dive" of the evaluation of services and conducted a thorough review over the past year.

Mr. Nottoli asked why the goals are so low and Ms. Carpenter replied that the state sets the goals and the economy is also taken into consideration. The rates are set by the Youth Council and they will probably be increasing the rates moving forward.

Ms. Carpenter stated that the state negotiates the goals with the feds and these goals are passed down to the Local Workforce Investment Area. As mentioned in the last meeting, our goals are much higher internally. There are goals but there will also be a 'stretch' goal that is not necessarily included in the state documents.

Staff will be working over the next year to implement WIOA by July 2016 which will include a 75% target of funds to serve out of school youth. One of the new program elements includes financial literacy. There is a large emphasis on work experience.

Ms. Carpenter reviewed the Youth Council funding recommendations. This recommendation is subject to the service providers meeting their goals. The recommendations were reviewed by the Youth Council and the Sacramento Works Board.

Moved/Kennedy/Schenirer, to approve the following:

Sacramento Works Training Centers (SWTCs) Extensions –

Approve funding recommendations in the amount of \$2,679,256 for the Workforce Investment Act/Workforce Innovation and Opportunity Act SWTCs as listed on the attached charts with the following stipulation:

- The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.
- PY 2015-16 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

On-the-Job Training/Subsidized Employment (OJT/SE) Extensions -

Approve the OJT/SE staff funding extension recommendations in the amount of \$3,883,913 as reflected in the attached chart with the following stipulations:

- Provider operating costs must not exceed the amount authorized by the County Department of Human Assistance.
- PY 2015-16 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

5. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2014-2015, Extend Subgrant Agreements with the Department of Human Assistance and the South County Services, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

Mr. Roy Kim reviewed the funding this item. SETA has worked with the Department of Human Assistance since 2003 and staff seeks approval of the current year's agreement.

Moved/Scherman, second/Kennedy, to approve the One Stop Share of Cost agreement for \$4,000,000 with the Department of Human Assistance and authorize SETA's Executive Director to negotiate and execute the agreement. Extend the Subgrant Agreement with the Department of Human Assistance for PY2015-16 in the amount of \$354,810 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents, extend the Subgrant Agreement with the South County Services for PY2015-16 in the amount of \$119,314 to continue the provision of safety-net services in South Sacramento County.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Community Services & Development Fiscal Monitoring Review Report: No comments.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: No comments.
- D. Dislocated Worker Update: Mr. William Walker stated that staff is working with Bank of America on their dislocations.
- E. Unemployment Update/Press Release from the Employment Development Department: No comments.
- F. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that SETA will be participating with the City internship program by taking two youth interns; one will be assigned to fiscal, and one will work in Head Start administration. Mr. Schenirer stated that the City program has 110 kids participating. The youth participants are working in several departments, and they get stipends.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman wished Ms. Kossick a Happy Birthday on Sunday, June 7.
- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9

One potential case

Mr. Thatch stated that there will be no report out of closed session.

The board adjourned to closed session at 11:21 a.m.

VII. Adjournment: The meeting was adjourned at 11:27 a.m. with no report out of closed session.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the July 21, 2015 Policy Council meeting.

GOOD!!!
Thank you Ms. Pam Moore for providing an informative oral report on the Child Enrichment & Parent Employment project.
Thank you Mr. Rick Mockler for your informative report on the Head Start regulations.
Thank you Ms. Denise Lee for additional program information as it relates to NPRM.
Thank you Mr. Kenneth Tate and Ms. Jasmine Jamison for a timely and well facilitated joint meeting.
Thank you Ms. Bonnie Bilger for eligibility list presentation.
Thank you Ms. Wendy Tanner for your clerical support.
Thank you Mr. Jaime Serrano for your technical support.
Thank you Mr. John Allen for shared information on the changes to the SETA Personnel Policies and Procedures.
Thank you Mr. Brian Short for shared awards, recognitions, and accomplishments with WCIC/Playmate.
NEEDS IMPROVEMENT
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: Ms. Lynda Williams

- Personnel/Bylaws Committee: Ms. Lynda Williams

- Men's Activities Affecting Children Committee (MAACC): Mr. Calvin Sheppard

- Social/Hospitality Committee: Ms. Lynda Williams

- Parent Ambassador Report: Ms. Lynda Williams

- Maternal, Child and Adolescent Health Advisory Board: Ms. Lynda Williams

ITEM V (continued)
Page 3

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self

- Community Reports: Ms. Jenna Kline and Ms. Nicole Chilton

- Community Action Board: Mr. Calvin Sheppard

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.

- A. 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)

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent, Family Support & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Lynda Williams), 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.



Monthly Head Start Report

Monthly Head Start Report
August 2015

SETA Operated Program

Program Support Services

Quality Assurance Monitoring Unit SETA-Operated Program HS/EHS Home Based Option was monitored in July 2015. Report is being finalized for submission. Delegate closeout letters for 2014-2015 program year were sent in July. Letters addressed the results and status on safety and supervision unannounced monitoring, safe environment self-assessment and Quality Assurance Monitoring Reviews.

Training and Technical Assistance CLASS Reliable Observer Training was offered to countywide staff on July 7-8, 2015. New CLASS Reliable Observers were added to the countywide roster. HOVRS (Home Visit Rating Scale) Training was offered to countywide home visiting staff on July 30, 2015. Planning is underway for the 2015-2016 Teaching Pyramid implementation. SETA Head Start and Delegates are part of the community-wide Teaching Pyramid collaborative in Sacramento County. A variety of training events and site visits were conducted by Program Support Services staff to Kinderworld, SETA's new partner in the EHS-CCP program.

Family Engagement

This month we welcome a new addition to our Home Based team: Debbie Wacker. Debbie is one of the new Education Coordinators, supervisory, who is in charge of our home visitors. Debbie was previously a site supervisor in our center based programs, and she comes with a wealth of information about providing quality services to the families we serve.

Site staff has been busy ramping up enrollment appointments in order to be fully enrolled in our center based and home based programs. This is probably one of the busiest times in our program. Between new enrollments and new children starting in the classrooms, early learning centers are a beehive of activity.

Enrollment and recruitment staff have also been very busy attending community events. This month we attended the SACA Fun in the Sun event, the Multi-Cultural festival for district 2, and small event in North Highlands.

Program Operations

We have been gearing up for another great school year. The Intervention Team has been working to update policies and procedures to reflect The Teaching Pyramid. With Special Education and Mental Health now being approached in an integrated manner, staff are being cross-trained and resources are being developed. This includes referral checklists to ensure teachers are implementing the necessary tools and adaptations to support children in their classes. These processes provide information for Intervention Specialists to set the stage for effective coaching (*see illustration attached*). Training schedules for the year are also being developed.



Governance

Mr. Rick Mockler, CHSA Executive Director, gave an overview of the OHS new proposed Performance Standards Rule Making at the PC/PAC Joint meeting on July 21. It was shared these are the biggest changes in the history of Head Start. The last Improving Head Start for School Readiness Act was reauthorized by Congress December 12, 2007. The proposed standards focus largely on school readiness and parent engagement activities that will most likely lead to stronger child outcomes. Mr. Mockler stated the OHS is constantly looking at quality and accountability and wants programs to plan and learn from measuring outcomes as they grow. It will take about a year (2016) for OHS provide the final Performance Standards with an anticipated implementation date of the fall of 2017. Mr. Mockler shared that one-third of the standards were completed eliminated. However, Head Start will maintain its core principals.

The most significant proposed changes in Governance are:

- The elimination of the requirement for parent center committees
- The creation of an impasse procedure
- The length of the Policy Council membership adjusted to a five year term limit, and agencies creation of data governance councils.

The deadline for grantees to provide input on the proposed changes is in 60 days. Mr. Mockler responded to parent questions and welcomed them to share comments electronically via OHS website www.regulations.gov by Tuesday, August 18. The PC/PAC Chairs, Mr. Kenneth Tate, PC Vice Chair, and Ms. Jasmine Jamison, PAC Chair, thanked Mr. Mockler for the presentation.

Ms. Denise Lee shared local data on how the new proposed OHS Performance Standards Rule Making would impact Sacramento County children and families.

Ms. Pam Moore, Workforce Development Analyst III, provided a presentation on the Child Enrichment and Parent Employment Project. Research was done by the Community Action Plan in Sacramento County; subject of concern was single mothers because of the 56% poverty rate. A new program was formed called Child Enrichment and Parent Employment Project, joined partnerships with Birth and Beyond, Waking the Village and Head Start. The twin goals of the project, is to enroll children in Early Head Start and Head Start and to keep them on a positive path and to get parents employed full time.

A series of workshops to identify parent's strengths and to improve their skills will be provided. Each participant will be assigned a job coach and will be hired by a company as a regular employee. SETA will pay salary while on the job training. Ms. Moore welcomed parents to attend the upcoming orientation (Monday, July 27) at 9 a.m. at SETA and provided her phone number for parents having additional questions. Fathers were welcomed to participate in the program. The Chairs thanked Ms. Moore for her presentation.

Elk Grove Unified School District

Closed for summer



Sacramento City Unified School District

Health and Nutrition

In the month of July, Nurse Lori coordinated the dental varnish calendar with Smile Keepers (County of Sacramento) staff for the coming year. She will have packets ready for every classroom with permission slips and information for the parents and the teachers.



Classes are filling up and the nurses are very busy writing Emergency Care Plans, collecting medications from parents, conducting hearing and vision screenings, collaborating with Nutrition Services to ensure special diets are in place before school starts and clearing files. In addition, the Nurses continue to provide nurse support to the five year-round children center classrooms that remain open during the summer.



Our Health Clerks spent the month of July preparing parent information boards with required health, nutrition and emergency postings. They also assembled first aid kits and assembled safety data sheet folders in preparation for the 2015-2016 school-year.



Mental Health/Social Services

Social workers continue to provide training in Family Development Credentialing Program.



Education

The last day of instruction for the 10 month Head Start classrooms was June 12, 2015. Six resource staff and 3 early head start teachers attended the DRDP 2015 training at SCOE.



Special Education

SCUSD Child Development program has served 162 Preschoolers with IEPs and 17 Early Head Start students with IFSPs in July.



The program has been actively enrolling students in collaboration with SCUSD's special education department and SCOE, Sacramento County Office of Education, to fully include students with disabilities in our preschool and infant toddler programs for the upcoming 2015-2016 school year and in our EHS expansion programs.



The Head Start preschool full-inclusion classrooms at Edward Kemble, Earl Warren, Isador Cohen, Hiram Johnson, and Ethel I Baker, are enrolling children with mild to moderate and moderate to severe special needs.



Early Head Start-Center-Based and Home-Based

Staff Orientation trainings were held for center-based and home-based staff. The Social workers trained in the following areas:



- FPA process
- Case management process
- Behavior support process
- Postpartum Depression Screening process
- Home visitation for classroom teachers
- Home Visitors Corner meeting format





Early Head Start & Home Based

Home visitors have been busy and had a successful socialization outdoors on July 17; families did sensorimotor activities, playing with different materials like play dough, paint, water, and listening to sound boxes.



At Capital City one of our toddlers did her first sign “more”, which was very exciting for the family as this is her first word.



Early Head Start Expansion

The EHS Expansion opened on July 1, 2015 with classrooms at Hiram Johnson, American Legion, and Elder Creek. Families and their children are now comfortable coming to school and enjoy their time with their teachers.



San Juan Unified School District

Education Services Update

The revision of the Preschool Staff Calendar was a main task for education over the summer, and included the addition of new resources, ongoing assessment system due dates and updated pacing guides for curricula. The new 2015 DRDP tool required new forms to be adapted and revised for the San Juan Unified agency. The Assessment Committee met once weekly in July and finalized the DRDP forms and resources necessary to begin the school year.



Disabilities Services Update

Developmental Screening began for those students enrolling in the 2015-2016 program year. The Screening Center opened its doors on June 30 and served families three days a week for the entirety of July. The center was staffed with School Community Workers, Bilingual Assistants and the Health Team, all of whom were ready to assist families with any needs or concerns and to support the screening process. Several children have enrolled with current IEPs and several more have been identified during the screening process as needing assessments. For those children, a referral form has been filled out and placed in the child’s CUM file, so the parent signature can be obtained and the form can be submitted to the Special Education Department as soon as school begins in August.



Mental Health Services Update

The Mental Health Therapist continued to lend direct support to families/children with identified mental health needs as parents begin the screening process for fall enrollment. Children with elevated ASQ-SE assessment scores will receive ongoing follow up mental health services as needed.



Health & Nutrition Services Update

Health is reviewing students’ health, nutrition, and immunization status, as well as completing and reviewing health files for the upcoming 2015-2016 school year. For returning students, the team is reviewing files to see what they will need for the start of the 2015-2016 program year. The School Nurse is completing and updating Individualized Student Health Plans for those who have health concerns. Health is screening children three days a week during the summer.



Family and Community Partnerships Update

There was no Policy Committee meeting for the month of July. Most of the Program Governance work this month surrounded the transition of this content from Janet Schwartz-Edmisten to Cathy Carpenter





and Catherine De La Torre, the Preschool Lead Teachers now in charge of this content area. The next Policy Committee meeting is scheduled for August 11, 2015.



Transition Services Update



File purging for the outgoing T-K and Kindergarten children was completed in July and the files were then placed in groups to be sent out to the corresponding elementary schools. Registration is in full swing as so many new families are transitioning into Head Start in San Juan Unified. Some class lists are already filled to capacity and many others are on their way. New families are met in the screening center by various staff members, including School Community Workers, who assist in answering questions about the program and assure parents that the whole family is supported within the Head Start framework.



Program Support/Staff Training Update



There was no training in July due to teachers being off contract. Teachers and Child Development Assistants return on August 19, at which point trainings will resume. These will focus on various content areas and updates in order to ensure that all teaching staff have the knowledge and resources to best serve their students.



Fiscal Update



All HS and EHS June Preliminary reports were submitted to SETA by the 10 of July. Final reports will be submitted for June by August 5, along with the final FY: 2014-2015 HS/EHS Fiscal and In-kind Report to be submitted at the end of August.



During the month of July, accounting staff attended a weeklong conference given by WIPFLI that dealt with the new Uniform Guidance, which became effective for federal funds under the FY: 2016 federal funding levels. These new rules and regulations will begin for San Juan Unified School District on August 1, 2015 for the HS and EHS Contract, and July 1 for the State CCTR and CSPP Contracts.



The accounting staff is in the process of closing FY 2014-2015, and doing the required 45 Day Budget Revisions that are due in the middle of August. All revenue changes or corrections need to be adjusted to actual contracts and grants during this time.



Early Head Start



An EHS Administrator and Lead Teacher attended the CHSA management conference held in Monterey in mid-July. Topics addressed included implementation of school readiness goals and safe environment considerations.



Center Based programs operated full time at Encina EHS, Fair Oaks Annex, and San Juan EHS. Home Based programs were also in operation in July. Roxanne Aurelio replaced Mary Jo Luscombe in the Home Based program. The Infant Toddler School Community Worker organized several library days for families and provided trainings on cribs donated from a community organization. Whole Foods donated a gift card for a special socialization day picnic for Marvin Marshall and General Davie families, which was held on Friday, July 24 at Seely Park.



New parent calendars were created for families that included parent handbook information in an easily accessible format. EHS staff created reflective practice-based staff calendars for the next school year that will be introduced during the kick-off training on August 11 and 12.





Twin Rivers Unified School District

Closed for summer

WCIC

Enrollment Update

WCIC/Playmate Head Start Program has 60 children returning from the 2014-2015 Program Year.

During the month of July 2015, WCIC/Playmate Head Start Program's staff worked on recruitment of an additional 60 children in order to meet 100% of funded enrollment @ 120 slots:

- Made Phone Calls.
- Passed out Recruitment /Enrollment Fliers.
- Posted Fliers on Oak Park Community Center's Bulletin Boards.
- Made Home Visits.

Classroom Reorganization

ECERS-R Summary Report recommendations included the revision of the classroom schedules in order to allow frequent times for handwashing.

1. Ordered more classroom furnishings/supplies in order to increase the quality of the classrooms environment.
2. Ordered more Disability Supplies for all classrooms.
3. Ordered more Disability Books to increase more awareness of Disabilities and Literacy.

Safe Environment Indoors and Outdoors Update

1. City of Sacramento's Maintenance Staff installed Velcro to eliminate and prevent safety issues with computers hanging cords.
2. City of Sacramento's Maintenance Staff installed new Outlet Covers to prevent safety issues throughout the facility.
3. WCIC/Playmate Head Start Program's Staff Members continue daily reviews of the Head Start and Administration Facilities for Safety Concerns:
 - Daily Safety Checks Indoors and Outdoors.
 - Playground Equipment Checked for Cleanliness and Safety.
 - Ongoing Parking Lot and Pedestrian Safety.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

ACF-PI-HS-15-01 Notice of Proposed Rule Making: Head Start Program Performance Standards

ACF-IM-HS-15-03 Policy and Program Guidance for the Early Head Start-Child Care Partnerships (EHS-CCP)

Strategic Plan 2015-2018

Year 1 of 3

Over the next three years, how will SETA's Children and Family Services engage its stakeholders, partners and community to be a premier agency for employment and enrollment by providing and sustaining creative, high quality services?

Strategy 1: By supporting staff with change and technology through COACHING AND TRAINING.

SMART Goals:

Provide positive coaching ► *Develop and implement a fully functional coaching template by: training staff on the TLC model; using GoPro cameras for coaching; creating a group email and core group forum to check in on process*

Support staff with technology ► *Ensuring all staff has access to a computer at all locations (sites, dept, and home base) by: surveying staff needs, taking inventory of current unassigned systems; confirming wireless options; and deploying new/unassigned computers for staff use.*

Strategy 2: By enhancing CUSTOMER SERVICE to strengthen relationships with parents, community, partners and staff.

SMART Goals:

Cultivate community partners ► *Broaden community connections by establishing 3 new partnerships with written MOUs by: creating an internal database; updating template MOU for staff to use; creating a policy/procedure to communicate with staff on how to formalize community partnerships; adding partners to SETA website; creating a feedback loop to evaluate customer's experiences; creating different venues for recognizing partners*

Develop internal and external customer service ► *Develop and implement a comprehensive customer service initiative by: creating a staff/parent task force; defining what SETA customer service means; creating a mystery shopper system; creating training videos/materials of exemplary customer service from staff, developing information/training materials; creating medium to deliver message; and training staff on customer service*

Empower parents beyond Head Start ► *Develop multiple pathways for parents to transition from the program by: building on current IDP process about what to expect in public school; enhancing parent meeting topic for transition in early summer; developing training for PAC/PC on getting involved in elementary school after HS*

Strategy 3: By recruiting, hiring and retaining staff through IMPROVED SYSTEMS, INFORMATION and exploring FUNDING RESOURCES.

SMART Goals:

Understand wage packages and pursuing additional resources ► *Create multiple visual tools on 3 topic areas (financial info, benefits, and resources/reimbursements) to inform employees and potential applicants by: gathering detailed information about benefits, resources, etc.; developing visuals to share information effectively; and developing webinars/videos for future viewing*

Improve recruitment, hiring and promotional processes ► *Develop four effective recruitment, interview and hiring processes by: piloting conversational interview style; expanding recruitment outreach to universities and colleges; reviewing and improving current exam processes; improving information provided to applicants regarding hiring process, benefits and work descriptions*

Develop a promotion model for specific job classifications ► *Develop a promotion model for some job classifications by: recruiting task force committee members; exploring ideas, models, obstacles and classification priorities; developing a plan; vetting the plan through appropriate channels; and piloting the plan*

Strategy 4: By MARKETING AND BRANDING to make SETA Head Start/Early Head Start a household name.

SMART Goals:

Develop marketing and branding materials ► *Increase program recognition by: creating multi-media tools to use on TV, radio and the website; creating family/parent/child success videos; creating a catchy jingle/phrase to instill name recognition/branding; wrapping agency vehicles in student dictations/art work and new catch phrase; identifying new advertisement outlets to attract new enrollment; developing a staff/parent speakers bureau to send out to community events; creating a culture of everyone being a walking advertisement/testimony for SETA; coordinating outreach/advertisements with current and new developed partnerships*

If successful in three years, SETA will...

Have well-paid, effective, enthusiastic and knowledgeable staff

Have streamlined, effective recruiting and hiring processes for internal and external candidates

Be a household name with waiting lists for enrollment and staff positions

Have sustainable, effective coaching for a quality workforce

Have improved programs through staff access to and use of technology

Have high quality internal and external customer service

Have strong community collaborations that strengthen program services

Have successful and self-sufficient parents

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(July 31, 2015)

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.

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (243)	26 (10.6 %)	N/A
Elk Grove USD (480)	47 (9.8 %)	N/A
Sacramento City USD (1312)(144)	162 (12.3 %)	17 (11.8%)
San Juan USD (700) (160)	95 (13.3%)	27 (17 %)
WCIC (120)	12 (10 %)	N/A
SETA (2002) (349)	247 (12 %)	84 (24%)
County (4857)* (653)**	592 (12%)	128 (19.2%)

*AFE = Annual Funded Enrollment

**% AFE = Percentage of Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2015

July 6th - Food Service Parent Intern Starts.

July 16th - Job Corps closed the afternoon classes due to a water line break.

June 29th to July 30th - SCOC Summer Program.
Marina Vista classes held at Alder Grove due to construction.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
33,790	20,992	22,286	800

Total Amount of Meals and Snacks Prepared 77,868

Purchases:

Food	\$66,858.80
Non - Food	\$13,332.75

Building Maintenance and Repair: \$305.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$2,383.19

Vehicle Gas / Fuel: \$1,632.85
 Normal Delivery Days 22

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
July 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	480	Not in Session	N/A	N/A
Sacramento City USD	1,312 (112)	112*	100%	100%
SETA	2,002 (1,662)	1,704*	102%	57%
San Juan USD	700	Not in Session	N/A	N/A
Twin Rivers USD	243	Not in Session	N/A	N/A
WCIC/Playmate	120	Not in Session	N/A	N/A
Total	1,774	1,816		

* Reduced enrollment during the month of July.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	144	100%	100%
SETA	349	354	101%	68%
San Juan USD	160	159	99.4%	72.5%
Total	653	657		

(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



Quality Assurance Summary Close-out Report 2014-2015

TO: SETA Parent Advisory Committee, Policy Council and Governing Board members
 RE: Countywide Quality Assurance/Monitoring Closeout Report – 2014-2015

Agency	Types of Reviews	Types of Reviews	End of the Year Status
Elk Grove USD	<ul style="list-style-type: none"> • Unannounced Safety and Supervision reviews • Self-Assessment Follow-up • Quality Assurance Monitoring Review (Dec 2014/Jan 2015) 	<p>100% of classes</p> <p>100% of classes</p> <p>6 centers, 8 classes, 16 files</p>	<p>No significant concerns/issues during unannounced visits</p> <p>All findings/concerns have been cleared from the annual self-assessment</p> <p>No significant concerns/issues during QA visit</p>
Sacramento City USD	<ul style="list-style-type: none"> • Unannounced Safety and Supervision reviews • Self-Assessment Follow-up • Quality Assurance Monitoring Review (May-June 2015) 	<p>100% of classes</p> <p>100% of classes</p> <p>9 Head Start centers, 10 classes, 20 files</p>	<p>Continue to monitor for safety and supervision</p> <p>All findings/concerns have been cleared from the annual self-assessment</p> <p>Response Plan due to SETA August 8th. Follow-up for corrective action will take place in new school year.</p>
San Juan USD	<ul style="list-style-type: none"> • Unannounced Safety and Supervision reviews • Self-Assessment Follow-up • Quality Assurance Monitoring Review (April-May 2015) 	<p>100% of classes</p> <p>100% of classes</p> <p>6 centers, 10 classes, 22 files</p>	<p>All findings/concerns have been cleared from unannounced visits</p> <p>All findings/concerns have been cleared from the annual self-assessment</p> <p>Response Plan submitted. Follow-up on corrective action will take place in new school year.</p>
Twin Rivers USD	<ul style="list-style-type: none"> • Unannounced Safety and Supervision reviews • Self-Assessment Follow-up • Quality Assurance Monitoring Review (March-April 2015) 	<p>100% of classes</p> <p>100% of classes</p> <p>3 centers, 10 classes, 20 files</p>	<p>Enhanced grantee support plan for the following areas for 2015-2016:</p> <ul style="list-style-type: none"> - Family Partnership Agreements and Parent Meetings - Safety and Supervision - Mandated Screenings and Follow-up - Individualization - Enrollment and Attendance

Women's Civic Improvement Club (WCIC)	• Unannounced Safety and Supervision reviews	100% of classes	No significant concerns/issues during unannounced visits
	• Self-Assessment Follow-up	100% of classes	All findings/concerns have been cleared from the annual self-assessment
	• Quality Assurance Monitoring Review (March/April 2015)	1 center, 4 classes, 8 files	No significant concerns/issues during QA visit

Exemplary Practices (Above Compliance) Noted During Reviews:

- Enriched and nurturing learning environments were very evident in the classrooms. Teachers were engaged with children in creative activities that fostered learning. Teacher-child interactions were marked with enthusiasm and positive attitude.
- Strong support system for teaching staff was observed by reviewers. There were 3 teaching staff in most classrooms that were observed. Substitute teachers were able to articulate program procedures and they carried out the daily schedule and activities smoothly.
- Socialization event at the park was very well attended and appeared to be enjoyed by all families and staff. All elements of EHS socialization in an outdoor setting were met. Staff's team work and creativity were evident in the planning and conduct of socialization in atypical setting.
- Parents' milestones and achievements were recognized and celebrated at the socialization. A community gathered to focus on families' strengths and successes.
- Family and staff relationships were warm, caring and supportive. This was evident at home visits and during the socialization event.
- Strong teamwork among staff
- Relationship between staff and families was observed to be friendly, warm and comfortable
- Creativity in a variety of class activities
- Organized and neat classrooms in a number of centers
- Staff works well with each other
- Teaching staff show a clear interest in the families they serve and are kind and inviting to families.
- Outstanding teamwork and pride in their program
- Clean and safe outdoor play environment
- Excellent practice of daily health check: orderly, thorough, pleasant and welcoming
- Organized and thorough recordkeeping of parent meetings and workshops

Continued Commitment to Excellence:

SETA's commitment to safety and supervision remains a program priority, therefore unannounced site visits will continue in 2015-2016. Compliance with *5 Steps to SUPERvision* is required.

Delegate agencies are expected to participate in countywide projects that promote quality services including coaching for teachers (*Practiced Based Coaching* or alternate model), *Teaching Pyramid* (CA CSEFEL model), and *CLASS* observations and feedback.

ITEM VI-OTHER REPORTS (continued)

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

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