

GOVERNING BOARD

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THOUGHT OF THE DAY: "Limitations live only in our minds. But if we use our imaginations, our possibilities became limitless"

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, March 28, 2017

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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- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education and Mental Health Services

- D. Chair's Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MARCH 22, 2017

Policy Council meeting hosted by:
Kenneth Tate, Chair; Vocheri Thomas, Vice Chair; Linda Harris, Secretary;
Vacant, Treasurer, and Taneya Zimmerman, Parliamentarian

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Elnora Nears, Elk Grove Unified School District
- _____ Linda Harris, Elk Grove Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Vocheri Thomas, WCIC/Playmate Child Development Center
- _____ David Lesnick, San Juan Unified School District
- _____ Stacey Soloman, Sacramento City Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Jennifer Lane, Twin Rivers Unified School District
- _____ Ezell Humphrey-Grant, Twin Rivers Unified School District
- _____ Angela Burnell, SETA-Operated Program
- _____ Henrietta Gutierrez, SETA-Operated Program
- _____ Brianna Isaac, SETA-Operated Program
- _____ Angel Chenault, SETA-Operated Program
- _____ Taneya Zimmerman, Early Head Start, Sacramento City Unified School Dist.
- _____ Calvin Sheppard, Men’s Activities Affecting Children Committee
- _____ April Jean, Birth and Beyond
- _____ Penelope Scott, Community Representative
- _____ Linda Litka, Community Representative
- _____ Terri McMillin, Community Representative
- _____ Robin Blanks, Community Representative
- _____ Kenneth Tate, Outgoing Chair

New Member to be Seated:

- _____ Anchil Goswami, Sacramento City Unified School District

Seats Vacant:

- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Schneider), SETA Operated Program
- _____ Vacant (Mulhern), SETA-Operated Program
- _____ Vacant, Home Base Option
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Siegel), Early Head Start, San Juan Unified School District
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Chilton), Birth and Beyond

**** Please call your alternate, Policy Council Chair (Kenneth Tate: (916) 236-7407), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2016-2017**

The 2016-2017 Board was seated on **November 22, 2016** and
January 24, 2017

BOARD MEMBER	SITE	11/22	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/28
R. Blanks Seated 1/24	CR		X	X									
A. Burnell Seated 11/22	SOP	X	U	X									
R. Castex s/b/seated 11/22; seated 1/24	WCIC	E	X	X									
A. Chenault Seated 11/22	SOP	X	E	X									
A. Goswami Seated	SCUSD												
H. Gutierrez Seated 11/22	SOP	X	X	X									
L. Harris Seated 11/22	ELK	X	X	X									
E. Humphrey-Grant Seated 11/22	TR	X	E	E									
B. Isaac Seated 11/22	SOP	X	E	U									
A. Jean s/b/seated 11/22; seated 1/24	Birth & Beyond	U	X	X									
J. Lane Seated 11/22	TR	X	X	X									
D. Lesnick Seated 11/22	SJ	X	E	X									
T. McMillin Seated 1/24	CR		X	X									
K. Mulhern s/b/seated 11/22	SOP	E	E	U									
E. Nears Seated 11/22	ELK	X	E	E									
A. Scharnow Seated 11/22	SAC	X	X	X									
P. Scott Seated 1/24	CR		X	X									
C. Sheppard Seated 1/24	CR		X	X									

BOARD MEMBER	SITE	11/22		1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/28
S. Solomon Seated 11/22	SAC	X		U	E									
K. Tate Seated 1/24	OGC			X	X									
V. Thomas Seated 11/22	WCIC	X		X	X									
T. Zimmerman Seated 11/22	SAC EHS	X		X	X									

GLOSSARY OF ACRONYMS

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

- X:** Present
- E:** Excused
- R:** Resigned
- U:** Unexcused Absence
- S/B/S:** Should be Seated
- AP:** Alternate Present
- E/PCB:** Excused, Policy Council Business
- E/PCB:** Excused, Policy Committee Business
- OGC:** Outgoing Chair
- *:** Special Meeting

Current a/o 3/22/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 28, 2017 POLICY COUNCIL
MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 28, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the February 28 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, February 28, 2017
9:00 a.m.

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

Mr. Kenneth Tate called the meeting to order at 9:03 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day.

Members Present:

Linda Harris, Elk Grove Unified School District
Vocheri Thomas, WCIC/Playmate Child Development Center
Reginald Castex, WCIC/Playmate Child Development Center (seated at 9:06 a.m.)
Andrea Scharnow, Sacramento City Unified School District
Jennifer Lane, Twin Rivers Unified School District
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Angel Chenault, SETA-Operated Program
Angela Burnell, SETA-Operated Program
David Lesnick, San Juan Unified School District
Henrietta Gutierrez, SETA-Operated Program
April Jean, Birth and Beyond (arrived during closed session)
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Penelope Scott, Community Representative
Linda Litka, Community Representative
Calvin Sheppard, MAACC
Kenneth Tate, Community Representative

Members Absent:

Elnora Nears, Elk Grove Unified School District (excused)
Ezell Humphrey-Grant, Twin Rivers Unified School District (excused)
Brianna Isaac, SETA-Operated Program (unexcused)
Stacey Soloman, Sacramento City Unified School District (excused)

Members to be seated but absent:

Kimberly Mulhern, SETA-Operated Program (unexcused)

II. Consent Item

A. Approval of the Minutes of the January 24, 2017 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Thomas, second/Scharnow, to approve the January 24, 2017 minutes.

Show of hands vote

15, 0, 1

Aye: 15 (Blanks, Burnell, Castex, Chenault, Gutierrez, Harris, Lane, Lesnick, Litka, McMillin, Scharnow, Scott, Sheppard, Thomas, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 5 (Humphrey-Grant, Isaac, Mulhern, Nears, Soloman)

III. Action Item

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

- The board went into closed session at 9:11 a.m. At 9:36 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher, Associate Teacher/Infant Toddler, Lead Infant Toddler Teacher, Head Start Teacher, Family Services Worker III, Site Supervisor, and Personnel Analyst.

Mr. Tate asked board members if they had issues with the distribution of the current roster including board members' names and contact information. Board members unanimously agreed to allow their contact information to be distributed in the form of the PC roster.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Linda Harris reviewed the calendar of events.
- Parent/Staff Recognition: None.
- Toastmasters Update: Mr. Tate stated the first Toastmaster training of the year will be held on Friday, March 3.
- Committee Reports: Mr. Kenneth Tate
 - ✓ Executive Committee: Ms. Harris reviewed the Executive Committee critique.
 - ✓ Budget/Planning Committee: Mr. Tate urged members to consider attending the upcoming committee meeting.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne announced there are a series of budget planning meetings to review the refunding grant and plan what will happen in the new fiscal year. Ms. Saurbourne reviewed the fiscal report and stated that we are at 29.6% of budget. Administrative costs are at 10.2%, well below the 15% allowable. A board member asked what "various" under WD means. Ms. Saurbourne replied that WD is SETA's

Workforce Development; they are funded under a different stream. The agency is required to provide a full report and 'various' is what is considered WD expenditures.

➤ Community Resources: Parents/Staff: No comments.

B. Governing Board Minutes of December 1 and 20, 2016 Meetings: No questions.

V. Other Reports

A. Head Start Deputy Director's Report: No additional report.

➤ Monthly Head Start Report

B. Chair's Report: None.

C. Open Discussion and Comments: None.

D. Public Participation: No comments.

VI. Training

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

VII. Adjournment: The meeting was adjourned at 9:53 a.m.

ITEM III-A – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY
COUNCIL JOINT PARENT ACTIVITY

BACKGROUND:

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

See attached information on the Parent Activity Fund.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

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

ITEM III-B – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN
HEAD START OR EARLY HEAD START PROGRAMS

BACKGROUND:

On an annual basis the Policy Council is required to review and approve the Countywide Enrollment Selection Criteria for the Head Start and Early Head Start programs. Last year, neither the Head Start (preschool) Selection Criteria nor the Early Head Start Selection Criteria had revisions and was approved by the Parent Advisory Committee, Policy Council, and SETA Governing Board in January/February 2016.

For 2016-2017, the Head Start Selection Criteria has slight modifications to align with the new Head Start Performance Standards. Specifically, changes include:

- Extending the option for families to transfer from one program to another regardless of similar services (i.e. full day to part day, home base to center base, from grantee to delegate, etc.)
- Increasing the priority level for homeless children and/or foster children
- Permitting families who have dropped from the program within the last 60 days to re-enroll into any of the Sacramento County Head Start programs, not just the agency/program in which they dropped
- Adding foster youth with a child as a priority under the High Risk category
- Prioritizing a 3-year old child whose family exceeds the poverty guideline limits within 101-130% over a 4-year old child whose family exceeds the poverty guideline limits without a cap.
- Removing signatures lines on the form since staff document family ranking in the child's file.

A redline and clean copy of the recommended changes are attached for review. There are no recommended changes for the Early Head Start Selection Criteria.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County as attached.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an "X" by the category that is applicable to applicant. Selection is based on the "X" that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

1. 2nd year enrollment within Sacramento County. _____
2. Transfer Head Start child to the same or another Sacramento Head Start agency ~~within the same program option (full day, part day, home base)~~. _____
3. Transition from Early Head Start whose family meets Federal Income Guidelines. _____
4. A previously enrolled child (who dropped on good standing) who requests to return ~~to original agency~~ within 60 days whose family meets Federal Income Guidelines. _____
5. Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
6. 4-year-old child whose family meets Federal Income Guidelines. _____
7. Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency:
 - abuse (physical, substance, sexual & emotional abuse)
 - homeless
 - foster care
 - death of a parent/guardian, sibling
 - other special circumstances (which shall include a child with diagnosed disability (s)). _____
8. 3-year-old child whose family meets Federal Income Guidelines. _____
9. 4-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
10. 4-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____
11. 3-year-old child whose family exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
12. 3-year-old child whose family exceeds Federal Income Guidelines with no cap (waiver necessary). _____

Comment [HK1]: Omit

Comment [HK2]: Added new #3

Comment [HK3]: Omit

Comment [HK4]: Added foster youth with a child

Comment [HK5]: Added foster youth with a child

Comment [HK6]: Omit this entire section

Head Start Staff Signature _____

Date _____

Child's Name _____

Date of Birth _____

Date of Application _____

Status Enrolled Date Enrolled: _____ Waiting List

7.08

HEAD START SELECTION CRITERIA SACRAMENTO COUNTY

Instructions: Place an "X" by the category that is applicable to applicant. Selection is based on the "X" that is the highest on the scale.

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- Within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, the oldest child will be selected.
- Each delegate/grantee agency has the option to determine transfer criteria within its own program.
- All efforts will be made to enroll children with certified Special Education needs to meet the mandated minimum service level of 10% per program.
- For State Collaborative, families must meet Head Start income and age requirements (unless waived) and State admissions priorities.

- | | | |
|-----|---|-------|
| 1. | 2 nd year enrollment within Sacramento County. | _____ |
| 2. | Transfer Head Start child to the same or another Sacramento Head Start agency. | _____ |
| 3. | Transfer Homeless child or child in foster care from outside of Sacramento County.*
* (Now living in Sacramento County) | _____ |
| 4. | Transition from Early Head Start whose family meets Federal Income Guidelines. | _____ |
| 5. | Documented High Risk Families (with child 4-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: <ul style="list-style-type: none"> ▪ abuse (physical, substance, sexual & emotional abuse) ▪ homeless ▪ foster child (age 5 or under) ▪ death of a parent/guardian, sibling ▪ other special circumstances (which shall include a child with diagnosed disability (s)). ▪ Foster youth with a child (AB 12) | _____ |
| 6. | A previously enrolled child (who dropped on good standing) who requests to return within 60 days whose family meets Federal Income Guidelines. | _____ |
| 7. | 4-year-old child whose family meets Federal Income Guidelines. | _____ |
| 8. | Documented High Risk families (with child 3-years-old) who meet Federal Income Guidelines having one or more of the following situations within the past year, and/or referred by a community/professional agency: <ul style="list-style-type: none"> ▪ abuse (physical, substance, sexual & emotional abuse) ▪ homeless ▪ foster child (age 5 or under) ▪ death of a parent/guardian, sibling ▪ other special circumstances (which shall include a child with diagnosed disability (s)). ▪ Foster youth with a child (AB 12) | _____ |
| 9. | 3-year-old child whose family meets Federal Income Guidelines. | _____ |
| 10. | 4-year-old child whose family <u>exceeds</u> Federal Income Guidelines 101 to 130% (waiver necessary). | _____ |
| 11. | 3-year-old child whose family <u>exceeds</u> Federal Income Guidelines 101 to 130% (waiver necessary). | _____ |
| 12. | 4-year-old child whose family <u>exceeds</u> Federal Income Guidelines with no cap (waiver necessary). | _____ |
| 13. | 3-year-old child whose family <u>exceeds</u> Federal Income Guidelines with no cap (waiver necessary). | _____ |

**EARLY HEAD START SELECTION CRITERIA:
SACRAMENTO COUNTY**

Unless otherwise indicated, all applicants must meet Head Start Family Income Guidelines

INSTRUCTIONS: Place an "X" by the highest applicable category on the scale (#1 being the highest).

The following criteria is to be used when prioritizing Waiting Lists for enrollment:

- For #1-7, within the same priority ranking, selection is based on age, with the youngest child receiving priority.
- For #8-11, within the same priority ranking, selection is based on the application received first.
- If applications are received on the same date, selection for enrollment will be based on individual family needs.
- Center based availability to be determined by individual child's age and family need.
- For State Collaboratives, families must meet Early Head Start income and age requirements (unless waived) and State admissions priorities.

The Early Head Start program can consider individual child and family needs

1. Transfer Early Head Start child within Sacramento County with documentation.
(copy of Application and Eligibility Verification Form must be attached to wait list) _____
2. Family with a child birth to 36 months of age with a current IFSP.
(up to 10% may exceed Federal Income Guidelines) (waiver necessary) _____
3. A previously enrolled child (who dropped on good standing)
who requests to return to original agency within 60 days. _____
4. Pregnant woman/parent/guardian with a child birth to 12 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS
5. Pregnant woman/parent/guardian with a child 13 to 36 months of age having
one or more documented family situations within the past year such as:

•Abuse (physical, substance, sexual & emotional)	•Teen Parent
•High Risk Pregnancy (includes moms >35 or <18)	•Homelessness
•Death of a parent/guardian, sibling	•Foster care
•Parent with developmental delay or other disabling condition	•CPS
6. Pregnant woman/parent/guardian with a child birth to 12 months of age. _____
7. Pregnant woman/parent/guardian with a child 13 to 36 months of age. _____
8. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
9. Pregnant woman/parent/guardian with a child birth to 12 months of age
who exceeds Federal Income Guidelines with no cap (waiver necessary). _____
10. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines 101 to 130% (waiver necessary). _____
11. Pregnant woman/parent/guardian with a child 13 to 36 months of age who
exceeds Federal Income Guidelines with no cap (waiver necessary). _____

ITEM III-C – ACTION

ELECTION OF TREASURER FOR PROGRAM YEAR 2016-2017

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect a Treasurer for Program Year 2016-2017. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

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

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

SECTION 3: Duties of Officers

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

- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC’s business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.

RECOMMENDATION:

That the Policy Council elect a Treasurer

Treasurer:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-D – ACTION

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

BACKGROUND:

The Policy Council is requested to elect a representative and alternate. Ms. Robin Blanks was elected to serve as representative and has expressed interest in continuing to serve on the Committee

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

The Sacramento Dental Managed Care Advisory Committee generally meets every-other month on the fourth Thursday, 2:00 – 4:00 p.m.. The 2017 meeting dates are:

- * Thursday, April 6
- * Thursday, June 4
- * Thursday, August 4
- * Thursday, October 5
- * Thursday, December 7 or 14*
- * tentative dates

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

RECOMMENDATION:

Ratify the election of Ms. Robin Blanks as the Policy Council representative to serve on the Sacramento Dental Managed Care Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM III-E – ACTION

ELECTION OF REPRESENTATIVE AND ALTERNATE TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

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

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

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

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

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

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

MEETING SCHEDULE

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

COMPOSITION OF THE COMMUNITY ACTION BOARD

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

SECTOR PROFILES

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

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

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

APPLICATION/APPOINTMENT PROCESS

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

CONFLICT OF INTEREST

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

ITEM III-F – ACTION

RATIFICATION OF MATERNAL, CHILD AND ADOLESCENT HEALTH
ADVISORY BOARD REPRESENTATIVE

BACKGROUND:

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

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

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The meetings remaining in 2017: May 9, 2017, September 12, 2017, and November 14, 2017. The meetings are held at 9616 Micron, Suite 900, Conference Room 1, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact Martha Cisneros, 263-3881.

RECOMMENDATION:

Ratify the Chair's appointment of one representative to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events: Mr. Kenneth Tate
- Parent/Staff Recognition: Mr. Kenneth Tate – Mr. Victor Bonanno, Ethics Training
- Toastmasters Update: Mr. Kenneth Tate
- Committee Reports: Mr. Kenneth Tate
 - ✓ Executive Committee: Mr. Kenneth Tate
 - ✓ Budget/Planning Committee: Mr. Kenneth Tate
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne
- Community Resources: Parents/Staff: Mr. Kenneth Tate

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Budget/Planning Committee Refunding Grant Planning	Wednesday, March 22, 2017 9:00 a.m. Diablo Room
PAC Executive Committee	Friday, March 24, 2017 9:00 a.m. Olympus Room
PC/PAC Budget/Planning Committee Refunding Grant Planning	Friday, March 31, 2017 9:00 a.m. Diablo Room
Men's Activities Affecting Children Committee	Friday, March 31, 2017 11:00 a.m. – 12:30 p.m. Diablo Room
PC/PAC Social/Hospitality Committee	Wednesday, April 5, 2017 1:00 – 2:30 p.m. Olympus Room
PC Executive Committee	Friday, April 7, 2017 9:30 a.m. Diablo Room
PC/PAC Toastmasters Training	Friday, April 7, 2017 11:30 a.m. Diablo Room
PC/PAC Budget/Planning Committee	Tuesday, April 11, 2017 1:00 p.m. Diablo Room
PC/PAC Food Services Committee	Wednesday, April 26, 2017 2:00 p.m. Shasta Room

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Ingersoll **DATE:** March 7, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,589,191	8/1/16-7/31/17	9/1/16-12/31/16
Head Start	T & TA	\$ 7,500	8/1/16-7/31/17	9/1/16-9/30/16

Monitoring Purpose: Initial ____ Interim X Special ____ Final T&TA

Date of review: Feb 8-9, 2017 and follow-up Mar 7, 2017

	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	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the January 5, 2017 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, January 5, 2017
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Schenirer called the meeting to order at 10:03 a.m. Mr. Greg Thatch led the board in the Pledge of Allegiance. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:06 a.m.)

Member Absent:

Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employees: **Terri Carpenter**, Workforce Development Manager, was recognized for her 20 years of service at SETA.

II. Consent Items

The following consent items were reviewed:

- A. Approval of Minutes of the December 1, 2016 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add ABworkshops to SETA's Vendor Services List
- D. Approval to Release a Request for Proposals for Audit Services
- E. Approval to Release a Request for Proposals for Head Start Janitorial Services

Mr. Nottoli inquired about the status of the current janitorial services providers. Ms. Saurbourne stated that there are four janitorial services providers and all know that the contracts will end June 30. Ms. Saurbourne stated that there are eight geographical areas and staff is anticipating a large number of proposers.

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

- A. Approve the December 1, 2016 minutes.
- B. Approve the claims and warrants for the period 11/23/16 through 12/20/16.
- C. Approve the addition of ABworkshops to SETA's VS list.
- D. Approve the release of a Request for Proposals for Audit Services.

E. Approve the release of a Request for Proposals for Head Start Janitorial Services .

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Workforce Development Planner (I and II) Classification and Salary Schedule

Mr. John Allen reviewed this item and offered to answer questions.

Mr. Schenirer opened a public hearing; there were no comments.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the Workforce Development Planner (I and II) Classification and Salary Schedule.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Warren)

B. **WORKFORCE DEVELOPMENT DEPARTMENT:** No items.

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

IV. Information Items

A. Fiscal Monitoring Reports: No report.

B. Sacramento Works Fourth Quarter Performance Report: Mr. Roy Kim provided a correction on OJT's; the 128 number is in-house only, the total is 378. There has been a decrease in the number of people accessing services primarily due to WIOA transition and the case management system that was down for a month. Staff has been monitoring the decrease in the earnings rate, which is probably due to the high number of CalWORKs participants.

Ms. Scherman really liked the graphs; it was very easy to follow.

C. Employer Success Stories and Activity Report: No additional report.

D. Dislocated Worker Update: No report.

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

F. Head Start Reports: No additional report.

V. Reports to the Board

A. Chair: Mr. Schenirer stated that he and Ms. Kossick talked last month about putting more focus on our meetings; he distributed a schedule of topic areas for this year.

Ms. Kossick stated that the policy and topic areas will be in line with funding periods. Head Start will be first and will present a brief overview. On the topic dates, there will be staff presentations.

Mr. Schenirer asked this to be sent to the new mayor and the county executive.

B. Executive Director: Ms. Kossick wished the board Happy New Year; the board meetings will continue to be held in our board room.

Staff received notice that the Sacramento Works board was considered a high performing board. The Agency received \$54,838 this year which will be used for board activities.

Staff is working with the Employment Training Panel on a career work experience program for at-risk youth. SETA will coordinate with a number of different parties to run this program utilizing \$700,000-900,000. Ms. Terri Carpenter will be working on this.

C. Deputy Directors: No reports.

D. Counsel: No report.

E. Members of the Board

F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:22 a.m.

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 February 28, 2017 Policy Council meeting.

GOOD!!!
Thank you, Mr. Victor Bonanno for the Ethics training presentation.
Thank you, Ms. Allison Noren for shared information on the employment list
Thank you, Mr. Kenneth Tate for a well facilitated meeting.
Thank you, PC and PAC Board members for participating in Ethics training.
NEEDS IMPROVEMENT
Please be recognized by the Chair by raising your hand before speaking.
Please turn off all electrical devices, i.e., phones.
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

➤ Budget Planning Committee: Mr. Kenneth Tate

➤ Men's Activities Affecting Children Committee (MAACC): Mr. Kenneth Tate

ITEM V – COMMITTEE REPORTS (continued)
Page 2

- Maternal, Child and Adolescent Health Advisory Board: Ms. Robin Blanks

- Parent Ambassadors Committee: Mr. Kenneth Tate

- Sacramento Medi-Cal Dental Advisory Committee: Ms. Robin Blanks

ITEM VI-OTHER REPORTS

BACKGROUND:

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

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

C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - ✓ QA Report - Twin River Unified School District
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Griffith - School Readiness, Special Education and Mental Health Services

D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Kenneth Tate), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.



Quality Assurance Summary Report

TO: SETA Policy Council and Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2017

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale	4 4 facilities inspections	12	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Strong team work and supportive leadership
- Strong organizational support and staffing to provide comprehensive services
- Positive school atmosphere in both sites, with Head Start children, families and staff observed to be happy and engaged. There is strong school or program spirit observed.
- Exemplary follow-up on children’s concerns in the service areas of Health, Nutrition and Family Partnership
- Excellent documentation in children’s files, continuity of services was evident.
- Classroom environment was well-equipped with materials and organized with labels.
- Family engagement activities including parent meetings are well-attended.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted findings
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	99%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	93%	No significant noted findings

Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	91%	No significant noted findings
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted findings
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	96%	No significant noted findings. However, staff should continue to pay close attention at times when children are using the restroom to ensure no child is unattended.
Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i>	98%	No significant noted findings
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	95%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	84%	1-Not all funded enrollment slots were filled at the beginning of the program year 2-Recruitment activities and materials were limited 3-Inaccuracies between information in the child's file and the Child Plus tracking system

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

Corrective Action Plans:

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2017

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	2028	248	12%	369	72	20%
Twin Rivers USD	233	25	11%			
Elk Grove USD	440	52	12%			
Sac City USD	1211	133	11%	144	20	14%
San Juan USD	668	85	13%	160	17	11%
WCIC	120	15	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4700	558	12%	753	113	15%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2017**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	474	107	82
Sacramento City USD	1,211	1,214	100	83
SETA	1,988	2,022	102	75
San Juan USD	668	700	105	84
Twin Rivers USD	233	233	100	85
WCIC/Playmate	120	120	100	77
Total	4,660	4,763		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	151	105	72
SETA	377	380	101	74
San Juan USD	160	173	108	84
Total	681	704		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/28/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	39	108	87
Sacramento City USD	40	42	105	71
SETA/Job Corps.*	4	4	100	TBD
Total	80	85		

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



SETA Head Start Food Service Operations Monthly Report *February 2017

February 2nd - Illa Collin limited the number of children in the AM class and closed the PM class due to ill staff and a shortage of substitutes.

February 6th - Bright Beginnings had to limit the number of children in the B Class due to shortage of staff and lack of available substitutes.
North Avenue had to limit the number of children in the part-day classes due to shortage of staff and lack of available substitutes.

February 17th - Northview closed afternoon classes due to a power outage in the area.

Meetings & Trainings:

Head Cook Celia Pina and Cook/Driver Melissa Smith interviewed On-Call Cook/Driver Applications at the SETA Job Fair on February 25th.

Cook/Driver Mario Mauricio attended a Serve Safe training on February 28th.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
36,790	13,780	23,990	0

Total Amount of Meals and Snacks Prepared 74,560

Purchases:

Food	\$70,263.69
Non - Food	\$16,488.63

Building Maintenance and Repair: \$483.40

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$470.77

Vehicle Maintenance and Repair : \$1,765.41

Vehicle Gas / Fuel: \$1,528.26
Normal Delivery Days 19

ITEM VI - OTHER REPORTS (continued)
Page 2

- 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.
