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THOUGHT OF THE DAY: *“To accomplish great things, we must not only act, but also dream; not only plan, but also believe.”*

– Anatole France

REGULAR MEETING OF THE HEAD START/EARLY HEAD START POLICY COUNCIL

DATE: Tuesday, June 27, 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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- B. Chair's Report
- C. Head Start Deputy Director's Report
 - Monthly Head Start Reports (attached)
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JUNE 21, 2017

Policy Council meeting hosted by:
Kenneth Tate (Chair), vacant (Vice Chair), Linda Harris (Secretary),
Angel Chenault (Treasurer), Taneya Zimmerman (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Linda Harris, Elk Grove Unified School District
- _____ Andrea Scharnow, Sacramento City Unified School District
- _____ Ezell Humphrey-Grant, Twin Rivers Unified School District
- _____ Henrietta Gutierrez, 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
- _____ Penelope Scott, Community Representative
- _____ Linda Litka, Community Representative
- _____ Terri McMillin, Community Representative
- _____ Robin Blanks, Community Representative
- _____ Kenneth Tate, Outgoing Chair

Seats Vacant:

- _____ Vacant (Nears), Elk Grove Unified School District
- _____ Vacant (Goswami), Sacramento City Unified School District
- _____ Vacant (Soloman), Sacramento City Unified School District
- _____ Vacant (Lesnick), San Juan Unified School District
- _____ Vacant (Robinson), San Juan Unified School District
- _____ Vacant (Lane), Twin Rivers Unified School District
- _____ Vacant (Castex), WCIC/Playmate Child Development Center
- _____ Vacant (Thomas), WCIC/Playmate Child Development Center
- _____ Vacant (Burnell), SETA-Operated Program
- _____ Vacant (Schneider), SETA Operated Program
- _____ Vacant (Mulhern), SETA-Operated Program
- _____ Vacant (Isaac), 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 (Jean), 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	5/30 *	6/27	7/25	8/22	9/26	10/24	11/28
R. Blanks Seated 1/24	CR		X	X	X	X	X	X						
R. Castex s/b/seated 11/22; seated 1/24	WGIC	E	X	X	U	X	X	U						
A. Chenault Seated 11/22	SOP	X	E	X	X	X	X	X						
A. Goswami Seated 3/28	SCUSD				X	U	U							
H. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X	X						
L. Harris Seated 11/22	ELK	X	X	X	X	X	X	X						
E. Humphroy Grant Seated 11/22	TR	X	E	E	X	X	U							
J. Lane Seated 11/22	TR	X	X	X	U	E	U							
D. Lesnick Seated 11/22	SJ	X	E	X	X	E	R							
L. Litka Seated 1/24	CR		X	X	X	X	X	X						
T. McMillin Seated 1/24	CR		X	X	X	X	X	X						
E. Nears Seated 11/22	ELK	X	E	E	X	X	X	U						
A. Scharnow Seated 11/22	SAC	X	X	X	X	X	X	X						
P. Scott Seated 1/24	CR		X	X	X	X	X	X						
C. Sheppard Seated 1/24	CR		X	X	X	X	X	X						
K. Tate Seated 1/24	OGC		X	X	E	X	X	X						
V. Thomas Seated 11/22	WGIC	X	X	X	X	X	U	U						
T. Zimmerman Seated 11/22	SAC EHS	X	X	X	X	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 6/21/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 23, 2017 AND MAY 30, 2017 POLICY COUNCIL MEETINGS

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 23, 2017 and May 30, 2017 meetings.

RECOMMENDATION:

That the Policy Council approve the May 23 and May 30 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, May 23, 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 9:05 a.m. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Harris called the roll. A quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Elnora Nears, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program
Calvin Sheppard, MAACC
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Penelope Scott, Community Representative
Kenneth Tate, Community Representative
Reginald Castex, WCIC/Playmate Child Development Center
Linda Litka, Community Representative (seated at 9:40 a.m.)

Members Absent:

Jennifer Lane, Twin Rivers Unified School District (unexcused)
David Lesnick, San Juan Unified School District (resigned)
Anchil Goswami, Sacramento City Unified School District (unexcused)
Vocheri Thomas, WCIC/Playmate Child Development Center (unexcused)
Ezell Humphrey-Grant, Twin Rivers Unified School District (unexcused)

VI. Other Reports

A. Executive Director's Report

Ms. Kossick stated that she is hoping to have a date scheduled for a tour of a Sacramento Works career center. She is hoping as the summer approaches it will be low key. Staff will organize a group tour of one or more centers. Attendees can do the tour at any site at any time, join us on a tour, or as a mystery shopper. The Community Action Plan will be presented to the Governing Board next week. The plan has been posted in draft form on the SETA website. After the plan is approved, the Community Action Board will

release a Request for Proposal to fund different safety net and family self-sufficiency programs.

II. Consent Item

A. Approval of the Minutes of the April 25, 2017 Regular Policy Council Meeting

Minutes were reviewed;

Moved/Zimmerman, second/Scharnow, to approve the April 25, 2017 minutes.
Show of hands vote:

Aye: 11 (Blanks, Castex, Chenault, Gutierrez, Harris, McMillin, Nears, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Goswami, Humphrey-Grant, Lane, Lesnick, Litka, Thomas)

III. Action Items

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

The board went into closed session at 9:12 a.m. At 9:20 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher and Program Specialist.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of New Dispatch Clerk Classification, Related Salary Schedule, and Classify Employee into Classification

Ms. Allison Noren reviewed this job classification and answered a number of questions.

Mr. Tate opened a public hearing and asked for comments.

Moved/Blanks, second/Sheppard, to close the public hearing, and approve the creation of the Dispatch Clerk job classification, the related salary schedule, and the reclassification of Ms. Consuelo Lopez to Dispatch Clerk.

Show of hands vote:

Aye: 10 (Blanks, Chenault, Gutierrez, Harris, McMillin, Nears, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 2 (Castex & Tate)

Absent: 6 (Goswami, Humphrey-Grant, Lane, Lesnick, Litka, Thomas)

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification and Salary Schedule for Family Services Worker (I, II, III)

Ms. Noren stated that the duties of Family Services Worker have increased to include a number of higher duties currently performed by Lead Teacher – Infant/Toddler. This board item proposes a 5% increase to the salary schedule. The 5% is consistent with the collective bargaining agreement for higher duties.

Mr. Tate opened a public hearing and asked for comments.

Moved/Castex, second/Nears, to close the public hearing and approve the revised job specification and pay ranges for Family Services Worker (I, II, III).

Aye: 11 (Blanks, Castex, Chenault, Gutierrez, Harris, McMillin, Nears, Scharnow, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 6 (Goswami, Humphrey-Grant, Lane, Lesnick, Litka, Thomas)

Ms. Linda Litka was seated at 9:40 a.m.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Harris reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities: Mr. Tate reminded board members of the Sacramento Works Career Center handout.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reviewed the fiscal report which is three-quarters of the way through the fiscal year. We are currently under budget and currently at 26.8% of federal match.
- Toastmasters Training: Mr. Tate reported that June 2 will be the last Toastmaster training for the year. At that meeting, several members will provide speeches. Mr. Tate encouraged all members to join and support their colleagues.
- Community Resources – Parents/Staff: Mr. Bob Silva provided copies of community resources. CalTrans is hiring close to 1,000 people; Mr. Silva provided the hiring information for the State. Mr. Tate asked if there was information on a summer youth program. Mr. Silva replied that he provided the information for a youth program with the city; however, the cut off for this program was May 19.
- Financial Literacy Training Reports: Ms. Harris provided a review of what she learned at this seminar. Ms. Chenault learned that there are resources available to help people with credit card debt. It was interesting to learn how much (or little) people knew about financial issues. She found it very interesting and

helpful. Ms. Blanks urged board members to attend the training was very beneficial.

B. Governing Board Minutes – April 6, 2017: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Harris read the Executive Committee critique.
- Budget/Planning Committee: Ms. Blanks reviewed the last committee meeting.
- Personnel/Bylaws Committee: Ms. Chenault reviewed the last committee meeting.
- Social/Hospitality Committee: There was no meeting last week. The next meeting is scheduled for June 1. Mr. Tate encouraged board members to attend the meeting to work on the PC/PAC parent activity. Please come with an idea that is educational as well as possible restaurants for a reasonable price for the meal. Ms. McMillin urged members to attend the June 1, 1:00 p.m. meeting.
- Parent Ambassador Report: Mr. Tate stated only one member showed up. Ms. Blanks reported that there was not a lot to discuss. Mr. Silva stated that last year staff identified recruitment events and parents volunteered; this year the parents may help identify events they want to attend and tell him so he can make arrangements for a booth.

VI. Other Reports (continued)

B. Head Start Deputy Director's Report: Ms. Denise Lee stated that the SOP is slightly underspent. This is the time of year where management looks to see where the funds can be spent on deferred maintenance items. The center at Hopkins Park has a modular unit that SETA has been leasing for 20 years. The modular unit is in disrepair and in need of replacement. Ms. Lee stated that staff will prepare a budget modification to request permission to reprogram the funds to purchase a new modular. The request must be submitted to the regional office by June 1; the applications do not go forward without board approval. Ms. Lee asked board members if they would be available for a very short special PC meeting on May 30 or May 31 to take action on the budget modification. After a show of hands, it was decided to hold a special meeting on Tuesday, May 30 at 9 a.m.

The Office of Head Start announced at \$85 million will be given to Head Start Programs to provide a cost of living increase to the employees. They announced it that it would be around 1%. The agency needs to apply for the funds to bring into the organization. Many delegates are closing down their programs so may have to pull board members together to have the item approved and/or take action prior to contract revisions.

Staff also received notice that \$85 million will be eliminated from the next year's Head Start budget however, there is a lot of strong bipartisan support for Head Start. We will continue to watch the federal budget appropriations. Ms. Lee reminded the board that the grant is a spend it or return it grant.

There is a lot going on in Congress; when money becomes available, we will apply for it, and if money is taken away, staff will notify the board.

C. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report.
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP Services: Ms. Caruso reported that the QA unit is working on revising and streamlining the monitoring tool. Ms. Caruso has been meeting with countywide content staff to get county-wide buy-in and feedback. The QA unit is also working on a guidance manual to go along with the tool. These documents will be shared with grantee and delegate staff upon completion. The Twin Rivers 1303 Facilities application was returned by OHS and staff is in the process of revising it. Staff is also working on getting WCIC's 1303 Facilities Application completed soon. Ms. Caruso thanked board members for serving on the screening/interviewing panels.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: No report.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith provided information on the CLASS (emotional support, classroom organization and educational structure). SETA is launching a new iPad project for teachers. Teachers will be videotaped and utilizing iPads to capture their teaching techniques and assessing children's individual progress. At the May 16 Countywide Content meeting, all delegates were asked to look at scores and develop a training plan for improvement.

D. Chair's Report: Mr. Tate urged board members to think of what to do for the parent engagement event.

E. Open Discussion and Comments: Mr. Castex stated that WCIC in Oak Park will be hosting their 32nd Annual Fathers BBQ, Friday, May 26, 9 a.m. until 4 p.m. at WCIC, 3555 – 3rd Avenue. There will be an award ceremony, music, great food, and he would love for all board members to come.

Mr. Silva asked if there could be a MAACC meeting at 11 a.m. at WCIC proceeding the BBQ. Ms. Desha will check with Ms. Davis to see if she would be willing to host a MAACC meeting in one of the WCIC rooms.

F. Public Participation: None.

VII. **Adjournment**: The meeting was adjourned at 10:51 a.m.

SPECIAL 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, May 30, 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 9:06 a.m. Mr. Tate thanked board members for attending the special meeting. The Pledge of Allegiance was recited. Mr. Tate read the thought of the day. Ms. Linda Harris called the roll and a quorum was established.

Members Present:

Linda Harris, Elk Grove Unified School District
Andrea Scharnow, Sacramento City Unified School District
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program
Calvin Sheppard, MAACC
Taneya Zimmerman, Early Head Start, Sac. City Unified School Dist.
Terri McMillin, Community Representative
Robin Blanks, Community Representative
Penelope Scott, Community Representative
Kenneth Tate, Community Representative
Linda Litka, Community Representative (seated at 9:27 a.m.)

Members Absent:

Elnora Nears, Elk Grove Unified School District (unexcused)
Vocheri Thomas, WCIC/Playmate Child Development Center (unexcused)
Reginald Castex, WCIC/Playmate Child Development Center (unexcused)

II. Action Item

A. Approval of Budget Modification for Head Start Fiscal Year 2016-2017

Ms. Lee thanked board members for attending the special meeting. The Head Start grant is a spend it or lose it grant. Occasionally, the Agency has an opportunity to do a budget revision to move funds from one cost category to another for specific jobs. Budget revisions are often done for under-spent funds that could be reprogrammed to other services.

The Hopkins Park modular has been utilized for more than 20 years. It is old and in disrepair. It's not unsafe for children/families however, it is beyond our ability to repair. Staff has looked at replacing or leasing a new modular and is recommending purchasing a new modular. New modulares were recently

installed at Bannon Creek and Bright Beginnings in 2009. Staff is happy with the layout of those two modulars and received a quote for the same type of modular at Hopkins Park with a slightly larger footprint to allow for a small staff area and parent area.

Ms. Lee reported that there are cost savings in Personnel due to turnover in the teaching staff which results in less funds expended in salaries and fringe benefits. This board item is seeking approval to take cost savings from Personnel in the amount of \$300,000; take \$100,000 from Fringe Benefits; and \$50,000 from Allocated Services and Supplies that funds the support of HR, IT, and fiscal and move it to Equipment. Purchasing the modular will cost approximately \$625,000 which includes soil/ground testing, parking, ADA compliance issues, and other miscellaneous items. The additional funds will be reprogrammed from one-time supplemental Start-up funds from Duration. In total, staff is requesting approval to reprogram \$725,000 to purchase and install the modular building. Staff is not yet finished with the procurement process and will be working on other quotes if approved.

While it is unreasonable to fully purchase and install a modular building before the end of the fiscal year, the project will likely require a carry-over request that will come to the board for action after the end of the fiscal year.

Mr. Tate asked about vacant positions. Ms. Lee replied that this is a one-time transfer and these are vacant positions from August 1, 2016 to now. Once we get to August 1, we will reset the budget to be fully staffed. It does not change the ability to fill vacancies in the new fiscal year. We average approximately 25 vacancies at any one time including teaching staff, EHS educators, and site supervisors.

Ms. Lee stated that SETA currently leases the land from the City of Sacramento and would be seeking an extended term lease if a modular is approved.

Ms. Linda Litka was seated at 9:27 a.m.

Ms. Chenault asked if there were an option to purchase the land and Ms. Lee replied that the land is in a large park that belongs to the City of Sacramento. It does not seem likely. The modular will be movable should something change in the future.

Ms. Lee stated that there is a 1303 Facilities Application required to be submitted with the budget modification and requested that this be added to the recommendation.

Mr. Tate inquired if ACF could deny this request and Ms. Lee replied that they could, but ACF is interested in keeping funds in the program to benefit children and families. ACF is aware that this request is coming.

Moved/Gutierrez, second/Scharnow, to approve a budget modification in fiscal year 2016-2017 for up to \$725,000 of which approximately \$275,000 will be reprogrammed from the supplemental (Duration) start-up funds and approximately \$450,000 will be reprogrammed from under-spent Head Start Basic funds and submit a 1303 Facilities Application.

Show of hands vote:

Aye: 10 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Sheppard, Scott, Scharnow, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 3 (Castex, Nears, Thomas)

III. Other Reports

- A. Chair's Report: Mr. Tate asked for a parent to participate in the Associate Teacher screening on June 1. There is a sign-up sheet for the Sacramento Works Career Center tour. Mr. Tate asked board members to sign up for this interesting tour.
- B. Open Discussion and Comments: None.
- C. Public Participation: None.

IV. Adjournment: The meeting was adjourned at 9:35 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 REVISIONS TO THE SALARY SCHEDULE FOR ASSOCIATE TEACHER (TIER I, II, III, IV), ASSOCIATE TEACHER/INFANT-TODDLER, AND HEAD START SUBSTITUTE TEACHER ASSISTANT

BACKGROUND:

In order to remain competitive and attract talent, the Agency is proposing to increase the Salary Schedules for the following positions: Associate Teacher (Tier I, II, III and IV), Associate Teacher/Infant Toddler, and Head Start Substitute Teacher Assistant.

The Agency continues to have long-term recruitment and retention challenges with Associate Teachers (Tier I, II, III, and IV) and Associate Teacher/ Infant Toddler and is proposing the salary be increased by approximately ten percent (10%) effective July 31, 2017.

In addition, the Agency is proposing a five percent (5%) educational incentive pay for any Associate Teacher/Infant Toddler with an Associate's Degree or higher in ECE or a related field. With the creation of Associate Teacher Tier IV (degreed) classification, staff have been voluntarily leaving the infant/toddler classrooms in pursuit of higher pay in the preschool classrooms. The added incentive pay keeps the salary schedules more commiserate in preschool and infant/toddler and ensures highly qualified staff are working with children.

The Agency also has long-term recruitment and retention issues with Substitutes and is proposing the salary be increased by one dollar (\$1.00) per hour effective July 31, 2017.

These pay increases were already included in the Head Start Grant Application that the Board approved on April 25, 2017.

Current Wage Scales	Step A	Step B	Step C	Step D	Step E	
Head Start Substitute Teacher Assistant	10.50					Current
	11.50					Proposed
Associate Teacher I	10.85	11.39	11.96	12.57	13.19	Current
	11.94	12.54	13.16	13.82	14.51	Proposed
Associate Teacher II	11.94	12.54	13.16	13.82	14.51	Current
	13.13	13.79	14.48	15.20	15.96	Proposed
Associate Teacher III	13.10	13.75	14.44	15.17	15.94	Current
	14.41	15.13	15.88	16.67	17.50	Proposed
Associate Teacher Infant Toddler	13.42	14.10	14.80	15.57	16.33	Current
	14.76	1.51	16.28	17.13	17.96	Proposed

ITEM III-B – ACTION (continued)
 Page 2

Current Wage Scales	Step A	Step B	Step C	Step D	Step E	
Associate Teacher/Infant Toddler (Incentive Pay)	15.51	16.28	17.13	17.96	18.86	Proposed
Associate Teacher IV	14.41	15.13	15.88	16.67	17.50	Current
	15.85	16.64	17.47	18.34	19.25	Proposed

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing, and approve the revised salary schedules for the Associate Teacher (Tier I, II, III, and IV), Associate Teacher/Infant Toddler, and Head Start Substitute Teacher Assistant.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO THE JOB SPECIFICATION AND ADDITIONAL SALARY SCHEDULE FOR HEAD START/EARLY HEAD START COORDINATOR (HEALTH-NUTRITION)(SUPERVISORY)

BACKGROUND:

The Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory) classification has been updated to ensure it accurately reflects the work assigned.

It has been several decades since the Children and Family Services Department (CFS) has filled a Health/Nutrition Coordinator (Supervisory) classification. Over the years, CFS has used separate job classifications for each specific content area - one for nutrition services and one for health services. In 2009, due to budget constraints and workload, SETA began using consultants on an as-needed basis. However, with increased countywide demands for oversight and guidance and new Head Start Program Performance Standards, CFS is recommending to hire a comprehensive coordinator position, instead of two distinct positions and/or consultants. With a dedicated nutrition team and health team, the Health/Nutrition Coordinator (Supervisory) will have available staff to carry out the policies and procedures for children, families and staff countywide.

Over the years, multiple outreach and recruitment efforts resulted in very few candidates applying for the Health Coordinator and/or Nutrition Coordinator positions. In a high demand market for professional nurses and nutritionists, CFS believes an additional salary schedule is needed to attract certificated/licensed talent. Hence, a Tier II pay schedule has been added with a higher proposed pay range for certificated/licensed professionals. Tier I wage rates will remain unchanged.

Tier Level	Step A	Step B	Step C	Step D	Step E	
Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory) Tier I	25.78	27.06	28.43	29.84	31.32	Current
Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory) Tier II	31.32	32.89	34.53	36.26	38.07	Proposed

The Agency developed the job specification with input and approval from management and the union. Attached is a red-lined version of the job specification and a clean version. The clean version includes the same information as the red-lined version,

ITEM III-C – ACTION (continued)
Page 2

however is re-arranged to make it easier to designate tasks under specific content areas. SETA intends to adopt the clean version as the final job specification.

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing, and approve the revised job specification and additional pay range for Tier II for Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory).

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START/ EARLY HEAD START COORDINATOR (HEALTH-NUTRITION) (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

A Head Start/Early Head Start Coordinator (Health-Nutrition) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, coordinates and supervises the delivery and compliance of health and nutrition services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; ~~to~~ provides training and technical assistance on health, nutrition, safe environments services and standards to Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; ~~to~~ ensures that enrolled children, ages birth to five, and pregnant women have the necessary medical, dental, and nutrition services and assessments; assists the facilities unit to ensure and there are appropriate safe environments for young children; ~~to~~ assists in the planning and implementation of a health, nutrition and safety curriculum; ~~to~~ assists with program performance monitoring and evaluation; ~~to~~ provides training and technical assistance to Head Start/ Early Head Start staff, parents, delegate agencies and partners; ~~to~~ serves as staff liaison to the Health Services Advisory Committee; promotes early intervention, prevention health services and assists in the development of the child's physical, emotional, cognitive and social competence, ~~to~~ prepares an annual assessment of the health, nutrition and safety components of local Head Start/ Early Head Start pPrograms; and ~~to~~ performs related work as required.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of health, nutrition and safety programs provided by the grantee and delegate agency operated Head Start/ Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include program development, training, monitoring, evaluation health and nutrition services in the SETA grantee operated program, its delegate agencies and partners, and the Child and Adult Care Food Program ~~Reporting.~~

EXAMPLES OF ESSENTIAL DUTIES

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

1. Assists with organizinges, recruitings and staffings the Health Services Advisory Committee.
2. Ensures proper coordination of the functions of the Advisory Committee with delegate Head Start/ Early Head Start Programs and parent groups.
3. Assesses needs and develops goals for health, nutrition and safety programs.
4. Assists with the development of health, nutrition and safety budgets for Head Start/ Early Head Start programs.
5. Develops training in health and oral health problems of young children, preventive health methods, and coordinates with available community services.
6. Assists with identification of children with suspected special health conditions.
7. Provides and assists with training ~~Teaches~~ first aid methods and emergency procedures.
8. Develops policies for the control of communicable diseases.
9. Ensures the implementation of regulations regarding health, nutrition and dental examinations and screenings in compliance with ~~in~~ Federal, State and local health guidelines; provides assistance with follow-up for identified health concerns~~problems~~.
10. Ensures proper maintenance of health records including the electronic tracking system.
11. Coordinates health programs with community providers and stakeholders.
12. ~~Coordinates~~Coordinates Develops plans and procedures in collaboration with food services unit health professionals to ensure that children enrolled in Head Start/ Early Head Start programs receive meals which meet their daily nutritional needs.
13. Assists with monitorings grantee operated programs and delegate agencies for compliance with health standards and monitors nutrition/meal services for compliance with Federal and State regulations, regarding type, service size, and timing.
14. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.
15. ~~Monitors Head Start facilities for proper storage, handling, preparation, delivery, and serving of food.~~
16. ~~Evaluates performance of health and nutrition services.~~
17. Conducts workshops and discussion groups on children's health for program staff and parents, as well as develops and conducts training programs for food service personnel, teaching staff and parents.
18. ~~Gathers information and prepares reports on the delivery of food services.~~
19. ~~Assesses the nutritional status of children in Head Start/Early Head Start programs.~~
20. ~~Assists with the licensing with Head Start/Early Head Start facilities and program monitoring and licensing.~~
21. Works with parent groups.
22. Plans, develops, implements and monitors the safety and disaster preparedness program within the SETA Operated Program.
18. Develops policies and procedures pertaining to health, nutrition and safety environments practices, including communicable diseases.
19. Participates in internal workgroups as designated by the supervisor.
20. Provides input and support toward the development and delivery of goals and objectives for health, nutrition and safety programs.
23. Assists with identifying children with suspected health conditions, including assessment of nutritional status of children.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of supervision.
- Head Start/Early Head Start and SETA programs and functions.
- Public Health ~~nursing~~ principles and related practices.
- Maternal and child health.
- Social inequities of health in low-income communities
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science and; child nutrition ~~and diet therapy; menu~~
- ~~planning and modification.~~
- USDA requirements for child care food programs.
- ~~Food purchasing~~, Proper food preparation, storage, sanitation and kitchen safety.
- Problems and needs of low-income families.
- Staff development and training; and counseling techniques.
- Some word processing software.
- Title 22, Community Care Licensing Regulations; OSHA and fire regulations.

AND

Ability to:

- Plan, organize and supervise the work of others.
- Develop and implement health and nutrition programs which meet the needs of young children and their parents.
- Provide training programs and workshops for parents and Head Start staff.
- Promote parent involvement with Head Start health and nutrition programs.
- Work effectively with low-income families and parent groups.
- Assist with facility licensing.
- Speak and write effectively.
- Ensure proper maintenance of health records.
- Ensure program compliance with health and food regulations and standards.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.
- Train in the area of public health.
- Bilingual skills are preferred.

AND

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

Tier I - At least five (5) years of work experience in a ~~p~~Public ~~h~~Health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety ~~programs and problems~~/concerns of young children and their families. A Bachelor's ~~or advanced~~ degree in public health, nursing, nutrition and/or related

fields is required. At least two years of this experience should be in a supervisory position. ~~RN, PhN, RD certifications are highly desirable. Bilingual skills are preferred.~~

OR

Tier II – At least three (3) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Master’s degree, license and/or certification in public health, nursing, nutrition and/or related fields is required. At least one year of this experience should be in a supervisory position. Bilingual skills are preferred.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver's License is required. A good driving record of at least ~~two (2)~~ three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Kneeling</u>	<u>Occasionally bending legs at knee to come to a rest on knee or knees. (CPR Training)</u>
<u>Crouching</u>	<u>Occasionally bending the body downward and forward by bending leg and spine. (CPR Training)</u>
<u>Crawling</u>	<u>Rarely moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Occasionally extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Occasionally for sustained periods of time (Health Fairs, Trainings, Presentations, etc.)</u>
<u>Pulling</u>	<u>Occasionally using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>

<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

Essential Physical Attributes:

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

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
 - Navigate safely through a preschool
 - Read the labels on Medicine Bottles
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day.
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain.
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment.
 - Move from one area in the workplace to another. Lift a small child safely in order to perform duties as needed. Approximately 40 to 50 pounds.
6. The Ability to Taste
 - Sufficient taste to evaluate the seasoning and saltiness of food.
 - To be able to explain flavors as part of training.
7. The Ability to Smell
 - To determine the freshness of foods.
 - To detect any unusual odors

**HEAD START/ EARLY HEAD START COORDINATOR (HEALTH-NUTRITION)
(SUPERVISORY)**

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator/Early Head Start (Health-Nutrition) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, coordinates and supervises the delivery and compliance of health and nutrition services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; provides training and technical assistance on health, nutrition, safe environments services and standards to Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; ensures that enrolled children, ages birth to five, and pregnant women have the necessary medical, dental, and nutrition services and assessments; assists the facilities unit to ensure there are appropriate safe environments for young children; assists in the planning and implementation of a health, nutrition and safety curriculum; assists with program performance monitoring and evaluation; provides training and technical assistance to Head Start/ Early Head Start staff, parents, delegate agencies and partners; serves as staff liaison to the Health Services Advisory Committee; promotes early intervention, prevention health services and assists in the development of the child's physical, emotional, cognitive and social competence, prepares an annual assessment of the health, nutrition and safety components of local Head Start/ Early Head Start programs; and performs related work as required.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to the development and evaluation of health, nutrition and safety programs provided by the grantee and delegate agency operated Head Start/ Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include program development, training, monitoring, evaluation health and nutrition services in the SETA operated program, its delegate agencies and partners, and the Child and Adult Care Food Program.

EXAMPLES OF ESSENTIAL DUTIES

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

General Health, Nutrition and Safety Services:

1. Develops policies and procedures pertaining to health, nutrition and safety practices, including communicable diseases.
2. Ensures the implementation of regulations regarding health, nutrition and dental examinations and screenings in compliance with Federal, State and local guidelines; provides assistance with follow-up for identified concerns.
3. Assists with monitoring SETA operated programs and delegate agencies for compliance with Federal and State regulations regarding health standards and nutrition/meal services.
4. Provides training and technical assistance regarding the health, nutrition and safety for staff and parents.
5. Provides input and support toward the development and delivery of goals and objectives for health, nutrition and safety programs.
6. Assists with the development of health, nutrition and safety budgets for Head Start/ Early Head Start programs
7. Works with parent groups.
8. Participates in internal and external workgroups as designated by the supervisor.

Health Services:

1. Develops training in health and oral health concerns of young children, preventive health methods, and coordinates with available community services.
2. Assists with identification of children with suspected special health conditions.
3. Provides and assists with training first aid methods and emergency procedures.
4. Develops policies for the control of communicable diseases.
5. Ensures proper maintenance of health records including the electronic tracking system.
6. Coordinates health programs with community providers and stakeholders.
7. Conducts workshops and discussion groups on children's health for program staff and parents.
8. Assists with organizing, recruiting and staffing the Health Services Advisory Committee.
9. Ensures proper coordination of the functions of the Advisory Committee with delegate, partner and parent groups.

Nutrition Services:

1. Coordinates meal plans and procedures in collaboration with the food services unit to ensure that children enrolled in Head Start/ Early Head Start programs receive meals which meet their daily nutritional needs.
2. Assists with identifying children with suspected health conditions, including assessment of the nutritional status of children.
3. Ensures the implementation and compliance of regulations regarding the Child and Adult Care Food Program (CACFP) and provides assistance with follow-up for identified concerns.
4. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.

Safety Services:

1. Plans, develops, implements and monitors the safety and disaster preparedness program within the SETA Operated Program.
2. Coordinates safety procedures and practices with the facilities and education units.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of supervision.
- Head Start/Early Head Start and SETA programs and functions.
- Public Health principles and related practices.
- Maternal and child health.
- Social inequities of health in low-income communities
- Characteristics of control of communicable diseases.
- Principles of nutrition, including food science and child nutrition
- USDA requirements for child care food programs.
- Proper food preparation, storage, sanitation and kitchen safety.
- Problems and needs of low-income families.
- Staff development and training; and counseling techniques.
- Some word processing software.
- Title 22, Community Care Licensing Regulations; OSHA and fire regulations.

AND

Ability to:

- Plan, organize and supervise the work of others.
- Develop and implement health and nutrition programs which meet the needs of young children and their parents.
- Provide training programs and workshops for parents and Head Start staff.
- Promote parent involvement with Head Start health and nutrition programs.
- Work effectively with low-income families and parent groups.
- Assist with facility licensing.
- Speak and write effectively.
- Ensure proper maintenance of health records.
- Ensure program compliance with health and food regulations and standards.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.
- Train in the area of public health.
- Bilingual skills are preferred.

AND

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

Tier I - At least five (5) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Bachelor's degree in public health, nursing, nutrition and/or related fields is required. At least two years of this experience should be in a supervisory position.

OR

Tier II – At least three (3) years of work experience in public health or related field, preferably including experience in providing and/or coordinating public health services and dealing with the health, nutrition and safety programs and concerns of young children and their families. A Master’s degree, license and/or certification in public health, nursing, nutrition and/or related fields is required. At least one year of this experience should be in a supervisory position.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C Driver’s License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Kneeling</i>	<i>Occasionally bending legs at knee to come to a rest on knee or knees. (CPR Training)</i>
<i>Crouching</i>	<i>Occasionally bending the body downward and forward by bending leg and spine. (CPR Training)</i>
<i>Crawling</i>	<i>Rarely moving about on hands and knees or hands and feet.</i>
<i>Reaching</i>	<i>Occasionally extending hand(s) and arm(s) in any direction.</i>
<i>Standing</i>	<i>Occasionally for sustained periods of time (Health Fairs, Trainings, Presentations, etc.)</i>
<i>Pulling</i>	<i>Occasionally using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>

<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<i>Visual Acuity</i>	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<i>Environment</i>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<i>Relational</i>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

ITEM III-D - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO THE JOB SPECIFICATION FOR FISCAL DEPARTMENT CHIEF (EXEMPT)

BACKGROUND:

In September 2016, the Department of Health and Human Services/Office of Head Start updated the Head Start Program Performance Standards. These standards serve as the federal guidelines for operating and providing Head Start/Early Head Start services to children and families. In accordance with Section 1302.91(c) – Staff Qualifications and Competency Requirements, “A program must ensure a fiscal officer hired after November 7, 2016, is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field. Additionally, the Agency is in the process of reviewing all job specifications to ensure that all positions accurately reflect the work assigned; that current methodologies are in compliance with current federal and state regulations; and that the updates enable the Agency to hire the best candidates.

The revised job specification for Fiscal Department Chief (Exempt) is attached in redline and clean versions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification for Fiscal Department Chief (Exempt).

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

FISCAL DEPARTMENT CHIEF (EXEMPT)

ORGANIZATIONAL RESPONSIBILITY

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

DEFINITION

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

EXAMPLES OF DUTIES

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.

6. ~~e~~Evaluates the work of assigned employees.;
7. ~~e~~Overses the establishment and maintenance of a variety of fiscal reports.;
8. ~~i~~Ensures that requisite controls and reports are maintained for grant monies.;
9. ~~e~~Coordinates the preparation, analysis, and administration of the Agency's budget.;
10. ~~r~~Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.;
11. ~~d~~Directs the preparation and prepares a variety of periodic fiscal reports and statements.;
12. ~~d~~Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.;
13. ~~i~~Ensures the proper maintenance and preparation of the Agency payroll.;
14. ~~e~~Coordinates the Agency's fiscal system with other government agencies.;
15. ~~e~~Consults with management staff on fiscal and financial policies.;
16. ~~e~~Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.;
17. ~~e~~Overses the day to day operations of purchasing.;
18. ~~a~~Assures that fiscal concerns are communicated to the Management of the Agency.;
- ~~1-19.~~ ~~p~~Provides complex technical assistance on special projects to the Executive Director as necessary.

~~CONTINUED~~

~~Page 2 – Fiscal Department Chief (Exempt) –~~

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, and practices of accounting, financial recordkeeping and financial administration.

Codes, regulations, ordinances, and laws affecting SETA financial activities.

Principles and practices of budget preparation and administration.

Principles and practices of auditing, financial analysis, and research.

Current data processing production capacities and capabilities.

~~Adaption of information needs, recordkeeping activities, and other functions to data processing method.~~

Principles and practices of payroll operations.

Principles and practices of organization and administration management.

Principles and practices of supervision, training, and public administration.

and

Ability to:

Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.

Plan and direct budget development, preparation, and administration.

Supervise, motivate, train, and evaluate assigned personnel.

- Originate, develop, and modify accounting systems and methods.
- Direct SETA's payroll program.
- Prepare complex financial statements and reports.
- Insure the proper utilization, maintenance, and upkeep of data processing equipment.
- Serve as a major source for solving accounting problems and providing information to others.
- Prepare a variety of reports.
- Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
- Establish and maintain cooperative working relationships.

and

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

- I. Advanced degree in finance and accounting; OR
- II. CPA License highly desirable; AND
- III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</u>

<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>
<u>Environment</u>	<u>The worker is not substantially exposed to adverse environmental conditions.</u>
<u>Relational</u>	<u>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</u>

FISCAL DEPARTMENT CHIEF (EXEMPT)

ORGANIZATIONAL RESPONSIBILITY

A Fiscal Department Chief is responsible to the County Finance Director and reports indirectly to the SETA Executive Director.

DEFINITION

Under administrative direction, to plan, develop, and have responsibility for SETA fiscal services, including accounting, auditing, payroll, purchasing and systems accounting; to coordinate and administer the Agency's budget procedures; to insure the proper disbursement and control of grant funds; to develop operational program budgets; to develop and implement fiscal monitoring systems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which has overall responsibility for SETA fiscal services.

INTERPERSONAL SKILLS EXPECTATIONS

It is a requirement for this position that the employee exhibits the following appropriate interpersonal skills:

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be self-directed, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

EXAMPLES OF DUTIES

1. Plans, organizes, develops and implements a comprehensive fiscal program for the Sacramento Employment and Training Agency.
2. Develops and implements department policies and procedures; assists in the development of agency-wide policies and procedures.
3. Arranges for outside audits; works with outside auditors on Agency fiscal records and procedures, oversees fiscal monitoring activities of the Agency's subgrantees.
4. Provides work direction and training for assigned staff.
5. Participates in the selection and employment procedures for new fiscal employees.
6. Evaluates the work of assigned employees.

7. Oversees the establishment and maintenance of a variety of fiscal reports.
8. Ensures that requisite controls and reports are maintained for grant monies.
9. Coordinates the preparation, analysis, and administration of the Agency's budget.
10. Recommends and establishes policies for fiscal recordkeeping; reviews, studies, and keeps others aware of legal and procedural requirements for fiscal operations.
11. Directs the preparation and prepares a variety of periodic fiscal reports and statements.
12. Develops, implements, and trains others in the use of data processing fiscal recordkeeping and reporting methods.
13. Ensures the proper maintenance and preparation of the Agency payroll.
14. Coordinates the Agency's fiscal system with other government agencies.
15. Consults with management staff on fiscal and financial policies.
16. Compiles information and prepares complex reports, provides consultation to assigned staff on technical accounting and fiscal problems.
17. Oversees the day to day operations of purchasing,
18. Assures that fiscal concerns are communicated to the Management of the Agency.
19. Provides complex technical assistance on special projects to the Executive Director as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods, and practices of accounting, financial recordkeeping and financial administration.

Codes, regulations, ordinances, and laws affecting SETA financial activities.

Principles and practices of budget preparation and administration.

Principles and practices of auditing, financial analysis, and research.

Current data processing production capacities and capabilities.

Principles and practices of payroll operations.

Principles and practices of organization and administration management.

Principles and practices of supervision, training, and public administration.

and

Ability to:

Plan, organize, and direct SETA's finance, accounting, and fiscal data processing functions.

Plan and direct budget development, preparation, and administration.

Supervise, motivate, train, and evaluate assigned personnel.

Originate, develop, and modify accounting systems and methods.

Direct SETA's payroll program.

Prepare complex financial statements and reports.

Insure the proper utilization, maintenance, and upkeep of data processing equipment.

Serve as a major source for solving accounting problems and providing information to others.

Prepare a variety of reports.
 Effectively represent SETA's fiscal systems and procedures with other government agencies and concerned people.
 Establish and maintain cooperative working relationships.

and

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

- I. Advanced degree in finance and accounting
- OR
- II. CPA License
- AND
- III. Five years increasingly responsible leadership experience in public agency finance; demonstrated experience in supervision and leadership of accounting staff; demonstrated expertise integrating current information technology programs and tools into the accounting processes.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<i>Talking</i>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<i>Hearing</i>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<i>Repetitive Motion</i>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<i>Sedentary Work</i>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<i>Visual Acuity</i>	<i>The worker is required to have close visual acuity to perform an activity such</i>

	<i>as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<i>Environment</i>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<i>Relational</i>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

ITEM III-E - ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY
HEAD START COST OF LIVING ADJUSTMENT (COLA)
APPLICATION 2017-2018

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) application for Fiscal Year 2017-2018 in the amount of \$528,886. Funds include \$513,922 for the Head Start/Early Head Start base grant and \$14,964 for Early Head Start-Child Care Partnership/Expansion grant as follows:

Head Start/Early Head Start (base grant):

Head Start Basic	\$433,781
Early Head Start (EHS) Basic	<u>\$ 80,141</u>
TOTAL	\$513,922

Early Head Start-Child Care Partnership and Expansion:

EHS-CCP/Expansion Basic	<u>\$ 14,964</u>
Grant TOTAL	\$ 528,886

On June 2, 2017, the Office of Head Start released Consolidated Appropriations 2017 funding for Federal Fiscal Year (FY) 2017, making additional funds available to existing Head Start and Early Head Start programs. Each grantee may apply for a COLA increase of one percent of the FY 2017 base funding level. COLA funds are to be used to increase staff salaries and fringe benefits and to pay for higher operating costs. SETA management and the union have met and the union is finalizing use of the funds.

A detailed budget and budget narrative are sent under separate cover.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approves the submission of the Cost of Living Adjustment application for the Head Start/Early Head Start base grant in the amount of \$513,922 and the Early Head Start-Child Care Partnership and Expansion grant in the amount of \$14,964 for Fiscal Year 2017-2018. Total COLA funds will be \$528,886.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-F - ACTION

APPROVAL OF AMENDMENTS TO THE LABOR AGREEMENTS

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations since June 15, 2017. A tentative agreement on the application of the Head Start COLA and increases for other employees has been reached with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place on June 19 -20, 2017.

The tentative agreement provides that the MOUs between SETA and AFSCME will be modified as follows:

Modify Section 6.1(a), Reopeners, to read as follows:

- a. Effective August 1, 2017 all salary steps shall be adjusted by one percent (1%).

...

Ms. Allison Noren will be available to answer questions.

FISCAL IMPACT: \$242,781 For Children and Family Services from the Federal Head Start COLA Grant for 2017-2018 and \$87,752 for Workforce Development to be covered by existing funding.

RECOMMENDATION:

Approve the amendments to the Labor Agreements effective August 1, 2017.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Mr. Kenneth Tate
 - Parent, Family & Community Engagement - Events and Activities – Mr. Kenneth Tate
 - Parent/Staff Recognitions – Mr. Kenneth Tate
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Toastmasters Training – Mr. Kenneth Tate
 - Community Resources – Parents/Staff: Mr. Kenneth Tate

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Men's Activities Affecting Children Committee	Friday, June 23, 2017 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, June 29, 2017 9:00 a.m. Olympus Room
PC/PAC Parent Activity: Tour of the Leland Stanford Mansion	Friday, July 7, 2017 8:30 a.m.: arrive at SETA Central Office; will depart at 9:00 a.m. sharp Activities from 11:00 a.m. to 2:00 p.m. (see attached flyer)

Friday, July 7, 2017



**Leland Stanford
Mansion**

800 "N" Street,
Sacramento, CA 95814

PC/PAC PARENT ACTIVITY

- Transportation (light rail/bus) will be provided by SETA Head Start
- Lunch will be provided by SETA Head Start
- Guest will be responsible for their lunch, transportation, and tour fees

NO SHORTS

WEAR COMFORTABLE SHOES

NO SMOKING

NO CHILDREN

2017 JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

If you are interested in participating in the Parent Activity, please confirm your attendance by **4:00 p.m., Friday June 30, 2017**

**Call Ms. Nancy Hogan at
916 263-3827 or e-mail:
nancy.hogan@seta.net**

Itinerary

- 9:00 a.m. Arrival time at SETA Head Start Central Office—925 Del Paso Blvd.
- Please be prompt—we will depart at 9:20 a.m., sharp.
- 11:00 a.m.—2:30 p.m.—Activities/Return to SETA
- 12:00 p.m.—Lunch at:



Sacramento Employment
and Training Agency

**925 Del Paso Blvd.
Sacramento CA 95815**

Phone: (916) 263-3800



ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review the attached Governing Board minutes of the April 27, 2017 meeting.

NOTES:

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

Minutes/Synopsis

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

Thursday, April 27, 2017
10:30 a.m.

- I. Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:34 a.m. The roll was called. A quorum established at 10:35 a.m. with the arrival of Mr. Nottoli at 10:35 a.m.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:35 a.m.)
Patrick Kennedy, Vice Chair; Member, Board of Supervisors (arrived at 10:44 a.m.)

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 6, 2017 Regular and April 10, 2017 Special Board Meetings
- B. Approval of Claims and Warrants
- C. Approval to Add Leaders Evolving, Inc. to SETA's Vendor Services (VS) List

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 6 and April 10, 2017 minutes.
- B. Approve claims and warrants for the period 3/31/17 through 4/20/17.
- C. Approve the addition of Leaders Evolving, Inc. to SETA's VS List.

Roll call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr and Kennedy)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with each Vendor and Execute each Agreement

Ms. Denise Lee reviewed this item and stated that eight proposals were received and reviewed by a committee. Ms. Lee stated that over the year it was found that the companies that provided the lower quotes were not able to provide the services. When looking at the janitorial services, the reviewers looked at minimum wage, which has changed twice over the last contract period, the cost of each item that is required cleaning, and possible profit for the company. Staff looked at the top three companies and negotiated costs for Agency needs. The review committee looked at the top companies and the realistic costs of providing services in that particular group. If the cost was realistic, the group reviewed labor costs and supply costs and wanted to make sure a company was chosen that can provide the services within the allocated budget.

Mr. Kennedy arrived at 10:44 a.m.

Moved/Nottoli, second/Scherman, to approve the selection of companies for each group for janitorial services for the SETA Head Start/Early Head Start centers and central kitchen, and authorize the Executive Director to negotiate and execute each agreement.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Ratification of Executive Director's Deviation From Insurance Requirements Concerning Notices Of Cancellation For Workers' Compensation Insurance In Recently Executed Contracts

There were no questions or comments on this item.

Moved/Scherman, second/Schenirer, to ratify the Executive Director's deviation from the Insurance Requirements with respect to the lack of a non-cancellation endorsement under Workers' Compensation policies for three contractors – Vavrinek, Trine, Day and Co.; The Hacker Lab; and the Sacramento Metropolitan Chamber of Commerce.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services:

1. Approval of the 3-Year Plan for the Provision of Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-Aside Funded Services to Refugees Program Years (PYs) 2017-2020

There were no questions or comments on this item.

Moved/Nottoli, second/Scherman, to approve the 3-year Draft Plan for the Provision of Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside Funded Services to Refugees, Program Years 2017-2020.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval to Release a Request for Proposals (RFP) for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-Aside Funded Programs, Program Year (PY) 2017-18

There were no questions or comments on this item.

Moved/Nottoli, second/Kennedy, to approve the release of the Request for Proposals (RFP) for the Refugee Social Services (RSS), Targeted Assistance (TA), and RSS Set-aside Funded Programs, Program Year 2017-2018.

Roll call Vote:

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

One Stop Services

3. Ratification of the Acceptance of Strong Workforce Program (SWP) Funding From the Los Rios Community College District to Provide Job Development Services, and the Execution of the Contract by the Executive Director

There were no questions on this item.

Moved/Nottoli, second/Kennedy, to ratify the acceptance of SWP funding in the amount of \$125,000 from the Los Rios Community College District to provide job development and follow-up services to graduating CTE students for the period of

April 1, 2017 through September 30, 2017, and the execution of the Contract with the Los Rios Community College District by SETA's Executive Director.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

Mr. Schenirer asked that the board consider and take action on the CFS items as a block.

1. Approval of Annual Self Assessment for 2016-2017 and Resulting Program Improvement Plan SETA-Operated Program

No questions or comments on this item.

2. Approval of Program Year 2017-2018 Head Start/Early Head Start Refunding Application

No questions or comments on this item.

3. Approval of Program Year 2017-2018 Head Start/Early Head Start Budget
No questions or comments on this item.

4. Approval of 2017-2018 Sacramento County Program Options/Grantee and Delegate Agencies

Mr. Nottoli asked if there were any anticipated site location changes. Ms. Lee replied there will be no changes to center locations however, there will be 265 Head Start slots that will be converting to 78 Early Head Start slots. The Early Head Start services will expand at Vineland, Laverene Stewart, Job Corps, Grizzly Hollow, American Legion, Home-based and for the first time with Twin Rivers USD at Morey Avenue Elementary. Ms. Lee will send Mr. Nottoli a complete list of slot changes and an Executive Summary of the grant application.

5. Approval of Program Year 2017-2018 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Five-Year Goals

No questions or comments on this item.

6. Approval of Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion Refunding Application

No questions or comments on this item.

Moved/Kennedy, second/Scherman, to approve items 1-6 as follows:

1. Approve Program Year 2016-2017 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.
2. Approve the Program Year 2017-2018 Head Start/Early Head Start Refunding Application.
3. Approve the Program Year 2017-2018 Head Start/Early Head Start Budget in the amount of \$53,613,447 for Basic and Training/Technical Assistance funds.
4. Approve the Head Start/Early Head Start countywide program options and center locations for the 2017-2018 program year.
5. Approve the Program Year 2017-2018 SETA Head Start/Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.
6. Approve the Program Year 2017-2018 Early Head Start-Child Care Partnership and Expansion refunding application in the amount of \$1,533,185 for Basic and Training/Technical Assistance.

Roll call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

IV. Information Items

- A. Report on American Express Corporate Account Rewards Points Program as of March 31, 2017: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No questions.
- D. Dislocated Worker Update: No questions.
- E. Head Start Reports: No questions.
- F. **Presentation:** Overview of the Community Services Block Grant Program

Ms. Julie Davis-Jaffe provided an overview of the Community Services Block Grant program. This program utilizes \$1.7 million to provide Safety-Net and Self-Sufficiency services. The board expressed the need for information on the amount of leveraged funds, as it would be helpful in articulating the effectiveness of the CSBG program. In addition, the board requested a report back on the amount of administrative funds utilized by the program. Mr. Nottoli would like to see some success stories where CSBG funds have actually helped customers.

Ms. Scherman left at 11:26 a.m.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

VI. Adjournment: The meeting was adjourned at 11:34 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE: May 16, 2017**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 8,770,877	8/1/16-7/31/17	8/1/16-1/31/17
Head Start	T & TA	\$ 20,000	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	Basic	\$ 1,564,709	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	T & TA	\$ 27,564	8/1/16-7/31/17	8/1/16-1/31/17

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: April 24-26, 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	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1, 2016 to January 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** May 25, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS CCP	Basic	\$ 712,600	8/1/16-7/31/17	8/1/16-1/31/17
EHS CCP	T & TA	\$ 17,500	8/1/16-7/31/17	8/1/16-1/31/17

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: April 24-26, 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	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1, 2016 to January 31, 2017 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Jim Walters **DATE:** June 1, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 4,652,403	8/1/16-7/31/17	8/1/16-1/31/17
Head Start	T & TA	\$15,000	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	Basic & Cola	\$1,741,924	8/1/16-7/31/17	8/1/16-1/31/17
Early HS	T & TA	\$30,912	8/1/16-7/31/17	8/1/16-1/31/17

Monitoring Purpose: Initial X Follow Up Special Final

Date of Review: 4/24-4/26/17

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
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 August 1, 2016 to January 31, 2017 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 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 May 23, 2017 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for shared information regarding Sacramento Workforce tour and update on CAB.
Thank you, Ms. Denise Lee, for the COLA update and shared program information.
Thank you, Ms. Allison Noren, for shared information on the employment eligibility list and the public hearing overview of job classifications.
Thank you, Ms. D'et Saurbourne, for the fiscal reports.
Thank you, Ms. Karen Griffith, for your shared information on CLASS.
Thank you, Ms. Robyn Caruso, for the report on Quality Assurance and EHS-CCP services.
Thank you, Mr. Bob Silva, for shared information on community resources.
Thank you, Mr. Kenneth Tate, for a well facilitated meeting.
Thank you, Ms. Linda Harris, for an outstanding job as Secretary.
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.

ITEM V – COMMITTEE REPORTS (continued)

Page 2

- Budget Planning Committee: Mr. Kenneth Tate

- Personnel/Bylaws Committee: Mr. Kenneth Tate

- Social/Hospitality Committee: Mr. Kenneth Tate

- Parent Ambassadors Committee: Mr. Kenneth Tate

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

- Maternal, Child, and Adolescent Health Advisory Board: 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
 - 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.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 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	1988	270	14%	377	93	25%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	68	15%			
Sac City USD	1211	162	13%	144	29	20%
San Juan USD	668	93	14%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	636	14%	761	145	19%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	440	100	88
Sacramento City USD	1,211	1,216	100	83
SETA	1,988	2,154	108	80
San Juan USD	668	683	102	78
Twin Rivers USD	233	233	100	87
WCIC/Playmate	120	120	100	72
Total	4,660	4,846		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	145	100	79
SETA	377	386	102	78
San Juan USD	160	173	108	86
Total	681	704		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	42	116	83
Sacramento City USD	40	40	100	68
SETA/Job Corps.*	4	4	100	TBD
Total	80	86		

- (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 *May 2017

May 9th - Home Base Special Menu Field Trips Lunch & Snack provided for 90 guests.

May 10th - Home Base Special Menu Field Trips Lunch & Snack provided for 50 guests.

May 11th - Home Base Special Menu Field Trips Lunch & Snack provided for 55 guests.

May 24th - Elkhorn's 1225A Class closed for facilities issues.

May 25th - Last day of Traditional Classes for the summer.

May 26th - Home Base Special Menu Field Trips Lunch & Snack provided for 100 guests.

May 26th - 31st - Elkhorn Center closed due to facilities issues.

May 29th - Memorial Day Holiday.

May 31st - Walnut Grove Center's last day for the summer.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
41,020	24,190	26,660	1020

Total Amount of Meals and Snacks Prepared 92,890

Purchases:

Food	\$79,761.56
Non - Food	\$7,849.56

Building Maintenance and Repair: \$597.36

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$36.89

Vehicle Maintenance and Repair : \$1,230.32

Vehicle Gas / Fuel: \$1,519.91
Normal Delivery Days 22

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.
