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ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

THOUGHT OF THE DAY: "If you are content with the best you have done, you will never become the best you can be."

~~ Author unknown.

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

DATE: Tuesday, July 25, 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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- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, JULY 18, 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
- _____ 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

Member to be Seated:

- _____ Reginald Castex, WCIC/Playmate Child Development Center

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 (Humphrey-Grant), Twin Rivers Unified School District
- _____ Vacant (Lane), Twin Rivers Unified School District
- _____ 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	X					
R. Castex Seated	WCIC													
A. Chenault Seated 11/22	SOP	X	E	X	X	X	X	X	X					
H. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X	X	X					
L. Harris Seated 11/22	ELK	X	X	X	X	X	X	X	X					
L. Litka Seated 1/24	CR		X	X	X	X	X	X	X					
T. McMillin Seated 1/24	CR		X	X	X	X	X	X	X					
A. Scharnow Seated 11/22	SAC	X	X	X	X	X	X	X	X					
P. Scott Seated 1/24	CR		X	X	X	X	X	X	X					
C. Sheppard Seated 1/24	CR		X	X	X	X	X	X	U					
K. Tate Seated 1/24	OGC		X	X	E	X	X	X	X					
T. Zimmerman Seated 11/22	SAC EHS	X	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 7/17/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 27, 2017 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 27, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the June 27 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, June 27, 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. 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
Henrietta Gutierrez, SETA-Operated Program
Angel Chenault, SETA-Operated Program
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
Andrea Scharnow, Sacramento City Unified School District (seated at 9:10 a.m.)

Member Absent:

Calvin Sheppard, MAACC (unexcused)

II. Consent Item

- A. Approval of Minutes of the May 23, 2017 Regular and May 30, 2017 Special Policy Council Meetings

Minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Blanks, to approve the minutes of the May 23 and May 30 Policy Council meetings.

Show of hands vote:

Aye: 9 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Scharnow, Scott, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

III. Action Items

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

The board went into closed session at 9:11 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, Associate Teacher/Infant-Toddler, Home Visitor, and Intervention Specialist.

B. 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

Ms. Allison Noren reviewed this item which modifies the salary scale for the job classifications listed. This item proposes the salary increased by approximately 10% to address recruitment retention challenges in the teaching series. Increases will be effective August 1, 2017. Additionally, a 5% incentive pay schedule has been added for Associate Teachers/Infant Toddlers (ATIT) with an AA degree or higher. By adding this incentive, both preschool and infant/toddler classifications will have educational incentive pay, reducing the desire for ATITs to leave the EHS classrooms in pursuit of higher pay in the Head Start classrooms. These pay increases were already included in the grant application approved in April. No additional funds will be needed to support this proposal.

Ms. Noren stated that the upcoming minimum wage increase will be dealt with later in the year. The Board will be presented with an agenda item to increase the minimum wage for specific SETA job classifications.

Mr. Tate opened a public hearing.

Moved/Blanks, second/Scharnow, to close the public hearing and approve revisions to the Salary Schedule for Associate Teacher (Tier I, II, III, IV), Associate Teacher/Infant-Toddler, and Head Start Substitute Teacher Assistant.

Show of hands vote:

Aye: 9 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Scharnow, Scott, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specification and Salary Schedule for Head Start/ Early Head Start Coordinator (Health-Nutrition) (Supervisory)

Ms. Noren reported that it has been several decades since this position has been filled with a full-time regular employee. Current tasks are being supported by professional consultants. There have been increased demands to hire a comprehensive coordinator position to cover health and nutrition services and assist staff to carry out policies and procedures county-wide. To attract certified or licensed professionals, a Tier II salary schedule is being proposed.

Ms. Noren explained that the duties between Tier 1 and Tier II are not different. The certifications/licenses are different. Tier 1 is for candidates with a BA degree; Tier II is for licensed/certificated candidates such as an RN, RD, PhN or comparable.

Mr. Tate opened a public hearing.

Moved/Zimmerman, second/Scott, to close the public hearing and approve revisions to the Job Specification and Salary Schedule for Head Start/ Early Head Start Coordinator (Health-Nutrition) (Supervisory)

Show of hands vote:

Aye: 9 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Scharnow, Scott, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

D. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)

Ms. Lee reported that the Head Start performance standards were updated last year. In accordance with the standards, staff qualifications and competency for fiscal officers included the requirement that the fiscal officer is a certified public accountant or holds at minimum a BA degree. The agency is in the process of reviewing all job specifications to reflect the work assigned to enable the Agency to hire the best talent.

Mr. Tate opened a public hearing.

Moved/Gutierrez, second/Blanks, to close the public hearing and approve revisions to the Job Specification for Fiscal Department Chief (Exempt).

Show of hands vote:

Aye: 9 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Scharnow, Scott, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

Ms. Lee requested going off agenda to allow staff to make copies of the COLA application.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Linda Harris reviewed the calendar of events.
- Parent, Family & Community Engagement - Events and Activities: No comments.
- PC/PAC Joint Parent Activity: Mr. Tate referred parents to the Leland Stanford Mansion Tour flyer and urged all board members to participate.
- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne reviewed the fiscal report for May, which is 10 months into the budget. We are meeting our non-federal share and our administrative costs are very low. Ms. Saurbourne reviewed the new chart for the Head Start duration start up. The startup will go until August, 2018. SETA and the delegates are in the process of getting approvals for various facilities upgrades.
- Toastmasters Training: Mr. Tate reported that the last training was on June 2 and as always it was wonderful. There were great speeches from Ms. Chenault, Ms. McMillin, Ms. Blanks, and himself. Ms. Chenault spoke of how much the training has helped her with public speaking.
- Community Resources – Parents/Staff: Mr. Kenneth Tate stated that July 1 is a state-wide free fishing day. SETA is participating in this from 9 a.m.-12 p.m. at Howe Avenue Park with the MAACC. Breakfast will be provided. The California Department of Fish and Game will be providing bait and tackle.

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

C. Fiscal Monitoring Reports: No questions.

III. Action Items

E. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) Application 2017-2018

Ms. Lee stated SETA was notified that a COLA is available and an application was due within 30 days of receipt of notice. The COLA is generally an earmarked amount of money to increase salaries, fringe benefits and/or other operating costs. This COLA is 1%. The COLA increase is just above \$513,000 for SETA and the delegates. Management met with the union and negotiated and agreed upon a 1% salary increase across all salary schedules. The remaining will be used for increased rent, increased janitorial, and security. County-wide, the majority of funds went to staff increases. The application is due June 30.

Moved/Gutierrez, second/Chenault, to approve 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.

Show of hands vote:

Aye: 9 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Scharnow, Scott, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

F. Approval of Amendments to the Labor Agreements

Ms. Lee stated that approval of this item will amend the agreements with the union and each job classification will be increased by 1% as a result of the COLA.

Moved/Scharnow, second/Zimmerman, to approve the amendments to the Labor Agreements effective August 1, 2017.

Show of hands vote:

Aye: 9 (Blanks, Chenault, Gutierrez, Harris, Litka, McMillin, Scharnow, Scott, Zimmerman)

Nay: 0

Abstentions: 1 (Tate)

Absent: 1 (Sheppard)

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Harris reviewed the critique.
- Budget/Planning Committee: Mr. Tate noted that the last meeting was June 13. Mr. Tate stated that the committee reviewed the three applications for facility upgrades. There will be no budget meeting in July. The next meeting will be August 8.
- Personnel/Bylaws Committee: Mr. Tate reviewed the last meeting.
- Social/Hospitality Committee: Ms. Scott reviewed the last meeting.
- Parent Ambassadors Committee: Mr. Tate stated that the upcoming meeting date is to be announced.
- Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the committee reviewed a number of initiatives and various bills going through the Senate. Parents still having a fight to get approvals for children needing anesthesia for dental services. Ms. Cisneros stated that the last meeting was packed due to preparing for upcoming changes in the Medicaid funding. Ms. Cisneros reviewed the variety of anesthesia available that is safe for children. For children needing general anesthesia, they are sent to a hospital, and it is typically because the child has severe dental issues that must be dealt with at a surgical center. There is a bill to have two doctors on site to administer anesthesia. If parents have any

concerns, Ms. Cisneros suggested that parents address their concerns with their dental plan.

- Maternal, Child and Adolescent Health Advisory Board: Ms. Blanks reported that the last meeting was in May. This board is reviewing ways to reduce the number of black infant mortalities.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the Community Action Board and the Governing Board approved the Community Action Plan for 2018-2019. This will then allow the release of a request for proposals to fund programs up to \$800,000 for the County of Sacramento. The RFP will be posted on SETA's website. Staff is also working on the tour of the career centers. There were 10 parents wanting to go on the tour.
- C. Head Start Deputy Director's Report: Ms. Lee stated that SETA/Head Start is in year three of a five year funding cycle. ACF has been on hold with most federal monitoring and is working on revamping the monitoring system. Before, there was a team once a year reviewing a different part of the program. They have not visited since 2014 and Ms. Lee is expecting a review in year 3. Over the Memorial Day weekend, the Vineland campus experienced a fire causing smoke and electrical damage. It is an old facility; there may be delayed opening of the Vineland location due to building repairs. Ms. Lee urged all board members to please keep their children coming to school during the summer.
- D. 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: No report.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reported that the SETA program is still in operation. Staff contacts parents to follow up on various medical issues, especially with children that do not come to school. She also works on safe environments, also looking at policies and procedures. There was a strange bug that was affecting our centers, and a letter was sent encouraging parents to wash hands and their children,s hands as well.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reviewed the results of the Spring DRDP assessment looking at five domains mandated by Head Start. 1. **Approaches to learning**: how do kids approach learning. The highest is creativity, and working on emotional and social behaviors. 2. **Social and emotional development** highest is relationships with other children and working on emotional functioning. 3. **Language literacy**: the highest is attending and understanding, and working on phonological awareness. 4. **Cognition (math and science)**: the highest is counting and cardinality, and working on geometry and problem solving. 5. **Perceptual motor**: the highest is gross motor, and working on health and safety nutrition. Teaching staff is in the middle of the summer series which

includes literacy, math, and science. Teachers participating in this summer series meet at SETA every Tuesday evening for eight weeks.

- Chair's Report: Urged parents to attend the July 7 parent activity. Mr. Tate asked for parents willing to participate in HR screenings.

E. Open Discussion and Comments: No comments.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:50 a.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT TO
GOVERNMENT CODE SECTION 54957

BACKGROUND:

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

- Approval of Eligible Lists for: Associate Teacher, Head Start Teacher, Courier/Maintenance, Quality Assurance Analyst, Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory)
 - ➔ Report out of Closed Session

NOTES:

ITEM III-B - ACTION

TIMED ITEM: 9:00 AM AND PUBLIC HEARING: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES VEHICLE POLICY

BACKGROUND:

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

In light of changes in regulations regarding cellular phones, distracted driving, and insurance rules SETA has conducted a thorough review of its Vehicle and Driving Policy (Section 11.05).

These changes:

1. Clarify the expectations for staff regarding driving on Agency Business
2. Update language regarding cell phone use.
3. Bring language into alignment with existing California law.
4. Address the actions the Agency will take should an employee's driving record no longer permit them to drive on Agency business.

The Agency held five meet and confer sessions with AFSCME over nine months to finalize the changes to this policy. The Union declined to agree to the policy but is not objecting to its adoption and will address any issues as they arise. The policy is not being imposed over their objection. Both the redlined version and final version of the policy are attached.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Vehicle and Driving Policy.

PRESENTER: Allison Noren

Vehicle and Driving Policy

Section 11.05

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by an Agency-run annual clearance review.
 2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g. corrective lenses, will wear glasses.)
 3. An employee who is required to drive as a part of his/her duties and who has had his/her Driver License suspended must notify Personnel and the employee's supervisor of that suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with a suspended Driver License is authorized to drive in the course of his/her work for SETA.
 4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
 4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
 5. Employees shall return the vehicle in the same condition that it was received (No smoking, food wrappers, stains, etc.)

C. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
 - a. The vehicle shall be equipped with seat belts;
 - b. The vehicle must be legal to operate in accordance with California Law.
 - c. A private vehicle shall include non-owned, rented, leased, and borrowed vehicles.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
 - a. A valid California Driver License; as evidenced by an annual clearance review; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

D. Traffic Citations

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

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or his/her own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
2. General instructions in case of any accidents are:
 - a. Be calm;
 - b. Be courteous;
 - c. Call the police;
 - d. Notify your supervisor immediately;
 - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
 - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor

F. Cell Phones and Electronic Equipment

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be checked annually by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR for each such employee will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. A copy of an MVR with negative information will be provided to the employee. The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee does not have a valid Driver License or does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.

Vehicle ~~&~~ Driving Policy

Section 11.05

A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.

1. Any employee authorized to drive for official SETA business shall have a valid California Driver's License and be cleared for coverage under SETA's insurance carrier, as evidenced by an Agency-run annual clearance review.

2. If an employee's valid California Driver's License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g. corrective lenses, will wear glasses.)

3. An employee who is required to drive as a part of his/her duties and who has had his/her Driver License suspended must notify Personnel and the employee's supervisor of that suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with a suspended Driver License is authorized to drive in the course of his/her work for SETA.

4. It is expected that employee will drive in a professional and courteous manner on Agency business.

B. Use of SETA-Owned Vehicles

1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA ~~from the employee~~.

2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.

3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.

4. SETA vehicles shall not be utilized by any employee for "out-of-town ~~t~~Travel" (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.

~~5. Any employee authorized to use a SETA-owned vehicle for official SETA business shall have a valid California Driver's License.~~

~~6. Employees who are required to drive as a part of their duties, or who are required to possess or have the ability to obtain a valid California Driver's License, who have their License suspended, must notify Personnel and the supervisor of that suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift.~~

~~75. Employees shall~~ it is expected that you will return the vehicle in the same ~~in the~~ condition that you it was ~~it~~ received ~~it~~ (No smoking, food wrappers, stains, etc.)

~~C. Traffic Citations~~

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

~~D. Use of Privately-Owned Vehicle~~

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:

a. The vehicle shall be equipped with seat belts;

b. The vehicle must be legal to operate in accordance with California Law ~~shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.~~

c. A private vehicle shall include non-owned, rented, leased, and borrowed vehicles.

2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:

a. A valid California Driver's License; as evidenced by an Agency run annual clearance review; and

b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

D. Traffic Citations

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

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or ~~his/her/their~~ own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.

2. General instructions in case of any accidents are:

a. a. Be calm;

b. b. Be courteous;

c. c. Call the police;

d. d. Notify your supervisor immediately;

e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.

f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor

F. Cell Phones and Electronic Equipment

Employees may only use cell phones or other electronic equipment in accordance with applicable California law, shall not use cell phones while driving for any purpose other than handsfree GPS for navigation to and from a destination.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be checked annually by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR for each such employee will be reviewed to ascertain if the employee holds a valid drivers' license and/or if his/her driving record is clear of traffic violations. If the MVR does not meet the standards for a covered safe driver as defined by the underwriting policy of the company providing the Agency with Liability

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Insurance. A copy of an MVR with negative information will be provided to the employee. The employee may request a copy of the report from the DMV.

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If the MVR indicates that the employee does not have a valid Driver License or does not meet the underwriting standards the employee shall be immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.

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2. ~~U~~ntil the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. ~~and~~ Unless an employee is notified not to do so in writing, he/she may ~~operating a motor vehicle on~~ continue to park on SETA property.

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I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.

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2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.

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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
 - PC/PAC Parent Bonding Activity (Leland Stanford Mansion Tour Reports)-Friday, July 7
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

EVENT**DATE**

MAACC/Parent Ambassadors Committee	Friday, July 28, 2017 10:30 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, August 2, 2017 1:00 – 3:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, August 8, 2017 1:00 p.m. Oak Room
PC/PAC Bylaws Committee	Thursday, August 10, 2017 9:00 a.m. Olympus Room
PAC Executive Committee	Friday, August 18, 2017 9:00 a.m. Diablo Room
PC Executive Committee	Thursday, August 24, 2017 9:00 a.m. Olympus Room
Men's Activities Affecting Children Committee Bar-b-Que	Friday, August 25, 2017 4:00 – 7:00 p.m. McKinley Park 601 Alhambra Blvd. Sacramento, CA

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 June 1, 2017 meeting.

NOTES:

**REGULAR 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, June 1, 2017
10:00 a.m.

- I. Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:00 a.m. The roll was called and a quorum established.

Members Present:

Jay Schenirer, Chair, Governing Board; Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Don Nottoli, Member, Board of Supervisors (arrived at 10:05 a.m.)
Patrick Kennedy, Vice Chair; Member, Board of Supervisors

Member Absent:

Larry Carr, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 27, 2017 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Revised Administrative Services Agreement with the International City Management Corporation (ICMA)

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 27, 2017 minutes.
- B. Approve the claims and warrants for the period 4/22/17 through 5/24/17.
- C. Authorize the Board Chairperson to sign the revised Administrative Services Agreement with ICMA reflecting the Plan Administration fee of 0.29% per annum of the amount of Plan assets invested in Vantage Trust.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

Mr. Thatch stated that an item came up after the required 72 hours needed to comply with the Brown Act. The board must agree to hear the off-agenda item and that the need for action came to the attention of staff subsequent to the

agenda posted as specified in Government Code 54954.2(b). There must be a unanimous vote to hear the off-agenda item.

Moved/Schenirer, second/Kennedy, to agree to hear the off agenda item III-B-10 as presented.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

III. Action Items

B. WORKFORCE DEVELOPMENT DEPARTMENT

10. Approval of Agreement with the City of Sacramento in Support of Mayor Steinberg's Thousand Strong Initiative for at-risk Youth and Authorize the Executive Director To Execute the Agreement and any other Documents Required by the City of Sacramento

Ms. Kossick reviewed this and stated that the City Council voted on this agreement that authorizes the City to advance \$400,000, providing SETA with the cash flow needed to manage the Thousand Strong Initiative. This is protection for SETA's budget.

Moved/Schenirer, second/Kennedy, to approve the Agreement with the City of Sacramento in support of Mayor Steinberg's Thousand Strong Initiative for at-risk youth and authorize SETA's Executive Director to execute the agreement and any other documents required by the City of Sacramento.

Roll Call Vote:

Aye: 3 (Kennedy, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr, Nottoli)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2017-2018

Mr. Nottoli arrived at 10:05 a.m.

Ms. Loretta Su stated that this item provides the Agency authority to operate until the final budget is approved in August. This reflects a \$4 million reduction in

WIOA funding and in CalWORKs due to reduced formula allocations and the elimination of the OJT program. There is an increase in RESS and TA funding. As funding becomes more definite, the August budget will reflect the actual budget.

Moved/Scherman, second/Nottoli, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 3, 2017 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Dispatch Clerk Classification, Related Salary Schedule, and Reclassify Employee into Classification

Ms. Noren stated that the union reviewed this item. There were no questions.

Moved/Scherman, second/Schenirer, to approve the creation of the Dispatch Clerk Job Specification, the related salary schedule, and the reclassification of Consuelo Lopez to Dispatch Clerk.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification and Salary Schedule for Family Services Worker (I, II, III)

Ms. Kossick explained that the classification is one job but there are stepped positions with different levels of responsibility.

The Head Start Policy Council reviewed and approved this item.

Moved/Nottoli, second/Kennedy, to approve the revised job specification and pay ranges for Family Services Worker (I, II, III).

Roll Call Vote:

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

Nay: 0

Abstentions: 0
Absent: 1 (Carr)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services:

1. Approval to Deobligate and Reobligate CalWORKs Assembly Bill 74 (AB74) funds for Expanded Subsidized Employment (ESE) Providers, Program Year 2016-17

Ms. Michelle O’Camb reviewed this item seeking approval to deobligate and reobligate funding for CalWORKS Expanded Subsidized Employment. The reallocation of \$110,000 in funding will enable Bach Viet to cover projected wage reimbursement expenditures through June 30, 2017 for the additional ESE contracts.

Speakers before the board:

- Tom Thao, Bach Viet Association, Inc. expressed appreciation for the funding.

Moved/Nottoli, second/Scherman, to approve the deobligation and reobligation of CalWORKs AB74 for ESE providers as indicated in the chart included in the agenda packet.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

Community Services Block Grant:

2. Approval of 2018-2019 Community Services Block Grant Community Action Plan

Ms. Julie Davis-Jaffe stated that this plan is done every two years and will cover the period 1/1/18 through 12/31/19. The Community Action Board met on June 14 to approve the Plan. At this meeting, the board asked staff to invite people to speak on what can be done to reduce the high rate of arrests for African American youth. The Community Action Plan is moving forward to serve single parents, seniors, and youth.

Mr. Nottoli asked about how some of the data is gleaned for the report. Mr. Roy Kim offered to invite Ms. Cara Welch to come and present how the data is developed.

Moved/Scherman, second/Nottoli, to approve the 2018-2019 Community Services Block Grant Community Action Plan.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

One Stop Services

3. Approval of Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick stated that the Sacramento Works Executive Committee reviewed the five candidates presented. The Executive Committee recommends Tom Kandris. Currently, no one on the board represents the manufacturing sector.

Moved/Schenirer, second/Kennedy, to approve the appointment of Mr. Tom Kandris to fill the Private Business seat vacated by Ms. Charlotte Mitchell.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

4. Approval to Release a Request for Proposals (RFP) for Payroll Services and Act as the Employer of Record for Workforce Development Programs and Participants

Ms. Terri Carpenter stated that the payroll services are provided for work experience participants in adult and youth programs. Five years ago, procurement resulted in the Community College Foundation to serve as employer of record to provide these services.

Moved/Schenirer, second/Kennedy, to approve the release of a Request for Proposals for payroll services and to act as the employer of record for workforce development programs and participants.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

5. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA), Resource Allocation Plan for 2017-2018

Mr. Roy Kim stated that this item comes from the Sacramento Works Board. Each year the board establishes a Resource Allocation Plan for the Sacramento Works job center system. Staff received reduced planning estimates for the funding year of around \$500,000 and staff are hoping to have better numbers soon. One big change is the elimination of the County's contract for OJT and historically, SETA has contracted with the County for OJT. The consensus was that the service providers will now contract directly with the County/DHA. This results in a significant reduction in the training services category.

Moved/Schenirer, second/Scherman, to agree with the Sacramento Works, Inc. board to approve the Sacramento Works, Inc. Resource Allocation Plan for 2017-18.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

6. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker Programs, PY 2017-2018

Mr. Roy Kim reviewed the funding extension item. With reductions in funding, it became apparent that funding a WIOA stand-alone OJT program is not financially viable. He is hopeful that the final allocations will be closer to the original RFP available amounts. Staff is also recommending the flexibility for job centers to utilize scholarship funds to write OJT contracts.

It has been a transition year to implement the requirements of WIOA. A major transition was from SETA's case management system to the State's case management system. In addition, providers are transitioning from the training center system to a neighborhood job center system that provides services to all.

Moved/Scherman, second/Schenirer, to approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs and approve the following stipulations:

- If final WIOA, Title I, Adult and DW 2017-18 funding is less than anticipated, staff will adjust the amounts allocated to Job Centers, proportionately.
- If final WIOA, Title I, Ault and DW 2017-18 funding is greater than anticipated, staff will return with a recommendation to augment services, which may include contracting for OJT/SE.
- Funding allocated to Job Centers will be subject to satisfactory year-end program performance. Job Centers that do not meet year-end

performance goals and benchmarks may be subject to the deobligation of funds.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

7. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2017-2018

Ms. Carpenter stated that last year, operators were procured for 2017-18. Substantial compliance has been met by the providers including meeting the 20% adherence to WEX services. Due to a reduction in the amount of \$166,566 and lack of carry-over funds, staff is recommending a 5% funding cut across the board. These funding recommendations are based on performance as of June 30. Many of the customers are in training and a final computation will be done at the completion of training. All of the service providers are on track to hit the 20% work experience requirement.

Ms. Carpenter was asked why is the Sacramento Urban League's cost per participant so much less than other service providers and she replied that it is what they requested in their proposal. Staff is reviewing providers to ensure they have enough money to provide services. Their cost per participant is much less based on the proposals. One difference is that they do not have as many kids to serve. Mr. Schenirer requested a report back on the differences; he wants to make sure they provide quality services.

Mr. Schenirer suggested that staff look at other ways to make cuts rather than an across the board approach. Ms. Carpenter replied that the across the board seemed to be the most equitable way because all of the operators are providing the services the same. When the year-end data is available, it will probably give us a better read on the services provided.

Moved/Schenirer, second/Nottoli, to approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2017-2018 of \$2,450,927. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the receipt of the final WIOA funding allocation.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

8. Approval of the Extension of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2016-2017, and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

Mr. Kim stated that this item comes each year and ensures that DHA provides one stop share of costs funds. The final amount of this version could be around \$2 million. The funds are used to support job centers where DHA staff are co-located and joint DHA/SETA initiatives.

Moved/Nottoli, second/Kennedy, to approve the extension of the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$2,000,000, and authorize the Executive Director to execute the agreement.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

9. Approval to Accept the National Dislocated Worker Grant “Storm Project” Funding from the Employment Development Department and Authorize the Executive Director to Execute the Funding Agreement, any Modifications, or other Documents Required by the Funding Source

Ms. Davis-Jaffe stated that this program in the amount of \$600,000 will serve 50 dislocated workers with wages and temporary employment. The participants cannot work past one year during the project. Participants will be placed by the Parks and Recreation Department and Arcade Creek Recreational Department. Mr. Nottoli suggested Walnut Grove and even Wilton. Mr. Nottoli asked for a report back. By September the plan is to place 17 individuals, the remaining amount will go through 9/30/18.

Moved/Scherman, second/Kennedy, to approve the acceptance of the National Dislocated Worker Grant “Storm Project” funding from the Employment Development Department, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

C. CHILDREN AND FAMILY SERVICES

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

Ms. Denise Lee stated that this item seeks approval to reprogram funds to purchase a new modular for the Hopkins Park Head Start Center. The modular will be placed on land SETA currently leases from the City of Sacramento.

The Head Start Policy Council reviewed and approved this item at their May 30 special meeting.

Moved/Scherman, second/Nottoli, 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) startup funds and approximately \$450,000 will be reprogrammed from under-spent Head Start Basic funds, and submit a 1303 Facilities Application.

Roll Call Vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

IV. Information Items

- A. Fiscal Monitoring Reports: No additional report.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: No additional report.
- D. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that board members should anticipate a July meeting.
- 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 10:51 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. Mary Breeding **DATE:** June 13, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	CCP & Cola	\$391,500	8/1/16-6/30/17	8/1/16-1/31/17
Early Head Start	T&TA	\$20,900	8/1/16-6/30/17	8/1/16-1/31/17
Early Head Start	Start-Up	\$16,300	8/1/16-6/30/17	8/1/16-1/31/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 4/5-4/7/17

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

Program Operator: Kinder World, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA for the Early Head Start programs from August 1, 2016 to January 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Willard DATE: July 6, 2017
FROM: Tammi Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$439,793	8/1/16-7/31/17	8/1/16-3/31/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: June 12, 2017

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

Program Operator: River Oak Center for Children

Findings and General Observations:

- 2) The total costs as reported to SETA for the Early Head Start program from August 1, 2016 to March 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Johannesen **DATE:** June 29, 2017

FROM: Tammi Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$361,039	8.1.16-7.31.17	8.1.16-3.31.17
Early Head Start	CCP	\$200,546	8.1.16-7.31.17	8.1.16-3.31.17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 6.5.17

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

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 3) The total costs as reported to SETA for the Early Head Start programs from August 1, 2016 to March 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Edenausageboye Davis DATE: June 8, 2017

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$ 840,937	8/1/16-7/31/17	8/1/16-2/28/17
Head Start	T & TA	\$7,500	8/1/16-7/31/17	8/1/16-2/28/17

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/3-5/4/17

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

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2016 to February 28, 2017 for the Head Start programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM 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 June 27, 2017 Policy Council meeting.

GOOD!!!
Thank, Ms. Kathy Kossick for shared information on the Sacramento Works Career Center tour.
Thank you, Ms. Denise Lee, for shared information on the HS/EHS COLA for 2017-2018 and Amendments to the Labor Agreement.
Thank you, Ms. Allison Noren, for information on the employment eligibility list and public hearing overviews of job classifications.
Thank you, Ms. D'et Saurbourne, for the Fiscal Monthly Report.
Thank you, Ms. Karen Griffith and Ms. Martha Cisneros, for shared information on DRDP scores and dental health.
Thank you, Ms. Robin Blanks, for informative and comprehensive MCDAC and MCAHAB Reports.
Thank you, Mr. Kenneth Tate, for a well facilitated meeting.
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

➤ 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.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	478	109	91
Sacramento City USD	1,211	1,210	99	79
SETA	1,988 (1,648)	1,765	107	80
San Juan USD	668	681	102	71
Twin Rivers USD	233 (20)	20	100	100
WCIC/Playmate	120	120	100	68
Total	4,660 (4,107)	4,274		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	149	103	75
SETA	377	390	103	78
San Juan USD	160	170	106	89
Total	681	709		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	35	97	83
Sacramento City USD	40	40	100	68
SETA/Job Corps.*	4	4	100	TBD
Total	80	79		

- (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

*June 2017

June 1st through 9th - The Elkhorn Center Closed

June 2nd - Minimum Day Preschool & EHS Full Day Classes

June 7th - WCIC Playmate last day of classes for the summer

June 12th - New On Call Cook / Driver Matthew starts

June 13th -Job Corps closed low water pressure.

June 15th - Denise Lee visited the WCIC Kitchen and helped deliver Route 7 with Cook Driver Shantell

June 16th - Alder Grove IT closed due to the water shut off for the day.

June 20th - Alder Grove IT closed again for water repair by SHRA

June 30th - Daddy & Me Fishing Activity Continental Breakfast Provided for 60 Guests

Meetings & Trainings:

Serve Safe Training attended by Cook / Driver Shantell on June 14th.

The Food Service Staff attended a Drivers Training Class on June 23rd.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,340	21,630	23,390	600

Total Amount of Meals and Snacks Prepared **79,960**

Purchases:

Food	\$73,592.10
Non - Food	\$11,172.32

Building Maintenance and Repair: **\$280.99**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$60.68**

Vehicle Maintenance and Repair : **\$2,589.74**

Vehicle Gas / Fuel: **\$1,321.70**
Normal Delivery Days **22**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 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	274	14%	377	97	26%
Twin Rivers USD	233	27	12%			
Elk Grove USD	440	68	15%			
Sac City USD	1211	167	14%	144	34	24%
San Juan USD	668	102	15%	160	19	12%
WCIC	120	16	13%			
EHS CCP				80	4	5%
COUNTY TOTAL	4660	654	14%	761	154	20%

AFE: Annual Funded Enrollment

ITEM VI - OTHER REPORTS (continued)
Page 2

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

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