

GOVERNING BOARD

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*Thought of the day: "The greatest gift you can give your children are the roots of responsibility and the wings of independence."
~~ Denis Waitley*

**REGULAR MEETING OF THE HEAD START
POLICY COUNCIL**

DATE: Tuesday, August 22, 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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DISTRIBUTION DATE: WEDNESDAY, AUGUST 16, 2017

Policy Council meeting hosted by:
Kenneth Tate (Chair), vacant (Vice Chair), Linda Harris (Secretary),
Angel Chenault (Treasurer), Vacant (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
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Henrietta Gutierrez, SETA-Operated Program
- _____ Angel Chenault, SETA-Operated Program
- _____ 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:

- _____ Elnora Nears, Elk Grove Unified School District

Seats Vacant:

- _____ 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 (Zimmerman), Early Head Start, Sacramento City Unified School Dist.
- _____ 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	X				
R. Castex Seated 7/25	WCIC									X				
A. Chenault Seated 11/22	SOP	X	E	X	X	X	X	X	X	X				
H. Gutierrez Seated 11/22	SOP	X	X	X	X	X	X	X	X	E				
L. Harris Seated 11/22	ELK	X	X	X	X	X	X	X	X	X				
L. Litka Seated 1/24	CR		X	X	X	X	X	X	X	X				
T. McMillin Seated 1/24	CR		X	X	X	X	X	X	X	X				
E. Nears Seated	EG													
A. Scharnow Seated 11/22	SAC	X	X	X	X	X	X	X	X	E				
P. Scott Seated 1/24	CR		X	X	X	X	X	X	X	X				
C. Sheppard Seated 1/24	CR		X	X	X	X	X	X	U	X				
K. Tate Seated 1/24	OGC		X	X	E	X	X	X	X	X				
T. Zimmerman Seated 11/22	SAC EHS	X	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 8/15/2017

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 25, 2017 POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 25, 2017 meeting.

RECOMMENDATION:

That the Policy Council approve the July 25 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, July 25, 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 9:10 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
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
Calvin Sheppard, MAACC

Member Absent:

Henrietta Gutierrez, SETA-Operated Program (excused)
Andrea Scharnow, Sacramento City Unified School District (excused)

New Member to be Seated:

Reginald Castex, WCIC

II. Consent Item

A. Approval of the Minutes of the June 27, 2017 Regular Policy Council Meeting

Minutes were reviewed; there were no corrections or comments.

Moved/Chenault, second/Blanks, to approve the June 27, 2017 minutes.

Show of hands vote:

Aye: 8 (Blanks, Castex, Chenault, Harris, Litka, McMillin, Scott, Zimmerman)

Nay: 0

Abstentions: 2 (Sheppard and Tate)

Absent: 2 (Gutierrez and Scharnow)

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 9:25 a.m., Mr. Tate called the meeting back to order and reported that the following eligible lists were approved in closed session: Associate Teacher, Head Start Teacher, Courier/Maintenance, Quality Assurance Analyst, and Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory).

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Vehicle Policy

Ms. Allison Noren reported that the policy was last updated in 2015; since then the suggested updates include working on cell phone usage and distracted driving. In light of those changes, staff did an update on the policy. The updated policy clarified expectations with staff and update language on cell phone use. The agency met and conferred with the union five times. All SETA management had input into the policy as well. The union did not agree with the policy but did not oppose the implementation.

Mr. Castex inquired as to why the union did not endorse the policy. Ms. Noren replied that the policy would allow the pulling of employee driving records and there may be some employees that cannot drive. There will be a two-way dialogue with the employee and the union before a decision is made. There are no cut and dry issues as to when an employee will no longer be able to drive on agency business. Each issue will be treated on a case by case basis.

Ms. Noren explained that Tier 1 employees drive agency vehicles, and Tier 2 employees are those driving on agency time which is an essential function of their job. These employees would be affected by the updated policy.

Ms. Chenault asked what would happen where an employee is found not to be able to drive and Ms. Noren replied that each situation is unique. SETA's insurance broker, Arthur J. Gallagher, will be pulling the driving records for the agency. Mr. Tate asked how far back will the records go back; Ms. Noren replied that she was not sure but would get the answer and send him an email.

Mr. Tate opened a public hearing and requested testimony.

Moved/Blanks, second/Sheppard, to close the public hearing and approve the updated Vehicle and Driving Policy.

Show of hands vote:

Aye: 8 (Blanks, Chenault, Harris, Litka, McMillin, Scott, Sheppard, Zimmerman)

Nay: 0

Abstentions: 2 (Castex and Tate)
Absent: 2 (Gutierrez and Scharnow)

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 announced that the career center tour has been scheduled for August 17. After discussion, it was decided that the tour would begin at 10:00 a.m. Mr. Tate asked Mr. Silva to discuss the August 25 BBQ. Mr. Silva stated that there will be a short meeting before the BBQ. A flyer will be reviewed and approved on Friday and he will ensure the flyer will be sent to PAC and PC in plenty of time.
- Parent/Staff Recognitions: Mr. Tate thanked parents that helped out at the CHSA Policy & Leadership Conference the past week.
- PC/PAC Parent Bonding Activity (Leland Stanford Mansion Tour Reports)-Friday, July 7: Ms. McMillin reported that it was very exciting to learn that Stanford University was named after him. She and a friend took their children on the same tour. Ms. Blanks stated that she enjoyed the tour; she last saw it as a child and now she experienced it as an adult. Mr. Tate enjoyed learning how the house was built.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne reviewed the fiscal report ending in June. Overall, the budget is doing great. The non-federal share is good at 25%. Staff requested a budget modification for the Hopkins Park modular and received approval from ACF.
- Community Resources – Parents/Staff: Mr. Silva reviewed the community resources available. He provided a list of all of the Sacramento Works One Stop Centers and reviewed some of the services that are available.

B. Governing Board Minutes – June 1, 2017: No questions.

C. Fiscal Monitoring Reports: No comments.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Harris reviewed the most recent meeting critique.
- Personnel/Bylaws Committee: Mr. Tate reported that committee members will be reviewing the PC bylaws for possible modifications. The next meeting is scheduled for August 10. The committee will do a final review of modifications in August and hoping for the first reading of modified bylaws in September.
- Social/Hospitality Committee: Ms. McMillin reported on the July 2 where attendees began to discuss the End of Year Parent Appreciation event.
- Parent Ambassadors Committee: Mr. Silva stated that there was discussion of blending this committee with the MAACC since many of the members belong to both committees. There will be two separate meetings.

- Medi-Cal Dental Advisory Committee: Ms. Blanks reported that the next meeting will be in August.
- Maternal, Child, and Adolescent Health Advisory Board: Ms. Blanks reported that the next meeting will be held in September.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick commended Bob Silva for doing an excellent job explaining the Sacramento Works Career Centers. The resources there are available to all and she encouraged board members to tell family and neighbors about the services available.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr stated that the SETA operated centers are in partnership with whatever career center is nearby. Career center staff have been very good about sending a staff member to attend parent meetings. Ms. Carr encouraged the delegates to utilize the career center staff. Staff is waiting to hear back as to whether the Vineland Head Start center can open again; staff should know by August 1. Staff is looking for new home base curriculum. All centers are in the process of enrolling with an August 14 start date.
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso stated that the grants staff have responded to questions from OHS and yesterday we received the notice of awards for all of our funding requests. The Twin Rivers portable building request was approved. The Sacramento County Office of Education is transitioning out of the EHS-CCP program and working with Kinderworld to ensure services continue. The Quality Assurance monitoring unit have been updating the monitoring protocol and will be field testing a new tool.
 - Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros reported that she recently attended an immunization meeting with the purpose of ensuring that all children are immunized. There are children in the home base and other children that cannot be immunized. Staff will report back in October with more reports on immunizations. SETA is getting ready as a program to track Bright Futures, which includes periodicity tables for children including benchmarks that have changed. She will bring back a report on exactly what Bright Futures is at a future meeting. Her team is working with UC Davis interns to determine why so many children are requiring special diets. Mr. Tate asked what the exemptions are and Ms. Cisneros replied that there are no religious exemptions but medical exemptions are okay. There are a lot of children that are allergic that now allowed to have immunizations since there are hypoallergenic immunizations available. Children with special medical allergies are exempt from immunization.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reviewed the DRDP results for Fall, 2016 and Spring, 2017. Ms. Griffith stated that any number above #6 indicates growth. Ms. Griffith

stated that there will be a change for the new year in that staff will now do a home visit prior to enrollment. In the new performance standards, it requires a home visit prior to their first day of attendance. During enrollment, the parent is told that there will be a home visit.

- D. Chair's Report: No report.
- E. Open Discussion and Comments: Mr. Tate asked that any board members in need of an attaché case to see Ms. Desha.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:32 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, Lead Teacher Infant Toddler, Coordinator (Education) (Supervisory), Site Supervisor.
- Appointment of Personnel/Human Resources Department Chief
 - ➔ Report out of Closed Session

NOTES:

ITEM III-B – ACTION

APPROVAL OF VICE CHAIR

BACKGROUND:

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

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

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

SECTION 3: Duties of Officers

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

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

- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair.

Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

RECOMMENDATION:

That the Policy Council approve a Vice Chair.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III- C - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRY OVER PROGRAM
YEAR 2016-2017 HEAD START FUNDS

BACKGROUND:

On November 21, 2016, SETA received additional funding from the Office of Head Start/ Administration for Children and Families (ACF) to extend the duration of Head Start services beginning in the program year 2017-2018. The funding received included:

SETA Operated Program	Supplies, equipment, & minor renovations and repairs	\$404,265
Twin Rivers USD	Salaries, fringe, supplies, equipment, & modular	\$674,854
San Juan USD	Salaries, fringe, supplies, & minor renovations and repairs	\$207,820
WCIC	Supplies, equipment, & major renovation	\$459,406
Total Duration Funding		\$1,746,345

The award for the modular (Twin Rivers) and major renovations (WCIC) was contingent upon the approval of a completed 1303 Facilities Application.

The 1303 Facilities Application for the Twin Rivers modular project was approved by ACF on July 21, 2017. A portion of the duration funds allotted to Twin Rivers has already been utilized in preparation for the new program year. SETA is requesting to carry over \$598,977 for the Twin Rivers duration modular project.

The 1303 Facilities Application for WCIC's major renovation project at their facility, located at 3555 3rd Avenue, Sacramento, CA 95817, was submitted to ACF on July 10, 2017 and is awaiting final approval. A portion of the duration funds allotted to WCIC has already been utilized in preparation for the new program year. SETA is requesting to carry over \$445,867 for WCIC.

The SETA Operated Program (SOP) originally requested funds to renovate a new site that was to be determined. After much research and scouting, SETA has been unable to find a suitable new site. On June 1, 2017, the Governing Board approved a budget modification to repurpose \$275,000 of the SOP duration funds, along with \$450,000 from underspent Basic funds, to be utilized to purchase a new modular building to be located at Hopkins Park ELC. The total project cost for the Hopkins Park ELC modular is budgeted to be \$725,000. A 1303 Facilities Application and the budget modification was submitted to ACF and approved on July 14, 2017. SETA is requesting to carry

ITEM III-C – ACTION (continued)

Page 2

over \$725,000 for the Hopkins Park ELC modular, and the remaining \$129,265 from the duration budget for supplies and any other project costs needed to complete the duration project. The total carryover amount being requested for SOP is \$854,265.

The Office of Head Start requires funds be fully obligated by July 31, 2017, and that all obligations be liquidated by October 30, 2017 with exception of ACF pre-approved projects not completed by the end of the fiscal year. Due to the additional time needed to complete the 1303 Facilities Applications and the nature of construction projects, staff is recommending carrying over up to \$1,899,109 from Program Year 2016-2017 to complete the following projects:

		HS Duration	HS Basic	Total
SETA Operated Program	• Modular building at Hopkins Park ELC	\$275,000	\$450,000	\$725,000
	• Supplies & project costs for new duration classrooms	\$129,265		\$129,265
Twin Rivers USD	• Modular building at Village Elementary	\$598,977		\$598,977
WCIC	• Major renovation at 3555 3 rd Avenue	\$445,867		\$445,867
Total Carryover Request		\$1,449,109	\$450,000	\$1,899,109

It is anticipated that all carryover funds will be expended by July 31, 2018.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2016-2017, from Head Start Duration and Head Start Basic funding up to \$1,899,109.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III- D - ACTION

TIMED ITEM 9:00 a.m. AND PUBLIC HEARING: APPROVAL OF REVISION TO THE JOB SPECIFICATION FOR CHILDREN AND FAMILY SERVICES COURIER/MAINTENANCE

BACKGROUND:

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 Children and Family Services Courier/Maintenance position's primary focus is on the maintenance of Head Start facilities. Courier duties, such as delivering food supplies or materials are on an as-needed basis. As a result, the classification has been updated to ensure it accurately reflects the work assigned and the title has changed to Children and Family Services Maintenance/Courier.

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 Policy Council took action at the August 22, 2017 meeting.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specification for Children and Family Services Maintenance/Courier.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

CHILDREN AND FAMILY SERVICES MAINTENANCE/COURIER

ORGANIZATIONAL RESPONSIBILITY

A Children and Family Services Maintenance/Courier is responsible to Facilities Coordinator or designee and generally works within the SETA Operated Head Start Program.

DEFINITION

Under general direction, repairs, maintains, and improves Head Start facilities, i.e., classroom tables, children's trikes, sandboxes, fences, sprinkler systems, etc. Assists with ensuring that all SETA early learning centers meet the Head Start Performance Standards related to education, health, safety and supervision, and remain in good standing through the evaluations conducted by licensing agents for Community Care Licensing and/or federal and state monitors. Delivers and picks up food/food supplies and materials from Head Start sites.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work as a team to get larger department work completed, while establishing and maintaining cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This is a dual function classification. Incumbents must be both fully qualified drivers and fully qualified maintenance personnel.

EXAMPLES OF 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. Repairs and maintains buildings and grounds of Head Start sites;
2. Repairs and maintains indoor/outdoor equipment at Head Start sites;
3. Provides building improvements such as shelves, storage sheds;
4. Maintains tools and Head Start vehicles;
5. Assembles a variety of items as required;
6. Delivers food/food supplies and materials to various Head Start locations;
7. Delivers materials to central office from field site.

MINIMUM QUALIFICATIONS

Knowledge of:

- Minor repairs;
- Electrical work;
- Carpentry;
- Plumbing;
- Small construction jobs;
- Some word processing software;
- Painting;
- Landscaping.

AND

Ability to:

- Work effectively with a variety of personnel;
- Establish priorities and organize work load;
- Take and follow instructions;
- Work independently and meet deadlines;
- Lift and move heavy or bulky objects up to 50 pounds;
- Be aware of surroundings;
- Be part of a team.

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. Previous experience performing minor repairs and general maintenance work.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid class C California 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

Climbing	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
Balancing.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
Stooping	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
Kneeling	Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching	Crouching. Bending the body downward and forward by bending leg and spine.
Crawling	Crawling. Moving about on hands and knees or hands and feet.
Reaching	Reaching. Extending hand(s) and arm(s) in any direction.
Standing	Standing. Particularly for sustained periods of time.
Walking	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
Pushing	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
Pulling	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
Lifting	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
Dexterity	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
Grasping	Grasping. Applying pressure to an object with the fingers and palm.
Feeling	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
Talking	Talking. 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.
Hearing	Hearing. 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.
Repetitive Motion	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
Physical Requirements	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
Visual Requirements	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
	The worker is subject to both environmental conditions. Activities occur inside and outside.

Environmental Conditions	<p>The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.</p> <p>The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.</p> <p>The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.</p> <p>The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.</p> <p>The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.</p> <p>The worker is required to function in narrow aisles or passageways.</p>
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CHILDREN AND FAMILY SERVICES COURIER/MAINTENANCE/COURIER

ORGANIZATIONAL RESPONSIBILITY

A ~~Head Start~~ Children and Family Services Courier/Maintenance/Courier is responsible to Chief, Administration Department Facilities Coordinator or designee and generally works within the SETA Operated Head Start Program.

DEFINITION

Under general direction, ~~delivers and picks up food/food supplies and materials from Head Start sites. The Head Start Courier/Maintenance~~ repairs, maintains, and improves Head Start facilities, i.e., classroom tables, children's trikes, sandboxes, fences, sprinkler systems, etc. Assists with ensuring that all SETA early learning centers meet the Head Start Performance Standards related to education, health, safety and supervision, and remain in good standing through the evaluations conducted by licensing agents for Community Care Licensing and/or federal and state monitors. Delivers and picks up food/food supplies and materials from Head Start sites.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be open and able to share, discuss, and work through ideas with others in order to arrive at solutions, conclusions, and/or agreements.
- Must be able to interact positively and professionally with the public, staff, children, and vendors.
- Must be able to listen, interact and get along with persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be ready and willing to work on daily assignments and special projects with quick turnaround and a can-do attitude.
- Must be self-directed and able to work as a team to get larger department work completed, while establishing and maintaining cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This is a dual function classification. Incumbents must be both fully qualified ~~d~~Drivers and fully qualified maintenance personnel.

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. Delivers food/food supplies and materials to various Head Start locations;~~
- ~~2. Delivers materials to central office from field site;~~
- 3.1. Repairs and maintains buildings and grounds of Head Start sites;
- 4.2. Repairs and maintains indoor/outdoor equipment at Head Start sites;
- 5.3. Provides building improvements such as shelves, storage sheds;

- 4. Maintains tools and Head Start vehicles;:-
- 6-5. Assembles a variety of items as required;
- 6. Delivers food/food supplies and materials to various Head Start locations;
- 7. Delivers materials to central office from field site.

MINIMUM QUALIFICATIONS

Knowledge of:

- Minor repairs;
- Electrical work;
- Carpentry;
- Plumbing;
- Small construction jobs;
- Some word processing software;:-
- Painting;
- Landscaping.

AND

Ability to:

- Work effectively with a variety of personnel;
- Establish priorities and organize work load;
- Take and follow instructions;
- Work independently and meet deadlines;
- Lift and move heavy or bulky objects up to 50 pounds;:-
- Be aware of surroundings;
- Be part of a team.

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. Previous experience performing minor repairs and general maintenance work.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid class C California 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>Climbing</u>	<u>Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.</u>
<u>Balancing.</u>	<u>Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is</u>

	<u>important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</u>
<u>Stooping</u>	<u>Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.</u>
<u>Kneeling</u>	<u>Kneeling. Bending legs at knee to come to a rest on knee or knees.</u>
<u>Crouching</u>	<u>Crouching. Bending the body downward and forward by bending leg and spine.</u>
<u>Crawling</u>	<u>Crawling. Moving about on hands and knees or hands and feet.</u>
<u>Reaching</u>	<u>Reaching. Extending hand(s) and arm(s) in any direction.</u>
<u>Standing</u>	<u>Standing. Particularly for sustained periods of time.</u>
<u>Walking</u>	<u>Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</u>
<u>Pushing</u>	<u>Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</u>
<u>Pulling</u>	<u>Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.</u>
<u>Lifting</u>	<u>Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.</u>
<u>Dexterity</u>	<u>Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.</u>
<u>Grasping</u>	<u>Grasping. Applying pressure to an object with the fingers and palm.</u>
<u>Feeling</u>	<u>Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.</u>
<u>Talking</u>	<u>Talking. 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>Hearing. 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>Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Physical Requirements</u>	<u>Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.</u>
<u>Visual Requirements</u>	<u>The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)</u>
	<u>The worker is subject to both environmental conditions. Activities occur inside and outside.</u>

<u>Environmental Conditions</u>	<u>The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.</u>
	<u>The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.</u>
	<u>The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.</u>
	<u>The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.</u>
	<u>The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.</u>
	<u>The worker is required to function in narrow aisles or passageways.</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 obtain verbal information from others.~~
3. ~~Sufficient Vision to:~~
 - ~~Receive a license to drive.~~
4. ~~Sufficient Sensitivity to Touch to:~~
 - ~~Operate and adjust office equipment.~~
5. ~~Sufficient Strength and Conditioning to:~~
 - ~~Climb ladders, stairs and ramps; stoop, kneel, crouch, reach and pull when storing and retrieving supplies and files;~~
 - ~~Lift up to 60 pounds during any workday when moving objects such as supplies, furniture and equipment;~~
 - ~~Pull loaded transport cart weighing over 100 pounds;~~
 - ~~Sit or stand for extended periods of time;~~
 - ~~Walk in order to distribute supplies and materials from one physical location to another;~~
 - ~~Insert and retrieve documents from a manual filing cabinet;~~
 - ~~Work outside in various types of weather including extreme heat and exposure to dust and other office fumes;~~
 - ~~Operate a motor vehicle.~~

Non-essential Physical Attributes:

1. ~~Ability to Taste.~~
2. ~~Ability to Smell.~~

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
 - Community Resources – Parents/Staff: Mr. Robert Silva

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, August 23, 2017 11:00 a.m. Olympus 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
PC/PAC Personnel/Bylaws Committee	Tuesday, August 29, 2017 9:00 a.m. Olympus Room
PC/PAC Parent Ambassador Committee	Thursday, August 31, 2017 9:30 a.m. – 1:00 p.m. Redwood Room
PC/PAC Social/Hospitality Committee	Wednesday, September 6, 2017 1:00 – 3:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, September 12, 2017 1:00 p.m. Oak Room
PC/PAC Bylaws Committee	Thursday, September 14, 2017 9:00 a.m. Olympus Room
End-of-Year Parent Appreciation Brunch	Wednesday, October 11, 2017 10:00 a.m. – 1:00 p.m. Shriners Hospitals for Children 2425 Stockton Blvd. Sacramento, CA 95817

**The Head Start/Early Head Start
Policy Council and Parent Advisory Committee
cordially invite you to attend the 2016-2017**

**SETA Head Start Annual
End-of-the-Year Parent Appreciation Brunch**

*"To the world you may be one person, but to that
one person you are the world."*

**Shriners Hospitals for Children
2425 Stockton Blvd., Sacramento, CA
Wednesday, October, 11, 2017
10:00 a.m. – 1:00 p.m.
Attire: Business casual**

Brunch Menu

**French toast, sausage, bacon, scrambled eggs, potatoes
Coffee and orange juice**

**Keynote Speaker:
TBA**

**Guests, two per board member, are responsible for their brunch fee
\$7.95**

**Cash or money order only
(Non-refundable, advance payment required)
Guest fees are due by: Thursday, October 3, 2017, 12:00 p.m. (no
exceptions)**

**RSVP by Friday, September 22, 2017 by calling Nancy Hogan at
(916) 263-3827, or e-mail: nancy.hogan@seta.net**

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 July 6, 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, July 6, 2017
10:00 a.m.

- I. Call to Order/Roll Call:** Mr. Schenirer called the meeting to order at 10:03 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

Members Absent:

Larry Carr, Councilmember, City of Sacramento
Patrick Kennedy, Vice Chair; Member, Board of Supervisors

II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:04 a.m. Mr. Schenirer called the meeting back into session at 10:08 a.m. There was no report out of closed session.

III. Consent Items

- A. Minutes of the June 1, 2017 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Norcal Services for the Deaf and Hard of Hearing to SETA's Vendor Services (VS) List
- D. Approval of Revised Corporate Credit Cards Policy and Procedure
- E. Approval of Amended Travel Policies and Procedures

The consent calendar was reviewed; no questions or corrections.

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

- A. Approve the June 1, 2017 minutes
- B. Approve the claims and warrants for the period 5/25/17 through 6/28/17.
- C. Approve the revised Corporate Credit Cards Policy and Procedure.

D. Approve the amended Sacramento Employment and Training Agency Travel Policies and Procedures.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

IV. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Amendments to the Labor Agreements

There were no questions or comments.

Moved/Schenirer, second/Scherman, to approve the amendments to the labor agreements effective August 1, 2017, subject to funding from the Administration for Children and Families.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

2. Approval of 2017-18 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Mr. Schenirer asked that the recommendation include the Executive Director. There were no questions.

Moved/Scherman, second/Schenirer, to approve the compensation recommendation for unrepresented confidential and exempt management employees, including the Executive Director, effective August 1, 2017, subject to funding from the Administration for Children and Families.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

3. **TIMED ITEM 10:00 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

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

Moved/Schenirer, second/Scherman, 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.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

4. **TIMED ITEM 10:00 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)

Mr. Nottoli asked about the tiers and if there is difficulty filling this classification... Ms. Lee stated that Tier 1 requires a bachelor's degree and Tier II requires a certification/license such as an RN or RD. Staff is hoping this will be a little more competitive and recruit talent with the Tier 2 salary.

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

Moved/Nottoli, second/Schenirer, to 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).

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

5. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Fiscal Department Chief (Exempt)

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

Moved/Schenirer, second/Nottoli, to close the public hearing, and approve the revised job specification for Fiscal Department Chief (Exempt).

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

6. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Mr. Roy Kim offered to answer questions.

Moved/Nottoli, second/Scherman, to approve \$36,553.75 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2017-2018. The funding will be administered through the County of Sacramento Master Agreement.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

7. Ratification of Executive Director's Deviation from Insurance Requirements Concerning Notices of Cancellation in Recently Executed Contracts

Ms. Terri Carpenter offered to answer questions.

Moved/Schenirer, second/Scherman, to ratify the Executive Director's deviation from the Insurance Requirements with respect to the lack of non-cancellation endorsements for four contractors – Boys and Girls Club, Pro Youth, HAWK Institute, and DCM Group.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

8. Approval of Revised Agency Insurance Requirements

Mr. Thatch stated that Legal Counsel has been working on the insurance requirements for a considerable amount of time. Today, the board will review amendments to the insurance requirements for SETA's vendors. The three primary modifications recommended were reviewed. The first modification would grant the Executive Director the ability to deviate from the standards where prudent. The Executive Director must make the findings to accommodate the deviation. The second change is to continue to require certificates of insurance; they are merely a statement by a broker that the insurance is in place. They do provide some benefit. The third change is to add a new coverage, Employment Practices Liability Coverage, which was recommended by SETA's risk management consultant and takes care of employee claims.

Mr. Thatch stated that the county has been in the process of updating their insurance requirements and legal counsel has been waiting to see the county's revisions. It is necessary to update SETA's requirement and if the county's requirements are significantly different, SETA's requirements will change accordingly.

Moved/Schenirer, second/Nottoli, to approve the revised Insurance Requirements as presented.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

Ms. Scherman extended appreciation for the staff reports; the reports do a great job providing information that is needed.

B. WORKFORCE DEVELOPMENT DEPARTMENT: No items.

Community Services Block Grant: No items.

Refugee Services: No items.

One Stop Services

1. Approval of Noncompetitive Procurement and Selection of Payroll Service Provider for Workforce Development Programs and Participants

Ms. Carpenter stated that this item is requesting approval of the Community College Foundation as the approved proposer for payroll services for employment and training programs. They will serve as employer of record for work experience and paid work programs for adults and youth.

Mr. Nottoli inquired how proposers were assured that SETA's electronic clock was calibrated correctly. Mr. Proctor stated that he will find out and report back.

Ms. Carpenter was the recipient of the proposal. In order to ensure the time received, staff looked at SETA's server that received the proposal. Mr. Nottoli wants to make sure SETA's server is calibrated to show the correct time and that the timing process is equitable across the board.

Ms. Scherman suggested that when Request for Proposals are developed, include language that the server will verify the time of the proposal submission.

Moved/Schenirer, second/Scherman, to find that, after solicitation of a number of sources, competition is determined to be inadequate, approve the use of non-competitive procurement based on this finding, and approve the selection of The California Community College Foundation as SETA's Payroll Services Provider for workforce development programs and participants, PY2017-2018, with the option to extend for additional periods beginning July 1, 2018.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

C. CHILDREN AND FAMILY SERVICES

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

Ms. Denise Lee stated that this application was due June 30 and this is a ratification board item.

Moved/Scherman, second/Schenirer, 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. Total COLA funds will be \$528,886.

Roll Call Vote:

Aye: 3 (Nottoli, Schenirer, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Carr and Kennedy)

V. Information Items

- A. Monitoring Report on SETA's Financial Management and Procurement Activities: No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. William Walker reported that his unit has been working with a lot of employers that are hiring. Los Rios is doing a lot of hiring for higher level positions. There are some entry level positions that SETA is providing assistance. Some of the deans at some of the departments are looking at their graduating students for potential employees. Sellands on Broadway has hired several people from the Broadway housing complex. Mr. Nottoli asked if there was a connection with Amazon. Mr. Walker replied that he received a call from Amazon Corp in New York but he has not connected with a local person. Amazon generally uses staffing agencies.
- D. Dislocated Worker Update: No additional report.
- E. Unemployment Update/Press Release from the Employment Development Department: Mr. Nottoli asked where retail falls in the report and Mr. Walker replied that he will find out and report back.

Mr. Schenirer reported that one industry that is increasing is the cannabis industry; the City received around 70 applications recently. Mr. Schenirer inquired whether SETA has any contact with this industry. Mr. Walker replied that he was approached 6-8 months ago for recruitment. There was some discussion as to what kind of skill set was necessary. Mr. Thatch stated that given the federal nature of our funds, it would not be prudent to support the cannabis industry. The federal government does not acknowledge the cannabis and there would be a disallowed cost should SETA utilize staff for these

recruitments. There is a disconnect between the state and federal government. Mr. Thatch will investigate and report back as to whether SETA could potentially lose funding or be fined. Mr. Thatch suspects that it will involve all money that SETA receives.

- F. Head Start Reports: Ms. Denise Lee reported that SETA was contacted by the National Center for Early Childhood Development, Teaching, and Learning. SETA was selected as a provider that has high quality services in the classroom and as a result two centers will be videotaped with short teaching vignettes available to teachers nationwide. The two sites chosen were Galt and Mather Head Start. Videotaping will be done in the next few weeks. Ms. Lee explained that the Elkhorn site was closed to deal with an infestation issue. Current integrated pest management systems prohibit the use of chemicals and sprays to actively deal with pests. Less invasive pest management tools were used, but did not prove successful. As a result the center was closed for more targeted intervention. The center has since re-opened and resumed services for children and families.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: Mr. Roy Kim reported that SETA was awarded the \$500,000 English Language Learner grant from State Workforce Board and \$350,000 Disability Employment Accelerator grant, both under Ms. Michelle O’Camb’s leadership. SETA also received the \$500,000 continuation award for the Veterans Assistance program under Mr. Walker’s leadership. The final WIOA allocations were received and the final amounts were decreased less than \$1,000 from the original decreases in the adult and dislocated worker allocations.
- D. Counsel: No report.
- E. Members of the Board: Mr. Scheinrer offered board members the opportunity to comment on the passing of former City Councilmember Bonnie Pannell. Ms. Scherman spoke of her memories of Ms. Pannell and how Ms. Pannell left a large hole in the Board when she left. Mr. Nottoli reported that he served with her on several boards, and it was an honor working with her. He knew her for over 35 years and she was a tireless advocate for her community. She was committed to making changes in the lives of people. Mr. Schenirer stated that when you look at the Meadowview community, you see the physical evidence of what she did. She had a good heart and did not accept “NO” when it came to her community.
- F. Public: Mr. Proctor reported that SETA’s server utilizes Internet Time Server which is managed by the Institutes of Standards Technology under the U.S. Department of Commerce; this is consistent across all technology.

VII. Adjournment: Adjourned in memory of Ms. Bonnie Pannell at 10:47 a.m.

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the July 25, 2017 Policy Council meeting.

GOOD!!!
Thank, Ms. Kathy Kossick, for shared information on the Sacramento Works Career Center tour.
Thank you, Managers, for shared program reports.
Thank you, Ms. Allison Noren, for shared information on approval of changes to the SETA Personnel Policies and Procedures Vehicle Policy and employment eligibility list.
Thank you, Mr. Kenneth Tate, for a well facilitated meeting.
Thank you, Ms. Linda Harris, for an excellent job as Board 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

- 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.

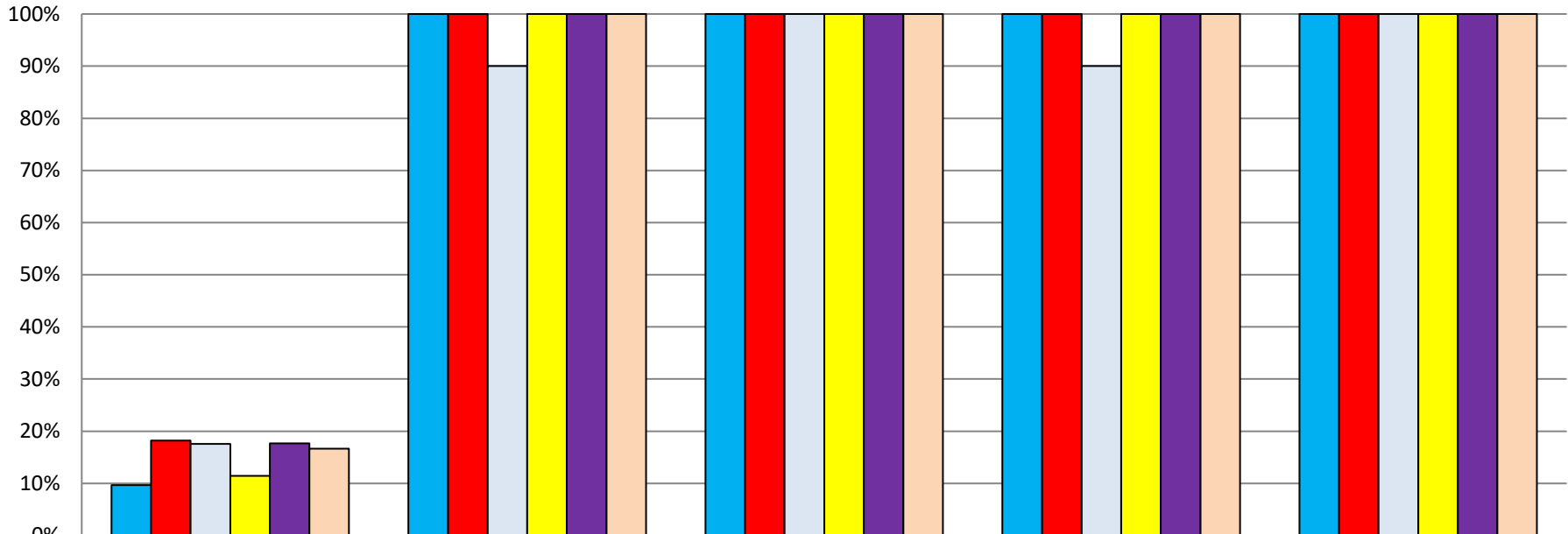
- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- 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
 - ✓ Unannounced Safety & Supervision Visits conducted by QA Unit
 - ✓ Unannounced Safety & Supervision Visits conducted by Delegates & SOP
 - 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.

Unannounced Safety and Supervision Visits Conducted by QA Unit 2/1/17 - 6/15/17 Compliance Rate



**Number of Classes		% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	10%	100%	100%	100%	100% of 9 classes
■ EGUSD	22	18%	100%	100%	100%	100% of 4 classes
□ SCUSD	56	18%	90%	100%	90%	100% of 10 classes
■ SJUSD	35	11%	100%	100%	100%	100% of 4 classes
■ TRUSD	17	18%	100%	100%	100%	100% of 3 classes
■ WCIC	6	17%	100%	100%	100%	100% of 1 class

Indicator 1 - Children are within sight and sound of teaching staff at all times.

Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

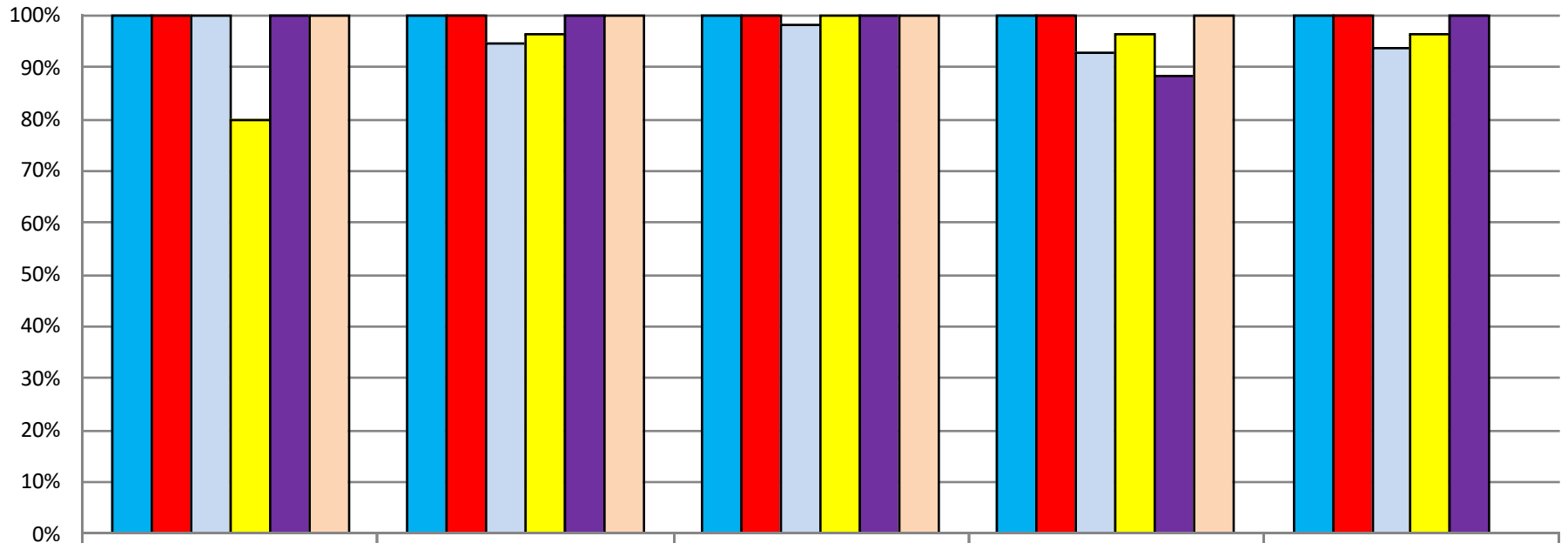
Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

**Only a sampling of classes were reviewed due to differentiated monitoring.

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

Unannounced Safety and Supervision Visits Conducted by Delegates and SOP 2/1/17 - 6/15/17 Compliance Rate



	Number of Classes	% of Classes Visited	Compliant Indicator 1	Compliant Indicator 2	Compliant Indicator 3	Compliant* Indicator 4
■ SOP	95	100%	100%	100%	100%	100% of 65 classes
■ EGUSD	22	100%	100%	100%	100%	100% of 22 classes
■ SCUSD	56	100%	95%	98%	93%	94% of 20 classes
■ SJUSD	35	80%	96%	100%	96%	96% of 28 classes
■ TRUSD	17	100%	100%	100%	88%	100% of 5 classes
■ WCIC	6	100%	100%	100%	100%	0% Not observed

Indicator 1 - Children are within sight and sound of teaching staff at all times.

Indicator 2 - Appropriate teacher/child ratio is maintained at all times (indoor and outdoor).

Indicator 3 - Teaching staff are able to reply immediately and accurately as to how many children are in attendance at time of visit.

Indicator 4 - Teaching staff ensure all children are safe and accounted for during transitions.

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

Program Update



Grantee Center Updates

Vineland - Over the Memorial Day weekend, the Vineland Elementary School in Rio Linda was vandalized with fire. As a result, the electrical panel that powers the Head Start classroom was destroyed. While the District has been actively remediating the facility, the classroom will not be fully ready for children to start school on August 17th as scheduled. As a result, children/families are being relocated to Rio Linda Head Start and/or Vineland State Preschool.

Grizzly Hollow is now serving children ages 18 to 36 months. Currently enrolled families are receiving home-based services until the center is fully furnished and ready for children to start center-based services. For enrollment information, call (209) 744-7727

Job Corps will be serving 8 additional infants/toddlers beginning fall 2017. The center is currently awaiting licensing approval for the new classroom. For enrollment information, call (916) 563-5040.

Hopkins Park—SETA's budget modification request for a new modular building at Hopkins Park Early Learning Center was approved by OHS/ACF. Procurement will begin immediately with a proposed construction date of May 2018 and a completion date of August 2018.

Recently Released Program Instructions and Information Memorandums:

Facilities Guidance ACF-IM-HS-17-01
 Issued: 06-28-2017
Provides facilities guidance and regulations related to quality indoor/outdoor learning environments, 1303 facilities funding applications and post-award requirements.



The Art of Measuring Teacher-Child Interactions

July 2017

Grant Awards for 2017-2018:

- ☉ Head Start/Early Head Start Basic and TTA \$54,127,369
- ☉ Early Head Start-Child Care Partnership \$1,548,149
- ☉ California Department of Education/State Preschool and General Child Care \$3,697,448

CLASS Outcomes 2017-2018

On an annual basis, the SETA education team performs classroom observations and assessments utilizing the Classroom Assessment Observation Scoring System (CLASS). This research-based assessment tool measures the quality of interactions between the teacher and the child during routine educational activities.

Each program year, each teacher receives at least one CLASS assessment with feedback and coaching to support

their professional growth and learning.

As a general practice, SETA provides at least 50% of the CLASS observations countywide with each delegate agency providing the remaining 50%. Scores are reviewed with each teacher, within each program, and across the county. Results of the 2017-2018 CLASS assessment are attached. A presentation will be provided by Alexis Briggs and Karen Griffith.

Back to School School is back in session:

SETA
August 17th

Elk Grove USD
August 9th

Sacramento City USD
September 5th

San Juan USD
August 21st

Twin Rivers USD
August 8th

WCIC
September 11th

The CLASS Process

What is CLASS?

The Classroom Assessment Scoring System (CLASS) is an observation instrument developed to assess classroom quality in preschool through third-grade classrooms.

1. Observation

CLASS in Sacramento County

CLASS observer completes three twenty minute cycle with a 10 minute scoring session in between. Teacher and Observer collaborate to generate domain specific strategies to support teacher's growth. Teacher begins to implement the shared strategies in the classroom.

3. Implementation

2. Feedback Session

Sacramento County 2016-2017 CLASS Scores

	SETA	Elk Grove	Sacramento	San Juan	WCIC	Twin Rivers	County Average	National Average (2015)
Emotional Support	6.00	5.71	5.70	6.00	5.60	5.80	5.91	6.03
Positive Climate	6.14	6.00	6.05	5.92	6.5	5.87	6.08	5.97
Negative Climate	1.10	1.00	1.14	1.02	1	1.33	1.10	1.06
Teacher Sensitivity	5.73	5.44	5.32	5.80	5.25	5.33	5.58	5.86
Regard for Student Perspective	5.26	4.37	4.41	5.33	3.58	5.27	5.07	5.37
Classroom Organization	5.60	5.27	4.9	5.40	4.90	4.90	5.40	5.80
Behavior Management	6.09	5.90	5.39	5.71	5.66	5.13	5.78	6.01
Productivity	6.09	5.94	5.00	5.72	4.58	5.07	5.72	6.12
Instructional Learning Formats	4.93	4.07	4.37	4.81	4.41	4.40	4.71	5.25
Instructional Support	2.80	3.14	2.90	3.30	2.70	2.90	2.89	2.88
Concept Development	2.59	3.30	2.73	3.32	3.5	3.06	2.74	2.44
Quality of Feedback	2.82	3.34	3.02	3.51	2.66	2.60	2.88	2.84
Language Modeling	3.12	3.26	3.03	3.22	2.00	3.14	3.05	3.35

CLASS County Scores

In the 2016/17 program year, 203 classrooms in Sacramento County received CLASS observations from Teachstone certified observers. The CLASS tool has 10 dimensions of teacher-child interactions rated on a 7-point scale, from low –high. The 10 CLASS dimensions are organized into three domains: Emotional Support, Classroom Organization and Instructional Support. The above graph displays each delegate agency's average domain level scores. The county's averages are highlighted in grey and the national averages are highlighted in blue.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	282	14%	377	102	27%
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	662	14%	761	159	21%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *July 2017

July 3rd - Part-day classes closed.

July 4th - Holiday Independence Day.

July 5th to 7th - Part-day classes closed.

July 5th - Celia Limones started as the new Head Cook.

July 10th - Some of the SCOE children returned for Summer School through August 4th, Monday to Friday classes.

July 17th - North Avenue PM class closed due to staff shortage.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
28,060	15,170	19,100	400

Total Amount of Meals and Snacks Prepared 62,730

Purchases:

Food	\$54,058.39
Non - Food	\$5,889.79

Building Maintenance and Repair: \$180.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$797.29

Vehicle Maintenance and Repair : \$1,143.70

Vehicle Gas / Fuel: \$916.79
 Normal Delivery Days 20

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440 (0)	Not in Session	N/A	N/A
Sacramento City USD	1,211 (144)	150**	104	74
SETA	1,988 (1,648)	1,748**	106	58
San Juan USD	668 (0)	Not in Session	N/A	N/A
Twin Rivers USD	233 (0)	Not in Session	N/A	N/A
WCIC/Playmate	120 (0)	Not in Session	N/A	N/A
Total	4,660 (1,792)	1,898		

**Some programs reduced enrollment during the month of July

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	146	101	72
SETA	377	387	103	68
San Juan USD	160	165	103	44
Total	681	698		

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/17	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	38	106	64
Sacramento City USD	40	40	100	68
SETA/Job Corps.*	4	4	100	TBD
Total	80	82		

- (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

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.
