

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

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Executive Director

DENISE LEE
Deputy Director

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

Thought of the day: "It is our choices that show what we truly are, far more than our abilities."

Author: J. K. Rowling

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

DATE: Tuesday, July 29, 2014

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, JULY 23, 2014

Policy Council meeting hosted by:
LaTasha Windham (Chair), Lynda Williams (Vice Chair), Steven Wormley (Secretary),
Toni Espinoza (Treasurer), Richina Siackasorn (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Toni Espinoza, Elk Grove Unified School District
- _____ Benjamin Bailey, Sacramento City Unified School District
- _____ Steven Wormley, Sacramento City Unified School District
- _____ Jill Julian, Sacramento City Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Lynda Williams, San Juan Unified School District
- _____ Kris Ingram, Twin Rivers Unified School District
- _____ Richina Siackasorn, WCIC/Playmate Child Development Center
- _____ Kenneth Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Lenda Wheeler, SETA-Operated Program
- _____ Annette Duran, Past Parent Representative
- _____ Colleen Fietzek, Home Base Option
- _____ Jenna Kline, KVIE Public Television, Community Rep.
- _____ Genevieve Levy, Sacramento Food Bank & Family Services

Member to be Seated:

- _____ Kenny Williams, Men's Activities Affecting Children Committee

Seats Vacant:

- _____ Vacant (Barajas), Elk Grove Unified School District
- _____ Vacant (Ali), Twin River Unified School District
- _____ Vacant (Thomas), WCIC/Playmate Child Development Center
- _____ Vacant (Harris), SETA-Operated Program
- _____ Vacant (Soberanes), SETA-Operated Program
- _____ Vacant (Adams), SETA-Operated Program
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Burke), Home Base Option
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair
(LaTasha Windham (821-8959 or 400-3546), 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 2013-2014**

The 2013-2014 Board was seated on **November 26, 2013** and
December 17, 2013

BOARD MEMBER	SITE	11/26	12/17 *	1/28	2/25	3/25	4/22	5/27	6/24	7/29 *	8/26	9/23	10/28	11/25
B. Bailey Seated 11/26	SAC	X	E	X	X	X	X	X	E					
A. Duran Seated 2/25	PAST				X	X	X	U	X					
T. Espinoza Seated 11/26	ELK	X	X	E	X	X	X	X	X					
C. Fietzek Seated 3/25	HB					X	X	X	X					
J. Fietzek Seated 8/27/12	MAACC	X	X	X	X	X	E	X	AP					
K. Williams Seated	MAACC													
A. Harris Seated 4/22	SOP						X	U	U					
J. Julian Seated 3/25	SAC					X	X	X	X					
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X	X	X	E	X					
G. Levy Seated 1/28	Comm. Rep.			X	X	X	E	AP	X					
L. Litka Seated 11/26	SJ	X	X	E	X	X	X	X	X					
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X	X	X	X	E					
R. Siackasorn Seated 11/26	WCIC	X	X	X	X	X	X	E	U					
K. Tate Seated 11/26	SOP	X	X	X	X	X	X	X	X					
J. Thomas Seated 4/22	WCIC						X	U	U					
L. Wheeler Seated 3/25	SOP					X	X	U	X					
L. Williams Seated 11/26	SJ	x	E	x	x	X	X	X	X					
L. Windham Seated 11/26	SOP	X	X	X	X	X	X	E	X					
S. Wormley Seated 11/26	SAC	X	X	X	X	X	X	X	X					

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

*****: Special Meeting

Current a/o 7/10/14

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 24, 2014 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 24, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the June 24 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 24, 2014
9:00 a.m.

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

Ms. Windham called the meeting to order at 9:10 a.m. and read the thought of the day. Mr. Kenneth Tate was asked to serve as Secretary and called the roll.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Steven Wormley, Sacramento City Unified School District (arrived at 9:14 a.m.)
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
LaTasha Windham, SETA-Operated Program
Lenda Wheeler, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Genevieve Levy, Sacramento Food Bank & Family Services
Annette Duran, Past Parent Representative
Kenny Williams, alternate, Men's Activities Affecting Children Committee

Members Absent:

Benjamin Bailey, Sacramento City Unified School District (excused)
Jenna Kline, Community Representative, KVIE Public Television (excused)
Alacya Harris, SETA-Operated Program (unexcused)
Jasmine Thomas, WCIC/Playmate Child Development Center (unexcused)
Richina Siackasorn, WCIC/Playmate Child Development Center (unexcused)
Justin Fietzek, Men's Activities Affecting Children Committee (alternate present)

Mr. Wormley arrived and assumed the duties of Secretary.

Ms. Espinoza was excused at 9:15 a.m.

II. Consent Item

A. Approval of the Minutes of the May 27, 2014 Special Meeting

There were no questions or corrections.

Moved/Wheeler, second/Williams, to approve the May 27, 2014 minutes.
Show of hands vote:
Aye: 11 (Duran, Fietzek, Ingram, Julian, Levy, Litka, Tate, K. Williams, L. Williams, Wheeler, Wormley)
Nay: 0
Abstentions: 1 (Windham)

III. Action Items

A. Election of Policy Council Vice Chair

Ms. Windham reviewed the duties of the Vice Chair position.

Those interested in the Vice Chair position: Kenneth Tate, Lynda Williams, and Lenda Wheeler. Each spoke of their interest in serving.

Votes:
K. Tate: 3
L. Williams: 7
L. Wheeler: 1

Ms. Lynda Williams was congratulated on winning the election for Vice Chair.

Moved/Julian, second/K. Williams, to approve the election of Lynda Williams to serve as Vice Chair.

Show of hands vote:
Aye: 11 (Duran, Fietzek, Ingram, Julian, Levy, Litka, Tate, K. Williams, L. Williams, Wheeler, Wormley)
Nay: 0
Abstentions: 1 (Windham)

B. Appointment of Sacramento Medi-Cal Dental Advisory Committee Alternate

Ms. Brenda Campos reviewed the purpose of this committee and that it is important to have Head Start representation on the committee.

Those interested in serving as alternate: Lenda Wheeler, Steven Wormley. Ms. Wheeler spoke of her interest in serving as alternate. Mr. Wormley withdrew from the nominees. Ms. Windham congratulated Ms. Wheeler for her appointment as alternate on the Sacramento Medi-Cal Dental Advisory Committee.

Moved/L. Williams, second/Julian, to approve the appointment of Lenda Wheeler as alternate to the Sacramento Medi-Cal Dental Advisory Committee.
Show of hands vote:

Aye: 11 (Duran, Fietzek, Ingram, Julian, Levy, Litka, Tate, K. Williams, L. Williams, Wheeler, Wormley)

Nay: 0

Abstentions: 1 (Windham)

IV. Information Items

A. Standing Information Items

- Community Recognition – Ms. Jackie Bates, Public Speaking (Toastmasters) Trainer: Ms. LaTasha Windham and Ms. Linda Williams presented Ms. Jackie Bates with a certificate of appreciation and thanked her for the Toastmasters training. Ms. Campos on behalf of Ms. Lee and the SETA administration, Ms. Bates was thanked for her outstanding training.

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

The board went into closed session at 9:37 a.m. The board went back into open session at 9:52 a.m. and Ms. Windham reported out that the Policy Council approved the following eligible lists: Family Services Worker, Range I; Associate Teacher, Tier II & III; and Associate Teacher/Infant Toddler

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. Windham reviewed the calendar of events and requested that all officers plan to attend the upcoming Executive Committee meeting. There will be a special PC/PAC meeting on Tuesday, July 29. This will be a joint meeting. Ms. Hawkins stated that the July 15 PAC meeting will be canceled. The PC meeting scheduled for 7/22 will be canceled. The board will be notified in plenty of time to determine availability. PAC/PC will receive follow-up notification on the July 17 and July 24 Executive Committee meetings. The July 2 Social Hospitality Committee and ex offender meeting is not on the calendar.
- Parent/Family Support Unit Events and Activities: No additional information.
- Public Speaking (Toastmasters) Training Oral Reports: Ms. Windham reported on the May 2 Toastmaster's training.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported that the expenditures for the ten months of the program is around 85.1%; this is a little high because all of the delegates run traditional programs and have already submitted all of their expenditures. The non-federal share is 26.2% which is above the 25% minimum; the administrative expenses are running at 9.9%.

B. Governing Board Minutes of April 24, 2014: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Williams reviewed the Executive Committee critique.
- B. Budget/Planning Committee: No additional report.
- C. Personnel/Bylaws Committee: Next meeting is June 30 in the Olympus Room.
- D. Social/Hospitality Committee: Ms. Williams spoke of the most recent committee meeting. Mr. Tate spoke of the parent bonding activity. Attendees visited the Shriner's Hospital for Children and had lunch afterward. There were 12 attendees and Mr. Tate stated that he found the tour fascinating.
- E. Men's Activities Affecting Children Committee (MAACC): Mr. Kenny Williams reviewed the latest MAACC meeting. McKinley Park was selected as the site for the next Daddy and Me activity. Mr. Williams distributed a form to recruit more men to become involved in the program.
- F. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams there are issues with the meeting dates/times and the participants are deciding on the dates and times of the meeting. Once she knows of the new date and time, she will inform the board.
- G. Sacramento Medi-Cal Dental Advisory Committee: Ms. Windham will be attending the next meeting.
- H. Community Agency Reports: Ms. Genevieve Levy reported that there are a lot of free summer camps for children. There are two sessions. The summer camp is for children from first grade to teen agers. The Sacramento Food Bank is hiring for two different positions. Ms. Levy suggested people visit their web site for additional information. Mr. Wormley asked why kindergartners are not considered for summer camps and Ms. Levy did not know the reason. There will be another flyer in August for their after school program; this will focus on children with academic needs.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick provided information for the priority apprenticeship program through Turner Construction. This is for individuals interested in working on the new arena; they will eventually go into apprenticeship programs with the labor unions. Ms. Kossick reviewed the information for recruitment in particular ZIP codes and/or have characteristics in the left column. If you are not in a ZIP code, those interested can still participate in the program as a priority worker. There is a jobs hotline to assist people to connect with the program and training opportunities. The ZIP codes were chosen utilizing the Employment Development Department's Labor market information as well as an agreement with the Sacramento Kings to participate in this area.
- B. Head Start Deputy Director's Report: No report.
- C. Head Start Managers' Reports
- ✓ Brenda Campos: Grantee Program Support Services: The Quality Assurance Unit has been finalizing the end-of-year monitoring; staff is evaluating the various

centers and is planning when to go back in the early fall to go back and monitor the programs. In August, the Board will receive a spreadsheet broken down by program and key content area with the areas monitored. This report will show the beginning and ending monitoring of the programs and show the children's' improvement in the content areas. There are some potential for interviews for two Education Coordinator; one to work with delegates and the second to do school readiness program. Ms. Wheeler thanked Ms. Campos for facilitating a great tour of the Head Start kitchen.

- ✓ Lisa Carr: Parent, Family & Community Engagement: No report.
- ✓ Karen Gonzales: Child Development & Education Services: Ms. Gonzales distributed information for county-wide child assessments that are done throughout the year. This tool is utilized three times per year, fall, winter and spring to measure development levels over the year. The literacy and math skills development come more slowly and more work is done in these areas to ensure children will be "kindergarten ready."

D. Chair's Report: No report.

E. Open Discussion and Comments: Ms. Williams reported that recently she discussed with Ms. Desha how to provide information for discount park passes for city, county and national parks. Information for the Printed Bear Activities was distributed for children.

Ms. Windham asked for parents to volunteer to do personnel screening; this will be an all-day event. Ms. Lynda Williams offered to participate.

F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 10:52 a.m.

ITEM III-A - ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM III-B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: RATIFICATION OF REVISIONS TO THE SALARY SCHEDULE FOR HEAD START PARENT INTERN AND HEAD START SUBSTITUTE TEACHER ASSISTANT

BACKGROUND:

New legislation (AB10), passed in 2013, raised California's minimum wage to \$9.00 per hour effective July 1, 2014, requiring revisions to two (2) Agency job classifications: Head Start Parent Intern and Head Start Childcare Teacher Assistant.

The previous pay ranges were as follows:

Head Start Parent Intern

Step A	Step B	Step C	Step D	Step E
\$ 8.57	\$ 8.99	\$ 9.45	\$ 9.94	\$10.43

Head Start Substitute Teacher Assistant

Step A
\$ 8.62

The new pay ranges are as follows:

Head Start Parent Intern

Step A	Step B	Step C	Step D	Step E
\$ 9.00	\$ 9.45	\$ 9.92	\$10.42	\$10.94

Head Start Substitute Teacher Assistant

Step A
\$ 9.00

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing and approve the new pay ranges for the Head Start Parent Intern and Head Start Substitute Teacher Assistant.

STAFF PRESENTER: Roy Kim

ITEM III-C – ACTION

APPROVAL OF THE SUBMISSION OF THE EARLY HEAD
START-CHILD CARE PARTNERSHIP AND EHS EXPANSION APPLICATION
TO THE OFFICE OF HEAD START

BACKGROUND:

On June 6, 2014, the Office of Head Start/Administration for Children and Families released a Funding Opportunity Announcement for Early Head Start (EHS) Expansion and EHS-Child Care Partnership Grants.

This agenda item provides an opportunity for the Policy Council to approve the submission of an application in the amount of \$1,265,600 to serve 104 new Early Head Start children in Sacramento County. Funds provide services to 104 full-day, year-round infant/toddlers. Funding requests are as follows:

EHS-Child Care Partnership	\$1,097,600	(96 infant/toddlers)
EHS Expansion	\$ 168,000	(8 infants/toddlers)

Ms. Denise Lee, Deputy Director, will provide detailed information during her presentation. The application due date is August 20, 2014.

RECOMMENDATION:

Approve the submission of the Early Head Start Child Care-Partnership and EHS Expansion application to the Office of Head Start in the amount of \$1,265,600 to expand services to 104 infant/toddlers in Sacramento County.

NOTES:

STAFF PRESENTER: Denise Lee

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
 - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
 - Parent/Staff Recognition – Ms. LaTasha Windham
 - Community Recognition –
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Patterson

NOTES:

August

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6 1:00 AM Social/Hospitality Committee Meeting Olympus Room	7	8	9
10	11	12 9:00 AM Budget/Planning Committee Meeting Oak Room	13	14	15 1:00 PM Parent Ambassador Olympus Room	16
17	18	19 9:00 AM PAC Meeting SETA Board Room	20	21 9:00 AM PAC Executive Committee Meeting Olympus Room	22	23
24	25	26 9:00 AM PC Meeting SETA Board Room	27	28 9:00 AM PC Executive Committee Meeting Olympus Room	29 1: 00 PM MAAC Meeting Olympus Room	30
31	<p>Elk Grove – Sac City – San Juan - Twin Rivers – WCIC: Closed (Traditional)</p> <p>September 3 - 1:00 PM Social/Hospitality Committee September 8 – 9:30 AM Personnel/Bylaws Committee</p>					

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC/PAC Social/Hospitality Committee	Wednesday, August 6, 2014 1:00 p.m. Olympus Room
PC/PAC Budget/Planning Committee	Tuesday, August 12, 2014 9:00 a.m. Oak Room
PC/PAC Parent Ambassador Committee	Friday, August 15, 2014 1:00 p.m. Olympus Room
PC/PAC Men's Activities Affecting Children Committee	Friday, August 29, 2014 1:00 p.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, September 3, 2014 1:00 p.m. Olympus Room
PC/PAC Personnel/Bylaws Committee	Monday, September 8, 2014 9:30 a.m. Olympus Room

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

PC/PAC Men's Activities Affecting Children Committee	Friday, August 29, 2014 1:00 p.m. Olympus Room

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The June 5, 2014 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 5, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:03 a.m.

Members Present:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors
Sophia Scherman, Public Representative
Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors
Jay Schenirer, Councilmember, City of Sacramento

- ➔ Recognition of Retiring Employee: Ms. Robin Purdy announced that Ms. Christine Welsch has decided to retire after 24 years; she will be moving to Oregon. Ms. Welsch was instrumental in the development of the career center system and the outstanding youth program.

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 10:21 a.m.; the board came back into open session at 10:28 a.m. There was no report out of closed session.

III. Consent Items

- A. Minutes of the April 24, 2014 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Augment South County Services, Inc. with Community Services Block Grant (CSBG) Funding and to Extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance
- D. Ratification of the Submission of the Proposal to the AARP Foundation for the "Back To Work 50+ Network Workforce Investment Board (WIB) Expansion" Grant and Authorize the Executive Director to Execute the Funding Agreement and any Modifications or other Documents Required by the Funding Source

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

The consent items were reviewed; no questions or corrections.

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

- A. Approve the April 24, 2014 minutes.
- B. Approve the claims and warrants for the period 4/18/14 through 5/29/14.
- C. Approve the augmentation of \$119,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2014 through December 31, 2014, and extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance for PY 2014-15 in the amount of \$222,600 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents.
- D. Ratify the submission of the proposal to the AARP Foundation in response to the requesting BTW 50+ Network WIB Expansion Grant opportunity in the amount of \$100,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.
- E. Approve the One Stop Share of Cost agreement for \$4,000,000 with the Department of Human Assistance and authorize SETA's Executive Director to negotiate and execute the agreement.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Tentative Agreement to the Labor Contract

Mr. Roy Kim stated that the Agency received a 1.3% COLA adjustment in the new year Head Start funding. The Agency and AFSCME have agreed on a 1% cost of living increase to be effective July 1, 2014. The additional .3% will be absorbed by the increase in retirement rates for the employer which exceeds 2%.

Moved/Yee, second/Scherman, to approve the tentative agreement.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

2. Approval of 2014-15 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees

Mr. Roy Kim reviewed the unrepresented personnel resolution. There were no questions or comments.

Moved/Schenirer, second/Nottoli, to approve the report on 2014-2015 compensation recommendations for unrepresented confidential and exempt management employees on the effective days given in the report and approve the personnel resolution covering unrepresented employees.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2014-2015

Ms. Loretta Su reviewed this item. The final budget will be offered for final approval on August 7; this budget which will include all funding sources.

Mr. Warren opened a public hearing; there was no testimony.

Moved/Scherman, second/Schenirer, to continue this item to August 7, 2014, where the public hearing will be closed and the Agency budget adopted.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

4. Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space

Mr. Thatch stated that only one proposal has been submitted and that proposal is from the current landlord. Mr. Thatch recommends extending the deadline until July 31 and during that time period staff can work with the brokerage firm, Cornish and Carrey to seek additional proposals.

Moved/Nottoli, second/Schenirer, to authorize staff to extend the deadline to July 31.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2014-2015

Ms. Robin Purdy stated that this is a concurrence item with the Sacramento Works board; this was approved on May 28. The Resource Allocation Plan is a planning document for how WIA funds are spent for the year. The WIA and CalWORKs allocations is \$11 million, which decreased by \$781,782 for the next fiscal year.

Moved/Yee, second/Schenirer, to concur with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2014-15.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

2. Approval of Funding Recommendations and Funding Extensions for Workforce Investment Act Adult/Dislocated Worker, Dislocated Worker 25 Percent Additional Assistance and CalWORKs Programs

Ms. Purdy reviewed this board item which requests approval to extend contracts for the Sacramento Works Training Centers and the OJT/subsidized employment providers. Ms. Purdy stated that while there were challenges over the past year, staff and DHA staff is working diligently to develop a better referral system. In addition, staff worked with providers to eliminate activities that were not successful and augment those activities that were successful.

Ms. Purdy reviewed the monitoring and evaluation that is done throughout the year to ensure contract compliance.

Moved/Yee, second/Scherman, to approve the following:

Sacramento Works Training Centers (SWTCs) Extensions –

Approve funding recommendations in the amount of \$3,054,016 for the Workforce Investment Act Adult/Dislocated Worker SWTCs as listed on the attached charts with the following stipulation:

The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.

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

Approve the OJT/SE staff funding extension recommendations in the amount of \$4,011,493 for PY 2014-15 as reflected in the attached chart with the following stipulations:

⇒ **Provider operating costs must not exceed 40% of participant wages.**

⇒ **PY 2014-15 funding will be subject to satisfactory year-end program performance. OJT providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.**

Expanded Subsidized Employment (ESE) Extension -

Approve augmenting CalWORKs ESE funds to existing WIA/CalWORKs funded Training Center and OJT providers in the chart below and approve the use of the State's ETPL for customized training providers:

Agency	Activity/Service	Amount	# of Participants
FCCP*	Job Retention and OJT	\$102,600	30
GSUL	Job Retention and Development	\$76,550	50
NSBIF*	Job Retention and OJT	\$30,870	10

*Allocations for wages for OJTs included in OJT funding chart (FCCP - \$126,390 and NSBIF - \$27,000)

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

3. Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the WIA Youth Program for 2014-15

Ms. Christine Welsch reviewed the funding extension recommendations for the youth program for program year 2014-15. The Sacramento Works Youth Council met and approved these funding recommendations at their May 21 meeting.

The Youth Council has been closely monitoring the performance of California Indian Manpower Consortium, and has recommended no funding due to on-going performance failures. CIMC has, however, been recommended for funding in the amount of \$20,000 to phase out services by September 30, 2014.

Moved/Nottoli, second/Scherman, to approve the Youth Council's funding extension recommendation for the WIA, Title I, Youth Program, PY 2014-2015 with the program year beginning July 1, 2014. In addition, approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in fall 2014 and may face deobligation of funds.

Roll Call Vote:

Aye: 5 (Nottoli, Schenirer, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES: None

V. Information Items

A. Update on Implementation of Workforce Investment Act Eligible Training Provider List Policy Directive

Ms. Purdy reported that the state is implementing new policies regarding eligibility on the training provider list. SETA staff has volunteered to be on the state committee. This new policy is affecting SETA program implementation.

B. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex

Mr. William Walker reported that to date, 2,281 phone calls have been received, staff has assessed 800 individuals, and 338 people have been entered into the system to be career apprentices. Mr. Warren requested a breakdown by impacted ZIP code in all three categories. Mr. Walker stated that staff is working on all three areas and all of this has been done by ZIP code. The ZIP code with the highest response is 95832 because that is the Job Corps location. The next highest is 95838 ZIP code with 30 people enrolled, and 95823 is the third highest. One ZIP code, 95652, has zero enrolled. Mr. Warren requested a written report.

C. Fiscal Monitoring Reports: Mr. Nottoli asked whether Crossroads needs to have more oversight and perhaps modify their internal procedures. Ms. Su stated that Crossroads has submitted a corrective action plan. Additional internal controls have been put in place according to their corrective action plan.

D. Employer Success Stories and Activity Report: Mr. William Walker stated that the most active employers have been Volt and Almond Growers via Nelson Staffing.

E. Dislocated Worker Update: Mr. Walker stated that staff is working with IBM and there may be more impacts.

- F. Head Start Reports: Ms. Denise Lee stated that at the last meeting, Mr. Nottoli recommended staff make presentations before local city councils; she is scheduled to make presentations for three of the six councils. Staff will also make a presentation at Kaiser South and at Kaiser North on the Head Start/Early Head Start program.

VI. Reports to the Board

- A. Chair: Mr. Warren stated that he is the co-chair of a new advisory council created to support the partners for the new arena. This council will assist with the things the partnership has agreed to do relative to employment. It is important that we set a high mark for our region and to take advantage of every opportunity so this project hits the highest potential.
- B. Executive Director: Ms. Kossick withed an early Happy Birthday to Mr. Warren. Ms. Kossick also reminded the board that the next meeting will be on July 17, if there are enough agenda items to have the meeting. Mr. Schenirer and Mr. Nottoli were congratulated for the election results.
- C. Deputy Directors: Ms. Kossick stated that Congress is looking at a new legislation to replace WIA: the Workforce Innovation and Opportunities Act. There may be action coming out this summer.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

- VII. Adjournment**: The meeting was adjourned at 11:20 a.m.

ITEM IV-D – 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. Laurie Clothier **DATE:** June 17, 2014
FROM: Mayxay Xiong, 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	\$255,905	8/1/13-7/31/14	8/1/13-3/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 6/2-6/3/14

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	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		N/A		

Program Operator: River Oak Center for Children

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2013 to March 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jessica Johannesen **DATE:** June 6, 2014
FROM: Mayxay Xiong, 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	\$271,352	8/1/13-7/31/14	8/1/13-3/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 5/27/14

	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	X			
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:

1. The total costs as reported to SETA from August 1, 2013 to March 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Dr. Amy Slavensky **DATE:** May 28, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA	\$ 4,511,491	8/01/12-07/31/13	8/01/12-7/31/13
Head Start	T & TA	\$15,000	8/01/12-07/31/13	8/01/12-7/31/13
Early HS	Basic, COLA	\$1,689,165	8/01/12-07/31/13	8/01/12-7/31/13
Early HS	T & TA	\$30,912	8/01/12-07/31/13	8/01/12-7/31/13
Head Start	Basic , COLA	\$ 4,273,735	8/01/13-07/31/14	8/01/13-12/31/13
Head Start	T & TA	\$15,000	8/01/13-07/31/14	8/01/13-12/31/13
Early HS	Basic, COLA	\$1,600,146	8/01/13-07/31/14	8/01/13-12/31/13
Early HS	T & TA	\$30,912	8/01/13-07/31/14	8/01/13-12/31/13

Monitoring Purpose: Initial X Follow Up Special Final X

Date of Review: 3/17-3/20/14

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2012 to December 31, 2013 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORTS

A. 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 24, 2014 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for the great resources supplied that will likely lead to employment.
Thank you, Ms. Brenda Campos, for sitting in and substituting for Deputy Director Denise Lee.
Thank you, Ms. Alma Hawkins, for your outstanding job sitting in for Ms. Marie Desha.
Thank you to our managing staff for excellent program reports.
Thank you, Ms. LaTasha Windham, for conducting an excellent meeting and keeping our panel focused.
Thank you to Mr. Kenny Williams for representing MAACC and providing a thorough report.
NEEDS IMPROVEMENT
Attendance from all members.
Arrive on time at 8:50 a.m. and be seated.
Remain seated during presentations. No walking.
Please turn off cell phones and Ipads.
Absolutely no side barring.
REMINDERS
Absolutely no food in the board room. No exceptions.
Please refrain from dropping food in the break room.
Please be careful of beverage spills in the break room and the board room.

B. Budget/Planning Committee: Toni Espinoza, Benjamin Bailey, Jenna Kline, LaTasha Windham, Steven Wormley, Kenneth Tate, Lynda Williams

C. Personnel/Bylaws Committee: Richina Siackasorn, Kenneth Tate, Steven Wormley, LaTasha Windham, Toni Espinoza

ITEM V – COMMITTEE REPORTS (continued)
Page 2

D. Social/Hospitality Committee: Steven Wormley, Toni Espinoza, Richina Siackasorn, Kristyn Ingram, Benjamin Bailey, LaTasha Windham, Lynda Williams, Kenny Williams

E. Parent Ambassador Committee: Lynda Williams, Steven Wormley, Toni Espinoza, Richina Siackasorn, Benjamin Bailey, LaTasha Windham

F. Men's Activities Affecting Children Committee (MAACC): Richina Siackasorn, Benjamin Bailey, Steven Wormley, LaTasha Windham, Kenneth Tate, Lynda Williams, Kenny Williams.

F. Maternal, Child and Adolescent Health Advisory Board: Richina Siackasorn, Lynda Williams

G. Sacramento Medi-Cal Dental Advisory Committee: LaTasha Windham

H. Community Agency Reports: Jenna Kline and Genevieve Levy

ITEM VI- OTHER REPORTS

BACKGROUND:

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

- B. 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.

- C. 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.



Head Start Monthly Report

July 2014

SETA Operated Program

Program Operations Unit

SETA's Children and Family Services annual environmental reports are available for both preschool and toddler classrooms. These scores represent quality across specific measures in early childhood programs. See attached ECER and ITER reports.

Program Support Services

Quality Assurance (QA) Monitoring Unit: (1) SJUSD and SCUSD Early Head Start Home Base Programs were monitored for the month of June. QA Summary Reports will be available in mid-July. (2) QA Unit, Program Officer and Program Support Services Manager met with each Delegate to follow-up on their Self-Assessment Program Improvement Plan (PIP) for current program year. Information from QA Reports and Self Assessment Reports are used to develop a more targeted approach in supporting delegates.

Program Support Services: (1) Countywide Head Start PIR (Program Information Report) Overview Meeting was held on June 3, 2014. SETA approves reports from delegates and submits grantee-level and delegate-level information reports to Office of Head Start (OHS) by August 31, 2014. (2) Countywide Education Content Meeting was held on June 17, 2014 for Math Curriculum Resources. This supports one of the countywide 3-year goals and objectives of strengthening math instruction to improve assessment scores in this area. (3) A planning meeting with delegate representatives was held on June 26, 2014 to provide input on content and format of future meetings and training events for the 2014-2015 program year. A countywide calendar for 2014-2015 is being finalized for distribution in July.

Family Engagement Unit

No report.

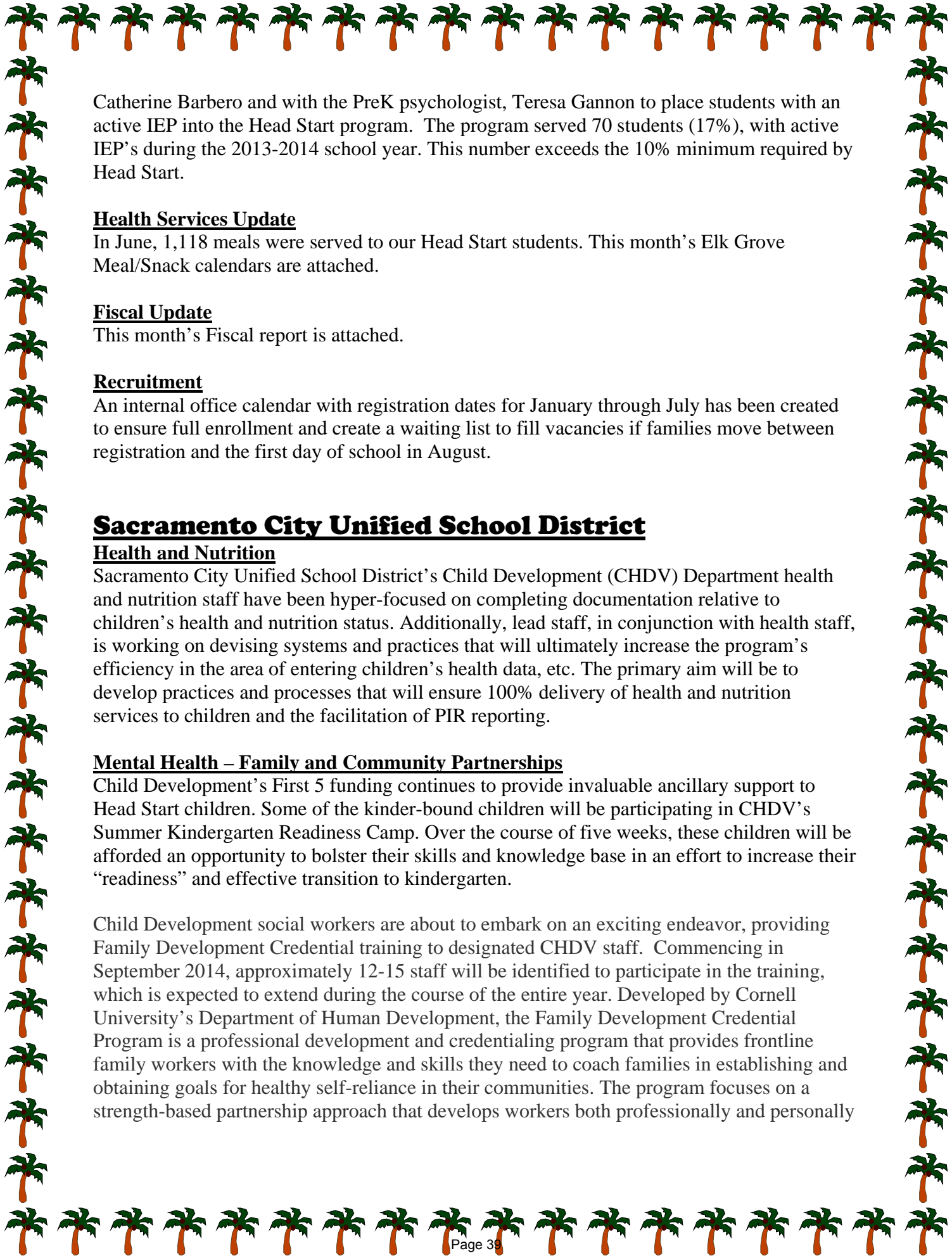
Elk Grove Unified School District

Enrollment

Elk Grove Unified School District Head Start has thirteen (13) classes on a traditional calendar which ended the school year on May 21, and eight (8) classes on a modified traditional calendar which ended the school year on June 5. Average daily attendance in the eight (8) classes that remained open in June was 91%.

Disabilities Services and Mental Health Services Update

The program educators and clerks have worked closely with the PreK social worker,



Catherine Barbero and with the PreK psychologist, Teresa Gannon to place students with an active IEP into the Head Start program. The program served 70 students (17%), with active IEP's during the 2013-2014 school year. This number exceeds the 10% minimum required by Head Start.

Health Services Update

In June, 1,118 meals were served to our Head Start students. This month's Elk Grove Meal/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Recruitment

An internal office calendar with registration dates for January through July has been created to ensure full enrollment and create a waiting list to fill vacancies if families move between registration and the first day of school in August.

Sacramento City Unified School District

Health and Nutrition

Sacramento City Unified School District's Child Development (CHDV) Department health and nutrition staff have been hyper-focused on completing documentation relative to children's health and nutrition status. Additionally, lead staff, in conjunction with health staff, is working on devising systems and practices that will ultimately increase the program's efficiency in the area of entering children's health data, etc. The primary aim will be to develop practices and processes that will ensure 100% delivery of health and nutrition services to children and the facilitation of PIR reporting.

Mental Health – Family and Community Partnerships

Child Development's First 5 funding continues to provide invaluable ancillary support to Head Start children. Some of the kinder-bound children will be participating in CHDV's Summer Kindergarten Readiness Camp. Over the course of five weeks, these children will be afforded an opportunity to bolster their skills and knowledge base in an effort to increase their "readiness" and effective transition to kindergarten.

Child Development social workers are about to embark on an exciting endeavor, providing Family Development Credential training to designated CHDV staff. Commencing in September 2014, approximately 12-15 staff will be identified to participate in the training, which is expected to extend during the course of the entire year. Developed by Cornell University's Department of Human Development, the Family Development Credential Program is a professional development and credentialing program that provides frontline family workers with the knowledge and skills they need to coach families in establishing and obtaining goals for healthy self-reliance in their communities. The program focuses on a strength-based partnership approach that develops workers both professionally and personally



Education

In early June, 15 additional teachers participated in a Balanced Literacy Institute, which was facilitated by Andy Hess, a consultant from Accelerated Literacy Learning. These teachers, who comprise Cohort II, will join the initial set of teachers from Cohort I in the implementation of Balanced Literacy in 2014-2015. To date, 31 teachers, 6 managers and 7 resource teachers have participated in the Balanced Literacy Institute. During the month of July, a small team comprised of lead staff and teachers will be working to devise curriculum map and sample mini-lessons, which will ensure teachers' effective implementation of Balanced Literacy in 2014-2015 in 31 preschool classrooms.

San Juan Unified School District

Education Services Update

The last day of preschool for children was June 4th. Classrooms had various end-of-the-year celebrations where families and children were honored for their work during the academic year. All teachers completed end-of-the-year paperwork and submitted CUM files for processing. Teachers also provided input for the Staff Calendar as well as for the 2014-15 school year Professional Development trainings.

Disabilities Services Update

The screening room is now in full swing. School is over for the 2013-14 school year, so staff is available full time. The screening center is open three days a week and is staffed with Bilingual Teaching Assistants, School Community Workers and Lead Teachers, all of whom are assisting families with the Ages and Stages Questionnaires. This is also the time of year the Disabilities Specialist collects the IEPs from the classroom teachers and divides the IEPs into two sections: those children returning to the preschool program, and those aging out into kindergarten. The aged out IEPs get boxed up, documented and placed in storage. The returning children's IEPs get put together with the file copies and placed in the corresponding drawer for next year. As new children with IEPs are enrolled, the Content Lead inputs the information into Child Plus, makes the appropriate copies, and then files them until the copies are returned to the teachers at the beginning of the school year. A list of the newly enrolled children with IEPs is then sent to the Special Education Department of the school district as a cross-check.

Mental Health Services Update

The Mental Health Therapist is providing support to the School Readiness Summer Camp program. Students who will be moving on to kindergarten in the fall are being given social/emotional tools to help them as they transition into this next stage of their education. The Mental Health Therapist is also providing support with the screening/intake process for new and returning enrollees in the preschool program.

Nutrition Services Update

Congratulations to Julia Neuhauser (Preschool) and Bertha Hernandez (Infant/Toddler), two San Juan Unified School District Early Childhood Education teachers who were the recipients of the Western Garden grant! This will provide their students with the "farm to fork" experiences currently dominating the Sacramento scene! The children and families will benefit greatly from the opportunities this grant offers in the upcoming school year.



Health Services Update

Health is screening for the 2014-15 school year in the centralized screening room throughout the summer. The team is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. Health is working on compiling and checking the information for the PIR Report.

Family and Community Partnerships Update

There was no Policy Committee meeting for the month of June. There was a personnel interview scheduled in early June and a Policy Committee parent was sought to be on that panel. It has been requested that the by-laws for the Policy Committee be put on the agenda for the August School Board meeting. There will be no Policy Committee meeting in July. The next meeting is scheduled for August 12, 2014.

Transition Services Update

Summer is here and parents have been given many fun activities to engage their children. Learning will continue for the students throughout the summer season with the support of their parents. Water activities provide for science and physical activity, sitting with parents on a summer evening reading books and telling stories lend to language and literacy, bar-b-ques with family and friends encourage food safety and healthy eating habits, and counting bugs that are found engage math activities. The many activities suggested during the summer months all continue to prepare the students for a successful kindergarten experience and beyond.

Summer Camp Academy is also in full swing. Ninety-six students, many of whom have never experienced preschool before, are being exposed to rich classroom environments and learning experiences that will give them a boost in the upcoming school year.

Program Support/Staff Training Update

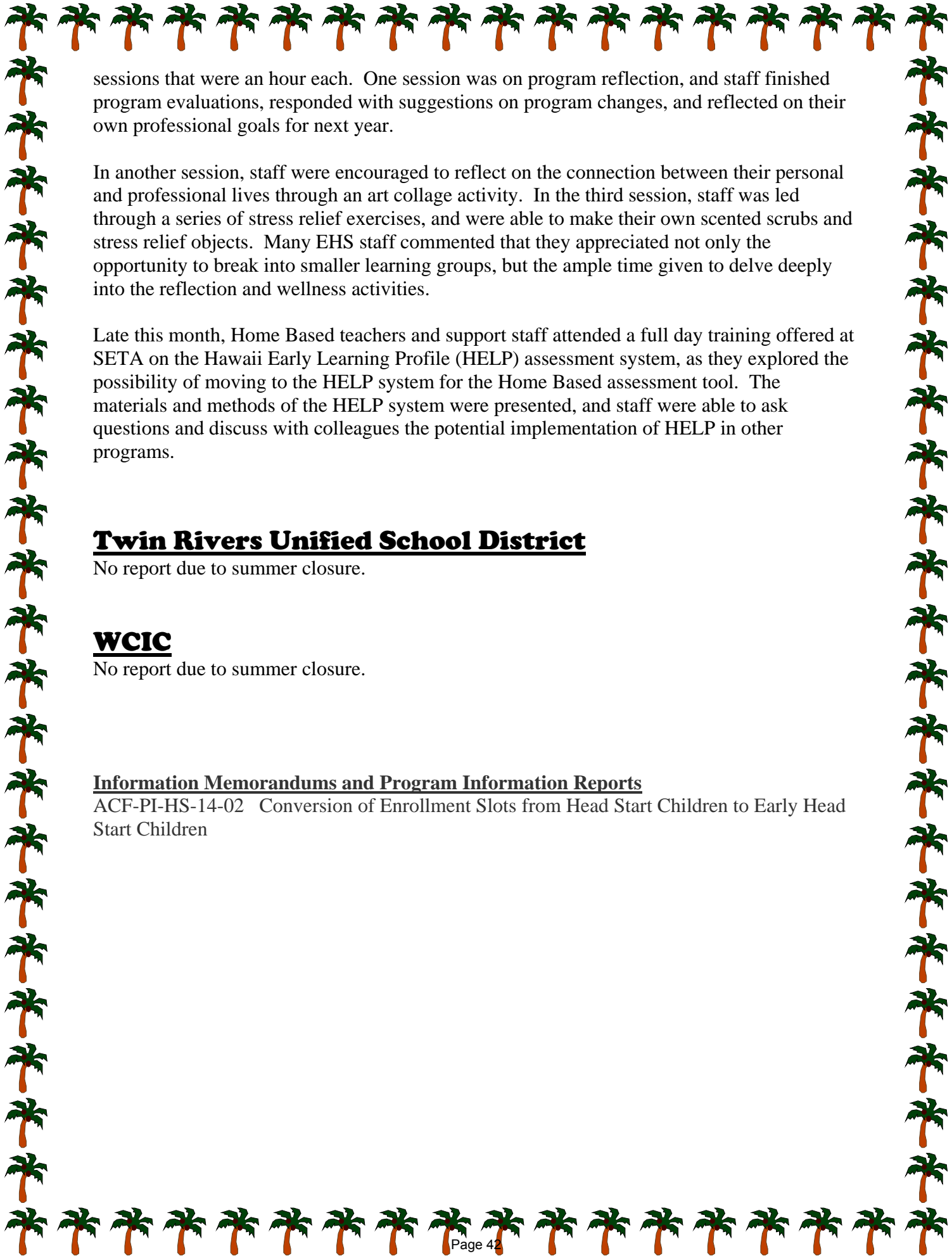
There were no trainings in June. There was an end-of-the-year celebration with team building activities and lunch for all Preschool staff on June 6th. The morning started with time for networking, and then announcements about the coming year were shared and retiring employees were honored. Then there were team building games which were enjoyed by all! The event ended with a luncheon provided by administrators.

Fiscal Update

The fiscal department of Head Start and Early Head Start has been busy wrapping up loose ends as many staff is finishing for the summer. The team is also coordinating the close of the fiscal year in June with the close of the grant year in July. Purchase Orders are being reviewed to make sure that all items have been received and payments have been made. Preparation is also taking place to establish and make sure that the 2014-15 budgets are up and running in time for the start of the upcoming fiscal year.

Early Head Start

This month the EHS staff participated in a staff meeting designed to foster self-reflection and wellness, while celebrating the informal end of the school year. After the initial large group meeting, staff broke up into small groups and was able to rotate through three facilitated



sessions that were an hour each. One session was on program reflection, and staff finished program evaluations, responded with suggestions on program changes, and reflected on their own professional goals for next year.

In another session, staff were encouraged to reflect on the connection between their personal and professional lives through an art collage activity. In the third session, staff was led through a series of stress relief exercises, and were able to make their own scented scrubs and stress relief objects. Many EHS staff commented that they appreciated not only the opportunity to break into smaller learning groups, but the ample time given to delve deeply into the reflection and wellness activities.

Late this month, Home Based teachers and support staff attended a full day training offered at SETA on the Hawaii Early Learning Profile (HELP) assessment system, as they explored the possibility of moving to the HELP system for the Home Based assessment tool. The materials and methods of the HELP system were presented, and staff were able to ask questions and discuss with colleagues the potential implementation of HELP in other programs.

Twin Rivers Unified School District

No report due to summer closure.

WCIC

No report due to summer closure.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-02 Conversion of Enrollment Slots from Head Start Children to Early Head Start Children

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
June 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	420 (160)	154*	96	151*	94
Sacramento City USD	1,292	1,292	100	897	70
SETA	1,974 (1,619)	1,682*	104	975*	60
San Juan USD	693	678*	98	513*	74
Twin Rivers USD	211	211	100	174	82
WCIC/Playmate	120	120	100	109	91

* In accordance with the Performance Standards, some delegate agencies did not replace vacancies within 60 days of the end of the program year.

*Some programs closed or reduced enrollment during the month of June.

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	147	147	100	95	65
SETA	328	347	106	198	60
San Juan USD	161	161	100	118	73

(a) Includes children who have dropped during the month and whose slot be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Attendance on the last day of month.



SETA Head Start Food Service Operations Monthly Report *June 2014

June 2nd - New routes begin, due to staffing cuts, Galt and Mather kitchens are closed for the summer, all food production is out of the Central and WCIC kitchens.

June 5th - WCIC Playmate last day of classes.

June 6th - Home Base Preschool field trip special menu provided for 84 guests.

June 10th - PAC Food Service Committee visited the Central Kitchen.

June 13th - Daddy & Me at Norma Johnson, breakfast and lunch provided.

June 26th - Crossroad Gardens convection oven was moved to the WCIC kitchen.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
33,686	20,450	22,826	820

Total Amount of Meals and Snacks Prepared 77,782

Purchases:

Food	\$58,987.65
Non - Food	\$10,569.91

Building Maintenance and Repair: \$2,385.24

Janitor & Restroom Supplies \$515.31

Kitchen Small Wares and Equipment: \$4,487.22

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$2,054.20
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 6/30/14)

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

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

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (211)	18 (8 %)	N/A
Elk Grove USD (420)	71 (17%)	N/A
Sacramento City USD (1292)(147)	192 (15%)	19 (13%)
San Juan USD (693) (161)	109 (16%)	22 (14%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	218 (11%)	57 (16%)
County (4710)* (653)**	621 (13%)	98 (15%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – July 2014

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
Sacramento City Unified School District	Early Head Start Home Base and Socialization Activity	4 1 socialization activity	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Socialization event at the park was very well attended and appeared to be enjoyed by all families and staff. All elements of EHS socialization in an outdoor setting were met. Staff's team work and creativity were evident in the planning and conduct of socialization in atypical setting.
- Parents' milestones and achievements were recognized and celebrated at the socialization. A community gathered to focus on families' strengths and successes.
- Family and staff relationships were warm, caring and supportive. This was evident at home visits and during the socialization event.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted concerns
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	91%	No significant noted concerns
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted concerns
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	95%	No significant noted concerns

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted concerns
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	98%	No significant noted concerns
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	88%	No significant noted concerns
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	89%	1 - Not all home visit sessions were completed for 90 minutes 2-Not all home visit plans reviewed were complete, some were missing content areas; writing was not readable
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	94%	No significant noted concerns

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

Corrective Action Plans:

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



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – July 2014

Agency	Program	# of Home Visits Observed	# of Files	Monitoring Purpose
San Juan Unified School District	Early Head Start Home Base and Socialization Activity	4 2 socialization activities	8	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Exemplary home visit interactions: acknowledged parenting behaviors; home materials were used, learning objectives were clear, parents were partners in the process.
- Home Visitors respected and supported families’ home language and development of a second language.
- Excellent follow-up on parents’ mental health services
- Excellent use of Family Partnership Agreements (FPA)
- Socialization events were well-organized with ‘Water Play’ activities set up and enjoyed by children and families

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91%	No significant noted concerns
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	93%	No significant noted concerns
Services to Pregnant Women/New Mothers <i>(Prenatal Services, New Mother Services)</i>	100%	No significant noted concerns
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition))</i>	97%	No significant noted concerns

Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	100%	No significant noted concerns
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	97%	No significant noted concerns
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	94%	No significant noted concerns
Home Based Option <i>(Group Size, Home Visits, Socializations)</i>	98%	No significant noted concerns
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	88%	1-Inaccuracies on Child Plus data entry and Head Start application had missing or incorrect information

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

Corrective Action Plans:

The Head Start/Early Head Start program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.