

GOVERNING BOARD

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County of Sacramento

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Thought of the day: "There are no mistakes, no coincidences; all events are blessings given to us to learn from."

Elizabeth Kubler-Ross

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

DATE: Tuesday, October 28, 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.

**- REVISED -
AGENDA**

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- ✓ Brenda Campos: Grantee Program Support Services
- ✓ Lisa Carr: Parent, Family & Community Engagement
- ✓ Karen Gonzales: Child Development & Education Services

D. Chair's Report

E. Open Discussion and Comments

F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, OCTOBER 20, 2014

REVISED AGENDA DISTRIBUTION DATE: THURSDAY, OCTOBER 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
- _____ 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
- _____ Kenny Williams, Men's Activities Affecting Children Committee
- _____ Jenna Kline, KVIE Public Television, Community Rep.
- _____ Genevieve Levy, Sacramento Food Bank & Family Services

Seats Vacant:

- _____ Vacant (Barajas), Elk Grove Unified School District
- _____ Vacant (Bailey), Sacramento City 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
A. Duran Seated 2/25	PAST				X	X	X	U	X	X	U	X		
T. Espinoza Seated 11/26	ELK	X	X	E	X	X	X	X	X	X	U	X		
C. Fietzek Seated 3/25	HB					X	X	X	X	X	X	X		
K. Williams Seated 7/29	MAACC									X	X	X		
J. Julian Seated 3/25	SAC					X	X	X	X	X	U	X		
K. Ingram Seated 11/26	Twin Rivers	X	X	X	X	X	X	E	X	X	X	E		
G. Levy Seated 1/28	Comm. Rep.			X	X	X	E	AP	X	X	AP	E		
L. Litka Seated 11/26	SJ	X	X	E	X	X	X	X	X	X	X	X		
J. Kline Seated 11/26	Comm. Rep.	X	X	X	X	X	X	X	E	X	X	E		
R. Siackasorn Seated 11/26	WCIC	X	X	X	X	X	X	E	U	X	X	X		
K. Tate Seated 11/26	SOP	X	X	X	X	X	X	X	X	X	X	X		
L. Wheeler Seated 3/25	SOP					X	X	U	X	X	E	X		
L. Williams Seated 11/26	SJ	x	E	x	x	X	X	X	X	X	X	X		
L. Windham Seated 11/26	SOP	X	X	X	X	X	X	E	X	X	U	X		
S. Wormley Seated 11/26	SAC	X	X	X	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 9/30/14

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 23, 2014 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 23, 2014 meeting.

RECOMMENDATION:

That the Policy Council approve the September 23 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, September 23, 2014
9:00 a.m.

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

Ms. LaTasha Windham called the meeting to order at 9:10 a.m. Mr. Kenneth Tate read the thought of the day. Mr. Steven Wormley 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 9:11 a.m.)
Linda Litka, San Juan Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center (seated at 9:22 a.m.)
LaTasha Windham, SETA-Operated Program
Annette Duran, Past Parent Representative
Lenda Wheeler, SETA-Operated Program
Kenneth Tate, SETA-Operated Program
Colleen Fietzek, Home Base Representative
Kenny Williams, Men's Activities Affecting Children Committee

Members Absent:

Genevieve Levy, Sacramento Food Bank & Family Services (excused)
Kristyn Ingram, Twin Rivers Unified School District (excused)
Jenna Kline, Community Representative, KVIE Public Television (excused)

II. Consent Item

A. Approval of the Minutes of the August 26, 2014 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/L. Wheeler, second/Wormley

Show of hands vote:

Aye: 10 (Duran, Espinoza, Fietzek, Julian, Litka, Tate, Wheeler, K. Williams, L. Williams, Wormley)

Nay: 0

Abstention: 1 (Windham)

Ms. Melanie Nicolas introduced two new Education Coordinators: Ms. Karen Taylor and Ms. Kim Bonnema.

III. Action Item

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

The board went into closed session at 9:15 a.m. The board went back into open session at 9:22 a.m. and Ms. Windham reported out that the Policy Council approved the following eligible list: Early Head Start Educator.

Ms. Richina Siackasorn was seated at 9:22 a.m.

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events – Ms. Windham reviewed the calendar. Mr. Tate stated that the next Budget/Planning Committee meeting will be held October 14.
- Introduction to Toastmasters Club (Speechcraft): Ms. Marie Desha announced the creation of a parent Toastmasters Club. Some parents approached Ms. Desha asking for a parent Toastmasters Club. An introductory course is called Speechcraft to teach public speaking skills. Parent Ambassadors are also urged to attend this training. It will take place after a committee meeting or PC/PAC meeting and will include lunch. Attendance will be crucial and will be monitored for the program year. If attendance is consistent, a Toastmasters Club will be hosted at SETA. The first meeting will be held in November.

Ms. Tamara Knox, former PAC/PC Representative, attended the first Toastmasters training offered at SETA. She continued to be coached by Ms. Jackie Bates, and is now an awesome keynote speaker. She is the author of ***My Journey*** and ***Standing Tall*** and works at Sacramento City College as a photographer and assistant in the Cultural Awareness Center.

Ms. Siackasorn asked where the scholarships came from and Ms. Lee stated that the National Head Start Association awards them to parents.

- PC/PAC End-of-Year Appreciation: The deadline for guest payments has been extended to today.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition: None.
- Community Resources-Parents/Staff: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson reviewed the August expenditures, the first month of the new fiscal year. The expenses from delegates have not yet been received; these expenditures will be shown on next month’s report. Expenditures for last fiscal year will be finalized this week.

Ms. Lynda Williams recently attended the San Juan delegate meeting and was told parents were not allowed to attend budget meetings. Are there guidelines on that? Ms. Lee replied that SETA asks for parent input at Budget/Planning Committee meetings all year long. The delegates can choose to do their meetings as they wish. There should be time to provide input on the budget before it is finalized; the meetings do not need to be monthly or quarterly

- B. Governing Board Minutes of August 7, 2014: No questions.
- C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- A. Executive Committee: Mr. Kenny Williams read the critique.
- B. Budget/Planning Committee: Mr. Kenneth Tate reported that the last meeting was short. Mr. Tate urged others to attend the next meeting in October.
- C. Personnel/Bylaws Committee: Mr. Tate shared that it was also a short meeting because he was the only attendee. Mr. Tate encouraged all parents to contact Ms. Desha or Ms. Hogan regarding their attendance at committee and board meetings. This committee is waiting to make modifications to the bylaws but committee members must be in attendance in order to do business. The next meeting is October 6, 9:30 a.m. in the Olympus Room. Ms. Desha because of the urgency, staff is looking at calling a meeting of the PC/PAC Executive and the Parent Ambassador Committee on October 3.
- D. Social/Hospitality Committee: Ms. Windham announced that on September 25, all committee members will be putting together certificates and wrapping parent recognitions.
- E. Parent Ambassador Committee: Ms. Williams stated that the committee members talked about the \$2 Per Child Campaign and stationary that is being developed as a fundraiser. The plan is to offer stationary where child's art is put on stationary and packaged for gifts. Ms. Williams encourages all parents to go to local events for outreach. The funds raised will be collected and submitted in one donation.
- F. Men's Activities Affecting Children Committee: Mr. Kenny Williams reported that the End of Year Fatherhood BBQ was a big success. He thanked several parents for their involvement and cooking for the event. Mr. Silva was thanked for his support.
- G. Maternal, Child and Adolescent Health Advisory Board: Ms. Williams provided a report on the most recent meeting. The Public Health Officer attended and did a PPT on pertussis. A letter to the Board of Supervisors (BOS) was sent requesting that the hiring freeze be lifted. This board wants attendees to be aware of all of the various reports and trying to target a variety of issues on a limited budget.
- H. Sacramento Medi-Cal Dental Advisory Committee: Ms. Windham reported that the most recent meeting where they discussed work group protocols and reducing hours on dental protocols. All Medi-Cal dental cases will end December 31.

Ms. Williams stated that it is hoped that Governor Grown will sign a letter to support for a bill asking for attention and funds to go straight to dental services. Ms. Williams attended the August meeting and a doctor presented a PowerPoint about doing dental screenings in a less expensive ways. There will be trucks going to various schools do dental screenings, cleanings, x-rays and other small dental work. The trucks will go to locations chosen according to statistical need.

I. Community Agency Reports: None.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick reported on the end of the fiscal year for the WIA program. Statistics were reviewed over 36,000 individuals visited one of the job or training centers. Ms. Kossick encouraged all board members to visit the web site and check out resources on line and continue to spread the word. The free resources are available to the community to continue economic growth. Ms. Kossick reported that during her visits to job training or Head Start centers, she is very pleased to see the parent involvement.

Mr. Tate inquired about the apprenticeship program; he has been referring people to the numbers on the paper and people are reporting that they are not getting the right information back from the phone number. People are not getting connected to the information necessary. Ms. Kossick reported that there is one centralized number because it is a very lengthy process. There are a number of ways a person can get into a 'pipeline' for a job.

B. Head Start Deputy Director's Report: Ms. Denise Lee urged parents interested in the career incentive program to talk with their Site Supervisor or classroom teacher. This program assists parents wishing to go back to school and work toward a degree. Ms. Lee stated that when staff receives information on scholarships, the information is sent out to parents. Ms. Lee stated that SETA always strives for parents' voices at the table. Our program is strengthened are by hearing the clients' needs. It is important to have a voice at some table, whether here or at the State Capitol. Please continue to exercise participation in various public events. SETA has 120 days to clear findings and staff have been working with Training/Technical Assistance staff to ensure changes have been made. There is more work needed for delegate agencies in the health and safety are. The review team will be back October 2-3 which will help to provide feedback. The fiscal review has gone well, too. Staff is working diligently to ensure we will have a clear report.

Mr. Tate stated that he has seen a vast improvement in the process of parents and children when picking up and dropping off children. Ms. Lee stated that staff has increased approach to parents asking them to be more engaged in the pick-up/drop off process. Parents signing in are transferring care of their child from the parent to Head Start. In the SOP, staff are developing very distinct gathering

spots for children go to prior to their return to the classrooms. There will be numbers and shapes for children to use during the gather process. An assigned staff person will sweep the playground to ensure no child is left behind.

In response to a question from Ms. Windham, Ms. Lee stated that she wants to launch the Parent Internship position but details need to be worked out. It is not known whether it will be open to local program or county wide; also, it needs to be determined if current reps or past reps will be included.

Ms. Wheeler asked if the new gather process will be put in place at all SOP programs. Ms. Lee replied that the program officers are going out to classrooms to work with the teachers to work out a gather spot and determine the shapes and numbers. Floor tape will be used in carpeted areas.

Ms. Julian inquired whether ACF shares improvements done at SETA with other grantees. Ms. Lee replied that SETA is well ahead of many programs and part of the curriculum includes ways for children to remember not to get lost. There are redundant systems in place to ensure safety will remain. She does share with other grantees information enhancements done in the Sacramento program. There has been incidences of children left behind in buses so the Office of Head Start is very focused on the safety of children; this is the number one issue and each classroom will be reviewed for compliance.

- C. Head Start Managers' Reports: All of the managers are out dealing with site issues.
 - D. Chair's Report: Board members were asked to see staff to work on the annual parent stories. There are also six board members selected to do video stories. Ms. Williams brought information from First Five and Ms. Desha urged parents to take this information home. The PC Executive Committee meeting is Thursday, September 25, 9:00 a.m. Applications are being solicited for parents interested in serving in the Past Parent, Foster Parent, or Grandparent positions on the PC. An application must be submitted to Ms. Desha no later than October 14. Ms. Desha stated that the selection of board members will be done at the October 28 meeting.
 - E. Open Discussion and Comments: No comments.
 - F. Public Participation: No comments.
- VII. **Adjournment**: The meeting was adjourned at 10:50 a.m.

ITEM II-B – CONSENT

APPROVAL OF REVISED FISCAL POLICIES AND PROCEDURES

BACKGROUND:

In response to the 2013-2014 Office of Head Start On-site Monitoring Review, the Fiscal Department has updated Fiscal in-kind Policies and Procedures to ensure in-kind valuations are reasonable and allowable. In addition, fiscal monitoring procedures have been updated to include additional reviews of in-kind costs, and allowability and timeliness of expenditures. Updated policies and procedures will be sent under separate cover prior to the board meeting.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the revised fiscal Policies and Procedures.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

**SETA
FISCAL MONITORING
PROCEDURES**

UPDATED SEPTEMBER 25, 2014

MONITORING PROCEDURES

SUMMARY

The objective of fiscal monitoring is to insure that Federal, State, and local government funds provided to SETA ~~and funded~~ Sub-grantees are used for the benefit of that Federal, State, or local government program, are in compliance with all applicable regulations and funding requirements, and are properly documented.

Various fiscal monitoring procedures are conducted throughout the year to ensure compliance with applicable funding sources. The different monitoring procedures include:

<u>Monitoring Instrument</u>	<u>Time Frame</u>	<u>Staff Responsible</u>	<u>Comments</u>
<u>Monthly Fiscal Claim</u>	<u>Due by the 10th of each month</u>	<u>Submitted by sub-grantees</u> <u>Reviewed by Accountant I and Fiscal Manager</u>	<u>Claim is reviewed for:</u> - <u>budget compliance</u> - <u>expenditure tracking</u> - <u>in-kind/match requirements</u> - <u>administrative requirements</u> - <u>any additional guidelines specific to grant funding</u>
<u>Monthly In-Kind Report (Head Start Only)</u>	<u>Due by the 10th of each month</u>	<u>Submitted by sub-grantees</u> <u>Reviewed by Accountant I and Fiscal Manager</u>	<u>Reviewed for allowability, documentation, valuation in compliance with 45 CFR Part 92, 45 CFR Part 74, 2 CFR Part 220, 2 CFR Part 225, or 2 CFR Part 230-and to monitor required non-federal share percentage each month.</u>
<u>Fiscal Monitoring Review</u> <u><i>*please see fiscal monitoring review procedures for more detail</i></u>	<u>At least once per year</u>	<u>Fiscal Monitor</u> <u>Fiscal Monitoring Reports submitted to sub-grantee, Fiscal Manager, Fiscal Director, Executive Director, and Governing Board.</u> <u>Head Start only: In addition to the above, submitted to Policy Board (PC)</u>	<u>Comprehensive fiscal review of sub-grantees to ensure proper use of grant funds, adherence to all applicable regulations and grant requirements, and overall sub-grantee financial strength. Review to include but not be limited to:</u> - <u>comparison of agency records to monthly fiscal claims submitted to SETA</u> - <u>compliance testing of expenditures charged to grant</u> - <u>review of general ledger transactions to ensure expenses are properly charge to applicable approved funding period</u> - <u>review of fiscal policies and procedures</u> - <u>review of most recent audit</u> - <u>compliance testing of in-kind/ matching requirements and valuation in compliance with 45 CFR Part 92, 45 CFR Part 74, 2 CFR Part 220, 2 CFR Part 225, or 2 CFR Part 230</u> <u>A list of areas to be examined is included on the Monitoring Program worksheet.</u>
<u>Accounting System and Internal Control Questionnaire</u>	<u>Yearly</u>	<u>Sub-grantees</u>	<u>A sub-grantee self-monitoring tool to be completed by each sub-grantee yearly and submitted to the fiscal monitor prior to the fiscal monitoring review. The completed questionnaire will be used during the fiscal monitoring review to check for accuracy and compliance.</u>

<u>SOP In-Kind Report (Head Start Only)</u>	<u>Monthly</u>	<u>Completed and reviewed by Accountant I and Fiscal Manager</u> <u>Submitted to Head Start Deputy Director, Managers, Leadership Team, & Sites</u>	<u>Report is designed to monitor monthly in-kind parent volunteer hours by site.</u>
<u>Fiscal Reports</u>	<u>Monthly</u>	<u>Completed by Fiscal Managers</u> <u>Submitted to applicable Deputy Directors and Managers.</u> <u>Head Start only: In addition to the above, submitted to Policy Boards (PC and PAC), Budget Committee, and Governing Board</u>	<u>Monthly fiscal reports to monitor and track expenditures and budget controls.</u> <u>Head Start only: In addition to the above, the monthly Head Start Fiscal Reports include a year-to-date summary of the non-federal share and administrative percentage to ensure Head Start grant requirements are being met.</u>
<u>Annual Self-Assessment (Head Start Only)</u>	<u>Yearly</u>	<u>Fiscal Manager & team</u>	<u>Annual fiscal self-assessment designed using current OHS monitoring protocol.</u>

FISCAL MONITORING REVIEW PROCEDURES

Monitoring is performed on a rotating basis so that each program operator is reviewed at least once a year.

This section on fiscal monitoring review procedures is divided into the following sections:

Monitoring-Review Procedures
Basic Principles of Documentation
Working Paper Techniques

The fiscal monitoring review procedures as set forth in this section are to be used as a guide. It is recognized that as Federal, State, or local government rules and requirements change, procedures will also have to be updated.

Why Monitor?

- ◆ Identify problems and give technical assistance at an early stage.
- ◆ Ensure performance – what are we paying for?
- ◆ Enhance performance – improve services to participants?
- ◆ Minimize the risk of any disallowed or questioned costs.

REVIEW PROCEDURES

PRIOR TO SITE VISIT

1. Review the SETA contract(s) and make a copy of the budget(s) (this budget copy will become part of the work papers).
2. Review and make a copy of the last paid reimbursement claim for the monitoring file.
3. Review any correspondence or documents in previous monitoring files related to fiscal problem areas or irregularities. Follow-up on any previous problems.
4. Determine the sub-grantee representative to be interviewed, including the director, the accountant and other relevant staff.
5. Contact the sub-grantee and schedule an appointment through the director or chief fiscal officer.
6. Arrange for the sub-grantee to complete the Internal Control Questionnaire (ICQ). These questionnaires should be checked for affirmative answers. It is recommended that new questionnaires be filled out each FISCAL YEAR. (Note: Sub-grantee's that have only annual monitoring visits, the questionnaires should be sent prior to the monitoring date and updated once a year.)
7. Review the sub-grantee's most recent audit report and note any findings reported; ascertain whether corrective action was taken by the sub-grantee; and comment on actions needed to strengthen the sub-grantee's system for acting on audit findings. Current findings should indicate whether similar deficiencies were previously reported.
8. Review semi-annual compliance monitoring for the program audit.

ON-SITE ACTIVITY:

1. Interview the director and reiterate the purpose and goals of the monitoring. Obtain background data on the nature of the organization's overall operations and key staff. In most cases, the presence on the chief fiscal officer or accountant should be requested.
2. Develop an understanding of the grantee's accounting, personnel, procurement, and property management systems as they relate to grant expenditures. The monitor should obtain and review the sub-grantee's policies and procedures governing these systems. These systems should be surveyed to identify any significant weaknesses.
3. Determine whether the sub-grantee has written policies and procedures and that they provide for appropriate separation of responsibilities and control over:
 - ◆ Receiving and disbursing funds
 - ◆ Recording and reporting grant expenditures
 - ◆ Accumulating and periodically reporting all costs; and
 - ◆ Operating and reporting program activities.
4. Lack of written procedures or lack of adequate controls should be noted and recommendations for improvements should be included in the monitoring report.
5. The monitor should consider the results of the review of the system of internal control in determining the extent of testing needed to evaluate the effectiveness of the established procedures. The monitor should comment on any internal control problems and recommend needed improvements.
6. The monitor should then follow the suggested monitoring program. The program is not to be considered all-inclusive, nor will it be fully applicable to all sub-grantees. Consideration at this point must be given to the purpose of monitoring activity, i.e. previously noted fiscal irregularities, requests for assistance, late or erroneous reports, or needed Technical Assistance.
7. In all events, sufficient tests and reviews should be made to determine the accuracy of the Monthly Fiscal Reports previously submitted to SETA and compliance with internal control procedures as stated in questionnaires. Statistical sampling and random number selection of samples can be used to test records.
8. The review of direct and indirect costs should cover the following broad areas: to ensure expenses are properly charged in the approved funding period:
 - ◆ Payroll and Fringe Benefits
 - ◆ Consultant and Contract Services
 - ◆ Procurement and Equipment, Supplies and Materials
 - ◆ Travel
 - ◆ Participant Wages and Supportive Services
 - ◆ Other Direct Costs
9. Use of extensive work papers and schedules should be limited to unusual situations that demand their use. Brief testing is encouraged. Should documentation of faulty records be required, photocopies should be considered.

RECORD KEEPING

All non-Federal entities, whether subject to the audit requirements or not, must continue to comply with any Federal statute and regulations that require the non-Federal entity to maintain records concerning Federal awards. All non-Federal entities must permit access to and make available such records for review, monitoring, or audit by appropriate Federal Agencies, state agencies pass-through entity and/or SETA.

RECORD RETENTION

The auditor shall retain working papers and reports for a minimum of three years after the date of issuance of the Auditor's Report(s) to the auditee, unless the auditor is notified in writing by the cognizant agency for audit, oversight agency for audit, or pass-through entity to extend the retention period. When the auditor is aware that the Federal awarding agency, pass-through entity, or auditee is contesting an audit finding, the auditor shall contact the parties contesting the audit finding for guidance prior to destruction of working papers and reports.

DOCUMENTATION OF FINDINGS

1. Findings of non-compliance, weaknesses in internal controls, major discrepancies, improper accounting methods and other irregularities should be individually noted in brief narrative form followed by a brief statement of the recommended corrective action.
2. The name and designation of the person with whom these recommendations were discussed should be noted. In practice, the discussion will have the effect of an "exit conference."
3. *A letter summarizing the findings will be forwarded to the sub-grantee within 30 days of the on-site fiscal monitoring. The sub-grantee agency will have 45 days to respond to the findings with either documentation of corrective action or a narrative disputing the findings.*
4. *If the sub-grantee fails to respond within the 45-day time frame, a second letter will be issued requesting corrective action. The sub-grantee will have 10 days to respond.*
5. *If the sub-grantee fails to respond within the 10-day time frame, a recommendation will be made by the Fiscal Chief to postpone future claims for reimbursement until the corrective action is addressed.*

GENERAL OBSERVATIONS

1. A statement should be drafted which summarizes the monitor's general conclusions drawn from observations of overall sub-grantee procedures, inefficiencies, administrative shortcomings or any demonstrations reflective of the sub-grantee's operational capabilities. Such a statement should not be repetitious of information already included in the report.
2. NOTE: In instance where fraud is detected or suspected the monitor should immediately withdraw from all monitoring activity without discussion. The facts and circumstances are to be reported to the Fiscal Division Chief for instructions.
3. It is essential that all accumulated documentation, schedules, correspondence, sample forms, photocopies, notes, etc. be placed in the Monitor's File to cover subsequent inquiry or audit review.

4. The report form for general distribution will summarize, in an abbreviated format, the essentials of the monitoring findings. When appropriate, positive comments should be considered under “Comments and Observations.”

|

BASIC PRINCIPLES OF DOCUMENTATION

The three most common problems of source documentation are:

1. No documentation. Examples are such things as:

- ◆ Payroll checks issued without substantiating time sheets.
- ◆ Accounts payable checks issued from a statement with no copy of the invoices available.
- ◆ Raises included in payroll checks without the authorizing paperwork available.

2. Incomplete Documentation. Where there is paperwork attached to the transaction, but it is missing important information. Examples would include documentation that isn't signed by the appropriate employee(s), documentation that isn't completely filled out, or when pages of a document are missing.

3. Inaccurate or Improper Documentation. Documentation is not adequate to support transactions if it is inaccurate or improperly constructed. Some examples would include: an invoice for an amount that is different than the check it supports, a time sheet without enough hours for the amount paid, or documents where the authorization is missing or improper in some way.

What documentation should be required for a transaction?

There should be source documentation; an invoice, time sheet, voucher or worksheet, that will substantiate and authorize every official action taken and every dollar spent in your agency.

WORKING PAPER TECHNIQUES

All programs, checklists, or guides must be completely filled out. If any work was performed in response to a question, program step, or guide, the location of that work, the date it was collected, and the initials of the person performing the work should be clearly indicated next to the question, program step, or guide.

If no work was performed related to a question, program step, or guide, then that should be so indicated by writing “None” or “N/A,” next to the question, program step, or guide together with the initials of the person making the determination that no work was necessary, and the date that that determination was made. If appropriate, the person making that determination should make a note indicating the reason for the determination.

The amount of documentation required to be maintained in our working paper files is dependent on the situation. In most cases, it is sufficient to document that a work step was completed using a tick mark that explains the client records examined and the result of that examination. In cases where an exception to a procedure is noted, it maybe necessary to include a copy of the client’s records in our working papers to support our conclusions regarding the exception, for example, if the hours paid on the payroll register don’t agree with the time card, we may want to include a copy of the time card in our work.

All tick marks must be explained somewhere on the working paper, i.e. “√ - Examined employee time card, agrees as to date and hours worked.” If more than one tick mark is used on a page, they should be sufficiently different from one another that they would not be confused, i.e. √ and ∞ not □ and □

When a sample of items is selected for testing, the basis for items selected must be indicated, i.e. “a random sample”, “every tenth item starting with the fifth item”, “all items in the month of...”, “all items over \$10,000 plus an additional 5 judgmentally selected.” This maybe indicated in the tick mark explanation, on the working paper, or on the program step.

All working papers should be appropriately indexed to facilitate both adequate documentation and review of work performed. Working papers should be grouped according to the categories on the “Monitoring Program.” For example, working papers supporting work performed in response to program step II.C should be grouped together and indexed using II.C as a base index. If the working papers cascade out from an initial summary page, the summary page should be indexed II.C and subsequent working papers should be indexed II.C.1, II.C.1.1 etc. to show the relationship among the evidence being gathered.

If working papers in one area support a program step in another area, it is not necessary to duplicate the evidence, or even to create a separate section of the working papers for the second program step. The work performed in response to step II.G – Cash Receipts, could be performed in response to program step II.H – Bank Reconciliation. It would be possible to show the relationship between the sections by writing the index of the working paper from II.H where the cash receipts work was performed in the box next to program step II.G.

ITEM III-A - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF
MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED HEAD
START/EARLY START POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee 2013-2014 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~strikethrough~~ with orange highlighting.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 10/28/14
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1306.3 (h): A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff.
 11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III Membership

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be ~~appointed by community agencies~~ **elected by the PC**. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Male Involvement Representative shall be elected by the SOP Men's Activities Affecting Children Committee (MAACC).

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Men's Activities Affecting Children Committee (MAACC) - This representative may or may not be a current parent. There will be one (1) Alternate position.
- Two (2) Past Parent Representatives - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children enrolled in the HS/EHS Program. There will be two (2) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Representatives ~~appointed by agencies~~ **elected by the PC.**
- One (1) Foster Parent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Foster Parent alternate position.
- One (1) Grandparent Representative - elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of SOP or a Delegate Agency. There will be one (1) Grandparent alternate position.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 6: Attendance

- A. **Absences**: Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as “PC/Policy Committee.”

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV
Meetings

Section 1: Meetings

A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting

as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members,

their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$30 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. 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.

- C. 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 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.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- 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.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: Standing Committees

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.

- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed of the Vice Chair, who shall oversee the Committee, the Secretary, Treasurer, former parents, and other members who shall be selected after each annual meeting of the PC. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, and childrens' activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and review the Early Childhood Development and Health Services program area, participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Men's Activities Affecting Children Committee (MAACC)** shall be comprised of one (1) staff and representatives who shall plan and review the Male Involvement Program.

- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII
Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report (Enrollment Report)

ARTICLE VIII
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- ~~A.~~ **C.** Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

First reading: 10/28/14

ITEM III-B – ACTION

ELECTION OF COMMUNITY REPRESENTATIVES:
PAST PARENTS, FOSTER PARENT, AND GRANDPARENT

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect community representatives to serve for Program Year 2014-2015.

Past Parent Representatives and Alternates:

Two (2) voting Community Representatives referred to as Past Parent Representatives shall be elected by the outgoing PC. Representative may be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. Community members desiring to be reappointed must reapply for membership on a yearly basis. There will be two alternates for Past Parents.

Foster Parent and Alternate:

One (1) voting Foster Parent Representative selected by the outgoing PC. Representative may be elected by the current PC if the outgoing PAC has been dissolved. The Foster Parents elected to the PC must have a child/children currently or previously enrolled in the HS/EHS Program. A Foster Parent desiring to be reappointed must reapply for membership on a yearly basis. There will be one alternate for the Foster Parent Representative position.

Grandparent Representative and Alternate:

One (1) voting Grandparent Representative elected by the Outgoing PC. Representative may be elected by the current PC if the outgoing PAC has been dissolved. The Grandparent elected to the PAC must have a child/children currently or previously enrolled in the SOP HS/EHS program. A Grandparent desiring to be reappointed must reapply for membership on a yearly basis. There will be one alternate for the Grandparent Representative position.

RECOMMENDATION:

That the Policy Council elect two (2) Past Parent Representatives and two (2) Alternates, one Foster Parent representative and one alternate, and one Grandparent representative and one alternate.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

Past Parent Representatives and Alternates:

Representatives nominated:

Representatives elected (2):

Alternates nominated:

Alternates elected (2):

Foster Parent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

Grandparent and Alternate:

Representatives nominated:

Representative elected (1):

Alternates nominated:

Alternate elected (1):

ITEM III-C – ACTION
CLOSED SESSION: PERSONNEL

BACKGROUND:

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

NOTES:

ITEM IV- A – INFORMATION

LIFE AFTER HEAD START

BACKGROUND:

This agenda item provides an opportunity for Ms. Marie Desha (Social Services/Parent Involvement Coordinator) to introduce Ms. Mary Brown, former Parent Advisory Committee (PAC) Chair and Policy Council (PC) Representative (2008-2011). Ms. Brown will share her Head Start experience with PAC, life after Head Start, and the importance of parent involvement after children transition from Head Start to public school.

NOTES:

ITEM IV-B – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. LaTasha Windham (attached)
 - PC/PAC End-of-Year Appreciation Oral Reports: Ms. LaTasha Windham
 - Parent/Family Support Unit Events and Activities – Ms. LaTasha Windham (attached)
 - Parent/Staff Recognition – Ms. LaTasha Windham
 - Community Resources-Parents/Staff – Ms. LaTasha Windham
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Patterson

NOTES:

November

2014

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	October 28 – 9 a.m. PC Meeting in Board Room October 30 – 9 a.m. PC Executive in Olympus Room					1
2	3	4	5	6	7 1:00 p.m. Parent Ambassador Magnolia Room	8
9	10	11 Veterans Day Agency Closed	12	13 11:00 a.m. Sacramento City PC Meeting Capital City Multipurpose Room, 7220 24th Street Sacramento 95823 9:00 a.m. San Juan PC Meeting General Davie Center 1500 Dom Way Sacramento 95864	14 1:00 p.m. Budget/Planning Oak Room	15
16	17	18 9:00 a.m. PAC Meeting SETA Board Room	19 5:15 p.m. WCIC PC Meeting 3555 3rd Avenue Sacramento 95817	20 8:30 a.m. Twin Rivers PC Meeting 155 Morey Avenue Sacramento 95838	21	22
23	24	25 9:00 a.m. PC Meeting SETA Board Room	26	27	28	29
30			Agency Closed			
			Dec 5 – Parent Ambassador Meeting - 1 p.m. Olympus Room			

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee	Thursday, October 23, 2014 9:00 a.m. Olympus Room
PC Executive Committee	Thursday, October 30, 2014 9:00 a.m. Olympus Room
Parent Ambassador Committee	Friday, November 7, 2014 1:00 p.m. Magnolia Room
PC/PAC Budget/Planning Committee	Friday, November 14, 2014 1:00 p.m. Oak Room
Parent Ambassador Committee	Friday, December 5, 2014 1:00 p.m. Olympus Room

ITEM IV-C – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The September 4, 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, September 4, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:00 a.m.

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

- Recognition of long-term employees:
- ♦ **Brigette Sullivan**, Workforce Development Professional III: Mr. Mario Montes thanked Ms. Sullivan for her 20 years of service to SETA.
 - ♦ **Sylvia Vera**, Head Start Teacher: Ms. Dana McVey spoke of Ms. Vera's years in the classroom and how much of an impact she has had on the children over her 20 years at SETA/Head Start.

II. Consent Items

- A. Minutes of the August 7, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution Providing Signature Authority for the Executive Director for Office of Head Start, Administration for Children and Families Program Documents

The consent items were reviewed; no questions or comments.

Moved/Nottoli, second/Yee, to approve the consent items as follow:

- A. Approve the minutes of the August 7, 2014 meeting.
- B. Approve the claims and warrants for the period 7/31/14 through 8/28/14.
- C. Approve a resolution providing signatory authority to the SETA Executive Director for Office of Head Start, Administration for Children and Families program documents.

Roll call vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2015

Ms. Kossick stated that this is an annual staff report brought before the board to consider whether to continue the medical insurance subsidy for retirees.

Moved/Yee, second/Scherman, to approve Option A, maintain the current subsidy in the amount of \$25,920 for 22 individuals, for the next calendar year effective January 1, 2015.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Modification of the Agency Classification Plan to Establish the New Classification of Personnel/Human Resources Department Chief

Ms. Kossick stated that Mr. Roy Kim will be transferring over to Ms. Robin Purdy's position when she retires. The job classification being recommended for modification has been reinstated from years ago. It is a position lower than Deputy Director. This classification was utilized many years ago. It has been revised to comply with ADA requirements.

Mr. Warren opened a public hearing; no comments.

Moved/Nottoli, second/Scherman, to close the public hearing, and approve the job classification of Personnel/Human Resources Department Chief.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)
Nay: 0
Abstention: 0
Absent: 1 (Schenirer)

3. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

Mr. Thatch stated that the new job classification would be required to file the Form 730 every year. This will go on to the Board of Supervisors for approval with the new job classification included.

The job will be open to the public soon and it is anticipated that a person will be in place by December.

Moved/Scherman, second/Yee, to approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

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

Mr. William Walker reported that SETA received three proposals and only one was responsive to the RFQ. The current space SETA is renting was non-responsive because of the bathroom.

Mr. Walker stated that the proposal submitted is offering a location on West Stockton Blvd. and Elk Grove Blvd.

Mr. Nottoli expressed disappointment that the current landlord is not being more accommodating. SETA has been at this center for a number of years and people know us at that location. It says a lot of the attitudes of the people submitting proposals that they will not improve the office to accommodate our needs.

Mr. Thatch stated that over the years, he has never seen a more difficult real estate search. Secondly, if the item is approved today, the board is only approving the ability to negotiate a lease. The board will need to make a sole source finding when the lease is brought forward for approval. The owner of the site is the John and Nancy Zender Family Partnership.

Mr. Yee stated that the rent is \$5,000 a month higher. A lot of renovation can be done at the current location and the restroom could be fixed. Florin Road and Franklin is a neighborhood in need. He and Supervisor Nottoli have worked over the years to upgrade the area and staying in the neighborhood would have been ideal. Mr. Yee also expressed disappointment that the current landlord would not update the building to accommodate an excellent tenant.

Moved/Scherman, second/Nottoli, to authorize staff to enter into lease negotiations with representatives of the top ranked proposal. Upon successful

negotiations, staff will return to the board for action to approve a lease agreement.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

Mr. Nottoli stated that we have been at that location for 15 years. Mr. Nottoli suggested that as we depart, perhaps contact the property manager and inform them why we are leaving. It is insulting to the community that landlords take little or no interest in their property. Ms. Kossick was asked to draft a letter to the property manager and send a copy to the board.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval of Staff Funding Recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), Older Refugee Discretionary (ORD), Targeted Assistance Discretionary (TAD) Programs, Program Year 2014-2015

Ms. Michelle O'Camb reviewed the funding recommendations for program year 2014-15. The proposals received were solicited under a recently released RFP.

Staff may be returning to the board to recommend funding for IRC in the event SETA gets a higher level of allocation and it is reasonable to operate the program.

Moved/Nottoli, second/Scherman, to approve staff funding recommendations for the Refugee Social Services (RSS), Targeted Assistance (TA), Targeted Assistance Discretionary (TAD), and Older Refugee Discretionary (ORD) Grant programs, PY 2014-2015, as indicated in the funding charts included in the board packet. Additionally, approve the following stipulations:

- 1) VESL/ES service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 2) All VESL/ES and ES Stand Alone budgets must include a minimum allocation of 5% for supportive services.
- 3) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day, from October 1, 2014 through September 30, 2015.

- 4) If the final allocations for RSS, TA, TAD, and/or ORD are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers accordingly.
- 5) If the final allocations for RSS and TA are more than anticipated, staff may return with an augmentation recommendation.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Yee, Warren)

Nay: 0

Abstention: 0

Absent: 1 (Schenirer)

Community Services Block Grant: None.

One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. William Walker received notification from Verizon that they will be moving their teleservice to Rancho Cordova.
- D. Unemployment Update/Press Release from the Employment Development Department: Ms. Kossick reminded board members that the author of these reports will be speaking at the October 2 meeting.
- E. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: Mr. Warren there will be a request for a status update for stake holders before the City Council in September. Mr. Warren requested a written report to be prepared.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli thanked Ms. Kossick and Mr. Bill Walker working on the realignment issues of ex-offenders. This is a difficult population to serve and he extended appreciation for SETA's support.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:14 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2013 to July 31, 2014 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Wanda Roundtree **DATE:** August 26, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

PROGRAM	ACTIVITY	FUNDING PERIOD	CONTRACT COVERED	PERIOD
Head Start	Basic	\$ 7,935,460	8/1/13-7/31/14	8/1/13-4/30/14
Head Start	T & TA	\$ 20,000	8/1/13-7/31/14	8/1/13-4/30/14
Early HS	Basic	\$ 1,437,354	8/1/13-7/31/14	8/1/13-4/30/14
Early HS	T & TA	\$ 27,564	8/1/13-7/31/14	8/1/13-4/30/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: May 19 – 23, 2014

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

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA from August 1, 2013 to April 30, 2014 have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There was a finding during the triennial (4.21.14) federal review.

“A review of a timesheet and Labor Distribution report for SCUSC found a payroll expense of \$2,599.99 from June 2013 was charged to the subsequent program year. In an interview, the delegate's fiscal child development program technician confirmed the payroll expense was posted to the wrong grant year.”

The individual transaction found during the review was reversed and all supporting documentation of the reversal was submitted to the federal review team and SETA. During the course of this review, no other expenditures were found to have been improperly charged.

Recommendations for Corrective Action:

Please submit a written corrective action plan documenting the internal controls that have been put into place to ensure that only costs resulting from obligations of the funding period are charged to that funding period.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Dr. Sara Haycox **DATE:** August 26, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,291,599	8/1/13-7/31/14	8/1/13-3/31/14
Head Start	T & TA	\$ 7,500	8/1/13-7/31/14	8/1/13-3/31/14

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: May 12 - 16 and Aug. 21, 2014

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

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 September 23, 2014 Policy Council meeting.

GOOD!!!
Thank you, Ms. Kathy Kossick, for your excellent information on community apprenticeship, your passion for visiting each center, and keeping yourself available to staff and parents during visits.
Thank you Ms. Denise Lee for a thorough report and answering relevant questions with a clear response.
Thank you Ms. Marie Desha for sharing the exciting news about upcoming Toastmasters opportunities and answering all council questions.
Thank you Ms. LaTasha Windham for conducting a timely and efficient meeting.
Thank you Mr. Kenneth Tate for your dedication in providing reports and encouraging attendance for upcoming meetings.
Thank you Mr. Kenneth Williams for sharing exciting news about the successful MAACC Fatherhood BBQ, and giving thanks to each team member and staff for their support. A Special thank you to Mr. Robert Silva for all the behind scenes work that made the event a huge success.
Thank you to all parents for spreading the word and inviting other parents to the MAACC Fatherhood BBQ.
Thank you Ms. LaTasha Windham, Ms. Lenda Wheeler and Ms. Lynda Williams for your engaging report on Medi-Cal Dental Advisory Committee meetings.
Thank you Ms. Lynda Williams for important information shared at the Maternal Child and Adolescent Health Advisory Board meeting that gave an overview of Public County Health Officers PowerPoint Presentation outlining current societal concerns.
Thank you Ms. Lynda Williams for Parent Ambassadors committee report announcing opportunities to promote Head Start, and update on the \$2 Per Child Campaign.
NEEDS IMPROVEMENT
Being present and on time to meetings. Please call/e-mail standing alternate, Ms. Marie Desha, Ms. Nancy Hogan, or Ms. LaTasha Windham, if you will not be present or on time.
REMINDERS
Please committee members, if you have information to share with the committee, bring your forms/flyers to Ms. Marie three to four days prior to the meeting to be approved.

ITEM V – COMMITTEE REPORTS (continued)
Page 2

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

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

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

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

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

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

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

ITEM V – COMMITTEE REPORTS (continued)
Page 3

H. Community Agency Reports: Jenna Kline and Genevieve Levy

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.

- Monthly Head Start Report (attached)
- Program Information Report (attached)

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent, Family Support & Community Engagement
 - ✓ Karen Gonzales: Child Development & Education Services

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. LaTasha Windham), 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.

Head Start Monthly Report

October 2014



SETA Operated Program

Program Support Services Unit

Quality Assurance Monitoring Review: SETA-Operated Program was monitored during the month of September. The following centers were monitored: Marina Vista, Mather, Crossroads, Fruitridge, Elkhorn, Bannon Creek, Freedom Park, Galt and LaVerne Stewart. Report is being finalized and will be available in mid-October. Unannounced safety and supervision visits by Quality Assurance Unit staff are continuing countywide. Since August 1, 2014, over 50 unannounced site visits have been conducted.

Program Support Services Unit: Three new staff joined our unit in September. Kim Bonnema and Karen V. Taylor were hired as Education Coordinators to provide support to Delegates and Partners. Ms. Bonnema is assigned to provide guidance, training and technical assistance in the areas of Education and Disabilities. Ms. Taylor is assigned to provide leadership in meeting program's School Readiness Outcomes by assisting delegates in their CLASS implementation plans and coaching/mentoring projects. Laura Moore, a former EHS Educator was promoted to her new position as Program Specialist in our unit. Ms. Moore provides support to our EHS Partners SCOE and River Oak Center for Children.

Training and Meetings: SETA Head Start hosted the Aligned Monitoring Expo launch on 9/10/2014 and various delegate representatives attended the meeting. Education and Disabilities Content Meeting was held on 9/30/2014.

Program Operations Unit

Teachers have been working on the Building Relationships Home Visit Packet. This is a time for families and teachers to really get to know each other. One topic discussed is identifying their child's temperament and learning style. Is the child feisty and a go getter or is the child a bit shy and slow to warm up? Does the child learn best by listening to directions or do hands on activities work best? These are important questions because the answers help guide an individualized approach to helping children meet their learning goals.

Teachers also share the Value of Children's Activities booklet with parents so they can see all the wonderful learning objectives that occur in the different areas and routines of the day. Such as the Block Area: Blocks are not only fun but they offer creative construction, opportunities for eye-hand and muscle coordination, balance, recognition of basic three-dimensional shapes, math concepts, stimulates imagination and dramatic play. All these amazing things that occur during play!

Another important piece is introducing parents to their role in assessment. Feedback from what parents observe in the home is so important to help get a full and accurate assessment of skills and knowledge. Parents are able to share their observations by answering questions that are directly aligned with the State's DRDP assessment. (Desires Results Developmental Profile).

Family Engagement Unit

Recruitment staff has been very busy ensuring that Head Start is out and about in the community. In addition to some much targeted recruitment activities that are site specific, Head Start has been at the following events making contact with prospective families, taking wait lists, and ensuring that the community at large is aware of the terrific services Head Start offers:

- Natomas Parent Resource Fair at Inderkum High School
- Rio Linda Community fair in Rio Linda
- Sienna on the Greens- a resource fair at the Sienna Vista apartment complex
- Fairy Tale Literacy event (two days)- William Land Park
- Sunday Funday- at Rusch Park
- 16th Annual Breastfeeding Celebration at the Hillsdale WIC office
- Family Healthy Day for the Hmong Association
- Feria de Education-at CSUS
- Speaking engagement at the Louise A Perez Community Center

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, PreK instructional coach, presented training on how to take anecdotal notes for the Desired Results Developmental Training (DRDP) assessment at the PreK Teacher In-service on September 12. Teachers participated in a large group activity which consisted of moving around the room writing down strategies for gathering anecdotal notes for some of the harder to assess DRDP measures. The strategies were recorded and sent out to teachers.

Claudia Charter, PreK program specialist, reminded teachers of the licensing mandate to keep students within sight and sound and within a ten student to one adult ratio (10:1) in Head Start and Title I funded classrooms and an eight student to one adult ratio (8:1) in State funded classrooms. Ideas for staying within ratio and for keeping students accounted for during transitions in and out of the classroom were discussed. Teachers will send Claudia their supervision plan by September 30.



Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 480 students in the program. Average Daily Attendance (ADA) for the month of September was 89%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and Teresa Gannon, PreK psychologist, to place students with an active IEP into the Head Start program. There are 30 students with active IEPs being served, which is six percent (6%) of our Head Start student population.

Health Services Update

Parents of children who need immunizations are being contacted and student files are being monitored to assure that all students who needed to be screened for vision and hearing have had this completed.

USDA Meals/Snacks

In September, 13,782 meals were served to our Head Start students. This month's Elk Grove Meals/Snack calendars are attached.

Fiscal Update

This month's Fiscal report is attached.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings, by publication of a monthly newsletter, and individually by teachers when a teacher knows that a workshop will be of particular benefit to a family.

“Junior Amazing Reader”, a workshop designed to help parents understand the importance of reading with their children and the link between reading with children and brain development, vocabulary development, and future school success, was presented at Samuel Kennedy, Herman Leimbach, Charles Mack and Florin Elementary Schools during the first two weeks of September. These workshops took place in the classroom at the beginning or end of class periods in order to maximize parent participation. An average of 60 parents attended from each of the sites.

“Discover Art” was presented in partnership with KVIE, Sacramento, at Charles Mack on September 16, at Samuel Kennedy on September 17, at David Reese on September 19, at Florin Elementary on September 24, and at Herman Leimbach on September 25. Thirteen parents attended the class held at Charles Mack, twenty-three parents attended the class held at Samuel Kennedy, twenty-one parents attended the class held at David Reece, six parents attended the class held at Florin Elementary, and twelve parents attended the class held at Herman Leimbach. Discover Art is designed to help parents learn the importance of art as a form of expression, creativity and problem solving in their child's life. Parents participate in hands-on art experiences that they can do with their children at home.

Recruitment

Individual registrations are taking place and students are being placed on a waiting list. There is a waiting list at each of the school sites.

Sacramento City Unified School District

Health and Nutrition

Child Development (CHDV) nurses are extremely busy performing health screenings on Head Start preschoolers in order to meet the 45 day timeline. Each nurse reports that they are on schedule and are slated to complete their screenings in a timely basis. Each week, CHDV nurses submit their screening data to their respective Health Clerk to be entered into the ChildPlus database and CHDV's Data Technician Specialist aggregates the data to submit to SETA.

On September 18, SETA's Monitoring and Quality Assurance Team met with Early Head Start coordinator, ERSEA supervisor, Education Coordinator and Lead Nurse to discuss the status of screenings in an effort monitor and provide support in order to ensure the timeliness of EHS and HS screenings. A plan was formulated that entails ongoing communication and reporting to SETA with regard to screening data and updates.

The recently hired nurse has assumed the lead role in coordinating the CHDV's dental varnish clinics. This nurse met with the state dental hygienist to prepare a clinic schedule for the fall and spring dental varnish clinics. Fall dental varnish clinics will commence on October 8th.


On September 19, a CHDV nurse will attend the Smiles for Kids orientation. CHDV's participation will allow the department to participate in the Smiles for Kids day in February, which provides uninsured preschoolers an opportunity to obtain free dental care.

Nurses also participated in the first quarter of "Unannounced Safety and Supervision Visit" audits along with other CHDV leadership staff and completed their site visits for their randomly assigned schools. Nurses shared that their participation in these audits helps them to become better acquainted and mindful of teacher-child ratios in the classroom—at all times. Nurses' input in this area also facilitates their efforts in providing additional health related (impromptu) support to preschool teachers.

The lead CHDV nurse attended the Health Services Professional Development workshop in August 2014 along with other SCUSD nurses. The primary foci for this year's workshop were legal issues and their impact on school nursing. Several case studies were reviewed and discussed among the nurses.

Family and Community Partnerships

Social Worker attended the first Teaching Pyramid Leadership Team meetings in Sept. for the 2014-2015 Family Coaching for Early Intervention and Home Visitors. SCOE and West Ed are facilitating and hosting these leadership meetings and trainings for the home visitors, conjointly. The EJHS social worker continues to support EHS expectant families and parenting teens by consulting with home visitors and making joint home visits.



Additionally, social workers continue to work closely with CHDV staff to ensure that they are adhering to the new FPA process. Staff is required to take the additional steps necessary to follow-up with families after resources and services have been provided by using the newly revised FPA forms.

Family Health and Family Engagement

Early Head Start home based staff received training on the process of providing social emotional support for pregnant and post-delivery women, including how to administer the Postpartum Depression Screener. Additionally, Early Head Start home-based staff received training on the revised family partnership agreement process, which included an introduction to the newly revised FPA forms.

The Early Head Start home visitors and the resource teachers were invited to be a part of the upcoming Teaching Pyramid Training for home visitors offered by WestEd. Social Workers will be a part of this leadership team as well. Some designated home visitors will also be a part of the Cohort I Family Development Credentialing Program.

Special Education

SCUSD- CHDV is serving 76 preschool and 12 Early Head Start children with current IEPs. CHDV has three full-inclusion classes at Ethel I Baker, Edward Kemble, and Isador Cohen. Slots are available for 36 children who will have the opportunity to be enrolled in a preschool classroom consisting mostly of typically developing Head Start preschool. These children receive specialized support and instruction from a special education teacher and assistant and from a Head Start teacher and assistant. CHDV also has three SCOE full-inclusion Head Start preschool classrooms that are administered similarly to the full-inclusion classrooms described above. However, in the SCOE full-inclusion classrooms, the staffing structure consists of the SCOE lead teacher, two SCOE paraprofessionals as well as a Head Start teacher and assistant. CHDV is pleased to welcome all of the newly hired staff at all of its full-inclusion sites. These collaborative endeavors have been extremely rewarding and fruitful for SCUSD children, their families and for staff.

San Juan Unified School District

Education Services Update

Teachers are all following the study on “Beginning of the Year,” which focuses on child interests while highlighting the activities necessary to build a class community. Children learn who the safe adults on campus are by meeting the secretaries and custodians and creating interview questions for them. Children walked the campus to become familiar with the school and the different parts of the campus, i.e., kitchen, bathrooms, classrooms, and office. Children were involved in learning about their classroom environments by visiting each learning center during a small group time. They also helped to create their classroom rules and have begun to learn the daily routine. This time was well used to build relationships with children and families and to familiarize children and families with the experience of being a part of a school community.

Disabilities Services Update

Classes are now in full swing at all of the program sites. Home visits were a success and children have settled into classrooms. At the home visits and the first days of school, teachers noted any red flags and talked with parents regarding any concerns relating to additional supports, possible assessments and/or student accommodations.

The teachers received initial referrals in their CUM files. These referrals were filled out during the screening/care management process during the summer months. The teachers have had the parents sign the referrals and have submitted them to the special education staff at their sites. The Disabilities Specialist also received copies of the referrals and she has begun to compile the tracking binder. So far there are 73 children with IEPs enrolled in Head Start preschool classes.

Mental Health Services Update

The Mental Health Therapist has given talks on a variety of subjects to staff, teachers, and parents. Topics have included the Mental Health Referral Process, Positive Parenting Tips, Limit Setting, and Stress Management. The Mental Health Therapist's focus continues to be on providing support and referrals for children whose social and emotional functioning is lacking. Additionally, teachers continue to be the recipients of support on implementation of the Operations Guide mental health criteria.

Nutrition Services Update

The San Juan Unified Early Childhood Education Department is pleased to be sending 3 representatives to the annual CACFP Roundtable Conference in Rancho Mirage! This exciting event occurs at the end of October. Information will be presented regarding the new Meal Pattern, Reauthorization, Let's Move, Child Obesity, and much, much more. The participants will be learning valuable information, and will come back ready to share their experiences with the group.

Health Services Update

Health is screening for the 2014-2015 school year in the centralized screening room one day a week. The Health 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 also working with several families this year that are missing immunizations, especially the HiB on or after the first birthday. Health has started working with Smile Keepers to complete dental screenings in the classrooms.

Family and Community Partnerships Update

The Policy Committee met for the final meeting of the 2013-14 school year in September. A quorum was not reached, so no business was conducted. However, a lot of information was shared. This included information about Male Involvement events through SETA, the \$2.00 per Child Campaign, and information from the Barnes and Noble Community Partner about exciting events taking place in the store. An animated discussion also took place regarding the October meeting, during which the committee will be welcoming new representatives and electing a new board.



Transition Services Update

School is underway with the theme “Beginning the Year.” Parent participation has been high. The teachers have been preparing the parents for the school year events and curriculum and how it will relate to a smooth transition by the end of the year. The parents are being informed now about the changing eligibility age for kindergarten so that they are better prepared when the enrollment period for the 2015-2016 school year begins. Everything is off to a great start.

Program Support/Staff Training Update

In early September, teachers and assistants received their first trainings on CSEFEL, presented by Dee Johnston. It was an interactive training where teachers reflected on their own practices and their reactions to different types of child behaviors. The teaching point was that all behaviors have meaning. In mid-September, teachers were updated on the Anecdotal Note Pacing Guide and the expectations around that tool. Two classroom teachers spoke about their experiences with the narrative system of gathering evidence for DRDP ratings, and the group discussed different ways to enhance interest in literacy in the home. Resources for Bring Me a Book and Raising a Reader were made available to teachers.

Fiscal Update

September officially began the full operation of Head Start classes, which started on September 8. Since Early Head Start is year round, it officially began its center based care on August 1 and its combo classes on August 14. All final fiscal reports for FY 2013-14 were submitted on September 5 to SETA. Along with the final fiscal reports, In-Kind Policy and Procedures had to be developed along with valuation tables for the various in-kind that the department uses. This was completed and submitted to SETA on September 16. Fiscal Reports/Invoices for August 2014 were submitted to SETA by September 10. This concludes the various reports and activities that were completed by the fiscal department.

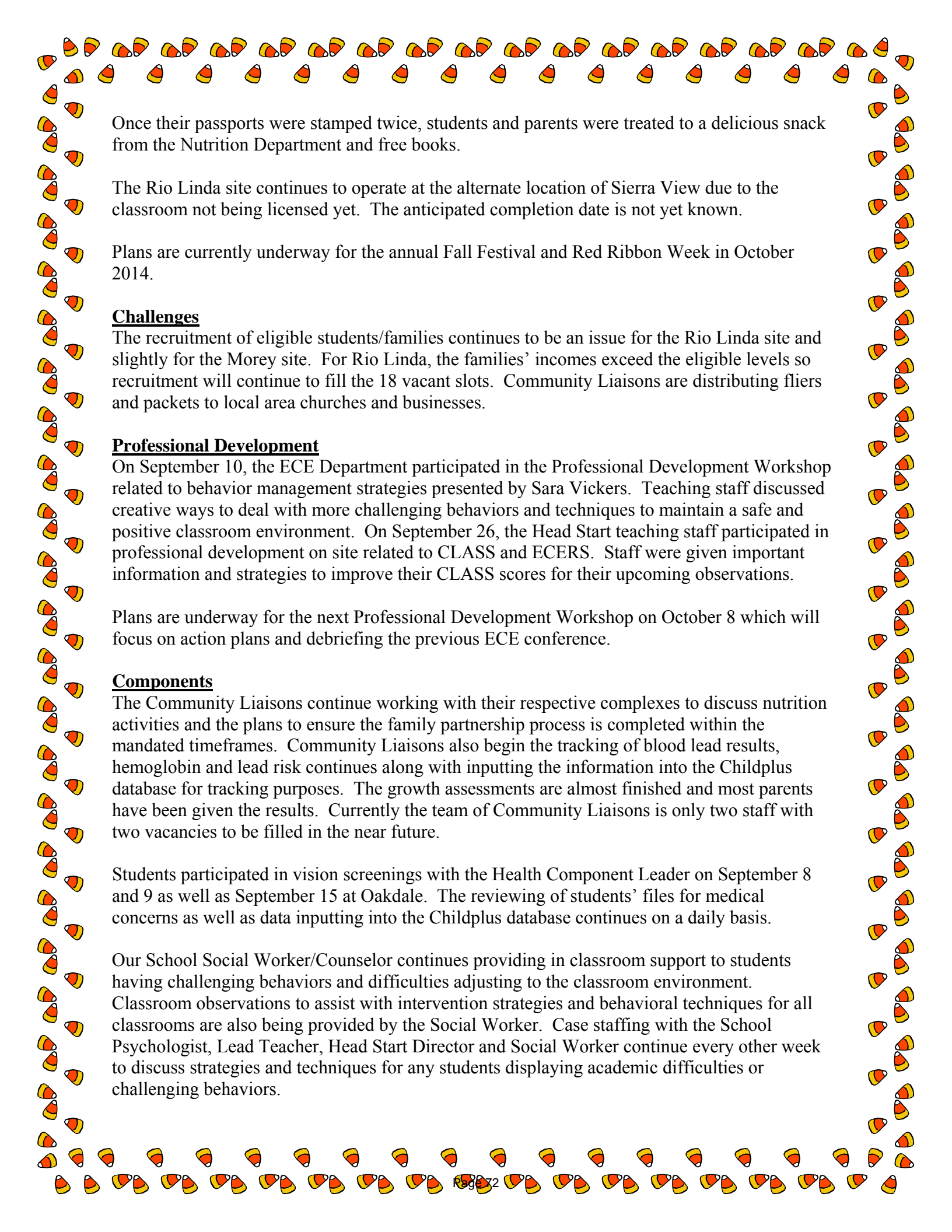
Early Head Start

This month the whole staff participated in CPR/First Aid training for the monthly First Friday training. The centers did the ITERS environmental assessment tool, and the Home Base teachers received additional training and support on their newly adopted HELP curriculum and assessment system. Support staff attended two collaboration meetings with the district and County Office of Education special education partners. All teachers continued to work on their first 60 day assessments as the new school year got well underway.

Twin Rivers Unified School District

Events

During the month of September, Oakdale and Morey Avenue facilitated Back to School Night events for the students and parents. At Oakdale, the students participated in a scavenger hunt and learned about how to find locations and important areas in their classroom with the help of the teaching staff and their parents. Students’ artwork was also displayed for the enjoyment of their parents. At Morey, the theme was literacy and the chosen book was Brown Bear Brown Bear by Eric Carlisle. The Head Start Director and all teaching staff read the book to the students and parents in Room 9. After the book reading, all attendees gathered their Literacy Passports and headed to various classrooms to do make-and-take activities related to the story.



Once their passports were stamped twice, students and parents were treated to a delicious snack from the Nutrition Department and free books.

The Rio Linda site continues to operate at the alternate location of Sierra View due to the classroom not being licensed yet. The anticipated completion date is not yet known.

Plans are currently underway for the annual Fall Festival and Red Ribbon Week in October 2014.

Challenges

The recruitment of eligible students/families continues to be an issue for the Rio Linda site and slightly for the Morey site. For Rio Linda, the families' incomes exceed the eligible levels so recruitment will continue to fill the 18 vacant slots. Community Liaisons are distributing fliers and packets to local area churches and businesses.

Professional Development

On September 10, the ECE Department participated in the Professional Development Workshop related to behavior management strategies presented by Sara Vickers. Teaching staff discussed creative ways to deal with more challenging behaviors and techniques to maintain a safe and positive classroom environment. On September 26, the Head Start teaching staff participated in professional development on site related to CLASS and ECERS. Staff were given important information and strategies to improve their CLASS scores for their upcoming observations.

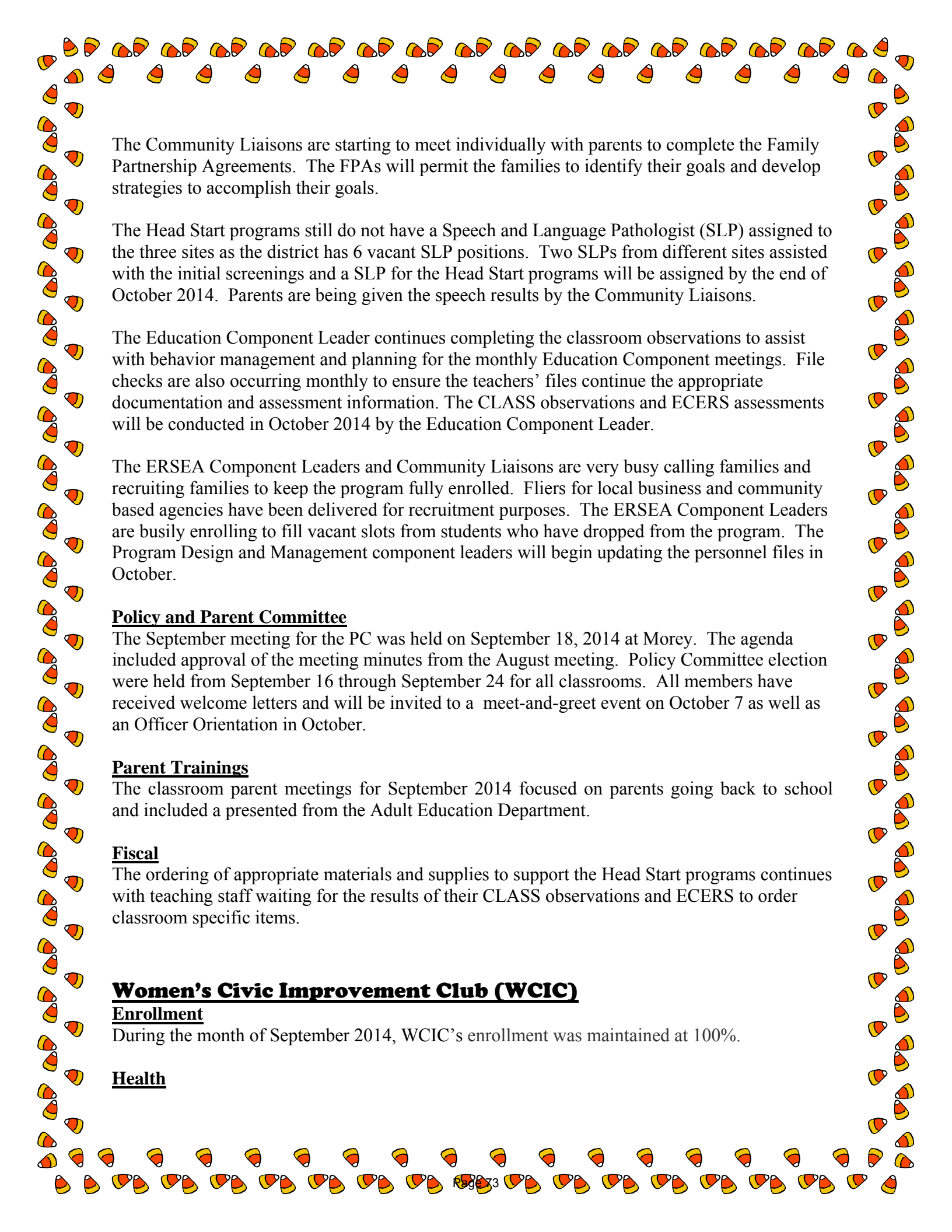
Plans are underway for the next Professional Development Workshop on October 8 which will focus on action plans and debriefing the previous ECE conference.

Components

The Community Liaisons continue working with their respective complexes to discuss nutrition activities and the plans to ensure the family partnership process is completed within the mandated timeframes. Community Liaisons also begin the tracking of blood lead results, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. The growth assessments are almost finished and most parents have been given the results. Currently the team of Community Liaisons is only two staff with two vacancies to be filled in the near future.

Students participated in vision screenings with the Health Component Leader on September 8 and 9 as well as September 15 at Oakdale. The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis.

Our School Social Worker/Counselor continues providing in classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Case staffing with the School Psychologist, Lead Teacher, Head Start Director and Social Worker continue every other week to discuss strategies and techniques for any students displaying academic difficulties or challenging behaviors.



The Community Liaisons are starting to meet individually with parents to complete the Family Partnership Agreements. The FPAs will permit the families to identify their goals and develop strategies to accomplish their goals.

The Head Start programs still do not have a Speech and Language Pathologist (SLP) assigned to the three sites as the district has 6 vacant SLP positions. Two SLPs from different sites assisted with the initial screenings and a SLP for the Head Start programs will be assigned by the end of October 2014. Parents are being given the speech results by the Community Liaisons.

The Education Component Leader continues completing the classroom observations to assist with behavior management and planning for the monthly Education Component meetings. File checks are also occurring monthly to ensure the teachers' files continue the appropriate documentation and assessment information. The CLASS observations and ECERS assessments will be conducted in October 2014 by the Education Component Leader.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to keep the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to fill vacant slots from students who have dropped from the program. The Program Design and Management component leaders will begin updating the personnel files in October.

Policy and Parent Committee

The September meeting for the PC was held on September 18, 2014 at Morey. The agenda included approval of the meeting minutes from the August meeting. Policy Committee election were held from September 16 through September 24 for all classrooms. All members have received welcome letters and will be invited to a meet-and-greet event on October 7 as well as an Officer Orientation in October.

Parent Trainings

The classroom parent meetings for September 2014 focused on parents going back to school and included a presented from the Adult Education Department.

Fiscal

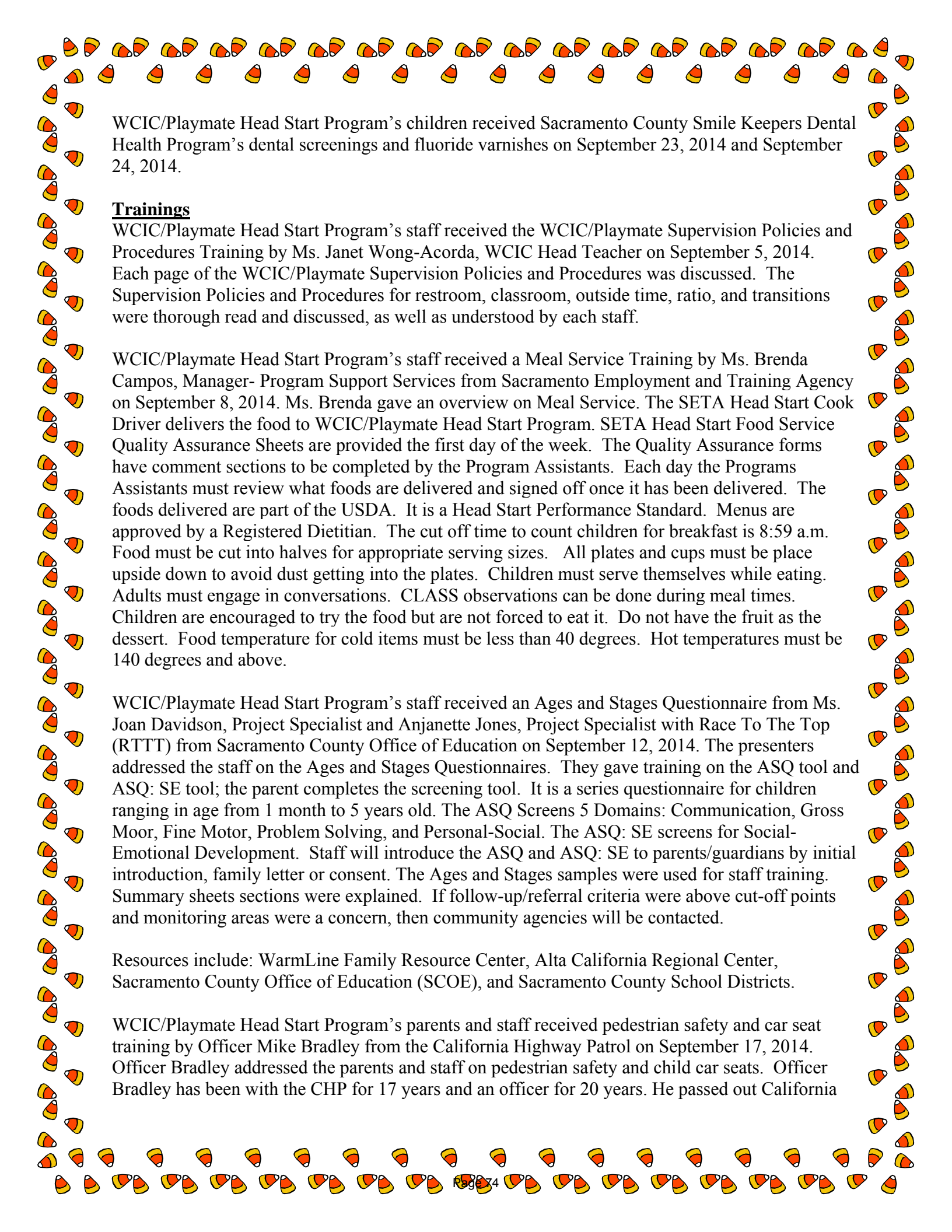
The ordering of appropriate materials and supplies to support the Head Start programs continues with teaching staff waiting for the results of their CLASS observations and ECERS to order classroom specific items.

Women's Civic Improvement Club (WCIC)

Enrollment

During the month of September 2014, WCIC's enrollment was maintained at 100%.

Health



WCIC/Playmate Head Start Program's children received Sacramento County Smile Keepers Dental Health Program's dental screenings and fluoride varnishes on September 23, 2014 and September 24, 2014.

Trainings

WCIC/Playmate Head Start Program's staff received the WCIC/Playmate Supervision Policies and Procedures Training by Ms. Janet Wong-Acorda, WCIC Head Teacher on September 5, 2014. Each page of the WCIC/Playmate Supervision Policies and Procedures was discussed. The Supervision Policies and Procedures for restroom, classroom, outside time, ratio, and transitions were thorough read and discussed, as well as understood by each staff.

WCIC/Playmate Head Start Program's staff received a Meal Service Training by Ms. Brenda Campos, Manager- Program Support Services from Sacramento Employment and Training Agency on September 8, 2014. Ms. Brenda gave an overview on Meal Service. The SETA Head Start Cook Driver delivers the food to WCIC/Playmate Head Start Program. SETA Head Start Food Service Quality Assurance Sheets are provided the first day of the week. The Quality Assurance forms have comment sections to be completed by the Program Assistants. Each day the Programs Assistants must review what foods are delivered and signed off once it has been delivered. The foods delivered are part of the USDA. It is a Head Start Performance Standard. Menus are approved by a Registered Dietitian. The cut off time to count children for breakfast is 8:59 a.m. Food must be cut into halves for appropriate serving sizes. All plates and cups must be placed upside down to avoid dust getting into the plates. Children must serve themselves while eating. Adults must engage in conversations. CLASS observations can be done during meal times. Children are encouraged to try the food but are not forced to eat it. Do not have the fruit as the dessert. Food temperature for cold items must be less than 40 degrees. Hot temperatures must be 140 degrees and above.

WCIC/Playmate Head Start Program's staff received an Ages and Stages Questionnaire from Ms. Joan Davidson, Project Specialist and Anjanette Jones, Project Specialist with Race To The Top (RTTT) from Sacramento County Office of Education on September 12, 2014. The presenters addressed the staff on the Ages and Stages Questionnaires. They gave training on the ASQ tool and ASQ: SE tool; the parent completes the screening tool. It is a series questionnaire for children ranging in age from 1 month to 5 years old. The ASQ Screens 5 Domains: Communication, Gross Motor, Fine Motor, Problem Solving, and Personal-Social. The ASQ: SE screens for Social-Emotional Development. Staff will introduce the ASQ and ASQ: SE to parents/guardians by initial introduction, family letter or consent. The Ages and Stages samples were used for staff training. Summary sheets sections were explained. If follow-up/referral criteria were above cut-off points and monitoring areas were a concern, then community agencies will be contacted.

Resources include: WarmLine Family Resource Center, Alta California Regional Center, Sacramento County Office of Education (SCOE), and Sacramento County School Districts.

WCIC/Playmate Head Start Program's parents and staff received pedestrian safety and car seat training by Officer Mike Bradley from the California Highway Patrol on September 17, 2014. Officer Bradley addressed the parents and staff on pedestrian safety and child car seats. Officer Bradley has been with the CHP for 17 years and an officer for 20 years. He passed out California

Amber Alert Child Abduction Emergency and Safety Tips for the Summer Heat for our Kids' Sake Pamphlet. He stated jaywalking is illegal. If pedestrians are wearing dark clothing people can get hit by a car. Pedestrians should not step off the curb side due to drivers that may not see the pedestrians, because pedestrians cannot estimate the speed of the car. Cyclists need to ride the same direction as vehicles. People who drive cars must make a complete stop at stop signs. Pedestrians must pay attention to cars at all times to avoid being hit.

Car seats laws for children must for be 4'9" in height and 8 years old. Infant children car seat must be 1 year old and 20lbs and under must face rear seating. Car Seats that are expired are not safe anymore. Never buy a used car seat. Correct car seat installation is a must. Parents/Guardians must read instructions manual. Child who can face forward in a car seat must be at least 20 - 45 lbs. The brand name of a car seat does not matter as long as they fit correctly in the vehicle.

WCIC/Playmate Head Start Program's staff received the Mandated Reporting Training by Courtney Wells, Training Specialist from The Child Abuse Prevention Center (CAPC) on September 26, 2014.

Ms. Wells gave an overview on physical abuse, sexual abuse, and emotional abuse. She discussed the Strengthening Families Six Protective Factors, which are: parental resilience, social connections, knowledge of parenting and child and youth development, social and emotional competence of children, concrete supports for parents and nurturing, and attachment.

Ms. Wells stated Sacramento County is dealing with approximately 32% physical abuse; 9% sexual abuse; 3% emotional abuse; and 56% neglect.

Child Care workers who work in the field of childcare are Mandated Reporters; they must make a report if there is at all a reason to suspect child abuse of any kind. There are steps for making a child abuse report; call CPS, (916) 875-KIDS or law enforcement and complete a written report within 36 hours. Safe Surrender Law website is: www.babysafe.ca.gov; phone number: 877-babysaf.

Fiscal

Ms. Davis, Executive Director/Head Start and Mr. Anderson, Bookkeeper had Fiscal Monitoring by Ms. Mayxay Xiong, Fiscal Monitor with Grantee (Sacramento Employment and Training Agency) on September 30, 2014. Report is forthcoming.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF)

ACF-PI-HS-14-03 Electronic Grant Application and Program Communications

ACF-IM-HS-14-04 Bus Transportation and Safety

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Elk Grove USD	480	476	99	417	88
Sacramento City USD	1,312	1,312	100	1,173	90
SETA	2,002	2,007	100	1509	75
San Juan USD	700	695	99	570	81
Twin Rivers USD	243	225	93	206	85
WCIC/Playmate	120	120	100	107	91
Total	4,857	4,835			

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/14	(b) % Actual to Funded	Attendance on Last Day of Month	(c) % Attend. to Funded
Sacramento City USD	144	144	100	132	92
SETA	349	356	102	250	72
San Juan USD	160	171	107	143	89
Total	653	671			

(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 *September 2014

September 4th - Bright Beginnings afternoon class canceled all week.

September 5th - Minimum Day Preschool & EHS Full Day (C) Classes.

September 9th - WCIC Playmate classes start.

September 11th - Norma Johnson one less class until air conditioner is replaced.

September 23rd to 26th - Hillsdale closed due to flooding.

Training:

First Aid/CPR Training at Plaza Del Paso on September 12th & 19th was attended by most of the Food Service Staff.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
40,122	23,674	26,182	200

Total Amount of Meals and Snacks Prepared **90,178**

Purchases:

Food	\$76,859.43
Non - Food	\$12,732.00

Building Maintenance and Repair: \$222.16

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$2,558.01

Vehicle Maintenance and Repair : \$2,558.01

Vehicle Gas / Fuel: \$1,732.66
 Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 09/30/14)

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 (243)	12 (5 %)	N/A
Elk Grove USD (480)	30 (6 %)	N/A
Sacramento City USD (1312)(144)	76 (6 %)	12 (8%)
San Juan USD (700) (160)	74 (10.6%)	16 (10 %)
WCIC (120)	2 (1.6 %)	N/A
SETA (2002) (349)	125 (6 %)	47 (12%)
County (4857)* (653)**	319 (7%)	75 (11%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Administration							
Total Funded Enrollment	1974	420	1292	693	211	120	4710
Actual Enrollment	2790	480	1556	807	251	154	6038
# Enrolled < 45 days	145	15	118	48	9	12	347
# Total staff	418	56	169	95	35	17	790
# of classes	93	21	58	39	15	6	232
Age: 2 years old	5%	0%	1%	3%	4%	0%	3%
Age: 3 years old	39%	19%	34%	30%	37%	41%	35%
Age: 4 years old	46%	81%	63%	67%	59%	59%	57%
Age: 5 years old	9%	0%	2%	0%	0%	0%	5%
Hispanic	48%	43%	50%	43%	23%	31%	46%
Non -Hispanic	52%	57%	50%	57%	77%	69%	54%
Am. Indian/Alaska Native	1%	8%	0%	1%	2%	2%	1%
Asian	7%	22%	15%	5%	21%	11%	11%
Black or African America	29%	20%	25%	18%	42%	37%	26%
Native Hawaiian/Pac.Islander	2%	2%	2%	1%	1%	0%	2%
White	16%	12%	45%	62%	10%	6%	29%
Bi-racial/Multi-racial	7%	8%	4%	8%	7%	12%	6%
Other or Unspecified	38%	29%	9%	4%	18%	31%	24%
English	62%	60%	63%	68%	75%	64%	63%
Spanish	29%	23%	25%	23%	11%	25%	26%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	2%	5%	1%	4%	1%	0%	2%
East Asian	5%	11%	10%	1%	12%	0%	6%
Native No.American/Alaska	0%	0%	0%	0%	0%	11%	0%
Pacific Islander	0%	0%	1%	0%	0%	0%	0%
European/Slavic	2%	1%	0%	1%	0%	0%	1%
African	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	0%	2%	0%	0%	1%
# of Families	2602	468	1477	768	232	140	5687
# of One Parent Families	53%	40%	52%	44%	58%	60%	51%
# of Two Parent Families:	47%	60%	48%	56%	42%	40%	49%
..1 or both Employed	33%	44%	34%	44%	28%	25%	35%
..In School/Job Training	15%	1%	5%	7%	6%	19%	7%
..Unemployed/Retired/Disabled	14%	16%	14%	12%	14%	15%	14%
Health							
Med. Screenings Complete	100%	102%	91%	103%	92%	104%	98%
Needing Med. Treatment	3%	9%	0%	3%	3%	1%	3%
Rec'd Med. Treatment	67%	100%	100%	100%	100%	100%	82%

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Dental							
Up to date on oral health care	91%	103%	79%	104%	100%	99%	91%
Needing Dental Treatment	6%	44%	6%	4%	22%	39%	11%
Dental Treatment Rec'd	95%	79%	64%	100%	79%	100%	85%
Immunization							
Complete/up to date/exempt	99%	100%	99%	100%	100%	100%	100%
Health insurance							
Children with medical home	96%	100%	97%	100%	100%	100%	97%
Children with health insurance	99%	100%	96%	100%	100%	100%	98%
Staff Qualifications							
# of Teachers							
..Teachers with AA degree	47%	0%	16%	0%	33%	17%	27%
..Teachers with BA or higher	53%	100%	84%	100%	67%	83%	73%
# of Teacher Assistants							
..Teacher Assistants with permit	54%	6%	14%	0%	45%	25%	32%
..Teacher Assistants w/AA degree	26%	28%	27%	28%	27%	25%	27%
..Teacher Assistants with BA degree or higher	14%	33%	5%	16%	27%	0%	14%
ERSEA							
# over income	6%	4%	7%	7%	1%	0%	6%
# income below 100% poverty	60%	59%	47%	52%	57%	44%	55%
# children in foster care	2%	3%	3%	1%	0%	1%	2%
# families in homeless status	1%	0%	0%	0%	0%	0%	0%
# families receiving TANF	31%	35%	40%	34%	40%	55%	35%
Disabilities							
% Diagnosed	12%	17%	15%	16%	10%	11%	13%
# of Health Impairments	2%	3%	2%	1%	0%	0%	2%
# Speech/language impairments	79%	61%	81%	82%	95%	100%	79%
#Intellectual disabilities	5%	11%	2%	4%	0%	0%	4%
Hearing impairment, include deaf	1%	0%	1%	1%	0%	0%	1%
Orthopedic impairment	2%	4%	1%	0%	0%	0%	1%
Visual impairment, include blind	0%	0%	0%	2%	0%	0%	0%
Special learning disability	0%	0%	0%	0%	0%	0%	0%
Autism	7%	6%	9%	7%	5%	0%	7%
Non-categorical/develop. delay	3%	0%	5%	4%	0%	0%	3%
Multiple disabilities	0%	15%	0%	0%	0%	0%	2%
Deaf-blind	0%	0%	1%	0%	0%	0%	0%
Family Partnership							
% families receiving Family Services	97%	100%	100%	86%	100%	86%	96%
Education Screenings/Assessments							
# Completed Ed. Screenings	83%	97%	80%	98%	88%	86%	86%
Mental Health							
# of M.H.Consultations of kids	10%	14%	8%	15%	22%	1%	11%
# of Individual M.H. Assm'ts	211	35	64	10	47	1	368
# Referred outside for M.H.	200	11	6	5	47	1	269
# of Volunteers	2269	706	853	461	102	178	4569

	SOP	Sac City	San Juan	County
Administration				
Total Funded Enrollment	328	147	161	636
Actual Enrollment	574	272	290	1136
Of enrollees, # Pregnant Women	10	47	8	65
# Enrolled < 45 days	27	25	50	102
# Total staff	60	25	44	129
# of classes	14	5	11	30
Child Demographics				
Age: under 1	19%	32%	21%	22%
Age: 1 years old	36%	33%	28%	33%
Age: 2 years old	43%	30%	37%	39%
Age: 3 years old	2%	4%	13%	6%
Hispanic	38%	66%	42%	46%
Non -Hispanic	62%	34%	58%	54%
Am. Indian/Alaska Native	1%	1%	0%	1%
Asian	6%	8%	4%	6%
Black or African America	41%	17%	23%	31%
Native Hawaiian/Pac.Islander	2%	0%	0%	1%
White	17%	8%	63%	27%
Bi-racial/Multi-racial	6%	22%	6%	10%
Other or Unspecified	27%	43%	2%	25%
English	75%	60%	66%	69%
Spanish	19%	31%	26%	24%
Native Central/South Am.	0%	0%	0%	0%
Middle Eastern/Indic	1%	0%	3%	1%
East Asian	5%	8%	0%	4%
Native No.American/Alaska	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%
European/Slavic	1%	0%	3%	1%
African	0%	0%	0%	0%
Other or Unspecified	1%	0%	1%	1%
# of Families	510	218	255	983
# of One Parent Families	58%	68%	45%	57%
# of Two Parent Families:	42%	32%	55%	43%
..1 or Both Employed	28%	21%	41%	30%
..In School/Job Training	6%	8%	11%	8%
..Unemployed/Retired/Disabled	14%	11%	13%	14%
Health				
Med Screenings Complete	72%	68%	96%	76%
Needing Med. Treatment	2%	20%	7%	7%
Rec'd Med. Treatment	86%	82%	100%	88%
Dental				
Up to date oral health care	72%	66%	116%	81%
Immunization				
Complete/up to date/exempt	86%	69%	97%	85%

	SOP	Sac City	San Juan	County
Health insurance				
Children with medical home	96%	100%	99%	99%
Children with health insurance	98%	100%	93%	97%
Staff Qualifications				
# of Teachers	28	10	22	60
..Teachers with AA degree	32%	70%	64%	31%
..Teachers with BA or higher degree	57%	30%	36%	28%
# of Teacher Assistants	7	0	0	7
..Teacher Assistants with permit	100%	0%	0%	50%
..Teacher Assistants with AA degree	0%	0%	0%	0%
..Teacher Assistants with BA or higher	0%	0%	0%	0%
% Over Income	5%	1%	4%	4%
# income below 100% poverty	50%	67%	61%	57%
# children in foster care	8%	4%	1%	5%
# families in homeless status	1%	0%	0%	1%
# families receiving TANF	37%	29%	27%	32%
Disabilities				
% Diagnosed	16%	13%	16%	15%
% receiving special services	100%	100%	100%	100%
Family Partnership				
% Families receiving Family Services	83%	94%	78%	84%
Education Screenings/Assessments				
# Completed Ed. Screenings	65%	72%	91%	75%
Mental Health				
# of M.H.Consultations of kids	10%	3%	7%	7%
# of Individual M.H. Assm'ts	52	5	3	60
# Referred outside for M.H.	38	1	0	39
Services to Pregnant Women				
# of Pregnant Women	10	47	8	65
Prenatal Health-1st trimester	0%	9%	25%	5%
Prenatal Health-2nd trimester	30%	36%	50%	20%
Prenatal Health-3rd trimester	70%	55%	25%	30%
# with medical insur.	20%	100%	100%	48%
# rec'd professional dental exam	40%	15%	0%	9%
# identified medically high risk	30%	11%	0%	7%
Pregnant Women receiving the following services				
prenatal health care	70%	87%	100%	47%
postpartum health care	70%	53%	63%	31%
mental health interventions	0%	15%	50%	9%
substance abuse prevention	10%	11%	100%	12%
substance abuse treatment	0%	0%	0%	0%
prenatal education on fetal develop.	70%	83%	100%	46%
information on benefits of breastfeedi	-60%	74%	100%	40%
# of Volunteers	225	222	33	480

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.
