

GOVERNING BOARD

DON NOTTOLI
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County of Sacramento

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City of Sacramento

SOPHIA SCHERMAN
Public Representative

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Board of Supervisors
County of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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Thought of the day: "We can control the amount of happiness in our lives simply by training our minds to focus on that which is good, beautiful and true."

Author: Unknown

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, August 27, 2013

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.

AGENDA

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- C. Personnel/Bylaws Committee: Carolyn Wilson (Parliamentarian), LaTasha Windham, Mayra Partida, Toni Espinoza, and Nse Akang
- D. Social/Hospitality Committee: Dominique Rios-Farias (Secretary), Annette Duran (Treasurer), Mayra Partida, Toni Espinoza, Dominique Rios-Farias, Ana Calderon, and Nse Akang
- E. Parent Ambassador Committee: Mayra Partida (Vice Chair), vacant (Secretary), Annette Duran (Treasurer), Dominique Rios-Farias, Marshaun Tate, LaTasha Windham, and Toni Espinoza
- VI. Other Reports** 27-44
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 - Quality Assurance Report (attached)
- C. Head Start Managers’ Reports
- ✓ Brenda Campos: Grantee Program Support Services
 - ✓ Lisa Carr: Parent/Family Support Unit
 - ✓ Karen Gonzales: Child Development & Education Services
- D. Chair’s Report
- E. Open Discussion and Comments
- F. Public Participation
- VII. Adjournment**

DISTRIBUTION DATE: THURSDAY, AUGUST 22, 2013

Policy Council meeting hosted by:
 Nse Akang (Chair), Mayra Partida (Vice Chair), Dominique Rios-Farias (Secretary),
 Annette Duran (Treasurer), Carolyn Wilson (Parliamentarian).

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Dominique Rios-Farias, Sacramento City Unified School District
- _____ Steven Wormley, Sacramento City Unified School District
- _____ Sarah Proteau, San Juan Unified School District
- _____ Carolyn Wilson, Twin Rivers Unified School District
- _____ Annette Duran, WCIC/Playmate Child Development Center
- _____ Teresa Jay, SETA-Operated Program
- _____ Mayra Partida, SETA-Operated Program
- _____ Marshaun Tate, SETA-Operated Program
- _____ LaTasha Windham, SETA-Operated Program
- _____ Alicia Kafka, SETA-Operated Program
- _____ Ana Calderon, Early Head Start (SETA)
- _____ Nse J. Akang, Foster Parent Representative
- _____ Toni Espinoza, Home Base Option
- _____ Colleen Fietzek, Home Base Option

Member to be Seated:

- _____ Justin Fietzek, Men's Activities Affecting Children

Seats Vacant:

- _____ Vacant (Potter), Elk Grove Unified School District
- _____ Vacant (Billoups), Elk Grove Unified School District
- _____ Vacant (Bogges), San Juan Unified School District
- _____ Vacant (Bailey), Sacramento City Unified School District
- _____ Vacant (Morgan), Twin Rivers Unified School District
- _____ Vacant (Germany), WCIC/Playmate Child Development Center
- _____ Vacant (Lacey), SETA-Operated Program
- _____ Vacant (Yang), Early Head Start (Sac. City)
- _____ Vacant (Aguilar), Early Head Start (San Juan)
- _____ Vacant (Gill), Past Parent Representative
- _____ Vacant (Florez), Early Head Start (SOP)
- _____ Vacant (Juarez), Child Health & Disability Prevention Program
- _____ Vacant (Roberson), Birth & Beyond Family Resource Centers

**** Please call your alternate, Policy Council Chair
(Nse Akang, (530) 331-0012), 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 2012-2013

The 2012-2013 Board was seated on **November 27, 2012** and
December 20, 2012

BOARD MEMBER	SITE	11/27	12/20 *	1/22	2/26	3/26	4/23	5/21 *	5/28	6/25	7/30 *	8/27	9/24	10/22	11/26
N. Akang Seated 11/27	FOSTER	X	X	X	X	X	X	X	X	X	X				
A. Calderon Seated 11/27	EHS/HB SETA	X	X	X	X	X	X	E	X	X	X				
A. Duran Seated 11/27	WCIC	X	X	X	X	X	X	X	X	X	X				
T. Espinoza Seated 11/27	HB	X	X	X	X	X	X	X	X	X	E				
C. Fietzek Seated 6/25	HB									X	X				
J. Fietzek Seated	MAAC														
T. Jay Seated 11/27	SOP	X	X	X	X	X	X	X	X	X	X				
A. Kafka Seated 6/25	SOP									X	X				
M. Partida Seated 11/27	SOP	X	X	X	X	X	X	X	X	X	X				
S. Proteau s/b/s 11/27; seated 12/20	SJ	E	X	X	X	X	X	E	X	X	X				
D. Rios-Farias Seated 11/27	SAC	X	X	X	E	E	X	X	X	X	X				
M. Tate Seated 12/20	SOP		X	X	X	X	E	X	E	X	X				
J. White Seated 2/26	MAAC				X	X	X	X	E	U	U				
C. Wilson Seated 11/27	TR	X	X	X	X	X	X	X	X	X	X				
L. Windham Seated 11/27	SOP	X	X	X	X	X	X	X	X	X	E				
S. Wormley Seated 6/25	SAC									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
MAAC	Men's Activities Affecting Children
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 8/2/13

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 30, 2013 SPECIAL
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 30, 2013 meeting.

RECOMMENDATION:

That the Policy Council approve the July 30 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, July 30, 2013
9:00 a.m.

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

Mr. Nse Akang called the meeting to order at 9:08 a.m. and read the Thought of the Day. Ms. Colleen Fietzek was asked to serve as Secretary and called the roll; a quorum was established.

Members Present:

Dominique Rios Farias, Sacramento City Unified School Dist. (arrived at 9:14 a.m.)
Steven Wormley, Sacramento City Unified School District (arrived at 9:12 a.m.)
Sarah Proteau, San Juan Unified School District (arrived at 9:44 a.m.)
Carolyn Wilson, Twin Rivers Unified School District
Annette Duran, WCIC/Playmate (arrived at 9:10 a.m.)
Teresa Jay, SETA-Operated Program
Mayra Partida, SETA-Operated Program
Alicia Kafka, SETA-Operated Program
Marshaun Tate, SETA-Operated Program (arrived at 9:16 a.m.)
Colleen Fietzek, Home Base Option
Ana Calderon, Early Head Start (SETA)
Nse Akang, Foster Parent Representative

Members Absent:

Jonathan White, Male Involvement Committee (unexcused)
LaTasha Windham, SETA-Operated Program (excused)
Toni Espinoza, Home Base Option (excused)

II. Consent Item

A. Approval of the Minutes of the June 25, 2013 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wilson, second/Jay, to approve the June 25, 2013 minutes.
Show of hands vote: Aye: 9, Nay: 0, Abstentions: 1 (Akang)

III. Action Items

A. Election of Policy Council Secretary

Ms. Desha stated that due to bylaws limitations, only representatives from San Juan and Sacramento City USD could be considered for the Secretary position.

Moved/Duran, second/Wormley, to elect Ms. Dominique Rios-Farias to serve as Secretary.

Show of hands vote: Aye: 10, Nay: 0, Abstention: 1 (Akang)

Ms. Rios-Farias was congratulated and she took her seat with the Executive Officers.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Job Specifications for Children and Family Services Deputy Director and Administrative Services Deputy Director

Mr. Rod Nishi reviewed this item. The Agency is proposing to create two job specifications. The Children and Family Services Deputy Director is currently held by Denise Lee. The modifications to her job classification are essentially a 'clean up' of duties. The Administration Services Deputy Director is a new job specification, currently being done by Mr. Roy Kim, Mr. Edward Proctor, and himself. Mr. Nishi is planning to retire in October. The Management Team has looked at the job specs and this allows the Executive Team to create three deputy director positions. Administrative Services Deputy Director would have the oversight of those three major components of the agency which are support services to the operational side of the Agency. This creates efficiency in the operational side but also provides the Agency an opportunity to save a few dollars.

Moved/Tate, second/Duran, to close the public hearing and approve the job specifications for Children and Family Services Deputy Director and Administrative Services Deputy Director

Show of hands vote: Aye: 9, Nay: 0, Abstentions: 2 (Akang and Kafka)

C. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Wellness Specialist Classification and Adoption of the Related Salary Range

Mr. Akang opened a public hearing.

Mr. Nishi stated that 18-20 months ago, the Agency embarked on a wellness program which has become very successful. Originally the Training/Staff Development Officer had the responsibility of the wellness program and a Head Start Health Nutrition Specialist was assigned to assist in this department. Over the last 18 months, the success of this program encourages the Agency to continue to develop and enhance this program. The Agency recognizes this involvement with a Wellness Specialist classification. It is not solely a Head Start position because responsibilities go across the entire agency. A large part of her duties will be in Head Start which means the Policy Council needs to approve

this. Mr. Nishi reported that he met with the union and achieved consensus on the position. The salary is exactly the same as the current Health/Nutrition Specialist. It is a represented position and will be assigned to clerical technical analytical bargaining unit. This position will focus on the wellness activities Agency wide.

This job specification allows for the continuation of the position if the current person leaves. It is a broader based position. This position is specific to the Agency's needs.

Ms. Lee stated that this position changes the primary duties to supporting all SETA staff rather than supporting only Children and Family Services.

Moved/Wormley, second/Tate, to close the public hearing and approve the Wellness Specialist classification and adoption of the related salary range. Show of hands vote: Aye: 10, Nay: 0, Abstentions: 1 (Akang)

Ms. Sarah Proteau arrived at 9:44 a.m.

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

CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code Section 54957

The board went into closed session at 9:45 a.m. The Policy Council went back into open session at 10:00 a.m. Mr. Akang reported out of closed session that the board approved the eligible lists for Associate Teacher/Infant Toddler, and 2) Early Head Start Educator, and terminated one employee.

IV. **Information Items**

A. Standing Information Items

- PC/PAC Calendar of Events: Mr. Akang reviewed the calendar of events.
- Parent/Family Support Unit Events and Activities: No additional report.
- Parent/Staff Recognition: No additional report.
- Community Resources: Mr. Akang asked all board members to refrain from bringing food into the board room.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reported on the last fiscal report dated June 30. The administrative costs are 9.4% which is lower than what is allowed by ACF. The non-federal share is 25% which is very good. The budget should be about 92% spent; the SOP is at 92.42% and staff is watching expenditures very carefully.

B. Governing Board Minutes of May 23, 2013: No questions or corrections.

V. Committee Reports

- A. Executive Committee: Ms. Mayra Partida reviewed the critique
- B. Budget/Planning Committee: Ms. Duran reported that the meeting was very short.
- C. Personnel/Bylaws Committee: Ms. Partida reported that the PC bylaws were reviewed during the most recent meeting. It is expected that the first reading of the bylaws will be presented to the PC in September.
- D. Social/Hospitality Committee: Ms. Ana Calderon reported that the Committee is reviewing Evan's Kitchen and Catering as well as the Hilton Hotel. The menu selection for Evans kitchen includes Mediterranean pasta and lemon chicken. Committee members are still working on the speaker and entertainment.

Ms. Duran reported that the keynote speaker will be WCIC's Executive Director, Ms. Edenaugseyboye Davis. Entertainment will be provided by Ms. Zenobia Henderson.

- E. Early Child Development and Health Services & Parent/Family Support Committee: Ms. Rios-Farias reported that the Committee discussed home visits for next year's preschoolers. Committee members developed a booklet with a checklist for after preschool to see if your child is ready for kindergarten. The packets will go out to incoming preschoolers.
- F. Parent Ambassador Committee: Ms. Fietzek reported that photos were taken for recruitment flyers for this year and next year.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick stated that the Agency has recently transitioned from 11 career centers and now funds five career centers and eight training centers. Ms. Kossick distributed a flyer with information on the hours of operation and types of services provided. This information is on the web site.

Mr. Tate reported that he went to a career center to get a typing certificate; Mr. Tate recommends going to a career center because it is free and it helped him get a job.

- B. Head Start Deputy Director's Report: Ms. Lee reported that the Agency received the Head Start award letter for August 1, 2013 through July 31, 2014. The Office of Head Start accepted SETA's reduced enrollment and the sequestration reductions. It is hoped that if sequestration is remedied or reinstated, staff can reinstate the reductions. Contracts staff is in the process of getting contracts out to the delegate agencies. Ms. Lee reviewed the new Quality Assurance monitoring summary report. This report is from a new unit that visits all of the delegate agencies and will be reporting each month. This team does on-going monitoring. The report is summary of the trials we had and the corrective action. It is not a comprehensive report but indicates the most critical issues to address.

Board members should be receiving a detailed report from the delegate agencies with a plan of action. With 2000 performance standards, there will always be challenges and there is always room for improvement.

Mr. Akang stated that in the QA report, there is a lot issues due to inadequate recordkeeping; is this a result of increased paperwork? Ms. Lee replied that staff has been doing on-going monitoring since the beginning; the unit's job is to do monitoring to ensure the performance standards are going to be met. The files have to be 90% complete to be 'in compliance;' any less than 90% would be considered a finding and that would result in a corrective plan of action. A program may be at 80% today and monitored later when they are 85% which indicates improvement. There has to be consistency in the program to ensure high quality services is provided. The QA team is looking at systems and program performance not individual performance.

C. Head Start Managers' Reports

✓ Brenda Campos: Ms. Campos reported that the Quality Assurance Team recently reviewed Sacramento City, San Juan, and the home base program. As of tomorrow, the team will have completed all five delegates and the SOP program. In August, the team will begin doing program design and management. This will include all governance issues to ensure board members are receiving all of the required reports. The team will be looking at systems and how services are provided. In September, the Team will begin again with the delegates. The Quality Assurance Team has five staff supervised by Ms. Melanie Nicolas. There is a QA team liaison for each delegate. A report is given to the delegate agency and they have 30 days to reply to the findings. In September and October, QA team members will follow up with delegates to ensure findings have been dealt with.

QA team members with their assigned delegate:

- San Juan Unified School District: Cami Sailing
- Twin Rivers Unified School District: Monica Barber
- Women's Civic Improvement Club: Judy Weber
- Sacramento City Unified School District: Heather McClellan-Brandusa
- Elk Grove Unified School District: Monica Avila

Ms. Campos will do a brief presentation on Covered California next month; she is hoping that all of the 'bugs' will be worked out by then. She will also have information on where to go for assistance and where to sign up.

✓ Lisa Carr: Parent/Family Support Unit: Grizzly Hollow and Auberry are moving to the traditional track. These two centers will open on August 12. SOP is working on enrollment because all of slots have to be filled to capacity on Thursday, August 1. The best advertisement is word of mouth. The MAAC is making a concerted effort to get dads in the classrooms. There is something about what men gives to boys and girls; they play differently and interact differently with children. It is important to get some positive male role models into the classroom to show that dads are important and what it is like

to be a loving man. Ms. Jay suggests grandparents be tapped for coming into the classrooms.

- ✓ Karen Gonzales: Child Development & Education Services: No report.
- D. Chair's Report: Ms. Akang asked the board to respect the Agency's policy regarding no food allowed in the board room.
- E. Open Discussion and Comments: Ms. Mayra Partida spoke of the free summer food program serving the Elk Grove/South Sacramento area. Ms. Partida urged parents to utilize this program and spread the word about the program.

Ms. Desha reported that the Quality Assurance team will be doing a Governance review. Ms. Desha asked for parents willing to be interviewed by the QA team. The interview will be held Friday, August 16.

- F. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 10:45 a.m.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

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

NOTES:

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

PAC Executive Committee	Thursday, August 22, 2013 9:00 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Friday, August 23, 2013 9:30 a.m. to 11:30 a.m. Olympus Room
PC Executive Committee	Thursday, August 29, 2013 9:00 a.m. Olympus Room
PC/PAC Personnel/ Bylaws Committee meeting	Friday, August 30, 2013 9:30 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Friday, September 13, 2013 9:00 a.m. Olympus Room
PAC Food Service Committee Field Trip to Central Kitchen	Thursday, September 19, 2013 12:30 p.m.
Annual End-of-Year Parent Appreciation	Saturday, October 5, 2013 6:00 – 9:00 p.m. Location to be announced.

PARENT/FAMILY SUPPORT UNIT EVENTS AND ACTIVITIES

EVENT

DATE

PC/PAC PC/PAC Men's Activities Affecting Children Committee	Wednesday, August 21, 2013 10:00 – 11:30 a.m. Olympus Room

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

The June 20, 2013 Governing Board minutes are attached for your review.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, June 20, 2013
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Supervisor Jimmie Yee called the meeting to order at 10:01 a.m.

Members Present:

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

Members Absent:

Allen Warren, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the May 23, 2013 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Augment South County Services, Inc. Community Services Block Grant (CSBG) Funding and to Extend the Mather Community Campus Subgrant Agreement with Department of Human Assistance
- D. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

The consent items were reviewed; no questions or comments.

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

- A. Approve the May 23, 2013 special meeting minutes.
 - B. Approve the claims and warrants for the period 5/17/13 through 6/13/13.
 - C. Approve the augmentation of \$119,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2013 through December 31, 2013, and extend the Mather Community Campus Subgrant Agreement for PY 2013-14 in the amount of \$222,600 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents.
 - D. Approve the addition of Center for Employment Training to the Adult VS List.
- Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2013-2014

Mr. Roy Kim stated that the Agency budget is required to be filed with the county no later than June 30.

Mr. Yee opened a public hearing.

Mr. Yee stated that he has looked over a lot of budgets over the years and stated that he likes to see a comparison with the current and previous years' budgets to see what the changes are. Mr. Kim agreed to do that. Mr. Nottoli agreed that it is good to see year over year data.

Moved/Schenirer, second/Nottoli, to continue this item to August 1, 2013, where the public hearing will be closed and the Agency budget adopted.

Voice Vote: Unanimous approval.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services

1. Approval of Funding Recommendations for Workforce Investment Act Adult/Dislocated Worker and CalWORKs Programs for Sacramento Works Training Centers and Extension of WIA/ CalWORKs On-The-Job-Training/Subsidized Employment Subgrant Agreements
- and -
2. Concurrence with Sacramento Works, Inc. to Approve the Sacramento Five Year Workforce Development Plan - 2013-2018
- and -
3. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2013-2014

Ms. Robin Purdy next three items are linked; she will provide an overview of the plan and then go into the funding recommendations and conclude with the resource allocation.

At the March 7 meeting, the Governing Board approved the release of an RFP. Thirteen proposals were received and staff is recommending eight of the 13 proposals to be funded to be training centers, and three more to be

recommended for vendor services. The driving force behind the change from career centers to training centers is the State's change in the provision of services utilizing WIA funds. To implement the State's plan, the Sacramento Works training system will be modified. Also recommended is the extension of OJT providers; the Agency has had really good success for the OJT program which targets the CalWORKs population. Around 700 OJTs have been done over the past three years and an 86% entered employment rate.

Mr. Schenirer asked if the board will be notified of the budgets that supports the work and Ms. Purdy replied yes; because there is so much prioritization and sequencing, it is important to see what can be done and the accountability. There are some things in the funding recommendations that may or not work. Next Economy has a long way to go to make things happen. It is important to make sure that SETA can show deliverables and immediate returns.

Ms. Schenirer inquired whether there were plans to work with the trades on apprenticeship program. There will be \$2-3 billion in construction in the next 10 years; how do we power up the training for potential construction staff. Will there be some funds available for potential training? As Sacramento moves forward, there will be a lot of job opportunities and Mr. Schenirer wants to ensure SETA will participate in all opportunities. Ms. Purdy replied that she just met with the apprenticeship program coordinators yesterday and there will definitely be coordination at all levels.

Ms. Purdy stated that staff is beginning the process of working with the apprenticeship programs on co-enrollment. It is currently being tested out with the electricians and will be moving to iron workers and sheet metal workers. Mr. Schenirer stated that there are large diversity gaps in the trades; it is important to do the recruitment in areas to ensure more ethnic diversity.

In response to a question from Mr. Nottoli, Ms. Purdy replied that the review team was comprised of 12 people, including representatives from the County of Sacramento, the Department of Human Assistance, Golden Sierra Workforce Development Board, Yolo County Department of Health and Social Services, North Central Counties Consortium, and SETA staff.

Ms. Purdy stated that the review team went through the proposals and looked for indications of leveraged core and intensive services for the training services. Ms. Purdy directed the Board to the pink attachment showing a sheet for the core leveraged services. Each proposal included a wide variety of core career center services. Each training center is expected to provide the customers job readiness training, connection to employers, life skills, computer literacy and connection to job search. Ms. Purdy feels comfortable that these services will be available throughout the county.

Ms. Purdy has a meeting with the library director on collaboration and to do a pilot in the Elk Grove community. CHDC will provide services to Elk Grove utilizing a mobile career center. CHDC has offered to use the mobile center on a scheduled basis to provide computer services, job matching and job services. Staff feels the recommendations take into account Ms. Scherman's request for more services to the Elk Grove community.

Staff has not met with Goodwill or Stride but will meet with them and then discuss how things will be; they proposed every activity in three different locations around the community.

Ms. Scherman expressed concern with customers going to the Elk Grove library for services; the parking is awful and there are no more than 55 parking spaces. Library patrons always complain about the lack of parking. Libraries in the City of Elk Grove are connected with the schools. Some research was done and it was found to be a problem because they close the same hours that the schools are closed. There are some hours that they keep open but it would be difficult to make it conducive for our customers.

Karen Malkiewicz, Elk Grove Unified School District answered a question raised by Ms. Scherman regarding how the district is connected to Bartholomew properties. Ms. Malkiewicz replied that the district is working with the property managers to lease the building which will be remodeled to provide training for allied health care pathways.

Ms. Purdy stated that staff is in the process of transition planning and will be meeting with the proposed training centers and OJT providers tomorrow. There is a plan to have SETA staff liaison with the training centers to assist with registration, enrollment, and how to use jobs.sacramentoworkd.org. Training will be set up in the very near future as to how to do things.

Ms. Purdy stated that there are 1,000 individuals enrolled in intensive training service and also enrolled in Gold Standard review; 600 are attached to career centers which will now be going to training center. Staff is recommending one staff member to coach the Gold Standard people.

Ms. Purdy stated that while the Agency did not receive training center proposals focusing on the agriculture area, some of the focus in the Next Economy will offer a lot in the agriculture and manufacturing area. Right now, the focus is trying to attract employers to the area.

Speaker before the board:

- Robert Sanger, Executive Director, Folsom Cordova School District: Mr. Sanger stated that Folsom/Cordova is excited to expand their OJT program. He pulled unemployment statistics for the community of Rancho Cordova and the Employment Development Department reported an unemployment rate of 11.3%.

This data makes a training center in the Rancho Cordova critical. Their proposal was a joint venture; they did not want to reinvent the wheel and decided to partner with someone already doing required services. Although their proposal was not recommended for standard funding they were recommended for OJT funds. He will meet with SETA staff to learn more why the proposal was not recommended for standard funding.

Moved/Schenirer, second/Scherman, to approve items B-1, B, 2, and B-3 as follows:

1. Approve funding recommendations for the Adult/Dislocated Program under the Workforce Investment Act as listed on the attached charts with the following stipulation:
 - The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.

Approve the OJT/SE staff funding extension recommendations for PY 2013-14 as reflected in the attached chart with the following stipulations:

- Provider operating costs must not exceed 40% of participant wages.
 - PY 2013-14 funding will be subject to satisfactory year-end program performance. OJT providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
2. Concur with the Sacramento Works, Inc. to approve the Sacramento Five Year Workforce Development Plan.
 3. Concur with Sacramento Works, Inc. to approve the Sacramento Works Resource Allocation Plan for 2013-14.
Roll call vote: Aye: 4, Nay: 0, Abstentions: 0

Community Services Block Grant

4. Approval of the 2014-2015 Community Services Block Grant Community Action Plan

Ms. Cindy Sherwood-Green reviewed the Community Action Plan which includes a community profile and which has been updated with the availability of new data sources. The plan includes information from the 2013 homeless count that was just released this month. The Community Action Board held two public hearings. Ms. Sherwood-Green acknowledged Mr. Victor Bonanno for his work on the plan.

Ms. Scherman stated that staff did an excellent job.

Moved/Schenirer, second/Nottoli, to approve the 2014-2015 Community Services Block Grant Community Action Plan.
Voice Vote: Unanimous approval.

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Fiscal Monitoring Report: No questions or comments.

B. Employer Success Stories and Activity Report: No questions or comments.

C. Dislocated Worker Update: No questions or comments.

D. Head Start Reports: No questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick thanked staff for working so hard the past two months. Staff is in the middle of labor negotiations and there may be a need to meet with the board for guidance. Staff is working to schedule a meeting in July.

C. Deputy Directors: No report.

D. Counsel: Mr. Larsen mentioned that today is Ms. Purdy's birthday. Attendees all sang Happy Birthday to Ms. Purdy.

E. Members of the Board: No reports.

F. Public: None.

VI. Adjournment: The meeting was adjourned at 11:09 a.m.

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 July 30, 2013 Policy Council meeting.

GOOD!!!
Thank you, Committee members, for your reports.
Thank you, Social/Hospitality Committee, for researching information and presenting it at the board meeting.
Congratulations, Ms. Dominique Rios-Farias, for being elected Secretary.
NEEDS IMPROVEMENT
Absolutely no food in the board room. No exceptions. Please refrain from dropping food in the break room.
Please be careful of beverage spills in the board room and the break room.
If you are late, please wait to be seated by the Chair.
No side barring.
Arrive on time and be seated by 8:50 a.m. to start the meeting.
No electronic devices allowed during the meeting. (Switch off.)
Please be recognized by the Chair before leaving your seat.

B. Budget/Planning Committee: Annette Duran (Treasurer), LaTasha Windham, Toni Espinoza, Dominique Rios-Farias, Mayra Partida, and Nse Akang

C. Personnel/Bylaws Committee: Carolyn Wilson (Parliamentarian), LaTasha Windham, Mayra Partida, Toni Espinoza, Annette Duran, and Nse Akang

ITEM V- COMMITTEE REPORTS (Continued)

Page 2

- D. Social/Hospitality Committee: Vacant (Secretary), Annette Duran (Treasurer), Mayra Partida, Toni Espinoza, Dominique Rios-Farias, Ana Calderon, LaTasha Windham, and Nse Akang

- E. Parent Ambassador Committee: Mayra Partida (Vice Chair), vacant (Secretary), Annette Duran (Treasurer), Dominique Rios-Farias, Marshaun Tate, LaTasha Windham, Toni Espinoza

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)
 - Quality Assurance 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 Unit
Karen Gonzales: Child Development and Education Services
-
-
-

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Mr. Nse Akang), 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

Head Start Monthly Report

August 2013

SETA-Operated Program

Program Support Services:

Quality Assurance Unit monitoring for the EHS Home-Based Programs for SJUSD, SCUSD and EHS Partners SCOE and River Oak Center for children was conducted. Reports will be made available in August.

Family Engagement and Program Operations Units

Staff has been busy with end-of-year celebrations for the children transitioning from Head Start preschool to kindergarten and will be leaving our program.

This is the time of year when the “big push” for recruitment and enrollment takes place. Family Service Workers have been very busy recruiting and enrolling families into the program for the beginning of the new school year beginning August 1.

Elk Grove Unified School District

School is closed for summer. No report this month.

Sacramento City Unified School District

Education

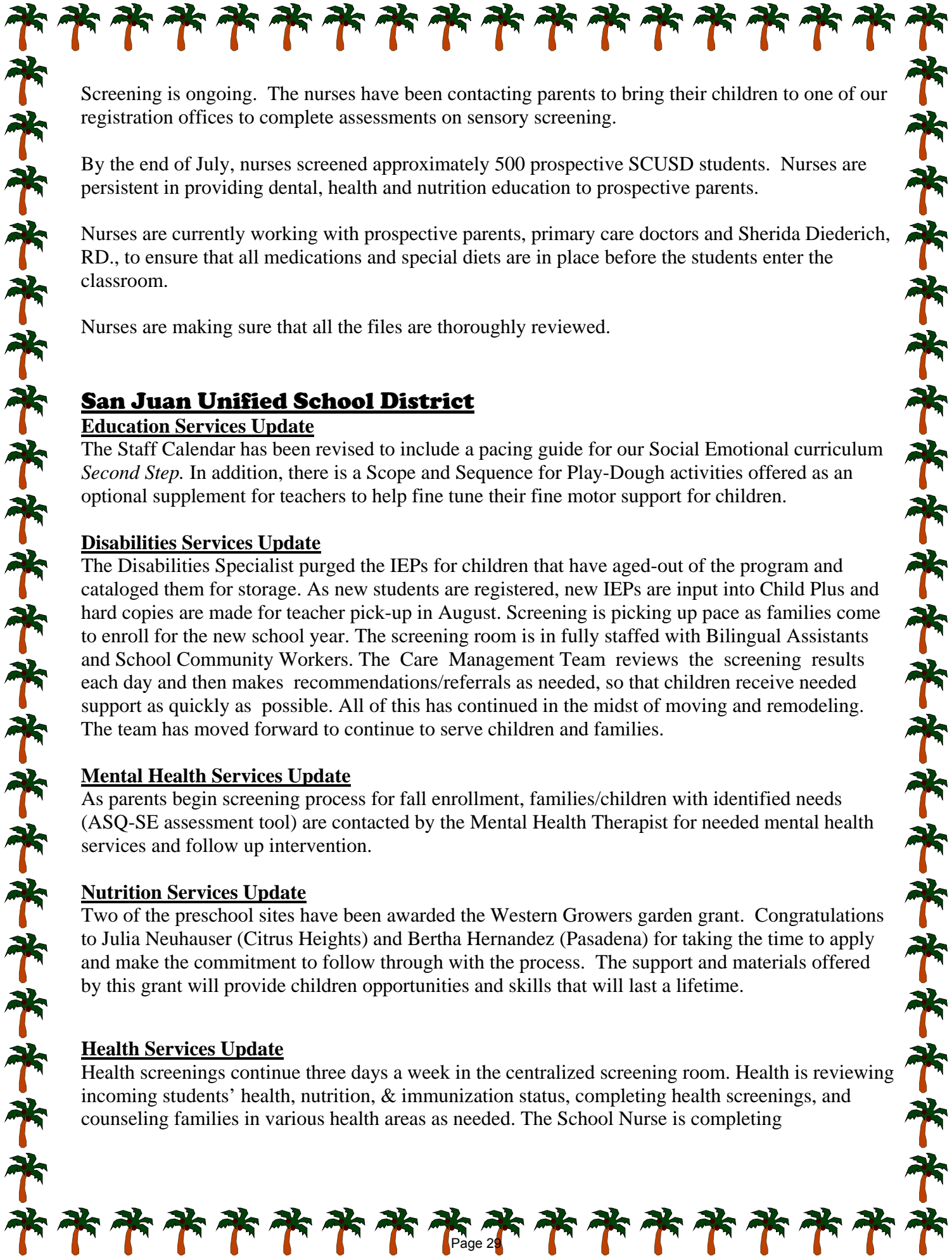
Coordinators and Resource staff are preparing for the next school year by updating classroom forms, ordering consumable materials, replacing curriculum materials and more.

In a continuous effort to align preschool with the District’s K-12 curriculum, Child Development will pilot the Balance Literacy approach in select classrooms this fall. Fifteen teachers, resource teachers, coordinators and the director attended a three-day Balance Literacy Training Institute from July 23 through July 25. The teachers volunteered to be early implementers of the new literacy approach which uses focused, intentional, and integrated instructional strategies to teach reading and writing skills.

Health and Nutrition

Nurses attended the Northern California Regional Cluster Meeting. Speakers discussed Head Start and licensing guidelines in health, nutrition, environment safety and other areas.

Our health team initiated gardening plans as part of our three-year goal for school year 2013-2014.



Screening is ongoing. The nurses have been contacting parents to bring their children to one of our registration offices to complete assessments on sensory screening.

By the end of July, nurses screened approximately 500 prospective SCUSD students. Nurses are persistent in providing dental, health and nutrition education to prospective parents.

Nurses are currently working with prospective parents, primary care doctors and Sherida Diederich, RD., to ensure that all medications and special diets are in place before the students enter the classroom.

Nurses are making sure that all the files are thoroughly reviewed.

San Juan Unified School District

Education Services Update

The Staff Calendar has been revised to include a pacing guide for our Social Emotional curriculum *Second Step*. In addition, there is a Scope and Sequence for Play-Dough activities offered as an optional supplement for teachers to help fine tune their fine motor support for children.

Disabilities Services Update

The Disabilities Specialist purged the IEPs for children that have aged-out of the program and cataloged them for storage. As new students are registered, new IEPs are input into Child Plus and hard copies are made for teacher pick-up in August. Screening is picking up pace as families come to enroll for the new school year. The screening room is in fully staffed with Bilingual Assistants and School Community Workers. The Care Management Team reviews the screening results each day and then makes recommendations/referrals as needed, so that children receive needed support as quickly as possible. All of this has continued in the midst of moving and remodeling. The team has moved forward to continue to serve children and families.

Mental Health Services Update

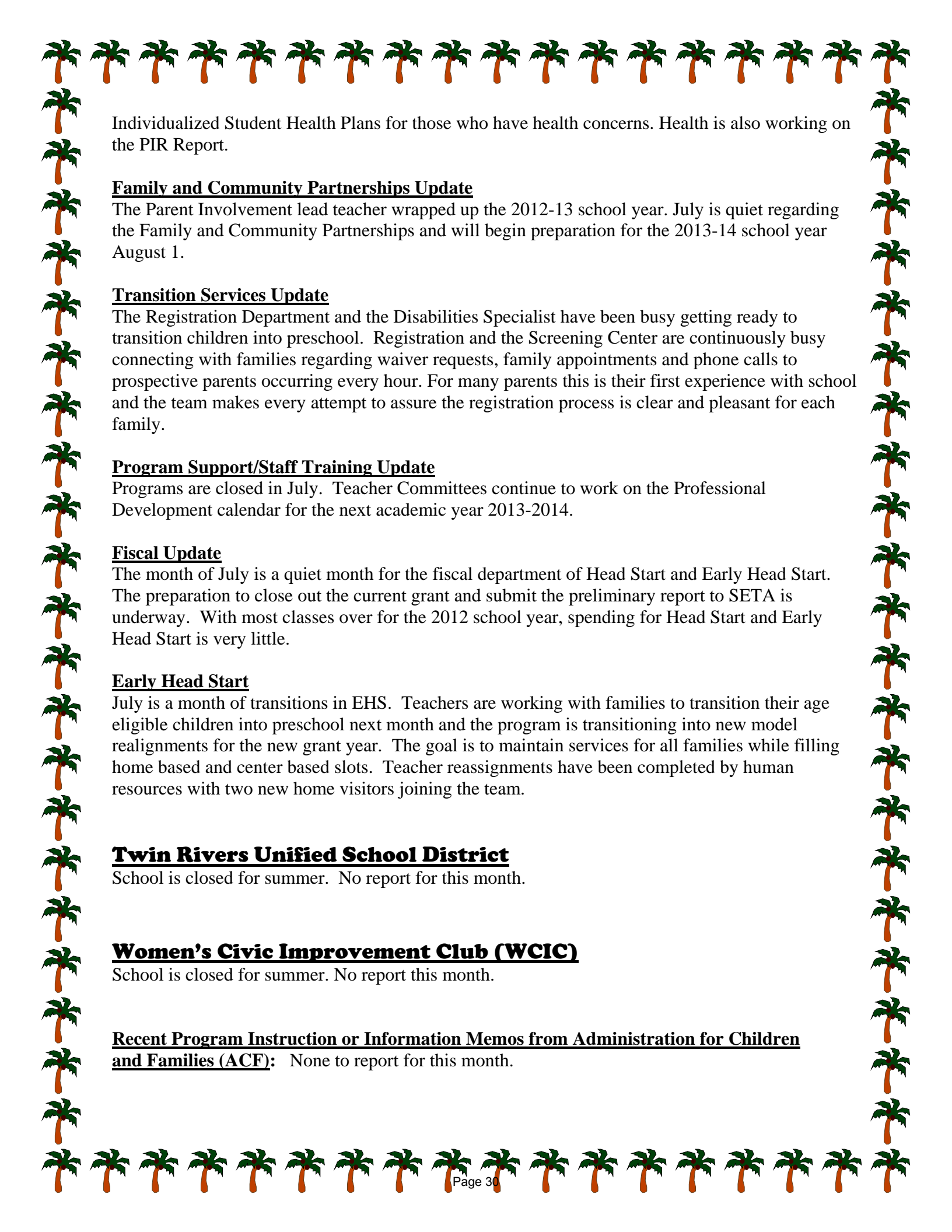
As parents begin screening process for fall enrollment, families/children with identified needs (ASQ-SE assessment tool) are contacted by the Mental Health Therapist for needed mental health services and follow up intervention.

Nutrition Services Update

Two of the preschool sites have been awarded the Western Growers garden grant. Congratulations to Julia Neuhauser (Citrus Heights) and Bertha Hernandez (Pasadena) for taking the time to apply and make the commitment to follow through with the process. The support and materials offered by this grant will provide children opportunities and skills that will last a lifetime.

Health Services Update

Health screenings continue three days a week in the centralized screening room. Health is reviewing incoming students' health, nutrition, & 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 on the PIR Report.

Family and Community Partnerships Update

The Parent Involvement lead teacher wrapped up the 2012-13 school year. July is quiet regarding the Family and Community Partnerships and will begin preparation for the 2013-14 school year August 1.

Transition Services Update

The Registration Department and the Disabilities Specialist have been busy getting ready to transition children into preschool. Registration and the Screening Center are continuously busy connecting with families regarding waiver requests, family appointments and phone calls to prospective parents occurring every hour. For many parents this is their first experience with school and the team makes every attempt to assure the registration process is clear and pleasant for each family.

Program Support/Staff Training Update

Programs are closed in July. Teacher Committees continue to work on the Professional Development calendar for the next academic year 2013-2014.

Fiscal Update

The month of July is a quiet month for the fiscal department of Head Start and Early Head Start. The preparation to close out the current grant and submit the preliminary report to SETA is underway. With most classes over for the 2012 school year, spending for Head Start and Early Head Start is very little.

Early Head Start

July is a month of transitions in EHS. Teachers are working with families to transition their age eligible children into preschool next month and the program is transitioning into new model realignments for the new grant year. The goal is to maintain services for all families while filling home based and center based slots. Teacher reassignments have been completed by human resources with two new home visitors joining the team.

Twin Rivers Unified School District

School is closed for summer. No report for this month.

Women's Civic Improvement Club (WCIC)

School is closed for summer. No report this month.

Recent Program Instruction or Information Memos from Administration for Children and Families (ACF): None to report for this month.

Sacramento County Head Start/Early Head Start Delegate Monthly Enrollment Report

July, 2013

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Elk Grove USD	420 (0)	0	Program closed June, 2013
Sacramento City USD	1,292 (125)	85	68
SETA	1,880 (2,796)	2,790	100
San Juan USD	700 (0)	0	Program closed June, 2013
Twin Rivers USD	211 (0)	0	Program closed May, 2013
WCIC/Playmate Head Start	120 (20)	20	100 (operating 1 class at this time)

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

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment	(b) % Actual to Funded
Sacramento City USD	147	147	100
SETA	345	343	99
San Juan USD	161	161	100

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.
- (b) If enrollment is less than 100%, agency must include corrective plan of action.
- (c) Attendance on the last day of month

SETA Head Start Food Service Operations Monthly Report * July 2013

July 1st - Parker closed due to air conditioning issues

July 4th - Holiday

July 5th - No Head Start Classes Open - All Kitchens Closed

July 1st & 2nd - Auberry Center, the PM classes attended in the AM due to air conditioning issues

July 18th - North Avenue PM Class closure due to street repairs and the lack of water.

July 22nd - Country Woods cut back to half classes
Kennedy Estates low attendance meals reduced to half for AM class
Bright Beginnings meals and snacks cut in half due to attendance

July 31st - Last Day for Bannon Creek full day class
Last Day for Country Woods Center.
Last Day for WCIC Summer Classes

Total Number of Meals and Snacks Prepared for All Kitchens				
	Lunch	PM Snack	Breakfast	Field Trips
	38,388	22,520	27,218	1880
Total Amount of Meals and Snacks Prepared				90,006

Purchases:	
Food	\$66,815.43
Non - Food	\$13,669.63

Building Maintenance and Repair:	\$1,437.08
Kitchen Small Wares and Equipment:	\$222.64
Vehicle Maintenance and Repair :	\$2,096.08
Vehicle Gas / Fuel:	\$1,882.67
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 07/31/13)

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

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

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP (% AFE)</u>	
Twin Rivers USD (211)	26	(16%)	N/A	
Elk Grove USD (420)	55	(13%)	N/A	
Sacramento City USD (1292)(147)	175	(14%)	19	(13%)
San Juan USD (700) (161)	101	(14%)	19	(12%)
WCIC (120)	12	(10%)	N/A	
SETA (2796) (345) (1878 Tracks)	206	(12%)	57	(17%)
County (4621)* (653)*	574	(12%)	95	(15%)

* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

SETA Head Start
925 Del Paso Boulevard
Sacramento, CA 95815



916.263.3804
916.263.3779
www.headstart.seta.net

SETA-OPERATED PROGRAM (SOP)

HOME BASED OPTION: EARLY HEAD START / HEAD START

Quality Assurance Monitoring Review

July 25, 2013

Executive Report

Overview and Methodology

A comprehensive SETA Quality Assurance (QA) Monitoring Review was completed for the EHS and HS Preschool Home Base Option for SOP (SETA-Operated Program). Representative caseload sample from 10 EHS Home Educators (for EHS) and 5 Head Start Educators (for HS) was included in this review. Monitoring activities included child file review, socialization observation, home visits with family, and interviews with staff and parents. Performance Indicators outlined in the service areas of 1) Health and Nutrition 2) Family, Parent and Community Engagement, 3) Education, Disabilities and Mental Health and 4) ERSEA were monitored. For a complete copy of the tool used, please refer to <http://psscfs.sacramentoheadstart.net/QA/QAtool.html>

Each Performance Indicator was marked either Met or Unmet/Partially Met for each sample caseload per Home Educator. This report is intended to provide a summary of the full review of all caseload samples. Detailed QA reports will be made available to supervisors.

Exemplary Practices (Above Compliance): EHS and HS

Program has highly dedicated staff that support the mission of the program in a challenging but rewarding work setting.

Socialization events were implemented well; highly organized with good attendance and parent participation. Good information was provided to parents and program provided healthy meals for families.

Strong relationships with families were very evident. In the family's home, there was observable comfort in the interactions and good communication between home visitor and family.

Positive Observations and Strengths (Areas that exceed 90% Compliance Threshold) NOTE: For this program year 2012-3013, we apply a 90% threshold as we gather a profile for our countywide program to determine future thresholds.

EHS

Prenatal Services
New Mother Services

EHS and HS

Menu and Meal Service at group socializations
Parent Meetings and Training
Parent Volunteer Activities
Transition
Parent/Guardian Mental Health
Referral/Follow-Up (Developmental, Speech, Mental Health)
Group Socializations
Eligibility, Recruitment and Selection
Enrollment
Attendance

Overall Compliance Performance

Overall program compliance score is reported in Percentages (%). It is the average of Compliance Percentages ("Met" Indicators divided by Total Number of Indicators that applied) of all sample caseload monitored.

1	HS - Health Nutrition Safe Environments	69%
1.1 HS	Health	68%
1.1 A	Child's Health Status/Screenings	68%
1.1 B	Health Care Tracking and Follow-Up	70%
1.1 C	Health Procedures	40%
1.2 HS	Nutrition	78%
1.2 A	Nutrition Tracking and Follow-Up	79%
1.2 B	Menus and Meal Services	100%
1	EHS - Health Nutrition Safe Environments	91.0%
1.4 EHS	Health	74%
1.4.A EHS	Child's Health Status/Screenings	74%
1.4.B EHS	Health Care Tracking and Follow-Up	67%
1.4.C EHS	Health Procedures	88%
1.5 EHS	Nutrition	91%
1.5.A EHS	Nutrition Tracking and Follow-Up	87.5%
1.5.B EHS	Menus and Meal Services	100%
1.6 EHS	Health Services for Pregnant Women and New Mothers	100%
1.6 A EHS	Prenatal Services	100%
1.6 B EHS	New Mother Services	100%
2	HS Family, Parent and Community Engagement	83%
2.1 HS	Family Partnerships	65%
2.1 A HS	Family Partnership Building	76%
2.1 B HS	Family Partnership Follow-Up	44%
2.2 HS	Parent Involvement	98%
2.2 A HS	Parent Meetings and Trainings	100%
2.2 B HS	Parent Information Area	67%

2.2 C HS	Parent Volunteer Activities	100%
2.2 D HS	Transition	100%
2.3 HS	Adult Mental Health	100%
2.3 A HS	Parent/Guardian Mental Health	100%
2	EHS Family, Parent and Community Engagement	76%
2.1 EHS	Family Partnerships	56%
2.1.A EHS	Family Partnership Building	58%
2.1.B EHS	Family Partnership Follow-Up	53%
2.2 EHS	Parent Involvement	100%
2.2.A EHS	Parent Meetings and Trainings	100%
2.2.B EHS	Parent Information Area	100%
2.2.C EHS	Parent Volunteer Activities	100%
2.2.D EHS	Transition	100%
2.3 EHS	Adult Mental Health	93%
2.3.A EHS	Parent/Guardian Mental Health	93%
3	HS Education, Disabilities, and Child Mental Health	80%
3.1 HS	Screenings and Follow-Up	90%
3.1 A HS	Screenings (Developmental, Speech, Mental Health)	88%
3.1 B HS	Referral/Follow-Up (Developmental, Speech, Mental Health)	93%
3.1 C HS	Individualized Education Plan (IEP)*	0%
3.2 HS	Written Individualization	74%
3.2 A HS	Assessments	75%
3.2 B HS	Individual Development Plan (IDP), Home Visit/Parent Conference	73%
3.3 HS	HS- Home-Based Option	77%

3.3 A HS	Group Size and Home Visits	73%
3.3 B HS	Group Socializations	89%
3	EHS Education, Disabilities, and Child Mental Health	84%
3.5 EHS	Screenings and Follow-Up	84%
3.5.A EHS	Screenings (Developmental, Speech, Mental Health)	82%
3.5.B EHS	Referral/Follow-Up (Developmental, Speech, Mental Health)	94%
3.5.C EHS	Individualized Family Service Plan (IFSP)	76%
3.6 EHS	Written Individualization	70%
3.6.A EHS	Assessments	69%
3.6.B EHS	Individual Development Plan (IDP), Home Visit/Parent Conference	70%
3.7 EHS	Home Based Option	82%
3.7 A EHS	Group Size and Home Visits	78%
3.7 B EHS	Group Socializations	100%
4	HS ERSEA	90%
4.1	Eligibility, Recruitment, Selection, Enrollment, Attendance	90%
4.1 A HS	Eligibility, Recruitment and Selection	89%
4.1 B HS	Enrollment	90%
4.1 C HS	Attendance	100%
4	EHS ERSEA	91%
4.1 EHS	Eligibility, Recruitment, Selection, Enrollment, Attendance	91%
4.1.A EHS	Eligibility, Recruitment and Selection	92%
4.1.B EHS	Enrollment	90%
4.1.C EHS	Attendance	100%

*No file with IEP reviewed

Summary Report

The following is areas of non-compliance that require a Quality Assurance Monitoring Response Plan:

Health, Nutrition, and Safe Environments

1304.20(e)(3); 1304.23 (a)(1); 1304.20 (e) (1-2); 1304.20 (b) (1); 1304.20 (a)(1)(ii); 1304.22(a)(2); 1304.23 (a)(1); 1304.23 (a)(1)(iii); 1304.20 (d); 1304.52(k)(2); 1304.23(a)(1); 1304.51(g); 1304.20 (c)(1-2)

Child Health Status and Screening

EHS/HS

(1) No clear evidence to show that parents were provided information or ways to talk to their children about the screenings. (2) Missing documentation in file on subsequent heights/weights/head circumference information; graphs were not completed in a timely manner; no evidence to show that all parents received copies of BMI graphs.

EHS

(1) Incomplete or not updated emergency cards; (2) Subsequent hearing and vision observations not current; (3) Not all parents have current TB clearance on file.

HS

Inadequate documentation (missing or with expired dates) on required physical exams, blood lead levels results

Health care Tracking and Follow-Up

EHS/HS

(1) Child Plus database is not updated, with inaccuracies (did not reflect file content in many instances); (2) Not all health concerns identified had adequate follow-up.

EHS

Second year physical exam results were not in file, or in some cases did not have the blood lead level, hematocrit and hemoglobin results recorded, and there was lack of documentation of follow-up.

HS

First-year dental exam results were either missing or not completed within 30-day timeline.

Family, Parent, and Community Engagement and Parent Training

1304.40 (a)(1); 1304.40 (a)(1-2); 1304.40 (a) (2)

Family Partnership Building and Follow-Up

Strong relationships between Home Educators and families were very evident. However, it was noted that goals and objectives related to supporting Family Partnership Agreements (FPA) and its documentation could not be clearly established.

EHS/HS

(1) Goals and strategies development was missing or not clearly articulated; (2) Inconsistent/lack of follow-up documentation in the file to support services or goals related to FPAs.

EHS

(1)FPA not completed and without adequate documented explanation;(2) FPA document not fully completed, without appropriate signatures, dates or clearly stated strengths or needs identified by the family; (3) done but past the time frame.

Education, Disabilities and Child Mental Health

1304.20 (b) (1); 1304.20 (a)(1)(iii)(c); 1304.21(c)(2); 1308.6(a)(2); 1304.20(f)(1); 1304.21(a)(2)(ii); 1306.33(b); 1304.33(b)(1); 1304.40(e)(2)&(3)

Screenings

EHS/HS

Screening results on file not accurately reflected on Child Plus.

EHS

Not all screens were done on a timely manner.

Assessments

EHS/HS

Few or no written observations of children; not completed according to assessment schedule

Written Individualization and Home Visits.

EHS/HS

(1)IDPs were not complete, did not include all developmental areas or parent input was not clear. (2) Based on review of Home Visit Plans, and Home Visit observations, joint planning with parents to articulate child development goals for their children was not very evident in several of home visits conducted with Home Educators. There were missed opportunities to effectively engage parent in the process.

ERSEA

1304.51 (g)

HS/EHS

Record keeping. (1) Enrollment application information did not match Child Plus records. (2) Many application forms contained illegible writing, crossed out entries with no initials, and inconsistencies found due to amount of paperwork maintained in child's file (information had to be re-written in many forms leading to inaccuracies).

PDM

HS/EHS

This section was not formally evaluated during this review. However, the following general comments are provided:

Thorough review of children's files showed redundancy of information on numerous forms used by the program. It seems that there is an attempt to be uniform with the EHS center-based option. There were observed recordkeeping practices that seem unnecessary, that might have become unmanageable for some staff leading to inconsistent practice across the board. During Entrance meeting, staff could not clearly and consistently articulate several program procedures.

Follow-up and Plan of Action

Response due to SETA within 30 days. A response plan (Quality Assurance Monitoring Response Plan) using the attached form is due within 30 days of receipt of this report.

School Board or Governing Board Notification within 60 days. Please indicate on the response plan the scheduled date when your Governing Board will be notified of the monitoring results.

SETA Head Start

Quality Assurance Monitoring Response Plan

Agency Name: _____

Quality Assurance Review Date: _____

Areas of Non-Compliance	PLAN OF ACTION AND PERSON(S) RESPONSIBLE	Projected Date of Completion

Date: ____/____/____

Governing Board Notification Date: ____/____/____

Due to Brenda Campos and/or Melanie Nicolas within 30 days of receipt of Quality Assurance Summary Report.

ITEM VI-OTHER REPORTS (continued)
Page 2

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

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