SPECIAL CALL MEETING

Policy Council Agenda
May 29, 2018
5005 Business Park North, Suite 130 Board Room
Bakersfield, CA 93309
5:15 pm. - 6:45 p.m.

1. **Call to Order** — Chairperson

2. **Roll Call/Set Quorum** — Secretary

3. **Approval of Agenda** — Chaiperson

4. **Presentation of Guests/Public Forum**
   a. *The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than that referring the item(s) to staff for study and analysis.* ***Speakers are limited to five minutes each****. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

5. **New Business** — Chairperson — ***ACTION**
   a. Request to approve the Childcare Partnership Self-Assessment – Jerry Meade, Program Management & Design Administrator
   b. Request to approve the Head Start/Earlly Head start Cost of Living Adjustment (COLA) and Training & Technical Assistance (T&TA) Applications – Jerry Meade, Program Design & Management Administrator

6. **Adjournment** — Chairperson

Next Policy Council meeting is at 5:30 p.m. on June 28, 2018 to be held at 5005 Business Park North, Suite 130, Bakersfield, CA 93309

This is to certify that this agenda notice was posted in the lobby of the CAPK Administration Office, 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00pm, May 25, 2018.
Lisa Price – Program Governance Coordinator

Llamado de Reunión

Agenda Del Consejo de Política
Mayo 29, 2018
5005 Business Park North, Suite 130 Sala de Juntas
Bakersfield, CA 93309
5:15 p.m. - 6:45 p.m.

1. **Llamado a la orden** — Presidente

2. **Pasar lista/Establecer Quórum** — Secretaria

3. **Aprobación de la Agenda** — Presidente

4. **Presentación de Invitado/ Foro Público**
   a. *El público que desee dirigirse al Consejo de Política podrá hacerlos. Los miembros del Consejo de Política podran responder brevemente a las declaraciones formuladas. Sin embargo, el PC no tomara ninguna otra acción que no sea la de remitir dichos asuntos al personal para su studio y análisis.* ***Los presentadores se limitarán a cinco minutos cada uno.*** *Si más de una persona desea tartar el mismo tema, se le concederá al grupo total de 10 minutos para ese tema. Por favor indique cuál es su nombre antes de hacer su presentación, Gracias.*

5. **Nuevos Asuntos** — Presidente — ***ACCIÓN**
   a. Solicitud para aprobar la Autoevaluación de la Asociación de cuidado de infantil – Jerry Meade, Administrador de diseño y gestión de programas
   b. Solicitud para aprobar Head Start/Early Head Start el costo de ajuste viviente y Aplicaciones de seguimiento y asistencia técnica,Jerry Meade-Programa Director de admistración de diseño y gestión

6. **Reunión cerrada** — Presidente

La proxima reunion sera en Junio 28, 2018 a las 5:30 p.m. en
5005 Business Park North, Suite 130, Bakersfield, CA 93309

Esto es para certificar que este aviso de la agenda se publicó en el vestíbulo de la Oficina de Administración de CAPK
5005 Business Park North, Bakersfield, CA y en línea en www.capk.org a las 12:00pm, Mayo 25, 2018.
Lisa Price – Coordinadora de Gobernabilidad del Programa

Summary of 2017-2018 Self-Assessment process

The Early Head Start Child Care Partnership self-assessment was completed the week of March 12-16, 2018.

Key staff received training and an overview of Office of Head Start FY 2018 Monitoring Focus Area 2 Tool in preparation of completing a program self-assessment.

Self-assessment teams were comprised of key staff to review children files, conduct site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight for compliance.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results and Plans of Action and Infant/Toddler Environmental Rating System (ITERS) scores. The program self-assessment resulted in two program findings.

The findings were in areas of:

- Mental Health Consultant – The Partnership has not secured the services of a certified Mental Health consultant.

- Data – The new Partner, Garden Pathways, is in the implementation phase of fully executing the DRDP system, which includes child observations and school readiness data. The other two Partnership sites have fully implemented the DRDP system.

Through the self-assessment process, and conducting interviews with the Partners and Grantee, it has been determined that the Partnership grant has provided quality improvement systems. Funds have been used to improve and support the Partners' ability to manage their programs and implement a process of continuous program improvement. These improvements include:

- Hiring of additional qualified staff to ensure ratios
- Implementing a research-based curriculum
- Facility and playground improvements
- Additional materials and supplies
- Ongoing staff training.

The Assistant Director of Program will conduct follow-up meetings with key staff to ensure completion of the plans of action, including supporting documentation.

COMMUNITY ACTION PARTNERSHIP OF KERN
MEMORANDUM

To: Head Start Policy Council

From: Jerry Meade, Program Design and Management Administrator

Subject: Head Start/Early Head Start Cost of Living Adjustment (COLA) and Training/Technical Assistance (T/TA) Applications – **Action Item**

Date: May 24, 2018

The Consolidated Appropriations Act of 2018 includes an increase in funding of $610 million over the fiscal year (FY) 2017 funding level for programs under the Head Start Act. A portion of this funding increase provides for a 2.6 percent cost of living adjustment (COLA). Pursuant to U.S Department of Health & Human Services Program Instruction ACF-PI-HS-18-03, the funds will be used to (1) permanently increase the Head Start pay scale by 2.6 percent, and (2) offset increased operating costs in other areas of the budget.

In addition, additional Training and Technical Assistance (T/TA) funds are available for some of these grants.

CAPK will submit a funding application for each of its three Head Start programs to the Office of Head Start prior to June 18, 2018. The applications will request the following funding amounts as indicated in funding guidance received from Office of Head Start, Region IX:

- Head Start/Early Head Start Kern COLA - $629,900
- Head Start/Early Head Start Kern T/TA - $103,818

- Early Head Start Child Care Partnerships COLA - $17,964

- Early Head Start San Joaquin COLA - $131,204
- Early Head Start San Joaquin T/TA - $37,278

In total, this funding opportunity will provide an additional $920,164 across all of CAPK's Head Start and Early Head Start grants, as well as CAPK departments supported by indirect funding. Board of Directors approval is required to submit these applications.

Recommendation

Staff recommend approval of the Head Start and Early Head Start Cost of Living Adjustment (COLA) and Training/Technical Assistance funding applications.