

# MINUTES

## COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, January 13, 2021

**PRELIMINARY:** These Minutes to be considered for approval on February 10, 2021.

Chair Laveaga called the Regular Meeting of the Community Services Commission to order at 6:35p.m. via Zoom teleconference call in La Habra, California.

**COMMISSIONERS PRESENT:** Felix, Garcia, Kempker, Laveaga, Schmidt, Surich

**OTHER OFFICIALS PRESENT:** Kelly Fujio, Director of Community Services, Kimberly Albarian, Community Services Manager, Catherine Villanueva, Child Development Manager, Miranda Cole-Corona, Housing & Economic Development Manager, and Susan Louie, Housing Specialist

**INVOCATION:** Chair Laveaga

**PLEDGE OF ALLEGIANCE:** Commissioner Surich

**I. PUBLIC COMMENTS:**

**II. CONSENT CALENDAR:**

MOVED BY Commissioner Kemper, seconded by Commissioner Surich and CARRIED 5-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF JANUARY 13, 2021. Said motion CARRIED by the following roll call vote:

AYES: Commissioners Felix, Garcia, Kempker, Laveaga, Schmidt, Surich  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

### **III. CONSIDERATION ITEMS**

#### **A. CHILD DEVELOPMENT**

Discussion, review, and approval of the Child Development Monthly Reports.

Recommendation: That the Community Services Commission discuss, review and approve the Child Development Manager's Monthly Status Report for Early Head Start, Cost Reimbursement Report, Monthly Program Report and CACFP Report.

Moved by Commissioner Schmidt, seconded by Commissioner Kempker, and CARRIED (5-0) TO APPROVE THE CHILD DEVELOPMENT MANAGER'S MONTHLY REPORT, THE HEAD START COST REIMBURSEMENT REPORT, THE MONTHLY PROGRAM REPORT AND THE CACFP REPORT.

Said motion CARRIED by the following roll call vote:

AYES: Commissioners Felix, Garcia, Kempker, Laveaga, Schmidt, Surich  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

Moved by Commissioner Laveaga, seconded by Commissioner Kempker, and CARRIED (5-0) TO APPROVE THE HEAD START PROGRAM GOALS FOR 2020-2021 Program Goals, Quarterly Update

Said motion CARRIED by the following roll call vote:

AYES: Commissioners Felix, Garcia, Kempker, Laveaga, Schmidt, Surich  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

#### **B. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

The Commission heard presentations from the following applicants that are applying for 2021-2022 CDBG funding:

- Fair Housing Foundation
- Orange County Fair Housing Council, Inc.
- Mercy House
- Community Services:
  1. Graffiti Removal
  2. La Habra Community Employment Program
  3. Social Services Outreach Program Coordinator (New)
  4. Portola Parks Sports and Cultural Arts Complex Improvement Plan (New)

- **Public Works:**
  1. Community Center Parking Lot
  2. Old Reservoir Park Improvement Project
  3. Alley Improvements
  4. Aldrich Improvement Project

Director of Community Services Fujio gave a brief update on the projects for Community Services and clarified the programs. Unfortunately, there is not enough funding for all the programs and services. However, it is beneficial to have additional programs and requests in the que should funding become available and to help prioritize the community needs. Community Services provides administrative support and is a safety net for Park It Market, Community Resource Care Center, Employment & Training and other important social services programs. It's important to seek outside funds from other potential sources to assist with these efforts.

Housing & Economic Development Manager Cole-Corona said that there may be a potential for Covid-19 funds to help temporarily cover the costs for the Social Services Outreach Program Coordinator. She will set up a conference call with the consultant and Director of Community Services Fujio.

Additional Covid-19 relief money was given to the Employment & Training Program to assist with adults displaced from work and needing new employment.

The CDBG subcommittee will meet before the February 13<sup>th</sup> meeting. At this time the committee will discuss in more detail the projects and programs as well as the funding. They will bring a recommendation to the commission for discussion and approval in February. This recommendation will go to the City Council in March or April.

## **I. ADMINISTRATIVE MATTERS:**

- Director of Community Services Fujio gave an update on the following:
  - Depot Theater RFP due March 1 and will be presented to the Commission most likely in April.
  - Special Events continue to be discussed and revised to adhere to the safety standards such as the La Habra 5k Run, Egg Hunt and 4<sup>th</sup> of July.
  - Covid-19: Vaccines have been deployed and we are working closely with the County to offer a satellite vaccination pod. We are also working with the Area Agency on Aging organization to potentially offer a vaccination site for seniors 65 and older. Unfortunately, the Covid cases are high in the City so we know we need to help slow the spread and offer vaccines to the vulnerable populations as soon as possible. Anaheim and Santa Ana have higher cases but La Habra is comparable in terms of per resident capita.
  - The Department divisions continue to safely offer programming: Distance Pod Learning, Child Care, Employment & Training, Graffiti, Food Distribution, Museum and Facilities.

- The Skate Park security guard service has been reduced due to the end of the CARES ACTS funding. The new hours are 11 a.m. – 8 p.m. We hope that there is not an increase in graffiti and vandalism. All skaters must wear protective gear. There are younger skaters using the park which is nice.
- The City Council will consider appointments for the Community Services Commission on February 1. The City Clerk's office will contact commissioners whose terms may be expiring.

## II. COMMISSIONER COMMENTS

- Commissioner Surich gave an update on the Adopt a Family program. Thank you, Commissioners, for participating and making a local family's Christmas extra special this year.
- Commissioner Surich is in touch with Andrea Trujillo's family. There are no details yet about a celebration of life. She will keep the Commission updated. Thank you for sending a card on behalf of the group.
- Commissioner Garcia asked about the subcommittee reorganization and appointments. Usually, this is done in March when the new commissioners are appointed.
- Commissioner Laveaga let the Commission know about the Small Business loans that are available for those impacted by the Covid-19 shut downs.

## III. ADJOURNMENT:

Chair Laveaga adjourned the Commission at 8:45 p.m. to Wednesday, February 10, 2021, in the City Council Chamber, 100 East La Habra Boulevard, La Habra, California.

Respectfully submitted,

Kimberly Albarian,  
Recording Secretary

**APPROVAL:** This is to certify that these Minutes were approved by the La Habra City Council on \_\_\_\_\_.

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Laurie Swindell, CMC  
City Clerk

**CITY OF LA HABRA  
EARLY HEAD START PROGRAM  
MONTHLY REPORT  
2020-21 FISCAL SCHOOL YEAR**

*For Consideration for meeting dated January 13, 2021*

**Program Information Summary (PIS) Report: November, 2020 (Attachment 1)**

**Section A: Agency Profile**

| Item                                | Previous Month Report | Current Month Report |
|-------------------------------------|-----------------------|----------------------|
| <b>Funded Enrollment</b>            | 50                    | 50                   |
| <b>Number Enrolled (Cumulative)</b> |                       |                      |
| Number of Children                  | 48                    | 50                   |
| Number of Pregnant Moms             | 1                     | 2                    |
| <b>Number in the Waiting list</b>   | 1                     | 0                    |
| <b>Enrollment by Eligibility</b>    |                       |                      |
| Below 100% Poverty Line             | 32                    | 33                   |
| Categorically Eligible              | 11                    | 12                   |
| Over-Income                         | 6                     | 7                    |

**Section B: Staff and Qualifications**

| Item  | Supervisor | Home Base Educator |
|---|------------|--------------------|
| Total Number of Child Development Staff by Position | 1          | 5                  |
| With a BA Degree                                    | 1          | 3                  |
| With an AA Degree                                   | 0          | 1                  |
| Without a Degree, enrolled with a Waiver            | 0          | 1                  |

**Section C: Child and Family Services**

| Item   | Previous Month Report | Current Month Report |
|--|-----------------------|----------------------|
| Number of Children/ Pregnant Women with Health Insurance                                       | 49                    | 52                   |
| Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home) | 44                    | 46                   |
| Number of children up-to-date with well-baby checks  | 26                    | 33                   |

|   |    |    |
|---|----|----|
| Number of children with expired well-baby checks                        | 16 | 12 |
| Number of children with expired well-baby checks 30 days or less        | 6  | 1  |
| Number of children who are up-to-date with Immunizations                | 44 | 47 |
| Number of children with continuous accessible dental care (Dental Home) | 42 | 43 |
| Number of children who are up-to-date with oral health care             | 28 | 37 |
| Number of children with expired oral health care                        | 16 | 5  |
| Number of children with an IFSP   | 16 | 16 |

### Family Partnership Agreements

| Item  | Previous Month Report | Current Month Report |
|---|-----------------------|----------------------|
| Total Number of FPA's introduced                    | 41                    | 44                   |
| Total Number of FPA's completed                     | 0                     | 2                    |
| Total Number of FPA's with an established goal      | 0                     | 0                    |
| Home based services (Month) Visits Completed        | 172                   | 142                  |
| Home based services (year to date) Visits Completed | 668                   | 810                  |
| Number of Socializations (Month)                    | 20                    | 12                   |
| Number of Socializations (year to date)             | 63                    | 75                   |

### Monitoring Report:

#### Financial Reports:

- Attached is the Cost Report for November 2020; the amount requested is **\$36,150.96** – this is **35%** of the budget **(Attachment 2)**
  - Total In-kind to-date is **\$6,750.00 (of \$120,283.00)**
- Attached is the Credit Card Reports for November 2020. **(Attachment 3)**

#### CACFP Reports:

- The total reimbursement for the month of November 2020 is **\$10,875.66 (Attachment 4)**
  - Note: EHS does not have a CACFP program because it is a home-based program option.*
- Attached is the Food Revenue and Expenditures analysis. **(Attachment 5)**

**Information Shared:**

- **Training Info:** Fiscal Management (**Attachment 6**)
- **PC Meeting Minutes:** November 2020 (**Attachment 7**)
- **PI:** Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies (**Attachment 8**)

**Action Items, For Approval:**

- Early Head Start Program Goals for 2020-21, Quarterly Update (**Attachment 9**)

2020-2021 Program Information Summary

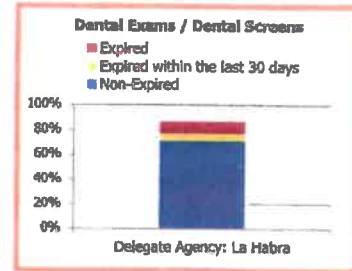
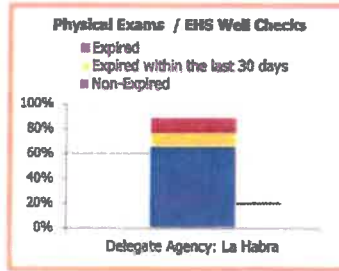
Delegate Agency: La Habra

November 2020

ATTACHMENT 1

**Physical Exams / EHS Well Checks**

|       |    |                                 |
|-------|----|---------------------------------|
| 11.5% | 6  | Expired                         |
| 11.5% | 6  | Expired within the last 30 days |
| 65.4% | 34 | Non-Expired                     |
| 88.5% | 46 | Total                           |



**Dental Exams / Dental Screens**

|       |    |                                 |
|-------|----|---------------------------------|
| 9.6%  | 5  | Expired                         |
| 5.8%  | 3  | Expired within the last 30 days |
| 71.2% | 37 | Non-Expired                     |
| 86.5% | 45 | Total                           |

**Medical Treatment**

|      |   |                           |
|------|---|---------------------------|
| 1.9% | 1 | Needing and Receiving     |
|      |   | Needing and Not Receiving |



**Dental Treatment**

|  |  |                           |
|--|--|---------------------------|
|  |  | Needing and Receiving     |
|  |  | Needing and Not Receiving |

**Access to Health Care**

|       |    |                    |
|-------|----|--------------------|
| 96.2% | 50 | w/Health Insurance |
| 88.5% | 46 | w/Medical Home     |
| 82.7% | 43 | w/Dental Home      |

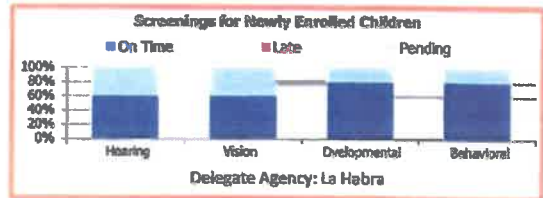


**Immunizations**

|       |    |               |
|-------|----|---------------|
| 90.4% | 47 | Immunizations |
|-------|----|---------------|

**Screenings for Newly Enrolled Children**

|         | Hearing | Vision | Developmental | Behavioral | Total Screenings |
|---------|---------|--------|---------------|------------|------------------|
| On Time | 60.0%   | 60.0%  | 80.0%         | 80.0%      | 8                |
| Late    |         |        |               |            |                  |
| Pending | 40.0%   | 40.0%  | 20.0%         | 20.0%      | 2                |



**Children with Disabilities**

|       |    |               |
|-------|----|---------------|
| 32.0% | 16 | Open IEP/IFSP |
|-------|----|---------------|

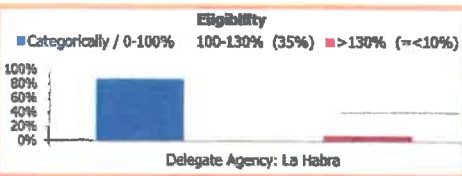


**Enrollment**

|       |    |                                     |
|-------|----|-------------------------------------|
| 96.0% | 48 | Monthly (100%)                      |
| 3.0%  | 5  | Reserved Foster/Homeless (up to 3%) |
|       | 50 | Funded Enrollment                   |
|       | 52 | Cumulative Enrollment               |

**Eligibility**

|       |    |                        |
|-------|----|------------------------|
| 86.5% | 45 | Categorically / 0-100% |
| 5.8%  | 3  | 100-130% (35%)         |
| 7.7%  | 4  | >130% (= <10%)         |



**Attendance**

ADA

**Family Success Plans**

|       |    |                                      |
|-------|----|--------------------------------------|
| 100%  | 44 | Introduced                           |
| 4.5%  | 2  | Completed                            |
| 22.7% | 10 | Received at least one Family Service |



**Home Base Services**

November Benchmark (HV = 4 / Soc = 2)

|       |     |                       |
|-------|-----|-----------------------|
| 74.0% | 142 | Home Visits Completed |
|       |     | Parent Cancellations  |
|       |     | Program Cancellations |
| 12.5% | 12  | Socializations        |

Home Visits  
Socializations



Monthly Cost Report , FY 2020-21  
November, 2020

ATTACHMENT 2

**Early Head Start Basic Budget**

| Major Cost Category | Approved Budget Amount | Cost This Period Amount | Cost to Date Amount Total | Budget Amount Remaining |
|---------------------|------------------------|-------------------------|---------------------------|-------------------------|
| PERSONNEL           | 316,191.00             | 23,021.03               | 107,086.86                | 209,104.14              |
| FRINGE BENEFITS     | 110,997.00             | 9,788.11                | 44,669.21                 | 66,327.79               |
| TRAVEL              | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| EQUIPMENT *         | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| SUPPLIES            | 17,702.00              | 1,733.70                | 4,308.03                  | 13,393.97               |
| CONTRACTUAL         | 11,500.00              | 0.00                    | 825.00                    | 10,675.00               |
| CONSTRUCTION        | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| OTHER COSTS         | 13,492.00              | 1,608.12                | 8,190.65                  | 5,301.35                |
| INDIRECT COSTS      | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| <b>TOTAL</b>        | <b>\$469,882.00</b>    | <b>\$36,150.96</b>      | <b>\$165,079.75</b>       | <b>\$304,802.25</b>     |

**Early Head Start T&TA**

| Major Cost Category | Approved Budget Amount | Cost This Period Amount | Cost to Date Amount Total | Budget Amount Remaining |
|---------------------|------------------------|-------------------------|---------------------------|-------------------------|
| PERSONNEL           | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| FRINGE BENEFITS     | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| TRAVEL              | 9,400.00               | 0.00                    | 0.00                      | 9,400.00                |
| EQUIPMENT *         | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| SUPPLIES            | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| CONTRACTUAL         | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| CONSTRUCTION        | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| OTHER COSTS         | 1,850.00               | 0.00                    | 0.00                      | 1,850.00                |
| INDIRECT COSTS      | 0.00                   | 0.00                    | 0.00                      | 0.00                    |
| <b>Total</b>        | <b>\$11,250.00</b>     | <b>\$0.00</b>           | <b>\$0.00</b>             | <b>\$11,250.00</b>      |

**Non-Federal Share (In-Kind)**

|                                    | Approved Budget Amount | Cost This Period Amount | Cost to Date Amount Total | Budget Amount Remaining |
|------------------------------------|------------------------|-------------------------|---------------------------|-------------------------|
| EHS Basic                          | 118,481.26             | 1,350.00                | 6,750.00                  | 111,731.26              |
| EHS T&TA                           | 1,801.74               | 0.00                    | 0.00                      | 1,801.74                |
| <b>Total</b>                       | <b>\$120,283.00</b>    | <b>\$1,350.00</b>       | <b>\$6,750.00</b>         | <b>\$113,533.00</b>     |
| <b>Reimbursement Request Total</b> |                        | <b>\$36,150.96</b>      |                           |                         |

-ATTACHMENT 3-

**City of La Habra  
Child Development Division**

**Credit Card Expenses**

**Month Reporting: November, 2020**

| <b>Charge By</b>                                      | <b>Date Charged</b> | <b>Item/ Purpose</b>            | <b>Amount</b> |
|---|---------------------|---------------------------------|---------------|
| <b>Smart &amp; Final<br/>(Non-Food<br/>Program)</b>   |                     | <i>No charges for the Month</i> |               |
|   |                     |                                 |               |
|   |                     |                                 |               |
| <b>Smart &amp; Final<br/>(Food Program<br/>Items)</b> |                     |                                 |               |
|   |                     |                                 |               |
|   |                     | <b>Total:</b>                   | <b>\$0.00</b> |

| <b>Charge By</b>  | <b>Date Charged</b> | <b>Item/ Purpose</b>               | <b>Amount</b>     |
|---|---------------------|------------------------------------|-------------------|
| <b>Bank of the West<br/>Credit Card<br/>(M. Garcia)</b>     | 11/3/2020           | CACFP Virtual Roundtable Training  | \$189.00          |
|   |                     |                                    |                   |
|   |                     |                                    |                   |
| <b>Bank of the West<br/>Credit Card<br/>(A. Morales)</b>    | 10/30/2020          | Target: Kitchen Supplies           | \$15.22           |
|   |                     |                                    |                   |
|   |                     |                                    |                   |
| <b>Bank of the West<br/>Credit Card<br/>(A. Marceau)</b>    | 11/9/2020           | CACFP Membership                   | \$150.00          |
|   |                     |                                    |                   |
|   |                     |                                    |                   |
| <b>Bank of the West<br/>Credit Card<br/>(C. Villanueva)</b> | 11/11/2020          | Ed Join: Job posting               | \$1,000.00        |
|   | 11/19/2020          | Sam's Club: Masks and Thermometers | \$373.81          |
|   |                     |                                    |                   |
|   |                     | <b>Total:</b>                      | <b>\$1,728.03</b> |

ATTACHMENT 4

**Child & Adult Care Food Program  
Claim For Reimbursement Summary for November 2020**

04320-CACFP-30-GM-CS  
**CITY OF LA HABRA-CHILD DEV DIVISION**  
 110 E LA HABRA BLVD  
 LA HABRA, CA 90631-5436  
 Vendor #: 21830Z  
 payment address

| Month/Year Claimed | Adjustment Number | Date Received | Date Accepted | Date Processed | Reason Code |
|--------------------|-------------------|---------------|---------------|----------------|-------------|
| Nov 2020           | 0                 | 12/10/2020    | 12/10/2020    | 12/17/2020     | Original    |

**Child Care**

|                         | Free   | Reduced | Base   | Total |
|-------------------------|--------|---------|--------|-------|
| Enrollment Totals       | 34     | 24      | 15     | 73    |
| Eligibility Percentages | 46.58% | 32.88%  | 20.54% | 100%  |

| Agency Totals    | Meals/Snacks | Federal Rate | Reimbursement Amount |
|------------------|--------------|--------------|----------------------|
| <b>Breakfast</b> |              |              |                      |
| Free             | 388          | 1.8900       | 733.32               |
| Reduced          | 274          | 1.5900       | 435.66               |
| Base             | 170          | 0.3200       | 54.40                |
| <b>Total</b>     | <b>832</b>   |              | <b>1,223.38</b>      |

|                 |            |        |               |
|-----------------|------------|--------|---------------|
| <b>AM Snack</b> |            |        |               |
| Free            | 75         | 0.9600 | 72.00         |
| Reduced         | 53         | 0.4800 | 25.44         |
| Base            | 32         | 0.0800 | 2.56          |
| <b>Total</b>    | <b>160</b> |        | <b>100.00</b> |

|              |            |        |                 |
|--------------|------------|--------|-----------------|
| <b>Lunch</b> |            |        |                 |
| Free         | 411        | 3.5100 | 1,442.61        |
| Reduced      | 290        | 3.1100 | 901.90          |
| Base         | 182        | 0.3300 | 60.06           |
| CIL          | 883        | 0.2450 | 216.34          |
| <b>Total</b> | <b>883</b> |        | <b>2,620.91</b> |

|                 |            |        |               |
|-----------------|------------|--------|---------------|
| <b>PM Snack</b> |            |        |               |
| Free            | 394        | 0.9600 | 378.24        |
| Reduced         | 278        | 0.4800 | 133.44        |
| Base            | 174        | 0.0800 | 13.92         |
| <b>Total</b>    | <b>846</b> |        | <b>525.60</b> |

**School Age**

|                         | Free   | Reduced | Base   | Total |
|-------------------------|--------|---------|--------|-------|
| Enrollment Totals       | 32     | 32      | 24     | 88    |
| Eligibility Percentages | 36.36% | 36.36%  | 27.28% | 100%  |

| Agency Totals    | Meals/Snacks | Federal Rate | Reimbursement Amount |
|------------------|--------------|--------------|----------------------|
| <b>Breakfast</b> |              |              |                      |
| Free             | 467          | 1.8900       | 882.63               |
| Reduced          | 467          | 1.5900       | 742.53               |
| Base             | 351          | 0.3200       | 112.32               |

|                                  |              |              |        |                  |
|----------------------------------|--------------|--------------|--------|------------------|
|                                  | <b>Total</b> | <b>1,285</b> |        | <b>1,737.48</b>  |
| <b>Lunch</b>                     |              |              |        |                  |
| Free                             |              | 530          | 3.5100 | 1,860.30         |
| Reduced                          |              | 530          | 3.1100 | 1,648.30         |
| Base                             |              | 399          | 0.3300 | 131.67           |
| CIL                              |              | 1,459        | 0.2450 | 357.46           |
|                                  | <b>Total</b> | <b>1,459</b> |        | <b>3,997.73</b>  |
| <b>PM Snack</b>                  |              |              |        |                  |
| Free                             |              | 447          | 0.9600 | 429.12           |
| Reduced                          |              | 447          | 0.4800 | 214.56           |
| Base                             |              | 336          | 0.0800 | 26.88            |
|                                  | <b>Total</b> | <b>1,230</b> |        | <b>670.56</b>    |
| <b>Claim Reimbursement Total</b> |              |              |        | <b>10,875.66</b> |

**State Reimbursements**

| Meal Description | Meals | State Rate | State Earnings |
|------------------|-------|------------|----------------|
| Total Breakfast  | 1,596 | \$0.0000   | \$0.00         |
| Total Lunches    | 1,761 | \$0.0000   | \$0.00         |
| Total            |       |            | \$0.00         |

| Agency Claim Reimbursement Totals    | Meal Reimbursement | CIL Reimbursement | State Reimbursement | Totals           |
|--------------------------------------|--------------------|-------------------|---------------------|------------------|
| Current Claim Reimbursement Total    | 10,301.86          | 573.80            | 0.00                | 10,875.66        |
| Previous Claim Reimbursement Total   | 0.00               | 0.00              | 0.00                | 0.00             |
| <b>Net Claim Reimbursement Total</b> | <b>10,301.86</b>   | <b>573.80</b>     | <b>0.00</b>         | <b>10,875.66</b> |

Created By: LillianN on: 12/10/2020 12:45:57 PM Modified By: LillianN on: 12/10/2020 1:14:56 PM

CITY OF LA HABRA  
 CCFP-CENTERS FOOD ALLOCATION  
 FOR THE FISCAL YEAR 2020-21

ATTACHMENT 5

FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS


| Month                 | School Age<br>CCTR (38501) |                         |                      | State-Preschool<br>CSPP (38502) |                         |                       | Total                   |                         |                       | Revenue<br>Over/(Under)<br>Expenditure<br>Net<br>Amount |
|-----------------------|----------------------------|-------------------------|----------------------|---------------------------------|-------------------------|-----------------------|-------------------------|-------------------------|-----------------------|---|
|                       | 4702<br>Food<br>Revenue    | 7114<br>Food<br>Expense | Net<br>Amount        | 4702<br>Food<br>Revenue         | 7114<br>Food<br>Expense | Net<br>Amount         | 4702<br>Food<br>Revenue | 7114<br>Food<br>Expense |                       |   |
| Jul-20                | \$ 7,740.43                | \$ 6,929.46             | \$ 810.97            | \$ 1,117.47                     | \$ 944.94               | \$ 172.53             | \$ 8,857.90             | \$ 7,874.40             | \$ 983.50             |   |
| Aug-20                | \$ 7,369.38                | \$ 4,074.38             | \$ 3,295.00          | \$ 3,311.97                     | \$ 2,841.27             | \$ 470.70             | \$ 10,681.35            | \$ 6,915.65             | \$ 3,765.70           |   |
| Sep-20                | \$ 8,653.85                | \$ 9,038.84             | \$ (384.99)          | \$ 4,946.83                     | \$ 6,346.62             | \$ (1,399.79)         | \$ 13,600.68            | \$ 15,385.46            | \$ (1,784.78)         |   |
| Oct-20                | \$ 7,728.23                | \$ 6,079.98             | \$ 1,648.25          | \$ 5,518.13                     | \$ 4,319.04             | \$ 1,199.09           | \$ 13,246.36            | \$ 10,399.02            | \$ 2,847.34           |   |
| Nov-20                | \$ 6,405.77                | \$ 6,817.00             | \$ (411.23)          | \$ 4,469.89                     | \$ 7,153.77             | \$ (2,683.88)         | \$ 10,875.66            | \$ 13,970.77            | \$ (3,095.11)         |   |
| <b>Total</b>          | <b>\$ 37,897.66</b>        | <b>\$ 32,939.66</b>     | <b>\$ 4,958.00</b>   | <b>\$ 19,364.29</b>             | <b>\$ 21,605.64</b>     | <b>\$ (2,241.35)</b>  | <b>\$ 57,261.95</b>     | <b>\$ 54,545.30</b>     | <b>\$ 2,716.65</b>    |   |
| YTD Cook              | \$ -                       | \$ 13,909.09            | \$ (13,909.09)       | \$ -                            | \$ 19,609.91            | \$ (19,609.91)        | \$ -                    | \$ 33,519.00            | \$ (33,519.00)        |   |
| <b>Adjusted Total</b> | <b>\$ 37,897.66</b>        | <b>\$ 46,848.75</b>     | <b>\$ (8,951.09)</b> | <b>\$ 19,364.29</b>             | <b>\$ 41,215.55</b>     | <b>\$ (21,851.26)</b> | <b>\$ 57,261.95</b>     | <b>\$ 88,064.30</b>     | <b>\$ (30,802.35)</b> |   |

% of Food expense


87%

112%


95%

 THE NATIONAL CENTER ON  
Program Management  
and Fiscal Operations

## Head Start A to Z: *Fiscal Management*



Revised April 2014

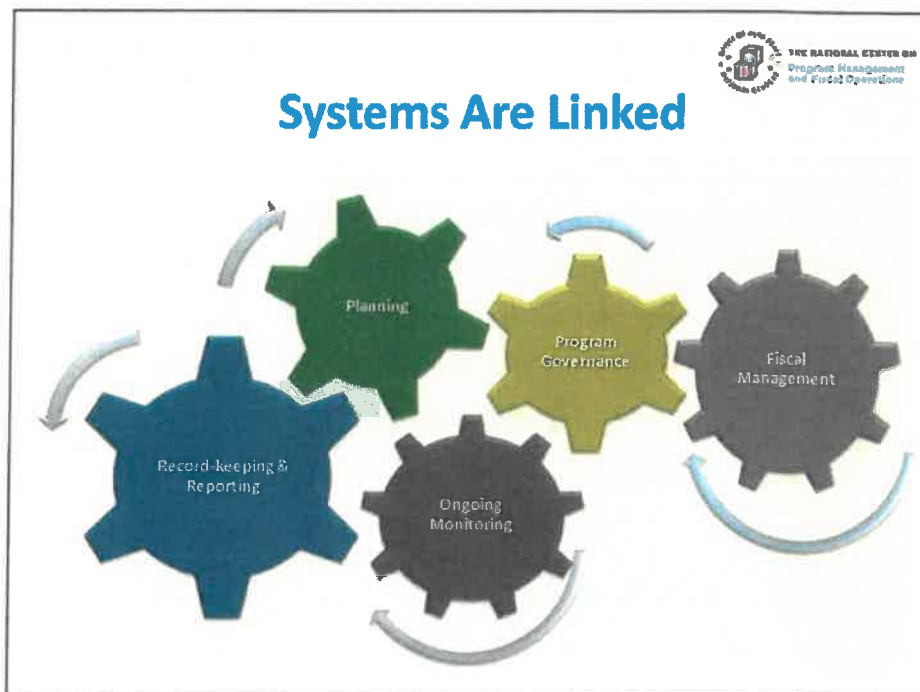
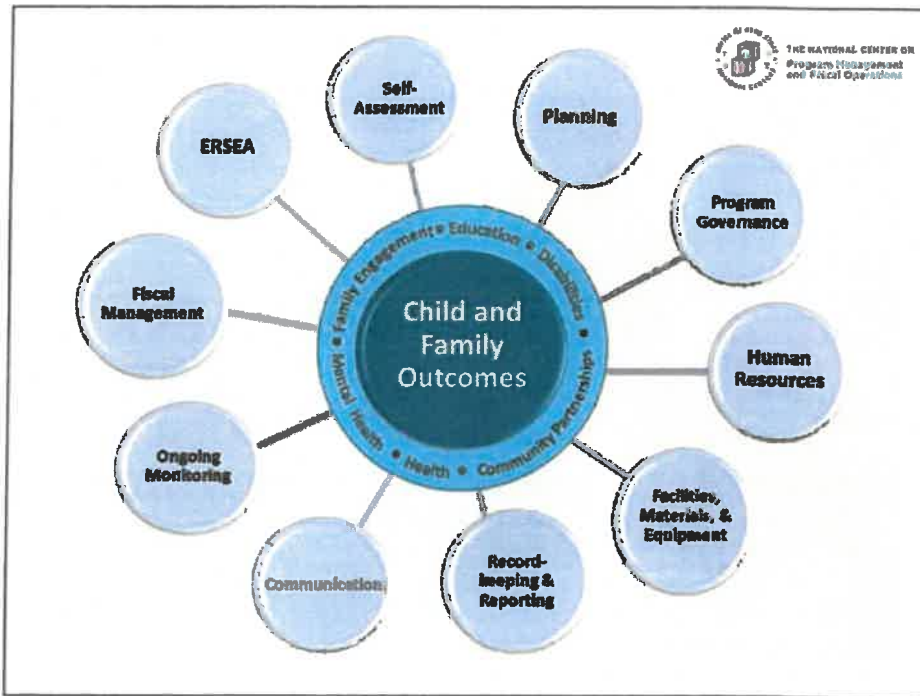


## Key Message

 THE NATIONAL CENTER ON  
Program Management  
and Fiscal Operations

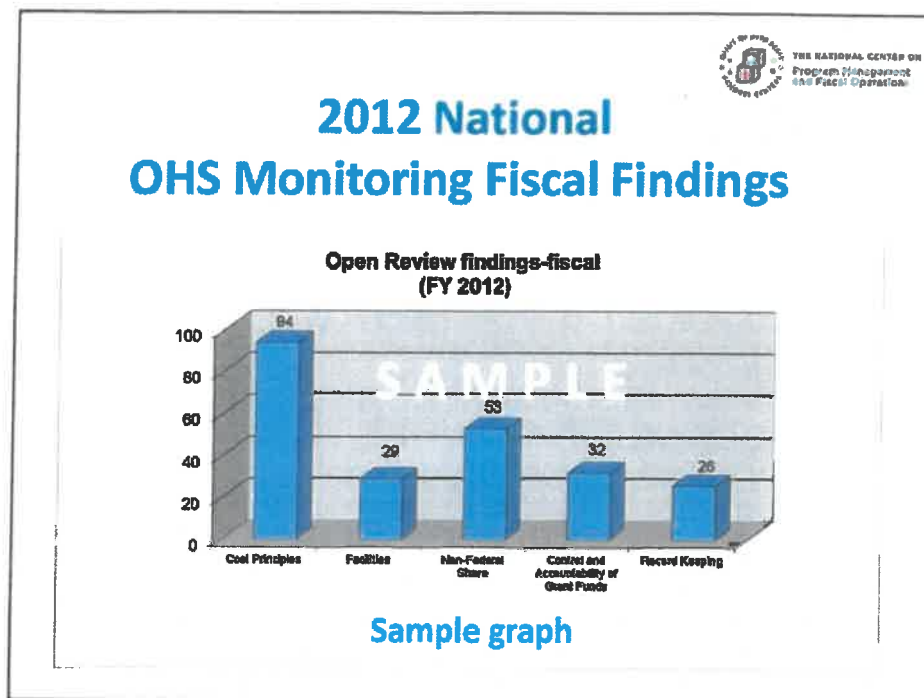
Head Start is a complex and evolving organization, with extensive regulations, policies, values, and traditions.








- 
- Outcomes**
- THE NATIONAL CENTER ON  
Program Management  
and Fiscal Operations
- Identify your role and relationship with important fiscal stakeholders
  - Become familiar with federal fiscal regulations impacting Head Start operations
  - Learn about key fiscal terms and concepts
- PMFO




## Your Role and Communication Pathways with Fiscal Stakeholders





## Head Start Leader & Fiscal Management

| What you need to <i>know</i> | What you need to <i>do</i>           | What you need to <i>oversee</i>   |
|------------------------------|--------------------------------------|-----------------------------------|
| Fiscal regulations           | Collaborate with fiscal staff        | Budget Development and Monitoring |
| Fiscal concepts              | Bridge between fiscal/program        | Compensation                      |
| Fiscal P&Ps                  | Monitor and evaluate fiscal systems  | Property Management               |
|                              | Promote communication & transparency | Financial Reporting               |



## What you need to *know*

| Fiscal Regulations   | Fiscal Concepts  | Fiscal P&Ps  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Head Start Act Sect. 642: Fiscal Reporting</li> <li>• Grants Admin: 45 CFR 1301</li> <li>• Uniform Admin. Regs: 45 CFR 74 &amp; 92*</li> <li>• Cost Principles: 2 CFR 220, 225, 230*</li> </ul> | <ul style="list-style-type: none"> <li>• Reasonable, allowable &amp; allocable</li> <li>• Internal controls &amp; segregation of duties</li> <li>• Non-Federal share</li> <li>• Cash management</li> <li>• Maintaining records</li> <li>• Understanding your own audit</li> <li>• Administrative cost limitations</li> </ul> | <ul style="list-style-type: none"> <li>• Your organization's fiscal policies and procedures</li> </ul> |

\*These regs will be replaced with 2 CFR Chapter I, II, & Part 200 -- the OMB "Super-Circular" after 12-26-2014



## What you need to *oversee*

| Budget Development and Monitoring   | Compensation   | Property Management  | Financial Reporting  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>• Restrictions/allowances</li> <li>• Grant Application Budget Instrument (GABI)</li> <li>• Cost Allocation</li> <li>• Notice of Award</li> </ul> | <ul style="list-style-type: none"> <li>• Executive compensation</li> <li>• Wage comparability</li> <li>• Personnel activity reports</li> </ul> | <ul style="list-style-type: none"> <li>• Facilities activities</li> <li>• Inventory</li> </ul> | <ul style="list-style-type: none"> <li>• Internal reporting</li> <li>• External reporting</li> </ul> |



## Budget Development and Monitoring *Digging a Little Deeper*

**Your Role:** Budget champion

**Your Budget:** Reflection of program goals and priorities

**Your Tools:** Regional Office Communiqués, Grant Application Budget Instrument (GABI), Cost Allocation, HHS Grants Policy Statement

**Your Funding:** Federal share, non-federal share, other revenue

**Your Expenses:** Understanding line items & allowable/unallowable

## Fiscal Reporting



### Internal

- Monthly Budget to Actual
- Credit Card Statements
- Annual Audit

### External

- Financial Status (SF-425)
- Cash Reconciliation (PMS)
- Annual Audit & IRS 990
- Payroll Taxes
- U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP)

## Other Fiscal-related Reports



### Internal

- Enrollment & Attendance
- Meals and Snacks

### External

- Monthly Enrollment
- Annual Community Report
- Unemployment
- Worker's Compensation

City Of La Habra Early Head Start  
Policy Committee Minutes  
November 20, 2020

ATTACHMENT 7

**I. Call to Order**

The virtual meeting was called to order by Vice Chairperson Diana Cabrera, at 11:22 am.

**II. Roll call made by: Catherine Villanueva (Virtual meeting)**

**III.**

**Present**

**Absent**

- |   |                          |
|---|--------------------------|
| 1. Diana Cabrera (Vice Chairperson)         |                          |
| 2. Patty Herrera (Community Representative) | Sara Aguilar (Secretary) |
| 3. Jessica Ochoa                            | Sandra Torres            |
| 4. Mariela Juarez                           |                          |
| 5. Maira Hernandez                          |                          |
| 6. Oscar Hernandez                          |                          |

**Staff Present:**

Catherine Villanueva, Veronica Cervantes and Rosa Castrejon De Lopez

**IV. Approval of Policy Committee Agenda November 20, 2020**

Motion to Approve November 20, 2020 Agenda

First Motion made by: Diana Cabrera      Seconded by: Mariela Juarez

**Record of Voting:**

**Favor: 3**

**Against: 0**

**Abstention: 0**

**V. Approval of October 23, 2020 Minutes:**

Motion to Approve October 23, 2020 Minutes

First Motion made by: Jessica Ochoa      Seconded by: Mariela Juarez

**Record of Voting**

**Favor: 3**

**Against: 0**

**Abstention: 0**

**VI. No Policy Committee Training for this month.**

**VII. Chairperson's Report**

No report was reported for November 2020.

**VIII. Child Development Manager Report: Catherine Villanueva**

Catherine Villanueva reviewed September 2020 Reports:

1. Early Head Start Program Monthly Report
2. Early Head Start Information Summary Report
3. Financial Report
4. CACFP Report
5. Information Shared
6. 2020-21 Program Goals, Quarterly Update
7. Governance and Leadership Capacity Screener, Plan for Improvement and Training Topics for 2020-21SY.
8. Attached PC Meeting Schedule for the 2020-21SY.

Program Manager, Catherine Villanueva, informed PC about updates in EHS Monthly Report, reviewed Information Summary Report, reviewed financial reports, CACFP reports, and information sharing; Administrative Simplification for Consolidating Head Start Grants, including Early Head Start-Child Care Partnerships.

Action items to be approved by PC; 2020-21 Program Goals, Quarterly Update, Governance and Leadership Capacity Screener, Plan for Improvement and Training Topics for 2020-21SY.

Diana Cabrera Room Representative presented the following Action Items for approval:

Motion to approve; 2020-2021 Program Goals, Quarterly Update

First Motion made by: Maira Hernandez      Seconded by: Mariela Juarez

**Record of Voting**

**Favor: 3                                  Against: 0                                  Abstention: 0**

Diana Cabrera Room Representative presented the following Action Items for approval:

Motion to approve; Governance and Leadership Capacity Screener, Plan for Improvement and Training Topics for 2020-20SY.

First Motion made by: Mariela Juarez      Seconded by: Jessica Ochoa

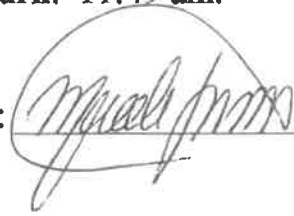


**Community Representative:** Family Resource Center is assisting families with rental assistance. Parenting classes will be closed from December 25<sup>th</sup> – January 1<sup>st</sup>, classes will resume on the 2<sup>nd</sup> of January.

**Open Discussion:**

**Meeting Adjourn:** 11:49 am.

SECRETARY: \_\_\_\_\_

A handwritten signature in cursive script, written in black ink, positioned over a horizontal line. The signature is somewhat stylized and difficult to read precisely, but appears to consist of several loops and flourishes.

ATTACHMENT 8



## Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

 [eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-07](https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-07)

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

## Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies ACF-PI-HS-20-07

U.S. Department  
of Health and Human Services

ACF  
Administration for Children and Families

- 1. Log Number:** ACF-PI-HS-20-07
- 2. Issuance Date:** 12/04/2020
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Designation Renewal System; DRS; Head Start Program Performance Standards; HSPPS; Revision; Interim Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring

### Program Instruction

**To:** Head Start and Early Head Start Grantees and Delegate Agencies

**Subject:** Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies

**Instruction:**

The Office of Head Start (OHS) [announced in the Federal Register](#) an interim final rule (IFR) that adds a new section to the Head Start Program Performance Standards under [1304 Subpart B – Designation Renewal](#). This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act (the Act) requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions. OHS uses the Classroom Assessment Scoring System (CLASS®), which was determined with input from experts to be the only tool that meets this statutory requirement. OHS typically uses CLASS® to conduct on-site reviews of the quality of teacher-child interactions in Head Start programs.

Due to the ongoing federally declared public health emergency (PHE) associated with the novel coronavirus disease 2019 (COVID-19), OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2020–2021 program year for two primary reasons. First, OHS aims to protect the health and safety of Head Start children and staff by limiting their exposure to outside individuals, whenever possible. Sending CLASS® observers into Head Start classrooms during the PHE would violate this principle. Second, OHS anticipates that interactions between teachers and children during the 2020–2021 program year will look very different than is typical, due to health and safety measures implemented in response to the PHE. This may include smaller class sizes, more distancing between children, use of masks by staff and children, and other measures. For these reasons, CLASS® may not capture a representative picture of the grantee's teacher-child interactions across the five-year project period during this PHE.

In advance of grants ending, OHS must make determinations regarding whether grantees are subject to an open competition or can be renewed noncompetitively under the DRS. Except in very limited circumstances with special authority from Congress, OHS does not have authority to extend grants beyond five years to allow more time to collect data. To ensure the

continuity of services for the vulnerable children and families Head Start serves, OHS must establish a process for making DRS determinations in the absence of all normally required data when the absence of such data is due to a federally declared disaster or emergency or PHE.

#### **Effective Date**

The new standard described at 45 CFR §1304.17 is effective December 7, 2020. Ensuring the health and safety of Head Start staff, children, and families is of utmost importance. This IFR directly supports that goal while establishing a process for OHS to meet the requirements of the Act to make designation renewal determinations during the COVID-19 pandemic and certain other federally declared disasters or emergencies or PHEs. It is critical that OHS implement this IFR as quickly as possible. Due to the ongoing PHE, we find good cause to waive the traditional notice and comment process because it would delay providing OHS the flexibility to make DRS determinations with the available data and potentially cause a gap in the availability of critical Head Start services in impacted communities.

#### **Next Steps**

Although this IFR is effective immediately, it is important for OHS to hear comments from the Head Start community about the addition of the new standard at 45 CFR §1304.17. Comments must be submitted between December 7, 2020, and February 5, 2021. The IFR, as well as the link to submit comments to the Federal Register, are available on the Early Childhood Learning and Knowledge Center (ECLKC). OHS prefers to receive comments electronically via the Federal Register. However, if you cannot submit your comments electronically, you may send them by mail to:

Office of Head Start  
Attention: Director of Policy and Planning  
330 C Street SW, 4<sup>th</sup> Floor  
Washington, DC 20201

All comments will be posted without change to [www.regulations.gov](http://www.regulations.gov), so please do not include any personal or sensitive information. If necessary, OHS will issue a revised final rule after considering public comments and making any needed adjustments to 45 CFR §1304.17.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

See PDF Version of Program Instruction:

[Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies](#) [PDF, 39KB]

Historical Document

ATTACHMENT 9

**City of La Habra  
 Early Head Start Program**

**Program Goals 2020-21, Quarterly Update**

| <b>Goal #1: Community Awareness</b>   |   |
|---|---|
| <b>City of La Habra EHS Program will increase community awareness of the quality school readiness programs and integrated support services provided to children and families.</b> |   |
| <b>Objectives</b>   | <b>Measure</b>  |
| Increase the City of La Habra EHS Program presence in the community and on the internet.  | <p><b>Measure 1:</b> Develop a City of La Habra EHS Program Facebook account in year one, and increase the number of Followers, Likes and Shares on Facebook by 10% each year over the subsequent four years.</p> <p><b>Measure 2:</b> Redevelop the City of La Habra EHS Program Facebook website in year one, and increase the number of people visiting the website by 5% each year over the subsequent four years.</p> <p><b>Measure 3:</b> Increase attendance at open house events by 10% each year over the five-year period.</p> <p><b>Measure 1:</b> Develop a coordinated community referral process in year one, and increase the number of agencies participating in the referral</p> |
|   | <p><b>Progress Towards Goal</b></p> <p>Program is using City's social media</p> <p>Child Development created a Facebook account</p> <p>EHS Coordinator has posted recently post to increase awareness of program</p> <p>Continuing to post in social media to increase awareness of program</p> <p>Child Development created a Facebook account during the 2019-2020SY</p> <p><b>N/A for EHS</b></p>  |
| Increase City of La Habra EHS Program collaborations with   | Regional Center of Orange County has been part of our referral process. Children whom have scored low on ASQ-SE or  |

|   |   |   |
|---|---|---|
| <p><b>community agencies.</b></p>   | <p>process by 50% each year, and the number of referrals received by 5% each year, over the subsequent four years.</p> <p><b>Measure 2:</b> Increase the number of City of La Habra EHS Program hosting open house events by at least 25% each year, with full implementation by the end of year five.</p> <p><b>Measure 3:</b> Attend at least one community meeting per quarter per Manager to maintain active partnerships, promote, and provide updates and announcements, regarding City of La Habra EHS Program services.</p> <p><b>Measure 4:</b> Participate in at least two community events within the City by providing an information booth to promote City of La Habra EHS Program services each year over the five-year period.</p> | <p>ASQ-3 and or parent has concerned, we actually help the parent make the call for further evaluation through Regional Center.</p>   |
| <p>Strengthen City of La Habra EHS Program relationships with the school districts.</p> | <p><b>Measure 1:</b> In year one, conduct an analysis of current transition and collaborative activities at each City of La Habra EHS Program.</p> <p><b>Measure 2:</b> In year one, evaluate and update all current school readiness, Memorandum of Understandings.</p> <p><b>Measure 3:</b> In years two through five, develop a comprehensive set of MOUs based on the unique characteristics of each school district that Head Start children transition into, and implement the MOUs with at least 25% of school districts per year with full implementation with all school districts by the end of year five.</p>  | <p>Child Development Manager attends the LA Habra Collaborative Meeting (every other month) and La Habra City School District EDI meetings (monthly)</p> <p>Due to COVID-19 policies and procedures all event in La Habra have been cancelled.</p> <p>Program Collaborates with La Habra City School District.</p> <p>MOU with UCI EyeMobile, Mount St. Mary's, Cal State Fullerton.</p> <p>Nursing students from Cal State Fullerton have been attending as interns to assist in program duties.</p> |

|   |   |
|---|---|
|   | <p><b>Measure 4:</b> In years two through five, develop a comprehensive plan for collaboration with each elementary school based on the unique characteristics of the school district, and implement the plan with at 25% of City of La Habra EHS Program total centers per year with full implementation at all centers by the end of year five.</p> |
| <p><b>Goal #2: Parent and Family Engagement</b><br/> <b>City of La Habra EHS Program will increase parent and family engagement across all program areas and activities to promote family resilience.</b></p> |   |
|   |   |
| <p><b>Objectives</b></p>  | <p><b>Measure</b></p>   |
| <p>Increase participation in City of La Habra EHS Program parent engagement programs:</p>   | <p><b>Measure 1:</b> UCLA by 5% each year (Health/Oral Health/Mental Health)</p>  |
|   | <p><b>Measure 2:</b> PNA by 5% each year (Nutrition)</p>  |
| <p>Develop, implement, and expand a Parent as Educators program (Education)</p>   | <p><b>Measure 3:</b> SAM by 5% each year (Health and Safety)</p> <p><b>Measure 1:</b> In years one and two, develop the Parent as Educators program.</p> <p><b>Measure 2:</b> In years three through five, implement the program and increase participation by at least 5% each year in years four and five.</p>                                      |
| <p>Increase quality of, and participation at,</p>   | <p><b>Measure 1:</b> In year one, conduct an analysis of current parent committee practices for the City of La Habra EHS Program.</p>   |
|   |   |

|  |   |  |
|--|---|--|
| <p>parent committee meetings.</p>  | <p><b>Measure 2:</b> In year two, develop a comprehensive format for implementing parent committee activities to include agency priorities and regulatory requirements, while considering the unique characteristics of each center;<br/> <b>Measure 3:</b> In years three through five, increase parent participation by at least 5% each year.</p>  |  |
| <p>Implement and expand an agency-wide research-based parenting education curriculum.</p>  | <p><b>Measure 1:</b> In year one, conduct an analysis of current parent education programs offered at each City of La Habra EHS Program centers, select one curriculum to be used agency-wide, and develop a comprehensive plan for implementation.<br/> <b>Measure 2:</b> Implement the selected curriculum agency-wide.<br/> <b>Measure 3:</b> In years three through five, increase parent participation by at least 10% each year.<br/> <b>Measure 4:</b> In years three through five, measure the impact of the program through parent survey.</p> |  |
| <p><b>Goal #3: Staff Development</b><br/>                 City of La Habra EHS Program will implement a comprehensive set of practices for recruitment, retention and development of responsive staff.</p> |   |  |
| <p><b>Objectives</b><br/>                 Improve personnel recruitment practices.</p>   | <p><b>Measure</b><br/>                 Measure 1: In year one, develop and implement a strategic recruitment and screening process.</p>   | <p><b>Progress Towards Goal</b><br/>                 Currently La Habra Early Head Start is fully staffed. Recent interviews were conducted, we have one eligible candidate on waitlist.</p> |

|  |  |  |
|--|--|--|
| <p>Implement a systematic approach to staff training and professional development.</p>   | <p><i>Measure 2: Increase the pool of eligible, well-qualified applicants by 5% each year.</i></p> <p><i>Measure 1: In year one, conduct an analysis of current practices across the agency; develop a system to be used agency-wide; and develop a comprehensive plan for implementation and tracking.</i></p> <p><i>Measure 2: In year two, begin implementation of the system agency-wide.</i></p> <p><i>Measure 3: In year three through five-increase effectiveness by at least 10% each year based on data reports and staff survey.</i></p> |  |
| <p>Establish an agency wide approach for management and leadership, and implement the approach 20% each year with full implementation by the end of year five.</p> | <p><i>Measure 1: In year one, conduct an analysis of current leadership practices across the agency; select a leadership approach to be used agency-wide; and develop a comprehensive plan for implementation.</i></p> <p><i>Measure 2: In year two, implement the selected leadership approach agency-wide.</i></p> <p><i>Measure 3: In years three through five, evaluate effectiveness of implementation based on leadership assessments</i></p>  |  |

Approved By: \_\_\_\_\_  
 Community Service Commission (Sub-Board): \_\_\_\_\_  
 Parent Committee: \_\_\_\_\_

