

MINUTES

COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, June 9, 2021

PRELIMINARY: These Minutes were approved on August 11, 2021 at the Commission meeting.

Chair Felix called the Regular Meeting of the Community Services Commission to order at 6:30 p.m.

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

OTHER OFFICIALS PRESENT: Kelly Fujio, Director of Community Services, Kimberly Albarian, Community Services Manager, Catherine Villanueva, Child Development Manager

INVOCATION: Chair Laveaga

PLEDGE OF ALLEGIANCE: Commissioner Rojas

I. PUBLIC COMMENTS:

II. CONSENT CALENDAR:

MOVED BY Commissioner Surich, seconded by Commissioner Laveaga and CARRIED 7-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF JUNE 9, 2021. Said motion CARRIED by the following roll call vote:

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

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 Kempker, seconded by Commissioner Surich, and CARRIED (7-0) 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, Rojas, Schmidt, Surich
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

B. COMMISSION SUB-COMMITTEE OVERVIEW AND PROPOSED NEW COMMITTEES

The Commission reviewed the proposed sub-committees for 2021-2022. They include:

- CDBG
- Child Development
- Parks
- Seniors & Social Services (Veteran's and Homeless)
- Special Events
- Youth
- Employment & Training
- Children's Museum
- Scholarships (Donate \$50 stipend for high school seniors)
- Historical Museum

Moved by Commissioner Gabby Garcia, seconded by Commissioner Laveaga, and CARRIED (7-0) TO APPROVE AND FORM AN AD-HOC COMMITTEE TO REVIEW GUIDELINES FOR A SCHOLARSHIP PROGRAM. Commissioners appointed to the committee are: Gabby Garcia, Marie Laveaga and Denise Schmidt.

Said motion CARRIED by the following roll call vote:

AYES: Commissioners Felix, Garcia, Kempker, Laveaga, Rojas, Schmidt, Surich
COMMUNITY SERVICES COMMISSION MINUTES 6/9/2021

NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

C. “MOVING OPEN HOUSE”

Director of Community Services Fujio gave an update on the “Moving Open House” scheduled for Wednesday, July 14th from 9 a.m. – 4 p.m. The Commission will visit City facilities including the 4 child care sites, children’s museum, Gary Center, Employment & Training, La Bonita Park, Depot Theatre and more.

I. ADMINISTRATIVE MATTERS:

- Director of Community Services Fujio and Community Services Manager gave an update on the following programs:
 - 4TH of July
 - Concerts in the Park
 - Movies in the Park
 - Vaccination Pod
 - Enrichment Program
 - Day Camp
 - Splash Pads
 - Skatepark
 - City budget approved for FY 2021-2022

II. COMMISSIONER COMMENTS

Commissioner Surich said her granddaughter visited Oeste Splash Pad and loved it.

Chair Felix invited the Commission to the La Habra Host Lion’s Pasta Fest on July 17th at the Community Center. There will be a car show, raffle items, Escape Room and entertainment. All proceeds benefit the City’s senior programs.

Commissioner Laveaga announced the Citrus Fair is being held on June 25, 26 & 27 at El Centro Lions Park. This will be the first big community event and everyone is looking forward to having some fun with family and friends.

III. ADJOURNMENT:

The meeting was adjourned at 7:20 p.m. to Wednesday, July 14, 2021, at 9:00 a.m. The “Moving Open House” tour will start at the La Habra Community Center.

Moved by Commissioner Rojas, seconded by Commissioner Garcia, and CARRIED (7-0) TO ADJOURN TO COMMISSION MEETING TO A SPEICAL MEETING ON WENDESDAY, JULY 14TH.

Said motion CARRIED by the following roll call vote:

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

Respectfully submitted,



Kimberly Albarian,
Recording Secretary

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

Laurie Swindell, CMC
City Clerk



City of La Habra
Community Services Department
Child Development Division

Mission Statement

The City of La Habra strives to enrich the quality of life in our Community.

Mision

La Ciudad de La Habra se esfuerza por mejorar la calidad de vida en nuestra comunidad.



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

For Consideration for meeting dated July 28, 2021

Program Information Summary (PIS) Report: May, 2021 (Attachment 1)

Section A: Agency Profile

Item	Previous Month Report	Current Month Report
Funded Enrollment	50	50
Number Enrolled (Cumulative)		
Number of Children	58	57
Number of Pregnant Moms	3	3
Number in the Waiting list	0	0
Enrollment by Eligibility		
Below 100% Poverty Line	39	35
Categorically Eligible	13	14
Over-Income	8	8

Section B: Staff and Qualifications

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

Section C: Child and Family Services

Item	Previous Month Report	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	60	59
Number of Children with an Ongoing Source of Continuous, Accessible Health Care (Medical Home)	52	51
Number of children up-to-date with well-baby checks	38	32

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:** Nutrition Services – Growing Healthy (Attachment 6)

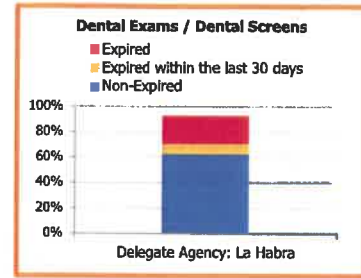
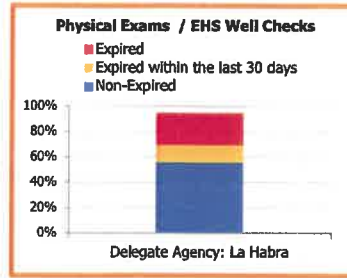
Action Items, For Approval:

- Monthly Report
- Ongoing Monitoring Corrective Action Plan (CAP) – Period I. (Attachment 7)

2020-2021 Program Information Summary
Delegate Agency: La Habra
May 2021

Physical Exams / EHS Well Checks

25.4%	15	Expired
13.6%	8	Expired within the last 30 days
55.9%	33	Non-Expired
94.9%	56	Total

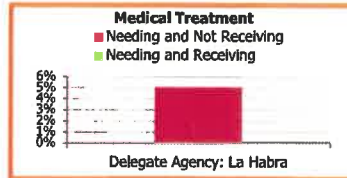


Dental Exams / Dental Screens

22.0%	13	Expired
8.5%	5	Expired within the last 30 days
62.7%	37	Non-Expired
93.2%	55	Total

Medical Treatment

		Needing and Receiving
5.1%	3	Needing and Not Receiving



Dental Treatment

		Needing and Receiving
		Needing and Not Receiving

Access to Health Care

96.6%	57	w/Health Insurance
86.4%	51	w/Medical Home
78.0%	46	w/Dental Home

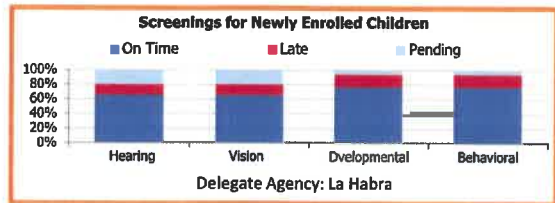


Immunizations

93.2%	55	Immunizations
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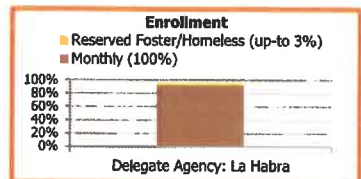
Screenings for Newly Enrolled Children

Hearing	Vision	Developmental	Behavioral	Total Screenings
20	20	17	17	74
65.0%	65.0%	76.5%	76.5%	On Time
15.0%	15.0%	17.6%	17.6%	Late
20.0%	20.0%	5.9%	5.9%	Pending



Children with Disabilities

28.0%	14	Open IEP/IFSP
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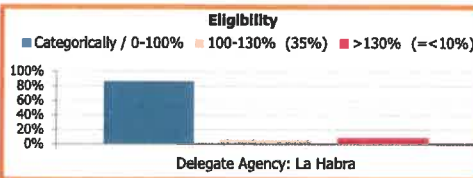


Enrollment

94.0%	47	Monthly (100%)
3.0%	5	Reserved Foster/Homeless (up to 3%)
	50	Funded Enrollment
	59	Cumulative Enrollment

Eligibility

86.4%	51	Categorically / 0-100%
5.1%	3	100-130% (35%)
8.5%	5	>130% (= <10%)



Attendance

		ADA
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Family Success Plans

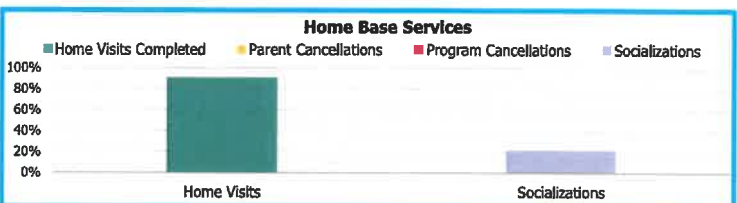
	49	Total number of families
104%	51	Introduced
79.6%	39	Completed
46.9%	23	Received at least one Family Service



Home Base Services

May Benchmark (HV = 4 / Soc = 2)

91%	172	Home Visits Completed
		Parent Cancellations
		Program Cancellations
22.3%	21	Socializations



Monthly Cost Report , FY 2020-21

May, 2021

Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	312,253.00	21,974.83	258,966.00	53,287.00
FRINGE BENEFITS	121,640.00	9,773.66	107,404.50	14,235.50
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	19,465.00	1,128.08	9,052.55	10,412.45
CONTRACTUAL	25,018.00	2,405.00	13,429.30	11,588.70
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	18,629.00	2,489.92	19,257.09	-628.09
INDIRECT COSTS	0.00	0.00	0.00	0.00
TOTAL	\$497,005.00	\$37,771.49	\$408,109.44	\$88,895.56

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	998.00	3,845.00	5,555.00
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	1,649.00	201.00
INDIRECT COSTS	0.00	0.00	0.00	0.00
Total	\$11,250.00	\$998.00	\$5,494.00	\$5,756.00

Non-Federal Share (In-Kind)

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
EHS Basic	124,252.00	15,513.30	113,060.41	11,191.59
EHS T&TA	2,813.00	0.00	0.00	2,813.00
Total	\$127,065.00	\$15,513.30	\$113,060.41	\$14,004.59
Reimbursement Request Total		\$38,769.49		

**City of La Habra
Child Development Division**

Credit Card Expenses

Month Reporting: May, 2021

Charge By	Date Charged	Item/ Purpose	Amount
Smart & Final (Non-Food Program)	5/11/2021	Food Coloring/Classroom Supplies	\$22.11
Smart & Final (Food Program Items)			
	Total:		\$22.11

Charge By	Date Charged	Item/ Purpose	Amount
Bank of the West Credit Card (M. Garcia)	4/24/2021	Young Specialties Tooth Brushes	\$402.68
	4/24/2021	Amazon/EHS Supplies	\$547.66
	4/26/2021	Oriental Trading/Transition Supplies	\$86.58
	5/23/2021	Partners for Healthy Babies/Curriculum	\$790.00
Bank of the West Credit Card (A. Morales)		<i>No charges for the Month</i>	
Bank of the West Credit Card (A. Marceau)	4/23/2021	<i>EveryChild California</i>	\$50.00
Bank of the West Credit Card (C. Villanueva)	4/29/2021	Target/Diapers and Baby Supplies	\$203.01
	5/25/2021	Oriental Trading/End of the Year Supplies	\$542.56
Total:		\$2,622.49	

**Child & Adult Care Food Program
Claim For Reimbursement Summary for May 2021**

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
May 2021	0	06/09/2021	06/09/2021		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
Breakfast			
Free	403	1.8900	761.67
Reduced	284	1.5900	451.56
Base	178	0.3200	56.96
Total	865		1,270.19
AM Snack			
Free	110	0.9600	105.60
Reduced	78	0.4800	37.44
Base	48	0.0800	3.84
Total	236		146.88
Lunch			
Free	409	3.5100	1,435.59
Reduced	289	3.1100	898.79
Base	180	0.3300	59.40
CIL	878	0.2450	215.11
Total	878		2,608.89
PM Snack			
Free	383	0.9600	367.68
Reduced	270	0.4800	129.60
Base	169	0.0800	13.52
Total	822		510.80

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
Breakfast			
Free	441	1.8900	833.49
Reduced	441	1.5900	701.19
Base	331	0.3200	105.92

	Total	1,213		1,640.60
Lunch				
Free		527	3.5100	1,849.77
Reduced		527	3.1100	1,638.97
Base		395	0.3300	130.35
CIL		1,449	0.2450	355.01
	Total	1,449		3,974.10
PM Snack				
Free		433	0.9600	415.68
Reduced		433	0.4800	207.84
Base		324	0.0800	25.92
	Total	1,190		649.44
Claim Reimbursement Total				10,800.90

State Reimbursements

Meal Description	Meals	State Rate	State Earnings
Total Breakfast	1,569	\$0.0000	\$0.00
Total Lunches	1,752	\$0.0000	\$0.00
Total			\$0.00

Agency Claim Reimbursement Totals	Meal Reimbursement	CIL Reimbursement	State Reimbursement	Totals
Current Claim Reimbursement Total	10,230.78	570.12	0.00	10,800.90
Previous Claim Reimbursement Total	0.00	0.00	0.00	0.00
Net Claim Reimbursement Total	10,230.78	570.12	0.00	10,800.90

Created By: LillianaN on: 6/9/2021 12:18:17 PM Modified By: LillianaN on: 6/9/2021 12:26:11 PM

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

FOOD REVENUE vs FOOD EXPENDITURES ANALYSIS

Month	School Age CCTR (38501)			State-Preschool CSPP (38502)			Total			Revenue Over/ (Under) Expenditure Net Amount
	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food Expense	Net Amount	4702 Food Revenue	7114 Food 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)	
Dec-20	\$ 5,425.49	\$ 4,089.43	\$ 1,336.06	\$ 3,369.33	\$ 3,532.18	\$ (162.85)	\$ 8,794.82	\$ 7,621.61	\$ 1,173.21	
Jan-21	\$ 5,446.82	\$ 6,009.24	\$ (562.42)	\$ 3,825.12	\$ 4,030.70	\$ (205.58)	\$ 9,271.94	\$ 10,039.94	\$ (768.00)	
Feb-21	\$ 5,849.30	\$ 4,727.62	\$ 1,121.68	\$ 3,997.36	\$ 3,249.99	\$ 747.37	\$ 9,846.66	\$ 7,977.61	\$ 1,869.05	
Mar-21	\$ 7,215.83	\$ 9,363.12	\$ (2,147.29)	\$ 4,920.80	\$ 5,223.83	\$ (303.03)	\$ 12,136.63	\$ 14,586.95	\$ (2,450.32)	
Apr-21	\$ 7,071.78	\$ 6,366.12	\$ 705.66	\$ 4,983.01	\$ 5,688.69	\$ (705.68)	\$ 12,054.79	\$ 12,054.81	\$ (0.02)	
May-21	\$ 6,264.14	\$ 5,920.69	\$ 343.45	\$ 4,536.76	\$ 4,733.57	\$ (196.81)	\$ 10,800.90	\$ 10,654.26	\$ 146.64	
Total	\$ 75,171.02	\$ 69,415.88	\$ 5,755.14	\$ 44,996.67	\$ 48,064.60	\$ (3,067.93)	\$ 120,167.69	\$ 117,480.48	\$ 2,687.21	
YTD Cook	\$ -	\$ 31,863.11	\$ (31,863.11)	\$ -	\$ 42,069.62	\$ (42,069.62)	\$ -	\$ 73,932.73	\$ (73,932.73)	
Adjusted Total	\$ 75,171.02	\$ 101,278.99	\$ (26,107.97)	\$ 44,996.67	\$ 90,134.22	\$ (45,137.55)	\$ 120,167.69	\$ 191,413.21	\$ (71,245.52)	

% of Food expense

92%

107%

98%



ONGOING MONITORING CORRECTIVE ACTION PLAN (CAP)—Period 1

CAP due on April 9, 2021 CAP received on _____
Corrections due on June 9, 2021

Date: March 11, 2021

Program Name: City of La Habra

ONGOING MONITORING RESULTS - Completed by Grantee Only		CORRECTIVE ACTION PLAN- To be Completed by Delegate			GRANTEE ONLY						
Regulation/ SAPPP	System of Service Area	Compliance Level	Compliance Measure (Description)	OCHS Assigned Due Date	Corrective Action Plan	Person(s) Responsible	Timeline for Completion (Date)	OCHS Corrective Action Approval (Date)	Validation Steps	Validation of Completion (Date)	OCHS Completion of Corrective Action Approval (Date)
45 CFR §1302.15(a) Delegate Agreement Section 12	ERSEA	Non-Compliance	Delegate has not ensured full enrollment based on the City of La Habra's EHS funded enrollment level.	CAP due 4/9/21, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/21, 90 calendar days from issued date	Corrective Action Plan FSA, Office Staff, Program Leads are recruiting families in the community by approaching them in the community and dropping flyers in various locations within the City. Home educators are recruiting families while dropping of packets for families already enrolled. Posts have been placed in Facebook, Instagram, and social media. Flyers were shared with community partners who posted the information on their website/e-mail blasts. Recruitment is in place with Friskers & La Habra Youth Center. Recruitment in place with Familias Unidas de La Habra. Called former parents to inform neighbors in the community A recruitment log sent to the grantee every two weeks indicating where recruitment is being conducted. Contacted former parents to pass on info to neighbors regarding enrollment in EHS Home educators are recruiting in the community while dropping of packets to families enrolled in EHS	Catherine Villanueva Michelle Garcia	6/09/2021		Recruitment at various locations Attended Food OLG Food Drive Thursdays 2:00 - 5:00 pm and 12:00 - 2:00 pm in the month of May. Recruitment Movies in the Park During the Month of May, June, July, August 5/13/21 5/20/21 5/27/21 5/29/21 6/6/21 6/18/21 6/15/21		
45 CFR §1302.101(b)(4)			Delegate did not implement a recordkeeping system to effectively	CAP due 4/9/21, 30 calendar	A meeting was conducted with staff who complete the data entry in ChildPlus	Michelle Garcia	6/09/2021		Meeting is scheduled for next week		

45 CFR §1302.12 §1302.14 §1302.15 Delegate Agreement Sections 12, 14 and 15	ERSEA Recordkeeping	Non-Compliance	ensure the accuracy, completeness, and consistency of ERSEA enrollment forms/ChildPlus data not fully/accurately completed.	days from issued date; Correction of Non-Compliance due 6/9/21, 90 calendar days from issued date	EHS Coordinator reviewed all files to ensure information was consistent in the file and ChildPlus. EHS Coordinator and/or Child Development Manager will review information on ChildPlus and on file for accuracy.	Catherine Vitianaueva	6/9/2021	7/12/21 to review ERSEA input child plus and accuracy in transferring information from Application; Eligibility Packet to Child Plus Meeting will be attending EHS Coordinator, Clerk and FSA.	Ongoing
45 CFR §1302.101(b)(4) 45 CFR §1302.101(b)(2) (iii) 45 CFR §1302.22(c)(ii) Delegate Agreement Sections 14 and 15	Education Recordkeeping	Non-Compliance	Delegate did not implement a recordkeeping system to effectively ensure the accuracy, completeness, and consistency of education documentation, primarily due to lack of documentation indicating if translation was provided (Individual Development Form, Parent-Teacher Conference Form), and socializations not being accurately documented in ChildPlus.	CAP due 4/9/21, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/21, 90 calendar days from issued date	Meeting was provided with EHS Coordinator & Home Educators regarding inconsistencies with Child Plus, lesson plans, tracking sheets and sign in sheets. Prior to turning in sign in sheets: Home educators will review tracking sheets, sign in sheets, tracking sheets and lesson plans to make sure dates are consistent. EHS Coordinator will review sign in sheets with Child Plus for accuracy. EHS Coordinator will review SAPP's to make sure SAPPs are properly followed.	EHS Coordinator EHS Home Educators	6/9/2021	Continue reviewing Sign in sheets and verifying with Child Plus home visit dates Continuing reviewing SAPP's	Ongoing
45 CFR §1302.101(b)(4) 45 CFR §1302.42(b) Delegate Agreement Sections 14 and 15	Health Recordkeeping	Non-Compliance	Delegate did not ensure consistent and accurate recordkeeping of Health data per agency procedures, including Health History forms not scanned/attached in ChildPlus and ChildPlus Health events missing/incomplete. Overall, Health recordkeeping not consistent with grantee SAPPs.	CAP due 4/9/21, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/21, 90 calendar days from issued date	FSA and Nurse Consultant are working closely and reviewing and completing follow ups in a timely manner. All Health History's have been uploaded into Child Plus. Well Baby Checks and Dentals have been uploaded into Child Plus. EHS Coordinator will set up a tracking system to make sure follow ups are being completed.	FSA Nurse Consultant EHS Coordinator	6/09/2021	Continuing uploading health history's in Child Plus. Nursing Students have been interning with EHS as of June. Cal State Fullerton & Mount Saint Mary's University Continuing reviewing health files	Ongoing 6/4/21
45 CFR §1302.42(b)-(d) Delegate Agreement Section 15	Health Follow-Up	Non-Compliance	Delegate did not ensure timely and/or intentional health follow-up with families, primarily due to insufficient follow-up on Well Checks, both new and expiring; and missing components of Well Checks. Overall, Health follow-up documentation not consistent with grantee SAPPs.	CAP due 4/9/21, 30 calendar days from issued date; Correction of Non-Compliance due 6/9/21, 90 calendar days from issued date	FSA and Nurse Consultant are working closely and reviewing and completing follow ups in a timely manner. EHS Coordinator will set up a tracking system to make sure follow ups are being completed.	FSA Nurse Consultant EHS Coordinator	6/09/2021	FSA and clerk continue to follow up on health.	7/8/21

