

## MINUTES

### COMMUNITY SERVICES COMMISSION OF THE CITY OF LA HABRA

Wednesday, October 13, 2021

**PRELIMINARY:** These Minutes were approved on January 12, 2022 at the Commission meeting.

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

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

**OTHER OFFICIALS PRESENT:** Kelly Fujio, Director of Community Services, Kimberly Albarian, Community Services Manager, Liz Watters, Executive Director of Child Development

**INVOCATION:** Commissioner Laveaga

**PLEDGE OF ALLEGIANCE:** Commissioner Kempker

#### I. PUBLIC COMMENTS:

#### II. CONSENT CALENDAR:

MOVED BY Commissioner Schmidt, seconded by Commissioner Garcia and CARRIED 7-0, TO APPROVE THE COMMUNITY SERVICES COMMISSION MINUTES OF SEPTEMBER 8, 2021. Said motion CARRIED by the following roll call vote:

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

### **III. CONSIDERATION ITEMS**

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

Discussion, review, and approval of the Child Development Monthly Reports. A report was given by Liz Watters, Executive Director of Child Development. She will make some changes to the monthly report to better reflect an update on the entire Child Development Division.

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 Surich, seconded by Commissioner Kempker, 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 Garcia, Felix, Kempker, Laveaga, Rojas, Schmidt, Surich  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

Moved by Commissioner Laveaga, seconded by Commissioner Garcia, and CARRIED (7-0) TO APPROVE THE EARLY HEAD START CORRECTIVE ACTION PLAN.

Said motion CARRIED by the following roll call vote:

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

#### **B. COMMUNITY SERVICES SUB-COMMITTEE UPDATES**

The Commission provided sub-committee updates.

Child Development – Commission participated in Love La Habra and completed a project at the Whittier preschool site. A list of additional projects will be provided to the commission.

Youth Committee – Invite youth to participate in Holiday Wishes program.

Parks & Museums – A meeting has been scheduled with David Deleon for 10/20/2021 at Corner Bakery. Commissioner Rojas gave an update on Route to Parks State Grant that

was submitted in August. Grant awards will be announced on October pending for a new outdoor hiking and camping program for at risk youth.

### **C. REVIEW THE SPECIAL EVENTS CALENDAR FOR 2021 – 2022**

The Commission reviewed the updated special events calendar. Receive and file.

#### **COMMENTS FROM STAFF:**

Community Services Director Fujio gave an update on Veterans Day event on Thursday, November 11 at Portola Park from 10:30 a.m. – 12:30 p.m. The La Host Lions will provide breakfast.

There will be a Halloween at City Hall on Thursday, October 28<sup>th</sup> from 10 a.m. – 4 p.m. Departments will participate in a costume contest, decorating booth contest and will pass out candy to children in our Child Development Program.

Community Services Manager Albarian gave an update on the Holiday Wishes program. The gift distribution event will be held at the Children's Museum on Wednesday, December 8<sup>th</sup> from Noon – 8 p.m. Families will have a hands-on experience at the museum, receive food and health and wellness items from Scott Miller's program and will also receive gifts. We will need toy donations, financial donations and volunteers to make this a successful event. Thank you for your past participation!

#### **COMMISSIONER COMMENTS**

Commissioner Laveaga invited commissioners to the State of the City lunch on Wednesday, November 3 at the Community Center from 11 a.m. – 1:30 p.m. Mayor Espinoza will give an update on the City.

Commissioner Surich invited commissioners to the Veterans Day event and to purchase a raffle ticket for \$5 for an opportunity to win a hand-crafted boat. Proceeds will benefit the Community Resource Care Center.

Commissioner Felix gave a brief update on the Corn Festival and Parade that was held on October 8, 9 and 10.

#### **I. ADJOURNMENT:**

The meeting was adjourned at 7:05 p.m. to Wednesday, November 10, 2021, at 6:30 p.m. in the City Council Chamber, 100 East La Habra Boulevard.

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  
**Policy Committee Meeting**

November 10, 2021

4:00 pm

Virtual Meeting







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  
 2021-22 FISCAL SCHOOL YEAR

For Consideration for meeting dated November 10, 2021

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

Section A: A en Profile

Item	Previous Month Report	Current Month Report
Funded Enrollment	50	50
Number Enrolled Cumulative		
Number of Children	58	39
Number of Pregnant Moms	2	1
Number in the Waitin list		
Enrollment b Eligibili		
Below 100% Pove Line	36	23
Cate oricall Eli ible	14	11
Over-Income	8	5

Section B: Staff and ualifications

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff b Position	5	4
With a BA De ree	3	2
With an AA De ree	1	1
Without a Degree, enrolled with a Waiver	1	1

Section C: Child and Famil Services

Item	Previous Month Report	Current Month Report
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Number of Children/ Pregnant Women with Health Insurance	60	40
Number of Children with an Ongoing Source of Continuous, Accessible Health Care Medical Home	53	37
Number of children up-to-date with well-bab checks	38	24

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Number of children with expired wellbab checks	19	12
Number of children with expired wellbab checks 30 da sor less	4	7
Number of children who are up-to-date with Immunizations	39	22
Number of children with continuous accessible dental care Dental Home	48	28
Number of children who are up-to-date with oral health care	44	28
Number of children with expired oral health care	15	9
Number of children with an IFSP	18	14

#### Famil Partnershi A reemene

Item	Previous Month Re ort	Current Month Re ort
Total Number of FPA's introduced	60	32
Total Number of FPA's completed	45	
Total Number of FPA's with an established oal	45	
Home based services (Month) Visits Com leted	187	149
Home based services (year to date) Visits Com leted	2009	149
Number of Socializations (Month)	33	10

Number of Socializations (year to date)	220	10
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#### Monitoring Report:

- Introduced Family Success Plan in July. ➤  
Completed ASQ-3 and ASQ-SE in July.

#### Financial Reports:

- Attached is the Cost Report for July 2021; the amount requested is \$30,877.95  
(Attachment 2)

0 Total In-kind to-date is \$1,350.00 (of \$127,064.00)

- Attached is the Credit Card Reports for July 2021. (Attachment 3)

#### CACFP **Reports**

- The total reimbursement for the month of July 2021 is \$ 12,894.91 (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:

#### Action Items, For Approval:

- Monthly Report —July 2021





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Delegate La Habra  
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Monthly Cost Report , FY 2020-  
21 July, 2021

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Early Head Start Basic  
Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	322,767.00	19,720.23	19,720.23	303,046.77
FRINGE BENEFITS	131,853.00	9,808.72	9,808.72	122,044.28
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	6,788.00	0.00	0.00	6,788.00
CONTRACTUAL	10,109.00	0.00	0.00	10,109.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	25,488.00	1,349.00	1,349.00	24,139.00
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$497,005.00</b>	<b>\$30,877.95</b>	<b>\$30,877.95</b>	<b>\$466,127.05</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
Total	\$11,250.00	\$0.00	\$0.00	\$11,250.00

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

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
El-IS Basic	124,251.00	1,350.00	1,350.00	122,901.00
EHS T&TA	2,813.00	0.00	0.00	2,813.00
Total	\$127,064.00	\$1,350.00	\$1,350.00	\$125,714.00
Reimbursement Request Total		<u>\$30,877.95</u>		

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**CITY OF LA HABRA  
EARLY HEAD START PROGRAM  
MONTHLY REPORT  
2021-22 FISCAL SCHOOL YEAR**

For Consideration for meeting dated November 10, 2021

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

**Section A: A enc Profile**

Item	Previous Month Report	Current Month Report
Funded Enrollment	50	50
Number Enrolled Cumulative		
Number of Children	39	40
Number of Pre nant Moms	1	1
Number in the Waitin list		
Enrollment b Eli ibili		
Below 100% Pove Line	23	23
Cate oricall Eli ibile	11	12
Over-Income	5	5

**Section B: Staff and ualifications**

Item	Supervisor	Home Base Educator
Total Number of Child Development Staff b Position	4	4
With a BA De ree	2	2
With an AA De ree	1	1
Without a Degree, enrolled with a Waiver	1	1

**Section C: Child and Famil Services**

Item	Previous Month Report	Current Month Report
Number of Children/ Pregnant Women with Health Insurance	40	41
Number of Children with an Ongoing Source of Continuous, Accessible Health Care Medical Home	37	40
Number of children up-to-date with well-bab checks	24	31
Number of children with expired wellbab checks	12	6
Number of children with expired wellbab checks 30 days or less	7	4
Number of children who are up-to-date with Immunizations	22	23
Number of children with continuous accessible dental care Dental Home	28	30
Number of children who are up-to-date with oral health care	28	39
Number of children with expired oral health care	9	2
Number of children with an IFSP	14	13

#### Family Partnershi A reements

Item	Previous Month Report	Current Month Report
Total Number of FPA's introduced	32	35
Total Number of FPA's completed		
Total Number of FPA's with an established goal		
Home based services (Month) Visits Completed	149	157

Home based services (year to date) Visits Completed	149	306
Number of Socializations (Month)	10	6
Number of Socializations (year to date)	10	16

**Monitoring Report:**

- UCI Eye Mobile Vision Screenings August 27, 2021.
- Individualized Development Plans Completed in August

**Financial Reports:**

- Attached is the Cost Report for July 2021; the amount requested is \$29,329.43 (Attachment 2)  
0 Total In-kind to-date is \$2,700.00 (of \$127,064.00)
- Attached is the Credit Card Reports for August 2021. (Attachment 3)

**CACFP Reports:**

> The total reimbursement for the month of August 2021 is \$ 10,938.57  
(Attachment 4).

Note: EHS does not have a C4CFP program because it is a home-based program option.

- > Attached is the Food Revenue and Expenditures analysis. **(Attachment 5)**

**Information Shared:**

**Action Items, For Approval:**

- Monthly Report — August 2021



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Delegate La Habra  
EHS Home Base

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Monthly Cost Report , FY 2020-21  
 August, 2021

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Early Head Start Basic Budget

Major Cost Category	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
PERSONNEL	322,767.00	17,795.82	37,516.05	285,250.95
FRINGE BENEFITS	131,853.00	8,902.62	18,711.34	113,141.66
TRAVEL	0.00	0.00	0.00	0.00
EQUIPMENT *	0.00	0.00	0.00	0.00
SUPPLIES	6,788.00	164.35	164.35	6,623.65
CONTRACTUAL	10,109.00	0.00	0.00	10,109.00
CONSTRUCTION	0.00	0.00	0.00	0.00
OTHER COSTS	25,488.00	1,941.64	3,290.64	22,197.36
INDIRECT COSTS	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$497,005.00</b>	<b>\$28,804.43</b>	<b>\$59,682.38</b>	<b>\$437,322.62</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	525.00	525.00	1,325.00
INDIRECT COSTS	0.00	0.00	0.00	0.00

Total	\$11,250.00	\$525.00	\$525.00	\$10,725.00
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**Non-Federal Share (In-Kind)**

	Approved Budget Amount	Cost This Period Amount	Cost to Date Amount Total	Budget Amount Remaining
El-IS Basic	124,251.00	1,350.00	2,700.00	121,551.00
EHS T&TA	2,813.00	0.00	0.00	2,813.00
Total	\$127,064.00	\$1,350.00	\$2,700.00	\$124,364.00
Reimbursement Request Total		<u>\$29,329.43</u>		

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MINUTES

COMMUNITY SERVICES COMMISSION OF THE  
CITY OF LA HABRA

Wednesday, August 11, 2021

PRELIMINARY: These Minutes to be considered for approval on August 11, 2021.

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 Garcia

NEW COMMISSIONER: Welcome Richard 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 Schmidt, seconded by Commissioner Kempker, 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. REVIEW COMMISSION SUB-COMMITTEES FOR 2021-2022

The Community Services Commission reviewed the following sub-committees:

1. Community Development Block Grant
2. Child Development
3. Special Events
4. Youth Committee
5. Parks
6. Senior & Social Services (Veterans & Homeless)
7. Youth Scholarships (Staff will research and review with the City Attorney's office)

Committee appointments will take place at the April 14<sup>th</sup> meeting.

#### I. ADMINISTRATIVE MATTERS:

- Director of Community Services Fujio gave an update on the following:

- Food Distribution Program
  - 5K Virtual Run — Complete by April 3 and turn in time to receive race medal and t-shirt
  - Egg Hunt — April 3 (Drive Thru at the Community Center and in person with Covid safety measures in place at La Bonita Park) Both events require advanced reservations.
  - Volunteer Recognition — Most likely mix of virtual and in person, similar to Veteran's Day
  - Splash Pads are almost ready to open to the public. Finalizing signage and Covid protocols. The splash pads have been tested. Sites will initially be staffed during the first few months. We need the community to help regulate the site to ensure it's a friendly, fun and safe environment. Reservations will likely be required until we are out of the Red tier.
  - Continue to offer programs in child development, employment & training, museum and distance learning pod.
  - Partnership with the La Habra City School District to offer extra curriculum summer enrichment classes at all nine school sites. There is big learning gap that needs to be closed to help students that have lost learning over the past year.
  - The County is in the Orange Tier which means Youth Sports (skills & training only with a mask) and some special events can now be safely offered. We may even host a small 4<sup>th</sup> of July event as well as concerts. All safety protocols must be followed at all times.
  - The RFP for the Depot Theater closed on March 1. The City received five responses and will be interviewing the candidates on March 25. The selected operator recommendation will go to the commission in April for review and approval before the City Council meeting in late April/early May.
  - Budget preparations are starting for the FY 2020 — 2021 year. Adoption will take place at the June city council meeting.
- Director of Community Services Fujio let the Commission know that we can meet in the City Council Chambers for the April meeting. Social distancing measures will be in place and masks need to be worn.
  - Community Services Manager Albarian informed the Commission that two Vaccination Pods will be hosted at the Community Center on March 12 (St. Jude) on March 20 (County of Orange, Supervisor Chaffee's Office). These are second dose pods. A waiting list is available and residents can all the Community Center to get on it.

## II.COMMISSIONER COMMENTS

Commissioner Kempker is excited that the City is starting to open up and thanked staff.

Commissioner Felix also echoed the same sentiments. The Lions Club will be hosting an Easter breakfast drive thru at the Boys and Girls Club on Saturday, March 27. It is \$5.00 a breakfast and there is a raffle for \$300. They will also host the Pasta Fest in July and proceeds will benefit the senior programs.

Director Fujio gave an update on a second Lions Club lease for use at Veterans Memorial Hall for their weekly meetings. In lieu of a rental fee, the organizing will give back through volunteer hours such as being docents at the Historical Society, maintaining El Centro Lions Park, working special events, etc.

Commissioner Felix gave an update on the annual Youth Speech Contest "Online Distance Learning" was the topic this year.

Commissioner Surich invited Commissioners to attend a birthday parade for a La Habra resident that is turning 100 on March 13<sup>th</sup>. The event will take place from 12 — 2 p.m.

Commissioner Garcia and Commissioner Schmidt are happy to be getting back to some normalcy as the City starts to reopen again.

Commissioner Rojas is excited to be on the Commission and read the minutes in preparation for his new role. Happy birthday to Jerry Kempker!

### III. ADJOURNMENT:

Chair Laveaga adjourned the Commission at 7:50 p.m. to Wednesday, April 14, 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