MEMORANDUM

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EDSS
Agenda Item No. 6(B)

TO: Honorable Chairwoman Rebeca Sosa and Members, Economic Development and Social Services Committee

DATE: July 13, 2011

FROM: Christopher Agrippa
Transitional Division Chief
Clerk of the Board Division

SUBJECT: Approval of Commission Committee Minutes

The Clerk of the Board's office is submitting the following Clerk's Summary of Minutes for approval by the Economic Development and Social Services Committee:

January 19, 2011

CA/msy
attachment

MIAMI-DADE COUNTY
Clerk's Summary of Minutes
Economic Development and Social Services Committee (EDSC)
Head Start / Early Head Start Workshop

Board of County Commissioners
Stephen P. Clark Center
Commission Chambers
111 N.W. First Street
Miami, Florida 33128

January 19, 2011

As Advertised

Harvey Ruvin, Clerk
Board of County Commissioners

Christopher Agrippa, Transitional Division Chief
Clerk of the Board Division

Mary Smith-York, Commission Reporter
(305) 375-1598

CLERK'S SUMMARY AND OFFICIAL MINUTES
ECONOMIC DEVELOPMENT AND SOCIAL SERVICES COMMITTEE
HEAD START/EARLY HEAD START TRAINING WORKSHOP
JANUARY 19, 2011

The Economic Development and Social Services Committee convened a workshop to conduct Head Start/Early Head Start training on January 19, 2011, at 11:00 a.m., there being present Chairwoman Rebeca Sosa and Commissioner Dennis Moss.

ROLL CALL:
The following staff members were present: Howard Piper, Special Assistant to the County Manager; Assistant County Attorney Cynthia Johnson-Stacks; Community Action Agency Executive Director Julie Edwards; and Deputy Clerk Mary Smith-York.

INVOCATION:
Chairwoman Sosa welcomed everyone and expressed her appreciation for their attendance at today's Head Start/Early Head Start Training Workshop, held in accordance with the United States Department of Health and Human Services (HHS) guidelines. She introduced Dr. Mabel Jones, and noted Dr. Jones would conduct today's training. Chairwoman Sosa acknowledged and thanked the Director and staff of the Community Action Agency, and representatives from the County Attorney's Office, Clerk of Courts, County Executive Offices, and other County departments present today. She presented a brief historical background of the County's Head Start/Early Head Start Program, recognizing the late Robert Sargent "Sargent Shriver" Shriver (1915-2011) as the one with the vision, who led a relentless pursuit to assist children at risk.

Chairwoman Sosa asked everyone to pray for Sargent Shriver's memory and to celebrate his life. She asked that everyone join her in a moment of silence followed by the Pledge of Allegiance.

PRESENTATION:
Dr. Mabel Jones, Head Start/Early Head Start, appeared and expressed her appreciation to Chairwoman Sosa and Committee members for the opportunity to conduct this workshop. She distributed a handout to Committee members, along with a manual that would be referenced during the workshop. Dr. Jones explained the federal regulation that required HHS representatives to train any entity in order for that entity to receive federal funding. She outlined the Miami-Dade County Commission's specific roles based on the Head Start Performance Standards and the 2007 Head Start Act. Dr. Jones highlighted several points on the roles and responsibilities of the Board of County Commissioners (BCC), including composition, conflict of interest, and the exemption of any position held as a result of public election or political appointment that carried with it concurrent appointment to serve as a member.

Dr. Jones went on to explain the County Commission's specific roles and provided a brief overview of the changes to the program reflected in the Head Start Act, enacted in 2007, under President Bush's administration. She noted that the County would be subject to a federal review every three (3) years, and based on findings from those reviews, appropriate revisions would be made. Dr. Jones advised that the Board of County Commissioners' responsibilities increased from two (2) to 11, in direct response to findings from federal reviews conducted since 1996.

She noted those 11 responsibilities included providing legal and fiscal oversight of a budget of $55 million based on cost per child at 6,400 children; adopting practices consistent with the responsibilities that were independent of Head Start's; ensuring compliance with all federal laws and guidelines; performing all required activities as listed on page 8; making the final decision on delegate agencies permission to house children; establishing procedures and guidelines for the collection of information; reviewing and approving of all major policies pertaining to the annual assessments and development of an action plan to correct deficiencies; approving the operating budget; ensuring findings from all audits were provided; monitoring of the agencies' actions to correct deficiencies or audit findings; reviewing results from the previous three years' monitoring reviews; approving personnel policies and procedures for delegate agencies; establishing, adopting, and periodically updating written standards of conduct; and overseeing key responsibilities related to the Head Start Program's governance department.

Dr. Jones advised that the Policy Council had its own conflict of interest policy in place. She pointed out that the Policy Council's rules and responsibilities provided that the Policy Council shall approve issues; however, it must submit all approvals to the Board of County Commission. Dr. Jones advised that the delegate agencies served in the same capacity as the Policy Council.

Additionally, she noted Policy Committee members also served on or were represented at the Policy Council. Dr. Jones advised that the BCC was required to have impasse procedures in place, and that the U.S. HHS Secretary was required to develop policies and procedures. Dr. Jones emphasized the importance of the Board of Directors, Policy Council, and Board of County Commissioners sharing accurate information, including financial statements, monthly program information summaries, enrollment reports, monthly meals reports, financial audits, annual self-assessments, community-wide strategic planning and needs assessment of Head Start, and all communications from the HHS. Dr. Jones reviewed the Training and Technical Assistance category, and noted a program account was designated in the budget for training of staff, parents, and boards, and noted training was mandatory.

Having concluded her presentation, Dr. Jones invited questions from Committee members.

In response to Commissioner Moss' question regarding the conflict of interest policy as related to the BCC, Dr. Jones noted the BCC was exempt from that policy. Regarding Commissioner Moss' question of how often training was conducted countrywide; she explained that performance standards required training to be done annually. Dr. Jones pointed out that the County Commission needed to be trained on the overall Head Start Program, including performance standards and should become familiar with the Head Start Act. She agreed to provide the Director of Community Action Agency (CAA) with a copy of the Head Start Performance Standards and provided a summary of the Code of Federal Regulations, highlighting Codes 1301 (Grants and Administration); 1302 (Funding Policies); 1303 (Appeal Procedures); 1304 (Operations and Compliance); 1305 (Community Assessment); and 1306 (Staffing Patterns).

In response to Commissioner Moss' question of whether funding was increased to provide higher salaries for Head Start teachers who must now have college degrees, Dr. Jones advised that the County should request funding in the budget to pay for staff to obtain degrees. She explained

that a staff member for whom the Head Start Program funds a degree, must sign a contract stating he/she would not leave the Program, for a three-year term, after receiving the degree. She continued, if that person should leave the Program within the three-year term, he/she would be required to repay the prorated cost remaining.

Dr. Jones, in response to Commissioner Moss' inquiry about major deficiencies, noted the list of deficiencies included mismanagement of funding and enrollment shortfalls. She reiterated the requirement that parents be included in all areas of providing comprehensive services to children, including service, health & nutrition, education, and mental health.

Chairwoman Sosa asked Mr. Howard Piper, Special Assistant to the County Manager, to create and provide, to this Committee, a monthly status report on the County's compliance with following the governance administration and guidelines.

In response to Chairwoman Sosa's inquiry on independent auditors for the County's Head Start Program, Ms. Julie Edwards, Community Action Agency Director, stated the Head Start Program was included in the County's single audit.

Chairwoman Sosa asked Mr. Piper to provide her with a history of Head Start audit findings for the past five years, to include corrective actions for each finding and the current status of the correction.

Upon hearing that the Community Needs Assessments were currently conducted by CAA staff, parents, and community representatives, Chairwoman Sosa indicated her plans to work with the County Attorney's Office to draft legislation providing that the County Commission should perform that function annually. She asked that Mr. Piper provide this Committee with a copy of the Head Start Policies currently in place; a complete Table of Organization reflecting the names of the individuals in each position in the Head Start Program; and the names of each governing body, and its members, involved in the process for the Head Start Program. Chairwoman Sosa also asked that Mr. Piper include in this report a listing identifying every facility, Countywide, that conducted any aspect of the County-operated Head Start Program and a report of the percentage of Head Start teachers with degrees.

Mr. Piper clarified that, a few years ago, the BCC delegated a portion of its Head Start responsibilities to the CAA Board, and pointed out that all the required reports were provided to that Board on a monthly basis. He noted staff would provide copies of those reports to the BCC.

Chairwoman Sosa asked Mr. Piper to ensure that the County Attorney's Office provided the history of protocol for those delegated responsibilities.

Dr. Jones clarified that, in accordance with the Head Start Program's Rules and Responsibilities, the BCC could appoint a subcommittee, i.e. the CAA Board, to oversee policy and operations. She recommended the BCC consider having a Head Start Program retreat-type training to fully understand the full dynamics of the Program.

Chairwoman Sosa noted the Committee would move forward with its review of responsibilities and would consider whatever changes were appropriate. She noted for the record that a memorandum of absence, from today's meeting, was received from Commissioner Barreiro.

Commissioner Moss requested Mr. Piper to ensure that a copy of the documentation and presentation from today's workshop was accessible via the County's Website.

ADJOURNMENT:
There being no further business to come before the Economic Development and Social Services Committee, the workshop adjourned at 11:47 a.m.