

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

WORKSHOP SUMMARY

Meeting Date: January 26, 2010

Submitted By: Community Services

I. EXECUTIVE BRIEF

Title: BCC Roles & Responsibilities as the Governing Board for the Head Start/Early Head Start Programs.

Summary: The Board of County Commissioners, as the governing board of Head Start/Early Head Start Programs, is required by Federal Head Start Program Performance Standards to be trained to carry out their governance responsibilities effectively. The training will be provided by Mabel Jones of the Jones Connection. (Head Start) Countywide (TKF)

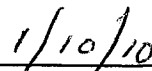
Background and Policy Issues: Federal Head Start Program Performance Standards included in CFR 1304.52(k)(4) mandate that federal grantees provide training or orientation to Head Start/Early Head Start governing bodies. The training will address compliance with federal performance standards and program regulations.

Attachments:
PowerPoint Presentation

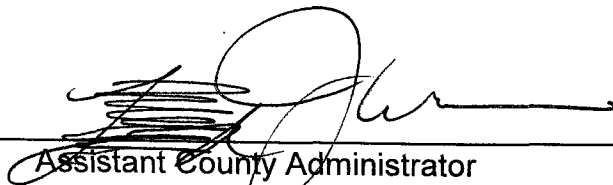
Recommended by:




Department Director


Date

Approved by:



Assistant County Administrator


Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>n/a</u>	_____	_____	_____	_____
External Revenue	<u>n/a</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>n/a</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes ___ No ___
 Budget Account No.: _____ Dept. _____ Unit _____ Object _____
 Program Code _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

There is no fiscal impact associated with this item.

C. Departmental Fiscal Review.

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

<p><u>Michael Sch</u> 11/17/10 OFMB VA 11/4/2010 PM 1-13-10</p>	<p><u>June S. Jacoby</u> 11/17/10 Contract Dev. and Control</p>
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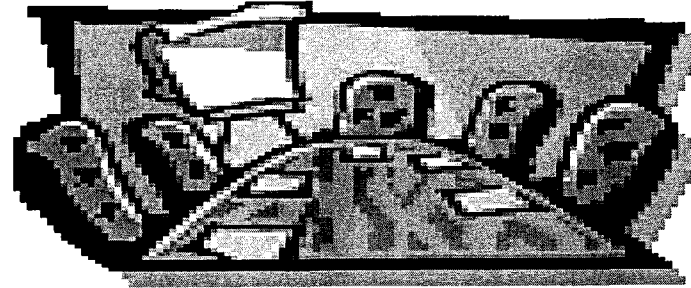
B. Legal Sufficiency:

J. M. [Signature] 11/15/10
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.



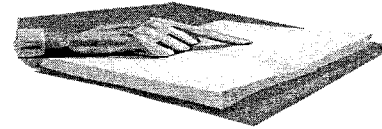
PROGRAM GOVERNANCE TRAINING

**PALM BEACH BOARD OF COUNTY
COMMISSIONERS**

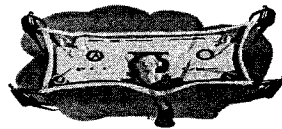
January 26, 2010

2:00-3:00

HEAD START PERFORMANCE STANDARDS



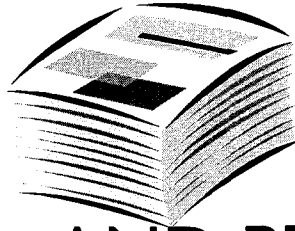
CODE OF FEDERAL REGULATIONS



CFR PART-1301 – HEAD START GRANTS ADMINISTRATION

- Subpart A – General & Definitions
- Subpart B – General Requirements
- Subpart C – Federal Financial Assistance
- Subpart D – Personnel and General Administration
- Appendix A to 1301.31 Identification and Reporting Child Abuse & Neglect

HEAD START PERFORMANCE STANDARDS

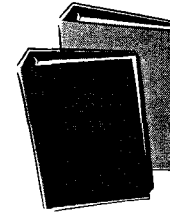


CFR-PART 1302 – POLICIES AND PROCEDURES FOR SELECTION, INITIAL FUNDING, AND REFUNDING OR HEAD START GRANTEES, AND FOR SELECTION OF **REPLACEMENT GRANTEES**

- Subpart A – General & Definitions
- Subpart B – Bases for Selection of Grantees
- Subpart C – Change in Grantee Requiring Amendment of Approved Application or Replacement of Head Start Program

HEAD START PERFORMANCE STANDARDS

CFR-PART 1303- APPEAL PROCEDURES FOR HEAD START GRANTEES AND CURRENT OR PROSPECTIVE DELEGATE AGENCIES



- Subpart A – General & Definitions
- Subpart B – Appeals by Grantees
- Subpart C – Appeals by Current or Prospective Delegate Agencies
- OMB Control Number

HEAD START PERFORMANCE STANDARDS

CFR-PART 1304 –PROGRAM PERFORMANCE STANDARDS FOR *OPERATION* OF HEAD START PROGRAMS BY GRANTEES AND DELEGATE AGENCIES

- Subpart A – General & Definitions
- Subpart B – 304.20-Early Childhood Development & Health Services
 - 1304.20 - Child Health Services
 - 1304.21 - Education & Early Childhood Development
 - 1304.22 - Child Health & Safety
 - 1304.23 - Child Nutrition
 - 1304.24 - Child Mental Health



HEAD START PERFORMANCE STANDARDS

- **CFR-PART 1304 –PROGRAM PERFORMANCE STANDARDS FOR OPERATION OF HEAD START PROGRAMS BY GRANTEES AND DELEGATE AGENCIES**
- Subpart C – 1304.40 Family & Community Partnerships
 - 1304.40 - Family Partnerships
 - 1304.41 - Community Partnerships



HEAD START PERFORMANCE STANDARDS

CFR-PART 1304 – PROGRAM PERFORMANCE STANDARDS FOR OPERATION OF HEAD START PROGRAMS BY GRANTEES AND DELEGATE AGENCIES

- Subpart D – 1304.50 Program Governance
 - 1304.51 – Management Systems and Procedures
 - 1304.52 – Human Resources Management
 - 1304.53 - Facilities, Materials, and Equipment



HEAD START PERFORMANCE STANDARDS

- **CFR-PART 1305 – ELIGIBILITY, RECRUITMENT, SELECTION, ENROLLMENT AND ATTENDANCE IN HEAD START (ERSEA)**

- 1305.1 - Purpose and scope
- 1305.2 – Definitions
- 1305.3 – Determining community strengths and needs.
- 1305.4 – Age of children and family income eligibility
- 1305.5 – Recruitment of children
- 1305.6 - Selection process
- 1305.7 – Enrollment and re-enrollment
- 1305.8 - Attendance
- 1305.9 – Policy on fees
- 1305.10 – Compliance
- Homeless



HEAD START PERFORMANCE STANDARDS

CFR-PART 1306 – HEAD START STAFFING REQUIREMENTS AND PROGRAM OPTIONS

Subpart A – General

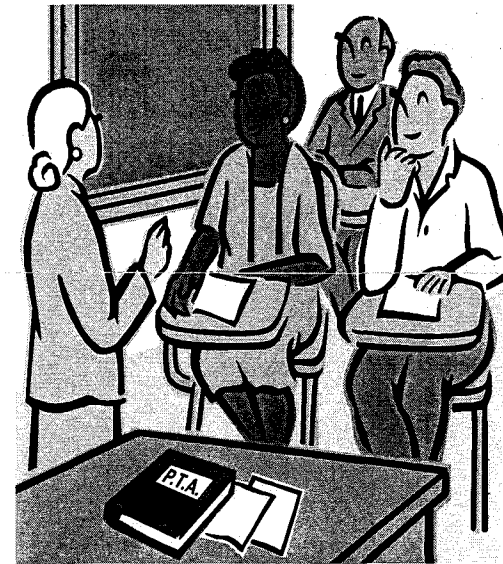
- 1306.1 – Purposes and scope
- 1306.2 – Effective dates
- 1306.3 – Definitions

Subpart B – Head Start Program Staffing Requirements

- 1306.20 – Program staffing patterns
- 1306.21 – Staffing qualifications requirements
- 1306.22 – Volunteers
- 1306.23 – Training

Subpart C – Head Start Programs Options

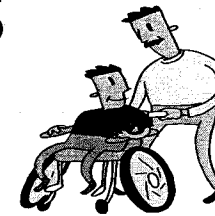
- 1306.30 – Provisions of comprehensive child development services
- 1306.31 – Choosing a Head Start program option
- 1306.32 – Center-based program option
- 1306.33 – Home-based program option
- 1306.34 – Combination program option
- 1306.35 – Additional Head Start program option variations
- 1306.36 – Compliance waiver



HEAD START PERFORMANCE STANDARDS

- **CFR-PART 1308 –PROGRAM PERFORMANCE STANDARDS ON SERVICES FOR CHILDREN WITH DISABILITIES**

- Subpart A – General
- Subpart B – 1308.4 -Disabilities Service Plan
- Subpart C – 1308.5 – Social Services Performance Standards
- Subpart D – 1308.6 – Health Services Performance Standards
- Subpart E – 1308.19 – Education Services Performance Standards
- Subpart F – 1308.20 – Nutrition Performance Standard
- Subpart G- 1308.21 – Parent Involvement Performance Standards



HEAD START PERFORMANCE STANDARDS

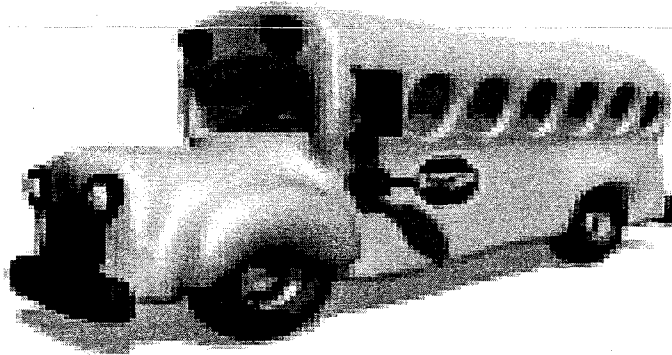
CFR-PART 1309 – HEAD START FACILITIES PURCHASE

- ✧ Subpart A- General
- ✧ Subpart B – Application Procedures
- ✧ Subpart C – Protection of Federal Interest
- ✧ Subpart D – Modular Unit
- ✧ Subpart E – Other Administrative Provisions



HEAD START PERFORMANCE STANDARDS

- **CFR-PART 1310 – HEAD START TRANSPORTATION**
 - Subpart A – General
 - Subpart B – Transportation Requirements
 - Subpart C – Special Requirements



HEAD START PERFORMANCE STANDARDS

CFR-PART 1311 – HEAD START FELLOWS PROGRAM



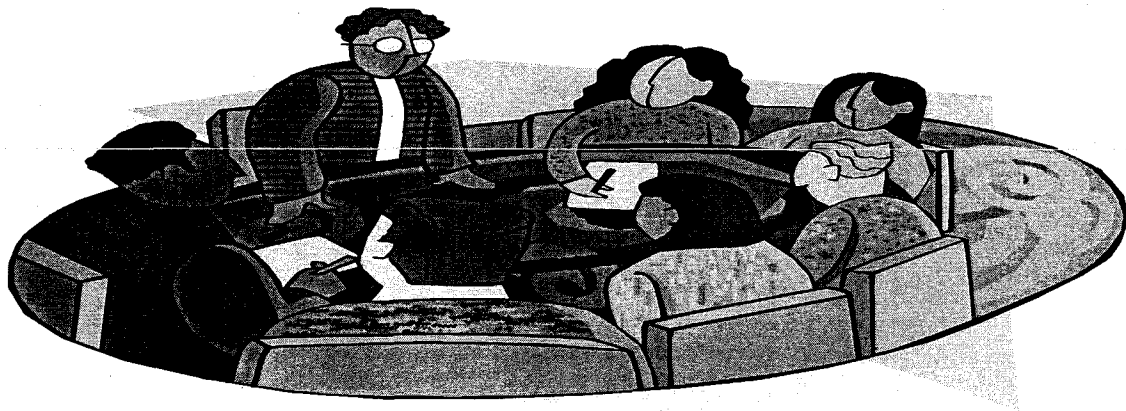
- 1311.1 - Head Starts Fellows Program Purposes
- 1311.2 – Definitions
- 1311.3 – Application process
- 1311.4 – Qualifications, selection, and placement
- 1311.5 – Duration of Fellowships and status of Head Start Fellows

2007 Head Start Act Program Governance


Governing Body

Roles & Responsibilities

Palm Beach County Board of Commissioners



Governing Body

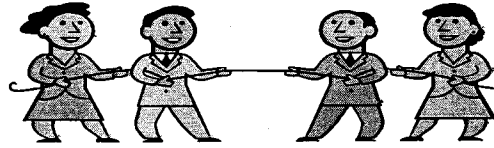
- ▶ (1) GOVERNING BODY (PBC Board of Commissioners)
- ▶ (A) **In General** – The Governing body shall have legal and  fiscal responsibility for the Head Start agency.
- ▶ (B) **Composition** – The Governing body shall be composed as follows:
 - (i) Not less than 1 member shall have a background and expertise in fiscal management or accounting.
 - (ii) Not less than 1 member shall have a background and expertise in early childhood education and development.
 - (iii) Not less than 1 member shall be a licensed attorney familiar with issues that come before the governing body.
 - (iv) Additional members shall---

Governing Body

- (I) reflect the community to be served and include parents of children who are currently, or were formerly, enrolled in Head Start programs; and
 - (II) are selected for their expertise in education business administration, or community affairs.
- (V) Exceptions shall be made to the requirements of clause (i) through (iv) members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment.
- (vi) If a person describe in clause (i),(ii), or(iii) is not available to serve as a member of the governing body, the governing body shall use a consultant, or an other individual with relevant expertise, with qualifications described in that clause, who shall work directly with the governing body.



Conflict of Interest



(C) Conflict of Interest– Members of the governing body shall–




- (i) not have a financial conflict of interest with Head Start agency including any delegate agency).
- (ii) not receive compensation for serving on the governing body or for providing services to the Head Start agency;
- (iii) not be employed, nor shall members of their immediate family be employed, by the Head Start agency (including any delegate agency); and
- (iv) operate as an entity independent of staff employed by the Head Start agency

Exception

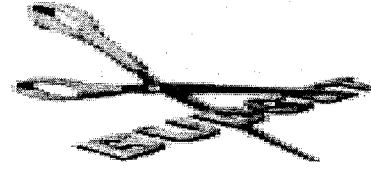




- ▶ (D) Exception – If an individual holds a position as a result of public election or political appointment, and such position carries with it a concurrent appointment to serve as a member of a Head Start governing body, and such individual has any conflict of interest described in class (ii) or (iii) of subparagraph (C)
 - (i) such individual shall not be prohibited from serving on such body and the Head Start agency shall report such conflict to the Secretary; and (ii) if the position held as a result of public election or political appointment provides compensation, such individual shall not be prohibited for receiving such compensation.

Responsibilities

- ▶ **(E) Responsibilities**– The governing body shall---
 - (i) have  legal and  fiscal responsibilities for administering and overseeing programs under this subchapter, including the safeguarding of Federal funds;
 - (ii) adopt practices that assure active, independent, and informed governance of the Head Start agency, including practices consistent with subsection (d)(1), and fully participate in the development, planning and evaluation of the Head Start programs involved;
 - (iii) be responsible for ensuring compliance with Federal laws (including regulations); and applicable State, tribal, and local laws (including regulation); and 
 - (iv) be responsible for other activities, including---

Responsibilities



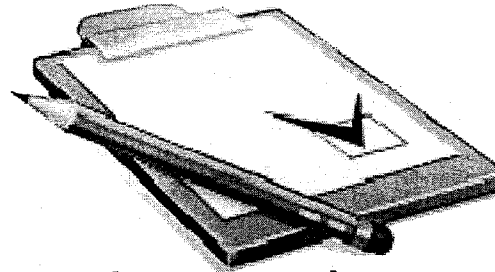
- ▶ (I) selecting delegate agencies and the service areas for such agencies;
- ▶ (II) establishing procedures and criteria for recruitment, selection, and enrollment of children;
- ▶ (III) reviewing all applications for funding and amendments to applications for funding for programs under this subchapter; 
- ▶ (IV) establishing procedures and guidelines for accessing and collecting information described in subsection (d)(2);
- ▶ (V) reviewing and approving all major policies  of the agency, including---
 - (aa) the annual self-assessment and financial audit;

Responsibilities

- ; (bb) annual approval of the operating budget of the agency
 - (cc) selection (except when a financial auditor is assigned by the State under State law or is assigned under local law) of independent financial auditors who shall report all critical accounting policies and practices to the governing body; and
 - (dd) monitoring of the agency's actions to correct any audit findings and of other action necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices
- (VII) Reviewing results from monitoring conducted under section 641A©, including appropriate follow up activities;



Responsibilities



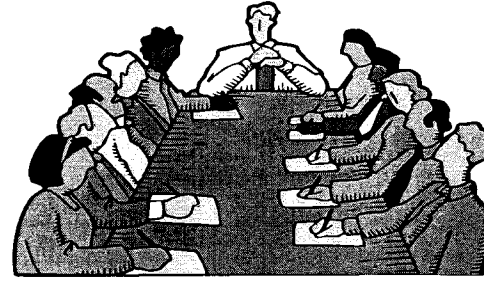
- ▶ (IX) approving personnel policies and procedures including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
- ▶ (X) establishing, adopting, and periodically updating written standards of conduct that establish standards and formal procedures for disclosing, addressing, and resolving---
 - (aa) and conflict of interest, and any appearance of a conflict of interest, by members governing body, officers and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and
 - (bb) complaints, including investigations, when appropriate; and

Responsibilities

- ▶ (XI) to the extent practicable and appropriate, at the discretion of the governing body, establishing advisory committees to oversee key responsibilities related to program governance and improvement of the Head Start program involved.



Policy Council



- ▶ (A) **In General**– Consistent with paragraph (1)(E), each Head Start agency shall have a policy council responsible for the direction of the Head Start program, including program design and operation, and long– and short–term planning goals and objectives, taking into account the annual communitywide strategic planning and needs assessment and self–assessment.
- ▶ (B) **Composition and Selection**
 - (i) The policy council shall be elected by the parents of children who are currently enrolled in the Head Start program of the Head Start agency.
 - (ii) The policy council shall be composed of --





Policy Council

- (I) parents of children who are currently enrolled in the Head Start program of the Head Start agency (including any delegate agency), who shall constitute a majority of the members of the policy council; and
- (II) members at large of the community served by the Head Start agency (including any delegate agency), who may include parents of children who were formerly enrolled in the Head Start program of the agency.

(C) Conflict of Interest– Members of the policy council shall—

- (i) not have a conflict of interest with the Head Start agency including any delegate agency)
- (ii) not receive compensation for serving on the policy council or for providing services to the Head Start agency.

Responsibilities

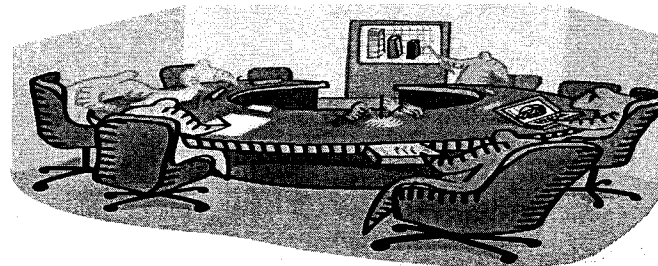
- ▶ **(D) Responsibilities** – The policy council shall approve and submit to the governing body decisions about each of the following activities:
 - (i) Activities to support the active involvement of parents in supporting program operations, including policies to ensure that the Head Start agency is responsive to community and parent needs.
 - (ii) Program recruitment, selection, and enrollment priorities.
 - (iii) Applications for  funding and amendments to applications for funding for programs under this subchapter, prior to submission of application described in this clause. 
 - (iv) Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities. 
 - (v) By-laws  for the operation of the policy council .

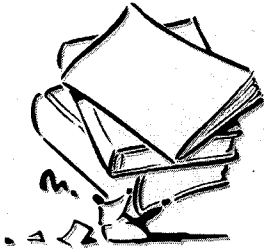
Responsibilities

- ❑ (vi) Program personnel policies and decisions regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.
- ❑ (vii) Developing procedures for how members of the policy council of the Head Start agency will be elected.
- ❑ (viii) Recommendations on the selection of delegate agencies and the services areas for such agencies.

Policy Committees

- ▶ (3) **Policy Committees** – Each delegate agency shall create a policy committee, which shall—
 - (A) be elected and composed of members, consistent with paragraph (2)(B)(with respect to delegate agencies);
 - (B) follow procedures to prohibit conflict of interest, consistent with clauses (i) and (ii) of paragraph (2)(C)(with respect to delegate agencies); and
 - (C) be responsible for approval and submission of decisions about activities as they relate to the delegate agency, consistent with paragraph(2)(D)(with respect to delegate agencies).





Program Governance Administration

(d) Program Governance Administration –




(1) IMPASSE POLICIES – The Secretary shall develop policies, procedures, and guidance for Head Start agencies concerning–

(A) the resolution of internal disputes, including any impasse in the governance of Head Start programs; and

(B) the facilitation of meaningful consultation and collaboration about decisions of the governing body and policy council.

(2) Conduct of Responsibilities – Each Head Start agency shall ensure the sharing of accurate and regular information for use by the governing body and the policy council, about program planning, policies, and Head Start agency operations, including---

Program Governance Administration

- (A) monthly financial statements, including credit card expenditures; 
- (B) monthly program information summaries;
- (C) program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency; 
- (D) monthly reports of meals and snacks  provided through programs of the Department of Agriculture;
- (E) the financial audit;
- (F) the annual self-assessment, including any findings related to such assessment;
- (G) the community wide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) communication and guidance from the Secretary; and
- (I) the program information reports.

TRAINING AND TECHNICAL ASSISTANCE

- ▶ **(3) Training and Technical Assistance–**
Appropriate training and technical assistance shall be provided to the members of the governing body and the policy council to ensure that the members understand the information the members receive and can effectively oversee and participate in the program of the Head Start agency.



THANK YOU