




ADMINISTRATION FOR CHILDREN AND FAMILIES
Office of Head Start
8th Floor Portal Building
1250 Maryland Avenue, SW
Washington, DC 20024

To: Board Chairperson

Ms. Gene Rasmussen
Board Chairperson
El Dorado County Office of Education
6767 Green Valley Rd.
Placerville, CA 95667

From: Responsible HHS Official

Ms. Patricia E. Brown
Acting Director, Office of Head Start


Date

Overview of Findings

From 03/22/2009 to 03/27/2009, the Administration for Children and Families (ACF) conducted an on-site monitoring review of the El Dorado County Office of Education Head Start and Early Head Start Programs. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review. This Head Start Review Report has been issued to Ms. Gene Rasmussen, Board Chairperson, as legal notice to your agency of the results of the on-site program review.

Based on the information gathered during our review, your Head Start and Early Head Start Programs were found to be out of compliance with one or more applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. The report provides you with detailed information in each area where program performance did not meet applicable Head Start Program Performance Standards, laws, regulations, and policy requirements. Each area of noncompliance identified in this report should be corrected within 120 days following receipt of this report.

Beginning in Fiscal Year 2009, two new features will be included, as applicable, to triennial and first-year monitoring reports. First, if during the course of a review an area of noncompliance was identified and corrected on site, the report will include a narrative to describe the area of noncompliance and a narrative to describe the corrective action the grantee took to correct the finding. No further corrective action is necessary for an area of noncompliance reported as corrected on site.

Secondly, program strengths identified during the on-site review will also be included in triennial and first-year review reports as applicable. The ACF Regional Office will contact you soon to address any questions you may have about this report.

Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Ms. Jan Len, Regional Program Manager

Ms. Rachel Thomson, Policy Council Chairperson

Dr. Vicky Barber, CEO/Executive Director

Ms. Kaye Medellin, Head Start Director

Overview Information

Review Type:	<i>Triennial</i>
Organization:	<i>El Dorado County Office of Education</i>
Program Type:	<i>HS/EHS</i>
Team Leader:	<i>Ms. Terry Hudgens</i>
Funded Enrollment HS:	<i>373</i>
Funded Enrollment EHS:	<i>125</i>

Area of Strength

The grantee's strength lay in creating and delivering innovative practices through its internal programs and community collaborations to address essential unmet needs of children and families throughout El Dorado County. The grantee's programs included State Preschool, General Child Care, Latchkey, and Cal-Safe for Adolescent Parents. This array of one-stop, on-site programming ensured the program was able to continue assisting children and families in addressing unmet needs despite funding challenges and rising costs. Childcare needs were supported through the grantee's Early Care and Education program options, including wrap-around services addressing working families' need for longer out-of-home care.

The program successfully connected families to services through key community collaborations, including partnerships with responsive mental health providers throughout the communities to offer a greater array of services, including services for Spanish-speaking families--which was identified as a service gap in the Self-Assessment. Dental services for children were addressed through nine local dentists, who donated their services for screenings and ongoing care, and through a Tooth Mobile offering dental services on site in rural areas.

The program partnered with the Mercy Housing Project to establish a Head Start site in a housing complex for impoverished families, designed by the grantee and built with Department of Housing and Urban Development funds. In times of increased costs and decreased revenues, the grantee's strong linkages with community collaborators prevented disruption of much-needed services to Head Start and Early Head Start children and families.

The program's dedicated staff, led by an experienced management team, made it possible to address the changing needs of families. This was evidenced by the program's Continuous Improvement model, supported by the grantee's commitment to standards of excellence in Early Care and Education and to ensuring families had continued access to services in their communities.

Area of Noncompliance Corrected On Site Determination

Applicable Standards	Program Type	Status
<i>1304.53(a)(7)</i>	<i>HS</i>	<i>Corrected</i>

1304.53 Facilities, Materials, and Equipment.

(a) Head Start Physical Environment and Facilities

(7) Grantee and delegate agencies must provide for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment

The grantee did not provide for the maintenance, repair, and safety of all Head Start facilities. An observation on March 25, 2009 at the Buckeye Head Start Center found an unprotected 27-inch-deep by 4-foot-diameter sinkhole at the northeast corner of the playground. Next to the sinkhole was a tree trunk 7 inches above the ground, an exposed gas pipe, and a splintered wooden retaining wall supported by two metal rebar stakes with jagged edges--all of which were accessible to children. In an interview, the Education Coordinator acknowledged the area was dangerous and needed repair.

The grantee did not provide for the maintenance, repair, and safety of the Buckeye Head Start facility; therefore, it was not in compliance with the regulation. However, a follow-up observation at the Buckeye Head Start Center playground on March 26, 2009 found the grantee constructed a temporary fence around the perimeter of the area containing the sinkhole, tree trunk, exposed gas pipe, and splintered wooden retaining wall. The grantee corrected the noncompliance during the review; therefore, it was in compliance with the regulation.

Findings corrected on site are provided for your information and may be helpful as you plan, assess your ongoing monitoring procedures or identify areas that may need improvement.

New Area of Noncompliance Determination

At least one Area of Noncompliance has been found in El Dorado County Office of Education Head Start and Early Head Start programs.

Applicable Standards	Program Type	Status
<i>1394.50(b)(5)</i>	<i>HS and EHS</i>	<i>Noncompliance</i>
<i>1394.50(b)(6)</i>	<i>HS and EHS</i>	<i>Noncompliance</i>

1304.50 Program Governance.**(b) Policy Group Composition and Formation**

(5) Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.

The grantee did not ensure all Policy Council members were limited to a combined total of three terms. During the Policy Council interview, the community representative stated she was in her fourth year on the Policy Council. A review of the Policy Council meeting minutes and agendas for Program Years 2005-06, 2006-07, 2007-08, and 2008-09 confirmed the community representative was in her fourth year as a Policy Council member. The Executive Director of Childhood Programs acknowledged the community representative served on the Policy Council since January 2006. The grantee did not ensure all Policy Council members were limited to a combined total of three terms; therefore, it was not in compliance with the regulation.

1304.50 Program Governance.**(b) Policy Group Composition and Formation**

(6) No grantee or delegate agency staff (or members of their immediate families) may serve on Policy Councils or Policy Committees except parents who occasionally substitute for regular Early Head Start or Head Start staff. In the case of Tribal grantees, this exclusion applies only to Tribal staff who work in areas directly related to or which directly impact upon any Early Head Start or Head Start administrative, fiscal or programmatic issues.

The grantee did not ensure Policy Council members were not immediate family of grantee staff members. In the Policy Council interview, two Policy Council representatives stated they were related to employees of the grantee. The Executive Director acknowledged one representative's mother was employed as an Early Head Start home visitor, and the other's mother was employed as a childcare assistant.

A review of the grantee's Head Start/Early Head Start Policy Council Handbook 2008-09 found it stated enrolled parents/guardians with immediate family members working in the grantee's programs were not to serve on the Policy Council. The grantee did not ensure Policy Council representatives were not immediate family of grantee staff; therefore, it was not in compliance with the regulation.

Timeframe for Corrective Action

The area(s) of noncompliance cited in this report must be corrected within 120 days of the receipt of this report. Pursuant to Section 637(2)(C) of the Head Start Act, a grantee that fails to correct an area of noncompliance within the prescribed time period will be judged to have a deficiency that must be corrected within the time period required by the responsible HHS official.

— END OF REPORT —