

House District _____
Senate District _____

**THE TWENTY-FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 73-0
For Legislature's Use Only

Type of Grant or Subsidy Request:

- GRANT REQUEST - OPERATING GRANT REQUEST - CAPITAL SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST _____

AND PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: Hawaii County Economic Opportunity Council - (HCEOC)

Street Address: 47 Rainbow Dr.

Mailing Address: 47 Rainbow Dr.
Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

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Title Deputy Director, Child Development

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3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 200~~8~~-200~~9~~ \$ 71,428

FY 2008-2009 \$ _____

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 83,000

FEDERAL \$ 2,718,701

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPED AND SIGNED AUTHORIZED REPRESENTATIVE:


AUTHORIZED SIGNATURE

George Yokoyama, Executive Director
NAME & TITLE

11/26/07
DATE SIGNED

HAWAII COUNTY
ECONOMIC
OPPORTUNITY
COUNCIL

Organization: Hawaii County Economic Opportunity Council

Grant Application
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I. Program Overview

Head Start twelve (12) month services will be offered to low-income families who meet the eligibility requirements of Head Start-typically at or below 100% of the Poverty Index, with 10% of the "above income" population eligible. In addition, 10% of the funded enrollment is reserved for children with special needs.

Head Start parents who are on welfare are mandated through welfare reform to work, participate in employment training or further their education to achieve more marketable employment skills. A twelve (12) month childcare service is necessary in order to achieve this mandated goal of self-sufficiency. While services currently are provided for eleven (11) months in nine (9) full day classes and ten (10) months in eleven part day classes, they do not meet the needs of working parents who struggle to maintain employment due to a lack of childcare for several weeks in the summer when Head Start is not in operation. This group continues to be a high priority population. With the addition of one month in the summer for 180 children, three programs in Hilo, one in Keaau, one in Mountain View, two in Hawaiian Beaches, one in Kailua-Kona and one in Keauhou will offer extended year services under this contract. All the parents in the full day classes are either working or attending school full time.

II. Experience and Capability

A. Necessary Skills

The HCEOC Child Development Division is the largest provider of childcare services in Hawaii County. The HCEOC Head Start program, located in the HCEOC Child Development Division, has been in operation in Hawaii County for 37 years. The program has doubled in size in the last ten years. Currently 376 children and their families in East and West Hawaii receive Head Start services. Part day, part year services are provided in 11 classrooms. One of the eleven (11) classrooms is in a DOE Head Start Inclusion classroom. This classroom, located in Kapiolani Elementary School, services DOE children with special needs and Head Start children. Nine programs are full day, eleven months duration, developed specifically to meet the needs of those parents who are employed or seeking employment or are attending school. In the past, HCEOC Child Development Division has operated two non-Head Start childcare programs and an Infant Toddler program for parenting teens on the Hilo High School Campus. These childcare programs were funded through grants from the State Department of Human Services.

B. Hawaii County Economic Opportunity Council Head Start has received federal funding for its Head Start programs since 1967. Funding from the State of Hawaii, Office of Community Services to provide extended day Head Start services, has been available to augment these Head Start funds. The contracting agency for Head Start federal funding is the U S Department of Health and Human Services, Administration for Children and Families. The contact person is Shirley Karrer, Head Start and Youth

Program Specialist, 50 United Nations Plaza, San Francisco, CA 94102. The telephone number is 415-437-8068. Service activities are governed by the Head Start Performance Standards, Section 45 CFR Part 1304-1308. These standards delineate how services are provided in the areas of child health and development, child health and safety, nutrition, mental health, family and community partnerships, management of systems, human resources, facilities, materials, transportation and equipment.

The Alu Like Native Hawaiian Child Care Assistance Project provided funding for the past three years to extend the day for 20 Hawaiian/part Hawaiian children whose parents are in employment training, attending school, or are working. This contract expired in 2007. The contact person for this program was Dina Levy. In addition funds are received from the Department of Labor Office of Community Services to extend the day in two Head Start classrooms for children of parents who are in employment training, working or attending school.

C. Quality Assurance and Evaluation

The Child Plus Data Engine computer program is our main Head Start data base and is utilized in part to provide qualitative and quantitative data on all aspects of the Head Start program and to track and monitor outcomes.

In 2006 a Service Area Monitoring and Ongoing Assessment (SAMOA) program was implemented. This computerized program is utilized by the Director and Component Specialists to document issues found during quarterly monitoring site visits and for working with site staff on a Corrective Action Plan (CAP). The CAP includes the item that needs to be addressed, the action required to achieve the item, the person responsible for addressing the item, a timeline by which the item needs to be completed, the performance standard that applies to the item and resources available for assistance. Site Managers forward progress reports monthly or sooner if the item is a health and safety concern. Specialists include a printout of the monitoring reports and updates with their monthly reports to the director.

Each year beginning in December, a multi-faceted program self-assessment is conducted to assess program strengths and weaknesses. The assessment tool, Head Start Self-Assessment, Your Foundation for Building Program Excellence, is provided by the Administration for Children, Youth and Families, Office of Head Start. This assessment is used annually to assess how specific aspects of our program operations impact services delivered to children and families. The process includes the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. Ongoing monitoring reports (SAMOA), the Program Information Report (PIR), child outcome data, Community Assessment information, the annual Parent Survey, and a Program Review Instrument for System Monitoring (PRISM) report, if the agency has had a recent federal review, are reviewed as part of the process as well. Additional data are gathered via on site observations, record review and staff and parent interviews.

The self-assessment process is led by the Head Start Director with Head Start parents, Policy Council members, HCEOC board members, community stakeholders, and Head Start staff working in Component Area teams. The data gathering portions of the assessment is completed in approximately two weeks. Once completed, a report is developed which identifies weaknesses in the program. Strategies for addressing the weaknesses are developed by the team and include timelines for completion and the identification of a lead person charged with follow-up. Component Area Specialists monitor progress and provides updates at monthly management meetings.

Once every three years a review team made up of a representative from the Office of Head Start and Head Start staff from other Head Start Regions, who have been trained to conduct PRISM reviews, do an extensive program review.

Fiscal Quality Assurance: A monthly financial statement is provided by the Fiscal Division of HCEOC. The statement tracks the Program Period, Total Budget, Expenses for the month, Total Expenditures to Date, Amount Remaining in the Budget, Percentage Expended to Date and Percent of Program Period that has elapsed. Head Start Policy Council members receive training in and review this statement at least twice in a program year. Finance reports are made to the HCEOC board at scheduled meetings. An annual audit is conducted by a Certified Public Accountant to ensure compliance with Chapter 103F, HES-Cost Principles for Purchase of Health and Human Services in SPOH-201 of the Public Procurement Manual on Purchase of Health and Human Services for Private Providers. HCEOC Head Start has a proven record of timely submission of quarterly and final written and fiscal reports during the period funding has been provided by OCS.

D. Coordination of Services

The Hawaii County Economic Opportunity Council Child Development Division works with various federal, state, county and private organizations in order to provide the mandated services to Head Start families. Our Community Resource Directory lists approximately 350 entities with which we collaborate or coordinate services. These include but are not limited to:

- Alu Like – staff/parent training, employee (adult and youth) placement services
- WIC – share information and services for children at risk
- Community College, PACE program – staff/parent training
- Department of Human Services – places First to Work workers with Head Start – primarily Head Start parents. Refers families for Head Start services
- Child Welfare Services – case management for child abuse cases
- Easter Seal – referral services for children with special needs
- Department of Health – referrals, assistance with case management and training for staff and parents
- Coalition for the Homeless – Head Start services for eligible families and coalition services for Head Start parents who are homeless
- University of Hawaii Extension programs – food and nutrition information on budgeting and nutrition for staff and parents

- Adult Education – GED and high school equivalence placement tests and classes for parents
- Department of Education – services for children with Special needs and pre-school inclusion classrooms, transition activities, use of facilities
- Child Support Enforcement Agency – Education and assistance with child support enforcement
- Bay Clinic – Child health care registration and services, literacy
- Workforce Development – Training for staff and parents
- Good Employment and Training – Head Start is a placement site for workers
- West Hawaii Community Health Clinic – physicals and dental for adults and children
- Reading is Fundamental (RIF) Family of Readers Program

E. Facilities

All Head Start facilities meet state DHS licensing requirements and county building and fire regulations governing childcare facilities. Inspections of the facilities are done annually by the Department of Human Services, Child Care Licensing staff, the County of Hawaii Fire Inspector, and Department of Health personnel. Occasional unannounced visits are conducted as well. A Child Care License is issued based on Quality Outcomes of all inspections. All facilities meet ADA requirements.

Facilities that will be utilized for this grant include: Puueo Head Start, located in Hilo; Kalaniana'ole Head Start, located in Papaikou; Keaau Head Start, located in Keaau; Mountain View Pre- Plus Head Start, located in Mountain View; Hawaiian Beaches Head Start, located in the Puna district; Kahakai Head Start, located in Kailua-Kona and Keauhou Head Start, located in Holualoa in West Hawaii.

III. Project Organization and Staffing

A. Staffing

(1) Proposed Staffing

Head Start is one of several HCEOC program. The organizational charts for HCEOC and Head Start are attached.

Each classroom is staffed with a teaching team consisting of a teacher, an assistant teacher, a teacher's aide, and whenever possible a volunteer. Auxiliary Teachers are on site as permanent substitutes to provide relief for teaching staff to do paperwork, take vacation or in case of a staff absence. In addition, Auxiliary Helpers assist as bus aides and meal aides and are qualified to substitute in an aide position. Site Managers are responsible for supervising staff at all sites. Site Managers are qualified to be in the classroom as well. Teaching staff ratios comply with the mandated ratios described in the Department of Human Services Hawaii Administrative Rules, Chapter 892.1 concerning Licensing of Group and Child Care Centers and Group Child Care homes and meet Head Start staffing requirements of two staff for every 20 children.

While not funded by this grant, components specialists, as mandated by the Head Start Performance Standards, are on staff to assist with Health, Mental Health, Special Needs and Transition Services. In addition, Family Advocates work with Head Start parents to develop Family Partnership Agreements and assist with goal attainment. The Deputy Director for Child Development works with the Policy Council and its committees.

No subcontractor will be used in this contract.

Head Start parents, extended family members and community members are encouraged to volunteer in program activities. Volunteers counted in the staff ratio, meet the same Department of Human Services licensing requirements as staff that are hired for the specific position, i.e., criminal history clearance, T.B. clearance and a doctor's statement that indicates they are healthy and able to work with children. Volunteers receive a program orientation which includes health and safety practices, confidentiality rules, developmentally appropriate practices used in the classroom, and how to complete the volunteer time sheets. Each volunteer is assigned a supervisor who is responsible for the monitoring and evaluation of the volunteer.

(2) Staff Qualifications

Staff assigned to the program meets or exceeds the qualifications/experience requirements mandated by the State of Hawaii, Department of Human Services (DHS) Childcare Regulations. Director and teaching staff qualifications are forwarded to DHS for review annually with the license renewal application. Each staff must pass an initial Criminal Background History Clearance and an annual clearance as well. In compliance with the HCEOC Personnel Policies, new staff must pass a drug screen and employment physical in order to be considered hired. All staff must have a periodic physical done every four years.

All positions are in compliance with the Head Start Performance Standard 1304.52, Human Resources Management, which states that staff has the appropriate knowledge, skills and experience required to perform their assigned functions responsibly. This includes training or experience in the area of expertise required by the position, experience in a human service setting, including working with low income children and families, interpersonal and communication skills, awareness of and sensitivity to cultural issues and local community practices and education related to the program's requirement for the position.

Minimum Qualifications of Staff assigned to the Head Start program but not necessarily funded through this grant are:

Deputy Director of Child Development: B A Degree in Early Childhood Development or related field, from an accredited college or university and 4 years of supervisory experience in a related Child Development or business field, and at least 12 years of experience in funding and proposal writing.

Family Services/Special Needs Coordinator: BA/BS in Human Services or a related field from an accredited college or university and (one) 1 year of experience in a field related to the position or 6 months of experience in a Head Start Program.

Health and Safety Coordinator: Graduated from an accredited college or university with a major in public health, nursing, health education, maternal and child health or health administration and one year of experience in a related field or 6 months of experience in a similar Head Start program.

System Administrator: BA/BS degree in Office Administration and/or Information Technology from an accredited college or university and two (2) years experience in customer support, computer operations, system administration or a related area.

Site Manager: BA/BS Degree in a related field from an accredited college or university and 12 credits in Early Childhood Education and one year of supervisory/administrative experience.

Family Advocate: High School graduate or equivalent and two (2) years of job related experience or one (1) year of Head Start experience.

Lead Teacher: AA/AS degree in Early Childhood Education from an accredited college or university and 1 year of experience in a supervised preschool setting.

Auxiliary Teacher: AA/AS degree in Early Childhood Education or a related field from an accredited college or university and 1 year of experience in a supervised preschool setting.

Assistant Teacher: Child Development Associates Credential (CDA) and 2 years of experience in a supervised preschool or group childcare setting.

Teacher Aide: High School graduate, or equivalent, and 6 months of job related experience.

Auxiliary Helper/Bus Aide/Food Service worker; Six months of related experience

The Director of the Child Development Division has more than 20 years experience in Head Start. She has an extensive background in non-profit management. The director has attended the Head Start- Johnson & Johnson Management Fellows Program team approach. In addition, she has operated her own education consultancy business.

The job descriptions of staff assigned to this proposal are attached.

B. Project Organization

(1) Supervision and Training

The lines of supervision are shown in the attached Head Start Organizational Chart. The Head Start Director, who is supervised by the HCEOC Executive Director, supervises the Program/Education Coordinator, the Health and Safety Coordinator, the Family Services/Special Needs Coordinator, the System Administrator, and the Office Manager. The Program/Education coordinator supervises the Site Managers. The Health and Safety Coordinator supervises the Maintenance Worker. The site managers supervise the lead teachers, the assistant teachers, the auxiliary teachers, the family advocates and the auxiliary helpers. The Lead Teacher supervises the Teacher Aide.

Staff training is based on an annual individual assessment of each staff person's strengths and areas for improvement. An individualized career development plan with checkpoints for attainment is developed with each staff. Staff attends a two-day pre-service training and two all staff in-service training during the year in order to meet the requirement of mandated Head Start specific training. Head Start funding is available to reimburse staff who takes work related college courses. Quality salary increases are based on the attainment of career development goals, when funds are available.

Staff Performance Appraisals are conducted at 3 and 6 months for probationary employees and annually beginning in February for all other employees. The process includes using an appraisal form developed for each job description. The supervisee and supervisor each draft an appraisal using this form. A meeting is held to discuss each appraisal and a Plan for Professional Development is drafted to address issues raised as a result of the appraisal. The Plan includes job specific goals and timelines for accomplishment. The Deputy Director of the Child Development Division reviews the supervisor's appraisal before a meeting is held with the supervisee to ensure that appraisal results are legal. The appraisal remains on site for monitoring purposes and for review in the next appraisal.

(2) Organization Chart

HCEOC Organization Chart and the Head Start Organization Chart are attached.

Explanation of the HCEOC Organization Chart

- The Board of Directors is the governing body for the Hawaii County Economic Opportunity Council, Inc
- The Head Start Policy Council is a federally mandated body that acts as an advisory body to the HCEOC Board of Directors on matters that concern the Head Start program
- The Executive Director reports to the Board Chair and has the chief administrative responsibility to carry out the work of HCEOC Head Start

The Executive Director supervises the:

Deputy Directors for Community Services, Child Development, Science and Technology and Development. and the FISCAL Officer, the LAMP Program

Manager, The HCEOC Food Service Manager, the Human Resources Manager and the Data Processing Clerk

The Deputy Director for Science and Technology supervises the plant workers.

The Deputy Director for Community Services supervises an Assistant, a Program Manager, the Housing Administrator, the District Supervisors who supervise the bus drivers, and the Products Development and Marketing Manager who supervises Products staff, agriculture workers, etc.

The Assistant supervises the DOPP staff, the Office Clerks and the Records Maintenance and Control Clerk.

The Program Manager supervises the Family Development Facilitator and the Immigrant Services Worker.

Explanation of head Start Organization Chart

The Head Start Policy Council is a federally mandated body that acts as an advisory body to the HCEOC Board of Directors on matters that concern the Head Start program.

The HCEOC Executive Director is supervised by the Chair of the HCEOC Board. The Executive Director supervises the Child Development Division Deputy Director who is responsible for the overall operation of the Head Start program.

The Head Start Director supervises the Program/Education Coordinator, the Health and Safety Coordinator, the Family Services/Special Needs Coordinator, the System Administrator, and the Office Manager. The Program/Education coordinator supervises the Site Managers. The Health and Safety Coordinator supervises the Maintenance Worker. The site managers supervise the lead teachers, the assistant teachers, the auxiliary teachers, the family advocates and the auxiliary helpers. The Lead Teacher supervises the Teacher Aide.

IV. Service Delivery

Goals of the Service:

The goals of this service is (1) to provide low-income children with quality care that improves their health, safety, learning development, readiness for school and family stability, and (2) to provide low-income parents with quality child care that supports their efforts toward economic self-sufficiency and improve their ability to participate in their children's education.

Proposed Services/Approach/Program Design:

Head Start parents who are on welfare are mandated through welfare reform to work, participate in employment training or further their education to achieve more marketable employment skills. A twelve month childcare service is necessary in order to achieve this mandated goal of self sufficiency. While services are currently provided for eleven

(11) months in nine (9) full day classes and ten month in nine (9) part day classes, they do not meet the needs of working parents who struggle to maintain employment due to a lack of childcare for several weeks in the summer when Head Start is not in operation. This group continues to be a high priority for enrollment in Head Start. Funding from the state will provide the resources to meet the needs of this un-served population with the addition of one month more in the summer for 180 children. Three programs in Hilo, one in Keaau, one in Mountain View, two in Hawaiian Beaches, one in Kailua and one in Keauhou will offer extended year services under this contract.

Service activities will be governed by the Head Start Performance Standards, Section 45CFRPart 1304-1308. These standards delineate how services are to be provided in the areas of child health and safety, community partnerships, management of systems, human resources, facilities, materials and equipment. Following are details of each area:

Early Childhood Development and Health:

The objective of the Early Childhood Development and Health Services standards is to ensure that, through collaboration among families, staff and health professional, all child health and developmental concerns are identified, and children and families are linked to an ongoing source of continuous, accessible care to meet their basic health needs.

Child Health and Safety:

The objective of the Child Health and Safety standards is to support healthy physical development by encouraging practices that prevent illness or injury by promoting positive culturally relevant health behaviors that enhance life-long well being. The standards in this area mandate the establishment of health emergency procedures, conditions of short-term exclusion, medication administration, injury prevention, and hygiene.

Child Nutrition:

The objective of the Child Nutrition component is to promote child wellness by providing nutrition services that supplement and complement those of the home and community. Head Start's child nutrition services assist families in meeting each child's nutritional needs and in establishing good eating habits that nurture healthy development and promote life-long well-being. The standards mandate services in five areas; the identification of each child's nutritional needs; the design and implementation of nutritional services programs; meal service in center-based programs; family assistance with nutrition; and food safety and nutrition. The Head Start program employs a contract Nutritionist who is available for staff and parent consultation. In collaboration with the Health Advisory committee, the nutritionist advises staff on food selection, menus and food sanitation.

Child Mental Health:

The objective of this component is to build collaborative relationships among children, families and staff, mental health professionals and the larger community in order to enhance awareness and understanding of mental wellness and the contributions that mental health information and services can add to the wellness of all children and

families. The Child Mental Health Standard mandates working collaboratively with parents, securing the services of mental health professionals, and developing a regular schedule of on-site mental health consultations involving mental health professionals, program staff and parent.

Family and Community Partnerships:

Head Start offers parents opportunities for support and growth, so that they can identify their own strength needs and interests and find their own solutions. The objective of the Family and Community Partnership area is to support parents as they identify and meet their own goals, nurture the development of their children in the context of their families and the development of their children in the context of their family and culture, and advocate for communities that are supportive of children and families of all cultures. In this section standards encourage family goal setting through the family partnership agreement process, access to community services and resources, and parent involvement in the activities of child development and education, health, nutrition, mental health education, community advocacy, transition practices and home visits.

Community Partnerships:

Community Partnerships ensure that Head Start collaborates with partners in the community in order to provide the highest level of services to children and families, to foster the development of a continuum of family centered services, and to advocate for a community that shares responsibility for the healthy development of children and families of all cultures. In addition, community partners such as the Department of Education play a large role in the collaboration of transitioning activities for Head Start children and families. Transitioning activities include the following:

- (1) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placement to Early Head Start or Head Start.
- (2) Outreach to encourage communications between Early Head Start or Head Start staff and their counterparts in the schools and other childcare settings including principals, teachers, social workers, and health staff to facilitate continuity of programming.
- (3) Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children; and
- (4) Initiating joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.

Policy Council advisory committee, made up of Head Start parents and community members are as follows:

- Health Advisory Committee
- Personnel Committee
- Executive Committee
- Education Committee

- Finance Committee
- Special Needs Committee
- Program Committee
- Head Start Committee - includes members of the HCEOC Board of Directors

Program Design and Management

Program Governance:

The governance standard describe the formal structure of shared governance, and outline the composition and responsibilities of policy groups, parent committees, advisory committees, and governing bodies.

Management Systems:

The management system encompasses the process for program planning, intra and inter-agency communication, record keeping and reporting structures, program self-assessment and monitoring. The ChildPlus Head Start Tracking Computer Program is used to manage program data.

Human Resources Management:

The objective of this section is to ensure that the program is able to recruit and select well-qualified staff and provide opportunities for continuous improvement for parents and staff. Also included in this section are standards for staff qualifications, classroom staffing patterns, staff standard of conduct, performance appraisals, training and staff development, and staff and volunteer health requirements.

Facilities/Materials and Equipment:

The standards in this area set the requirements for the physical environment, equipment, and toys, materials and furniture that support programming for the ages and individual needs of children served. In addition to these standards, state standards may be applicable. It is expected that which ever regulations are more stringent will be met. Head Start facilities are located island-wide.

Eligibility, Recruitment, Selection, Enrollment and Attendance:

Recruitment of children is done based on an annual community assessment that identifies area of greatest need for Head Start services. Once identified, in collaboration with DHS, recruitment flyers are mailed to TANF recipients, media ads are broadcast on local radio stations, and print ads are placed in local newspapers. In addition, staff and parents go door to door in low-income housing projects. In addition, children are referred by numerous agencies, to include Early Intervention Services, Easter Seal, etc,

Eligibility is determined based on the Head Start Performance Standards requirement that a child must be at least 3 years of age. At least 90% of the children must be from low-income families and 10% of the funded enrollment is reserved for children with disabilities.

Determination on eligibility are made following a Policy Council approved Weight System that takes into account the age of the child, the income of the family, the family

status and any social difficulties the family may be encountering. Data on the family is entered into the ChildPlus data system which calculates the number of points for the family and creates a weighted waitlist report which is used to select the child and family with the most need.

Transportation:

Bus service is provided for most children who require transportation to attend school. Buses used to transport the children meet Federal Standards. Each is equipped with child restraints systems and is maintained in safe operating condition.

Head Start Target Populations Projections

The largest population is low-income Head Start eligible children and working parents transitioning from welfare assistance and who are seeking employment, or are employed or in training or attending school. Department of Human Services TANF eligibility figures were utilized to determine eligible number of children.

DEPARTMENT OF HUMAN SERVICES, STATE OF HAWAII
HEAD START ELIGIBLE CHILDREN IN AREAS OF SERVICE - As of 3/16/07

Census Tract Number	Census Tract Areas	2006 Born Age 1	2005 Born Age 2	2004 Born Age 3	2003 Born Age 4
201	Papaikou-Wailea	5	9	6	5
202	Hilo-Upper Waieka	14	12	11	11
203	Hilo-Puueo-Downtown	10	9	5	5
204	Hilo-Kaiko'o	10	8	5	7
205	Hilo-University	12	7	18	19
206	Hilo-Keaukaha	8	8	6	9
207	Hilo-Puinako	2	8	6	5
208	Hilo-Pi'ihonua	7	7	12	7
209	Hilo-Haihai	6	2	1	5
221	North Hilo-Laupahoehoe	1	0	2	1
	HILO TOTALS	75	70	72	74
210	Kea'au	63	49	52	37
211	Pahoa-Kalapana	51	39	40	37
	PUNA TOTALS	114	88	92	74
213	South Kona	8	4	7	4
214	Kealakekua-Captain Cook	6	2	2	2
215	Keauhou	5	8	2	8
216	Kailua-Kealakehe	4	5	11	11
	KONA TOTALS	23	19	22	25
	Total All Areas	212	177	186	173

The above-chart does not reflect current enrollment total; only eligible children identified by DHS. Three and four-year olds, the children we enroll into Head Start, added together equal 359. Head Start currently services 376 children. Our applications show that greater than 60% of our families do not receive welfare or food stamps, and therefore do not show up on the TANF list. Rather they live with other family members, or are part of multi-family households. These families are part of the working poor. Their total annual income qualifies them for Head Start.

Demographics:

Hawaii County is the largest of the four counties in the State with an area of 4,028 square miles and has a resident population 171,353. Twenty-four percent (24%) of the residents are under 18 years of age. Residents 18-64 years of age make up of 61.3 % of the population and residents 65 years of age make up 13.3 % of the population.

Ethnic Information on Head Start children is as follows: American Indian/Alaskan less than 1%, Asian 8% Black, less than 1%, Native Hawaiian/Pacific Islander 28% White 12%, Hispanics 1%, and Bi-racial 48%, others, unspecified 2%.

Primary Languages of Head Start Eligible Children are: English 93%, Spanish, 3.5%, Pacific Island 3%, East Asian less than 1%.
approximately 6 % are children for whom English is a Second Language.

Hawaii County bears a disproportionately high share of the social, health and mental health problems in the State as will be verified by the following demographic information.

Poverty Status

Based on nationwide thresholds, Hawaii thresholds are approximately 15% higher than those in effect on the Mainland; these data accordingly understate the numbers of persons and families below the poverty level in Hawaii. Data refer to the poverty status in 1999 of families and persons surveyed in April 2000.

Subject	State Total	Hawaii County
All families	22,101	4,084
Percent below poverty level	7.6	11.0
With related children under 18 year	17,182	3,334
Percent below poverty level	11.3	17.1
With related children under 5 years	8,470	1,556
Percent below poverty level	13.9	22.3
Female householder families	19,024	1843

Percent below poverty level	20.6	28.1
With related children under 18 years	8,737	1,684
Percent below poverty level	29.5	37.0
With related children under 5 years	3,879	747
Percent below poverty level	37.4	49.7
All individuals	126,154	22,821
Percent below poverty level	10.7	15.7
18 years and over	85,612	14,619
Percent below poverty level	9.6	13.5
65 years and over	11,683	1,391
Percent below poverty level	7.4	7.2
With related children under 18 years	38,730	7,873
Percent below poverty level	13.5	21.0
With related children under 5 years	27,159	5,718
Percent below poverty level	12.9	19.8
Unrelated individuals 15 years and over	46,365	7,819
Percent below poverty level	24.4	30.4

Families Receiving Food Stamps

There was a slight decrease in the number of people receiving food stamps over a three year period from 2001-2003. In 2003, 10,648 recipients were on food stamp compared with 10,768 in 2002, and 10,842 in 2001.

Household Economics

Hawaii County has the lowest Median Household Income in the state. Further, Hawaii County has the greatest number of persons in poverty and the greatest number of persons under 18 in poverty.

Estimated Median Household Income (2001 figures)

Area	Median Income in \$	Number of Persons in Poverty	Percentage of Persons in Poverty	Number of Persons in Poverty Under 18	Percentage of Persons in Poverty Under 18
The State	49,005	118,357	9.9	41,074	14.3
Hawaii	38,601	20,458	13.8	7,570	19.4
Honolulu	50,799	79,578	9.4	27,020	13.5
Kauai	43,142	6,031	10.3	2,147	14.4
Maui	47,202	12,291	9.4	4,336	13.5

TWENTY ONE PERCENT (21%) OF THE States' TANF cases come from Hawaii County. This exceeds the number of cases in Maui by 13%, and the number on Kauai by

16%. Additionally, 17 percent of TANOF cases are in Hawaii County, compared with 8% on Maui and 5% on Kauai.

Persons Receiving TANF

There were 2,111 TANF Cases in Hawaii County in 2003. These cases accounted for 5,515 recipients. There was a slight decrease in both the number of cases and recipients in 2004 as Hawaii County recorded 2,005 TANF and 5,058 recipients.

Temporary Assistance to Needy Families (TANF 2003 Hawaii State Data Book Update)

2003	State	Oahu	%	Hawaii	%	Kauai	%	Maui	%
Cases	10,269	6,821	66	2,111	21	483	5	854	8
Recipients	26,960	18,100	67	5,515	20	1,198	4	2,147	8

Temporary Assistance to Other Needy Families (TANOF 2003 Hawaii State Data Book Update)

2003	State	Oahu	%	Hawaii	%	Kauai	%	Maui	%
Cases	4,093	2,932	72	714	17	168	4	279	7
Recipients	16,207	11,488	71	2,846	18	704	4	1,169	7

Average Monthly Numbers of Individuals on Food Stamps (DHS 2003)

2003	State	Oahu	%	Hawaii	%	Kauai	%	Maui	%
	10,4433	69,101	66	21,634	21	5,392	5	8,306	8

Almost half of Hawaii's young children live in families with income under 185% of the poverty level. Income for a family of four at that poverty level in 2001 was about \$37,500. The findings estimate 3 of every 5 Hawaii County children under the age of 5 are from low-income families.

Education:

Preschool

Quality preschool experiences have been found to lead to higher academic achievement, school completion and adult successes. The impact of high quality early childhood education is especially marked for children from families with very limited resources. Child care cost in Hawaii county continue to increase. Families applying for Head Start report monthly preschool/childcare cost as much as \$650.00.

The Early Childhood System includes preschools, childcare, and programs for families, child safety, health care and nutrition services. The Dept. of Human Services findings for child care enrollment in Hawaii County show that almost half are school-age children and about 1 in 4 are preschool age. In addition studies indicate that 1 in 3 of these children are under 3 years of age. Over half of the children enrolled at preschool centers receive a child care subsidies. A small number are in licensed family care, and many others are attended by relatives and friends.

Programs are licensed by the State Department of Human Services. The licensed capacity is a ratio of adult/child – which is determined by the ages of children being served. Desired capacity is affected by a number of variables, including Accreditation standards, available staff, etc.

East Hawaii	Count	Licensed Capacity	Desired Capacity	Vacancy
Licensed Before/After School Program	7	448	434	62
Licensed Family Home	45	259	253	46
Licensed Group Home	1	12	10	-
Licensed Infant/Toddler Center	2	52	50	2
Licensed Preschool	32	1,447	1,333	36
Licensed Resort Care	0			

**Public School Pre-School Programs for Children with Disabilities
Public Report As Of 2/27/06**

District / Complex /School	Number of Students
Hawaii District	190
Honokaa Complex	22
Kay Complex	9
Keaau Complex	24
Kealakehe Complex	28
Kohala Complex	10
Konawaena Complex	22
Pahoa Complex	17
Waiakea Complex	23

Total Number of Children with Disabilities in Hawaii County is 3,170

Number of Schools and Enrollment

K-12 students (2005-2006):	24,242
Public schools (2004):	42
Charter schools (2004):	12
Private schools (1993):	15
University of Hawaii at Hilo and Hawaii Community College – part of the University of Hawaii System	

K-12 enrollment in public schools has decreased from 27,675 in 1999 to 24,095 in 2007. The following table provides the number of students enrolled by grade level.

STUDENTS ENROLLED BY GRADE LEVEL IN 2005	
Grade	Hawaii County
Preschool	194
Kindergarten	1851
Elementary (Grades 1-8)	12497
High School (Grades 9-12)	7,734
Special Education	3018

Health:

Health care availability is a prime concern for Head Start families. More than 90% of the children enrolled in Head Start receive Medicaid. Their health care is limited because of a lack of healthcare personnel in the County of Hawaii. In addition, many of the physician do not accept QUEST patients, the major insurer for our Head Start children.

Children with special health care needs:

An estimate of children with special health care needs (CSHCN), age 0-4 is included below.

SPECIAL HEALTH CARE NEEDS AGES 0-4	
State	Hawaii County
9,876	1,203

CSHCH is defined as having a medical, behavioral, or other health condition that has lasted or is expected to last 12 months or longer, and who meet one or more of the following:

- Increased use of medical care, mental care, mental health, or educational services
- Need for prescription medicines
- Limited ability to do things
- Need for special therapy
- Need for treatment/counseling for an emotional, developmental, or behavioral problem

0-3 AGED CSHCN CHILDREN SERVED IN HAWAII COUNTY IN 2004											
DEVELOPMENTALLY DELAYED AND/OR BIOLOGICALLY AT RISK				ENVIRONMENTALLY AT RISK				TOTAL			
0-1	1-2	2-3	Total	0-1	1-2	2-3	Total	0-1	1-2	2-3	Total
79	96	122	297	121	92	70	283	200	188	192	580

Immunizations

In Hawaii County the percentage of children aged 19-36 months not fully immunized is 19%. Less than 1% of Head Start children are not fully immunized.

Chronic Diseases

Asthma

Children in Hawaii County have the second highest rate of asthma among Hawaii counties.

PREVALENCE OF CHILDREN WITH CURRENT ASTHMA BY COUNTY				
State	Honolulu County	Hawaii County	Kauai County	Maui County
9.7%	9.5%	7.9%	7.2%	6.9%

During the 2005-2006 school year, 88 (23.4%) of 376 Head Start children were diagnosed as having asthma. In 2006-2007, 104 (27.6%) of 376 Head Start children were diagnosed as having asthma. This rate is significantly higher than the rate (reported as 19%) for all children in Hawaii county.

Adults in Hawaii County have a higher rate of current asthma when compared with the other counties and the state; however, this finding is not statistically significant.

PREVALENCE OF ADULTS WITH CURRENT ASTHMA BY COUNTY				
State	Honolulu County	Hawaii County	Kauai County	Maui County
6.9%	6.6%	7.9%	7.2%	6.9%

Adult females have a higher prevalence of current asthma when compared with adult males.

Adult Native Hawaiians have a higher prevalence of current asthma when compared with other ethnic groups.

PREVALENCE OF CURRENT ASTHMA BY GENDER AND ETHNIC GROUP						
Male	Female	Hawaiian	White	Filipino	Japanese	Others
4.5%	9.2%	10.8%	7.6%	6.1%	5.5%	4.7%

Hospitalizations Due to Asthma

	1999	2000	2001
Under 5 years of age	4.55%	3.76%	3.29%
5 to 9 years of age	1.07%	1.14%	1.09%
10-14 years of age	0.54%	0.57	0.38%
15-19 years of age	0.51%	0.35%	0.37%

Morbidity and Mortality Rate Associated with Asthma

There has been a significant overall downward trend in asthma mortality rates between the years 1991-2002. However, Hawaii's asthma mortality rate is higher than the U.S.A. average (2.72/100,000 versus 1.59/100,000) for 2000.

The morbidity from asthma is affected by other chronic health condition and environmental risks. Obesity and smoking are associated with current asthma in adults. Second hand smoke is associated with current asthma in children. Obesity rates among Head Start children continue to increase. In 2005-2006, 18 percent of our Head Start children were considered obese; in 2007, 21 percent of our children are obese. The long term effect of early obesity on asthma and other health conditions is the subject of numerous studies today.

Dental

Access to pediatric dental care continues to be a problem. A recent survey of dentists in Hawaii County willing to serve children indicates that out of 54 dentists contacted, 25 will take children 3 years old and older. Six (6) of the 54 dentists contacted will take children 3 years old and younger. Eight (8) out of 54 dentists contacted will take Quest.

In the 2004/2005 Head Start school year 84 out of 432 children were diagnosed with needing dental treatment. Of that number, 69, or 82% received treatment. During 2005-2006, 116 out of 441 children were diagnosed as needing treatment. One-hundred-five (105) of the 116 children, or 90.5% who needed treatment received treatment. Many children go without treatment because of the need to fly to Oahu for treatment. Many of our parents cannot afford to take time off to make the trip, thus causing their children to go without needed treatment.

Child Abuse & Neglect

Hawaii County has the highest rate of confirmed cases of child abuse and neglect, and the highest rate of births to mothers aged 15 to 17 in the state according to the Department of Human Services data. Increasing levels of distress in the community are coinciding with severe cuts in state funding. Additionally, as with domestic violence, the rates of child abuse and neglect relates to substance abuse. The following chart is from the State of Hawaii Department of Human Services, Management Services office, and shows Hawaii County Child Abuse/Neglect Data for 2001 and 2002.

Child abuse and neglect reports, by district in Hawaii County: 2000-2002:

Year and District	Reported	Confirmed	Rate (%)
2002	937	353	37.6
South Hilo	417	185	44.4
North Hilo	6	2	33.3
Hamakua	54	13	24.1

Puna	460	153	33.3
2001	759	381	50.1
South Hilo	331	189	57.1
North Hilo	6	2	33.3
Hamakua	53	14	26.4
Puna	369	176	47.7
2000	702	347	49.4
South Hilo	291	137	47.1
North Hilo	11	11	100.0
Hamakua	33	12	36.4
Puna	367	187	51.0

There are several agencies in Hawaii County to help children who are victims of child abuse and neglect. Child and Family Services (Sexual Abuse Treatment Services) provides free counseling service for victims of incest and their families. The Children's Justice Center is a judiciary program providing a warm homelike setting for children interviewed about child abuse, sexual abuse and neglect, and coordinates with police, attorneys and victim assistance. Sexual Assault Resources and Advocacy provides immediate post-assault, 24-hour telephone hotlines, crisis intervention, and support and medical/legal system advocacy to represent victims of sexual assault who present at the hospital.

Domestic Violence

The following table represents the number of domestic assault cases referred to Hawaii County Prosecutor's Office for the three year period 1998-2000. There are increases in every district.

District	1998	1999	2000
South Hilo	291	137	47.1
North Hilo	11	11	100.0
Hamakua	33	12	36.4
Puna	367	187	51.0
Total	612	560	783

Homelessness

In 2002 a total of 6,794 persons who were homeless were provided services in Hawaii County. Of that number, 666 were served through an outreach program and 630 were served through an outreach program and 630 were served by a stipend. In 2004, 2,078 persons were served; 1,418 through an outreach program and 660 by a stipend program. Head Start actively recruits children who are homeless. In 2006-2007, we had six(6) children attending who were living in homeless shelters.

Housing

The lack of affordable housing is reflected in the increase in numbers of persons who seek assistance from programs for people who are homeless in Hawaii County. Due to a robust Real estate market and the high price homeowners can get for their property. Head Start families report difficulty locating rentals because home owners prefer to sell. In addition, homeowners who were willing to rent under Section 8, County Housing, no longer want to do so as they can get a higher rent from non-low income families who need housing. This shift in affordability of low-income housing is reflected in our student population. Our most current community assessment highlights this shift. Prior to 2006-2007, our greatest number of applicants came from the Hawaiian Beaches/Pahoa area. This area has seen a construction boom, primarily people with high income. In 2007-2008, our greatest number of applicants comes from the Keaau-Mountain View and North Kona area.

Employment

Personal Income statewide rose 6.2% during the 3rd quarter of 2004 compared with the same period last year and the state of Hawaii was in the top ten among 50 states. Strong increases in tourism, real estate sales and construction resulted in rising income, low unemployment and a reduction of 14% in bankruptcy filings statewide. In addition, wages in Hawaii County are the lowest in the state.

Seasonal employment, primarily in agriculture and tourism, accounts for approximately 10 percent of the employment in our Head Start families. Many of these job pay minimum wages and offer no benefits.

Unemployment in Hawaii County in 2005 was recorded at 3.3%, the only time since 1991 that it had been lower. Unemployment in Hawaii County continues to remain the highest in the state.

Economy

The Big Island's major sources of annual income include agriculture (the majority of the state's fruits, nuts and coffee are produced on the Big Island) and tourism. Sugar cane, abandoned in 1996, is no longer produced on the Big Island.

Tourism

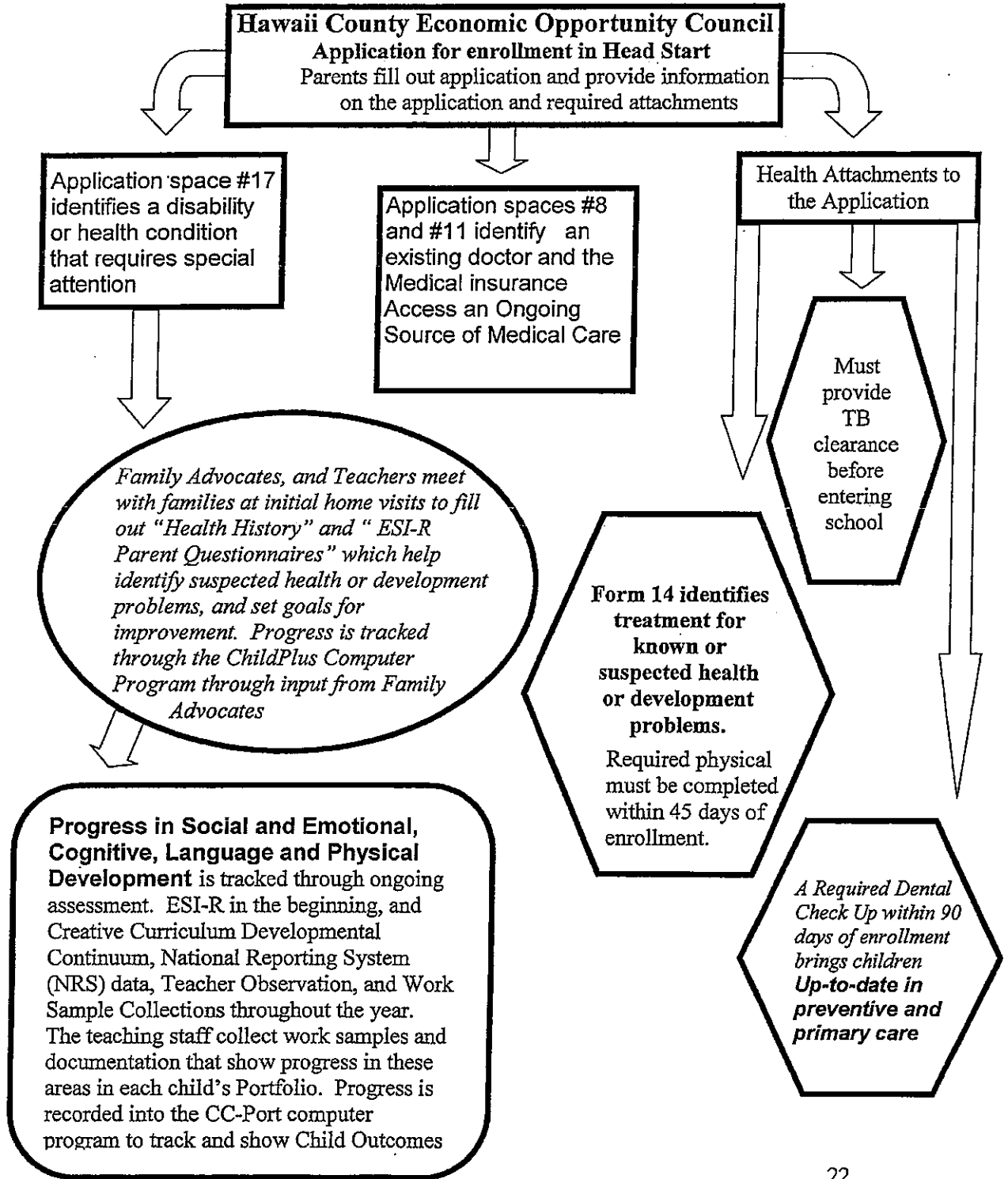
In 2006 the Big Island economy is hitting on all cylinders, entertaining 17% more tourists than in 2004, fueling extensive construction activity and creating jobs faster than the state as a whole, while leaving many employers struggling for qualified people to hire.

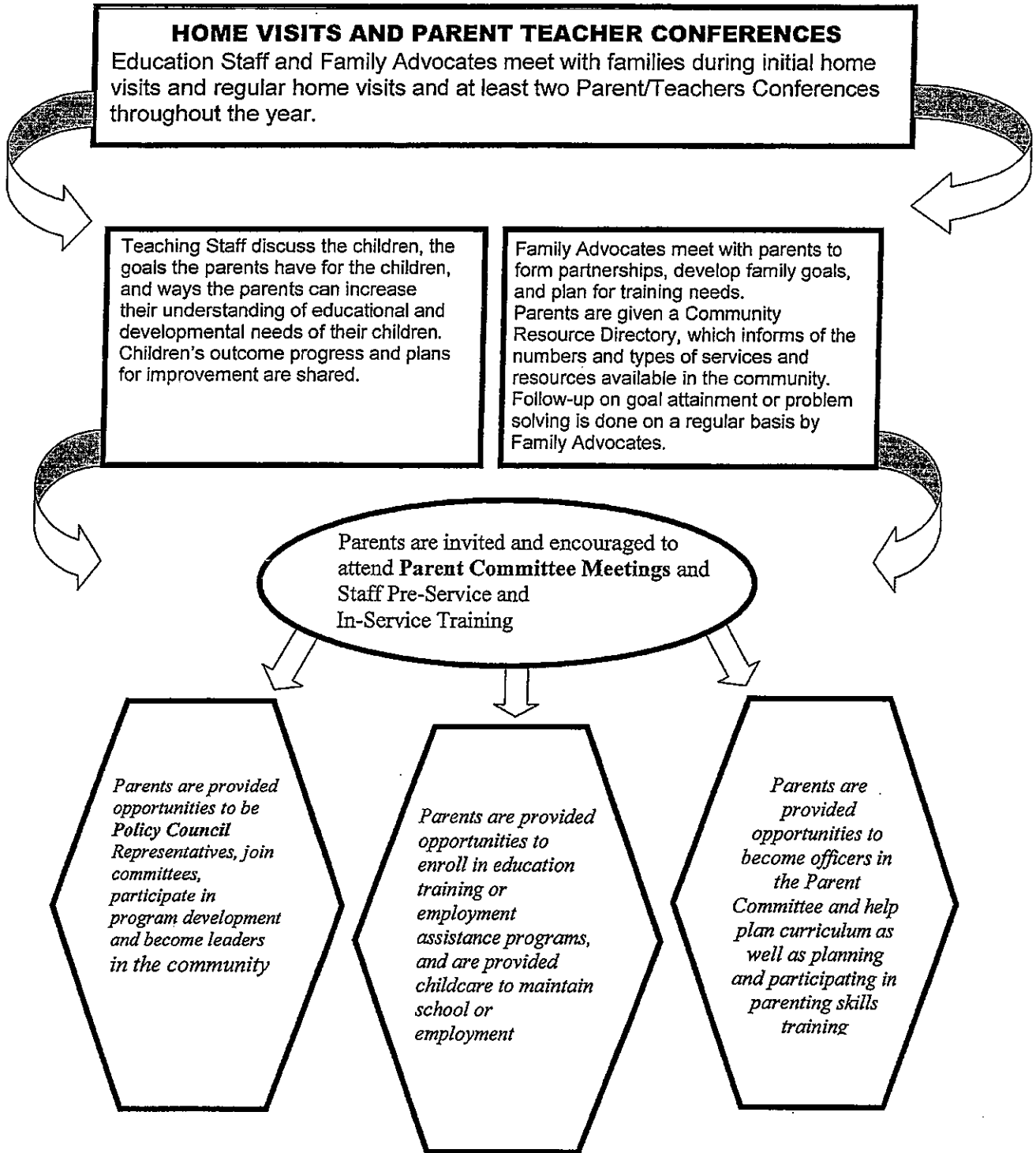
Forecasts for the Hawaii County economy in 2005 and 2006 project continued economic strength, but with some cooling of from 2004's heated pace. Both job growth and inflation adjusted personal income growth will hover in the 2% to 3% range, and population growth should average just over 1%.

The comprehensive education/health/mental health/nutrition components of Head Start address the need for preschool children to be healthy and ready to learn.

Overall Approach and Methodology

EARLY CHILDHOOD DEVELOPMENT AND HEALTH





V. Financial:

As in the past, quarterly and final written reports on program performance, i.e., outputs and outcomes, and the results of program evaluations and needs assessments will be compiled by the Head Start Director, with fiscal reports compiled by the fiscal officer. Reports will be forwarded to the Office of Community Services at the time established in the contract.

A. Pricing Structure

The cost Proposal is attached

(1) Pricing Structure is based on Cost Reimbursement

Units of Service and Unit Rate – N/A

(2) Budget Forms

The following budget form(s) are submitted with the POS Proposal

Application:

SHO-H-205 Proposed Budget for FY 2007

SPO-H-206A Budget Justification – Personnel Salaries and Wages

- Teachers and Assistant Teachers
- Teacher Aids
- Auxiliary Helpers

SHO-H-206-B Budget Justification -- Personnel Payroll Taxes, Assessments and Fringe Benefits

SHO-H-206-C Budget Justification – Travel-Inter Island

SHO-H-206-D Budget Justification – Travel out of State

SHO-H-206-E Budget Justification – Contractual Services-Administrative

SHO-H-206-F Budget Justification – Contractual Services-Subcontracts

SHO-H-206-H Budget Justification – Program Activities

SHO-H-206- I Budget Justification – Equipment Purchases

c. Budget Justification

Hawaii County Economic Opportunity Council, Inc. is submitting a proposal in the amount of \$71,428.

Personnel/Staff Compensation

Personnel and fringe costs makeup 83.1% of the budget. Fringe benefits this year are calculated at 31.7%.

The Fringe breakdown is as follows
FICA at 0.0765 = \$6515
Unemployment at 0.0281% = \$1,284

Workers Compensation @ 0.0253 = \$1156
TDI @ 0.0127 = \$580
Health Insurance @ 0.1080 = \$4417
Retirement @ 0.0632 = \$2585
Life Insurance @ 0.0032 = \$131

The Personnel Costs are for an additional month of employment for nine (9) teachers, nine (9) teacher aides, three (3) assistant teachers and four (4) auxiliary helpers.

Staff compensation is set using the data from a comparable wage survey conducted in December 2004. The salary structure rewards qualifications, education, experience and longevity. The fringe benefits package includes a life insurance plan and a pension plan.

Administrative Costs (\$386)

Audit: Three hundred eighty-six dollars (\$386) are allocated to pay a portion of the annual all agency audit

Supplies (\$3380)

The breakdown for supplies is as follows:

Copy Paper for use by classrooms estimated at \$788
Classroom Supplies for use by the children during class time is estimated at \$1,563
Food Service Supplies - as paper plates, forks, spoons for children is estimated at \$400
Cleaning Supplies are estimated at \$100

Utilities (\$530)

Cost of increase in electricity usage in the classrooms is estimated at \$400
Cost of increase in water usage in the classrooms is estimated at \$130

Transportation (\$3500)

Bus transportation for 40 students at Hawaiian Beaches, 20 students at Mt. View, 40 students at Keauhou for an additional month is estimated at \$4689. Transportation is not provided for the other students in this proposal as the proximity of their homes are closer to the centers.

Food (\$1,303)

It is a Head Start requirement that teaching staff are provided with paid meals as part of the Nutrition Curriculum; the philosophy being that good "nutrition is caught not taught". Thus staff is expected to set an example by eating with the children in a family style setting. 18 Teaching staff will be provided with meals for 22 additional school days (\$1,303) Meals are provided by the HCEOC Food Service program at a cost of \$3.29 per meal.

Position	Salary Monthly	Annual	
<u>Lead Teachers (9)</u>			
Hawaiian Beaches 4 Lead Teacher	2468	29616	0.08333
Hawaiian Beaches 5 Lead Teacher	2286	27431	0.08333
Kahakai Lead Teacher	2458	29324	0.08333
Kalaniana'ole Lead Teacher	2145	25740	0.08333
Keaau 2 Lead Teacher	2458	29496	0.08333
Keauhou FD Lead Teacher	2067	24804	0.08333
MT View Lead Teacher	2067	24804	0.08333
Puueo Ekahi Lead Teacher	2077	24924	0.08333
Puueo Elua Lead Teacher	2067	24804	0.08333
Total	20093		
<u>Assistant Teachers (4)</u>			
Hawaiian Beaches 4 & 5 Assistant Teacher	2,006	24072	0.08333
Kahakai/Keauhou Assistant Teacher	2,148	25776	0.08333
Keaau/MT View Assistant Teacher	1,873	22476	0.08333
Puueo Ekahi/Elua/Kal Assistant Teacher	2,010	24128	0.08333
TOTAL	8037		
Total All Teachers			
<u>Teachers Aides (9)</u>			
Hawaiian Beaches 4 Teachers Aide	1482	17784	0.0333
Hawaiian Beaches 5 Teacher Aide	1367	16404	0.08333
Kahakai Teacher Aide	1367	16404	0.08333
Kalaniana'ole Teacher Aide	1468	17616	0.08333
Keaau 2 Teacher Aide	1496	17952	0.08333
Keauhou FD Teacher Aide	1367	16404	0.08333
MT View Teacher Aide	1367	16404	0.08333
Puueo Ekahi Teacher Aide	1485	17820	0.08333
Puueo Elua Teacher Aide	1367	16404	0.08333
Total	17551		
<u>Auxiliary Helpers</u>			
Hawaiian Beaches Auxiliary Helper	957	11484	0.0833
Keaau Auxiliary Helper	957	11484	0.0833
MT View Auxiliary Helper	957	11484	0.0833
Puueo Auxiliary Helper	957	11484	0.0833
Kalaniana'ole Auxiliary Helper	957	11484	0.0833
Total	4785		

B. Other Financial Related Materials

1) **Accounting System** Audit is attached. Note the 2006 audit is not as yet completed.

3) **Need for Funding:** The ACF budget is included on SPO H 205. While Head Start provides funding for several of our full day full year classes, Head Start grantees are encouraged to look elsewhere for funding to support additional child care needs. The need to provide service for 12 months for children of working parents continues to be an identified unmet need.

4) **Cost Effectiveness.** Analysis of a data print out provided by the HCEOC Head Start Grant Application Budget Instrument Grant Detail Report for the 2006/2007 Head Start Basic Grant lists the overall cost per child as \$8,906 or \$8.73 per child per day based on 1,021 hours of service.

The direct cost to society when parents are not participating in the workforce is immeasurable, both in the erosion of the family structure and the cost to society to provide support for the employable but unemployed. It is clear that Head Start provides a valuable service to the working poor by providing quality childcare that meets their need for full day full year childcare as evidenced by the growing numbers of parents who submit enrollment applications for these programs.

VI. OTHER

A. Litigation

N/A

VII. Appendix

BUDGET

(Period September 1, 2008 to August 31, 2009)

Applicant/Provider: Hawaii County Economic Opportunity Council
 RFP No.: _____
 Contract No. (As Applicable): _____

BUDGET CATEGORIES	Budget Request (a)	DHHS/ACF (b)	OCS State (c)	(d)
A. PERSONNEL COST				
1. Salaries	45,681	1,647,464	54,392	
2. Payroll Taxes & Assessments	6,515	231,305	7,827	
3. Fringe Benefits	7,133	282,932	9,333	
TOTAL PERSONNEL COST	59,329	2,161,701	71,552	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	3,120	0	
2. Airfare, Out-of-State	0	2,400	0	
3. Audit Services	386	15,702	638	
4. Contractual Services - Administrative	0	2,500	0	
5. Contractual Services - Subcontracts	0	0	0	
6. Insurance	0	14,241	1,989	
7. Lease/Rental of Equipment	0	0	0	
8. Lease/Rental of Motor Vehicle	0	0	0	
9. Lease/Rental of Space	0	10,930	0	
10. Mileage	0	19,446	0	
11. Postage, Freight & Delivery	0	9,255	300	
12. Publication & Printing	0	9,510	0	
13. Repair & Maintenance	0	27,507	0	
14. Staff Training	0	34,495	0	
15. Substance/Per Diem	0	3,600	0	
16. Supplies	3,380	107,324	7,128	
17. Telecommunication	0	36,500	352	
18. Transportation	3,500	130,881	119	
19. Utilities	530	29,716	352	
Data Processing	0	9,010	570	
Dues/ Fees/ Permits/NRS/Pre-Pos Empl/P	0	7,255	0	
Nutrition Services	1,303	32,626	0	
Children Services	3,000	42,210	0	
Parent Services	0	8,772	0	
TOTAL OTHER CURRENT EXPENSES	12,099	557,000	11,448	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	71,428	2,718,701	83,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request	71,428	Bettie B. Wagstaff 808-961-2681 x 206 Phone		
DHHS/ACF	2,718,701	Signature of Authorized Official <u>10/24/07</u> Date		
OCS State	83,000			
(d)		George Yokoyama Name and Title (Please type or print)		
TOTAL REVENUE	2,873,129	For State Agency Use Only		
		Signature of Reviewer Date		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant/Provider: Hawaii County Economic Opportunity Council Date Prepared: October 23, 2007
 RFP No.: _____
 Contract No. _____ Period: 1-Sep-07 to 31-Aug-08
 (As Applicable)

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
	Hawaiian Beaches Room 4 Teacher Aide	1	17,784	0.0833	1482
	Hawaiian Beaches Room 5 Teacher Aide	1	16,404	0.0833	1367
	Kahakai Teacher Aide	1	16,404	0.0833	1367
	Kalaniana'ole Teacher Aide	1	17,616	0.0833	1468
	Kea'au Full-Day Teacher Aide	1	17,952	0.0833	1496
	Kea'au Full-Day Teacher Aide	1	16,404	0.0833	1367
	Mountain View Teacher Aide	1	16,404	0.0833	1367
	Pu'ueo Ekahi Teacher Aide	1	17,820	0.0833	1485
	Pu'ueo Elua Teacher Aide	1	16,404	0.0833	1367
	Hawaiian Beaches Auxiliary Helper	1	11,484	0.0833	957
	Kea'au Auxiliary Helper	1	11,484	0.0833	957
	Mountain View Auxiliary Helper	1	11,484	0.0833	957
	Pu'ueo Auxiliary Helper	1	11,484	0.0833	957
	Kalaniana'ole Auxiliary Helper	1	11,484	0.0833	957
TOTAL:					17551
JUSTIFICATION/COMMENTS:					

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Hawaii County Economic Opportunity Council

RFP No.: _____ Period: September 1, 2007 to August 31, 2008 Date Prepared: 10/23/07

Contract No. _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OF FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	0.0765	3495
Unemployment Insurance (Federal)	As required by law	N/A	N/A
Unemployment Insurance (State)	As required by law	0.0281	1284
Worker's Compensation	As required by law	0.0253	1156
Temporary Disability Insurance	As required by law	0.0127	580
SUBTOTAL:			6515
FRINGE BENEFITS:			
Health Insurance		0.108	4417
Retirement		0.0632	2585
Life Insurance		0.0032	131
SUBTOTAL:			7133
TOTAL:			13648
JUSTIFICATION/COMMENTS:			

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Hawaii County Economic Opportunity Council

RFP No.: _____

Period: SEPT 1, 2007 to August 31, 2008

Date Prepared: October 23, 2007

Contract No.: _____
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Audit Services	386	As required by Federal and State funders
Copy Costs	788	Classroom activities
Classroom supplies	1,563	Materials for use by the students
Cleaning supplies	100	To meet sanitation regulations
Food service supplies	400	For use by children at meals
Utilities	530	portion of electricity and water for classrooms
Transportation	3,500	Student transportation
Nutrition Services	1,303	Meals provided for teaching staff
Children services	3,000	curriculum activities, therapist costs
Total:	11,570	

**BUDGET JUSTIFICATION
EQUIPMENT PURCHASES**

Applicant/Provider: Hawaii County Economic Opportunity Council

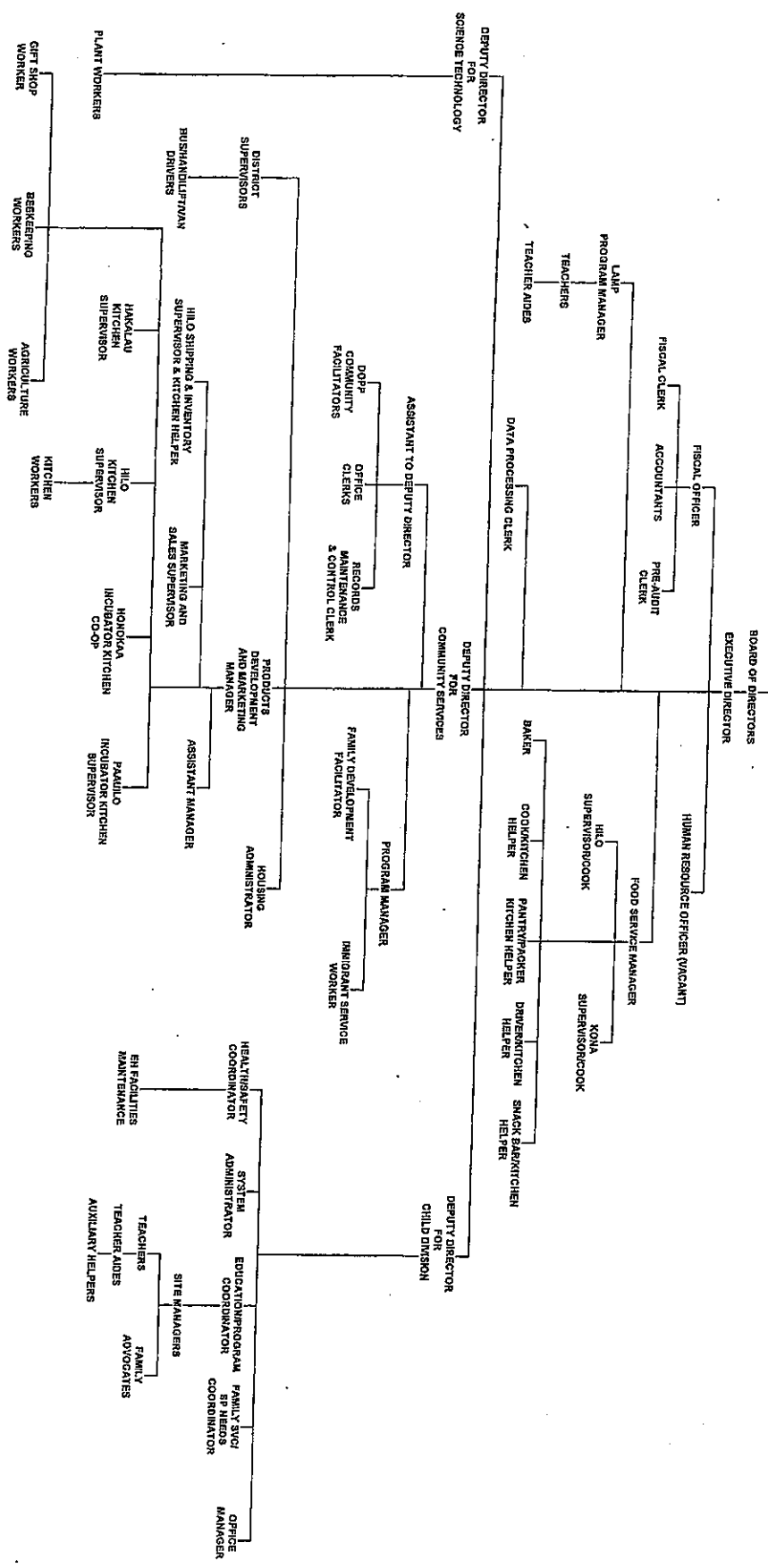
RFP No.: _____ Period: SEP 1, 2007 to AUG 31, 2008

Contract No.: _____
(As Applicable)

Date Prepared: October 23, 2007

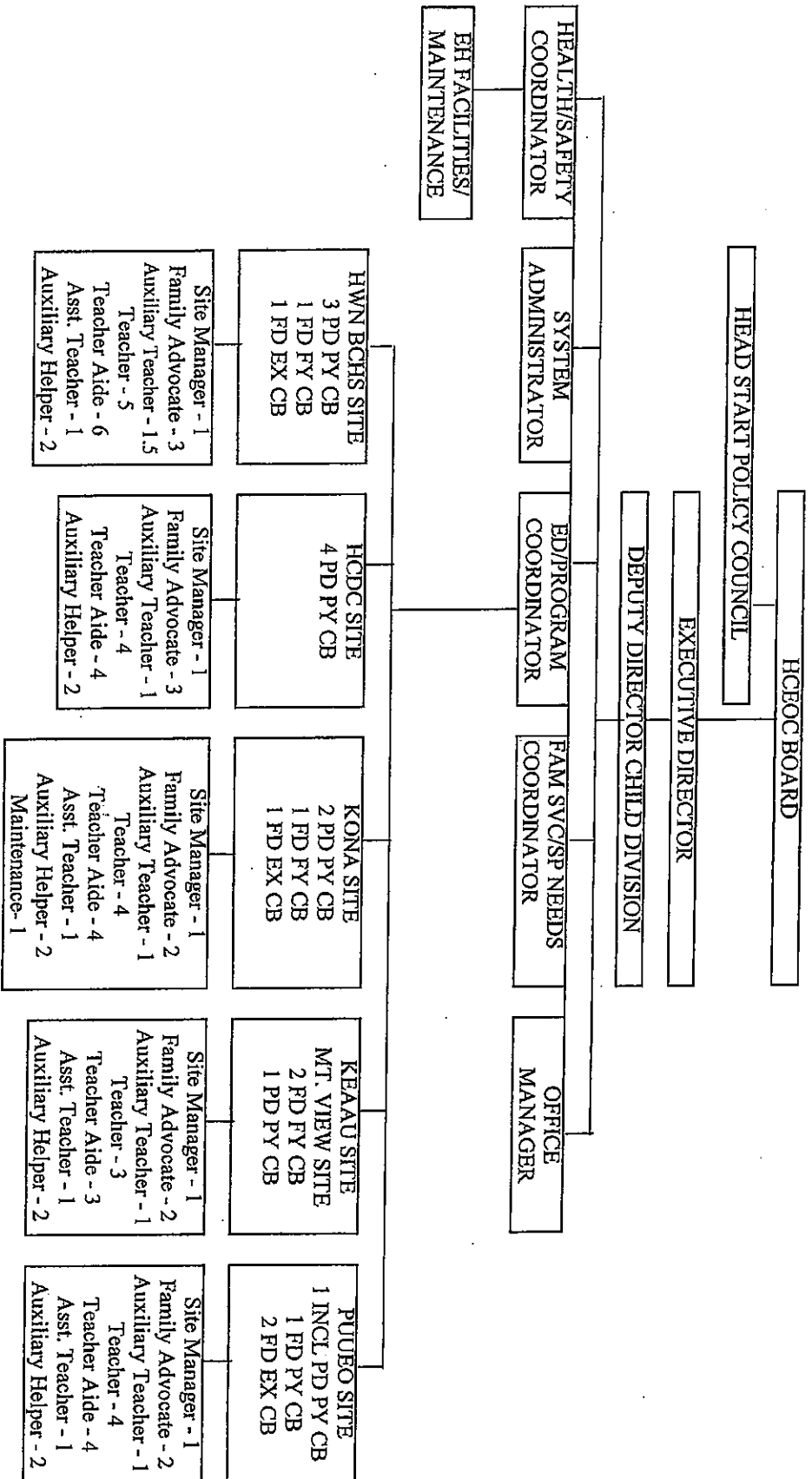
DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				
JUSTIFICATION/COMMENTS:				

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL



Revised: 8/2007

HCEOC Head Start 2007/2008 Organizational Chart



PD = PART DAY, PY = PART YEAR
FD = FULL DAY, FY = FULL YEAR

CB = CENTER BASE

EX = EXPANDED YEAR

INCL = INCLUSION

REV: 8/07
DEV. 12/02

RESUME

GEORGE YOKOYAMA
P. O. BOX 45
HILO, HAWAII 96721

EDUCATION

- 1981 - Present: Executive Director: Responsible for entire Hawaii County Economic Opportunity Council operation.
- Accomplishments to date: Established a component within the agency to institute self-supporting programs. Mobilized public and private resources for developing the following program income generating projects.
1. Self-supporting Agricultural Training Project for the low-income to qualify them to become independent farmers.
 2. Self-supporting discount food service project to prepare meals for pre-school child care and elderly centers.
 3. Renewable energy manufacturing and marketing project to train and retain low-income participants in employment.
 4. Self-Help Housing Projects.
- 1971-1980: Director, Community Services Division, Responsible for formulation, coordination and implementation of community services programs. Knowledge and ability to effect sound planning, management and organizational practices. Received various training to include Grantsmanship, Leadership Development and Management, Economic Development, Planning, Resource Mobilization and Program Development.
- 1962-1968: President of company engaged in import/export trade business in Japan specializing in exporting industrial machinery to South Asia and Pacific Basin developing countries.
- 1957-1962: Attended Sophia University, Tokyo, Japan.
- 1955-1957: Federal Civil Service – Fire Chief of military camps in Japan. Responsible for administering all phases of fire prevention and protection activities within the military camp.
- 1945-1955: U.S. Army-Military Occupational Specialty-Fire Chief-Honorable Discharge.

SPECIAL SKILLS

- 1970-1971: Part-time lecturer at University of Hawaii, Hilo College in Language.
- 1969-1971: Instructor at Hilo High School in Department of Education Demonstration Project for a Language Course.

Toshie Miyasaki

144 Kupaa Street, Hilo, Hawaii 96720

WORK EXPERIENCE

- 1983 – Present Fiscal Officer, Hawaii County Economic Opportunity Council
47 Rainbow Drive, Hilo, Hawaii 96720
- Responsibilities: Manage internal financial and budgetary control, cash management, insure that proper accounting procedures are in accordance with Federal, State, and local regulations, administer employee benefit plans, completes all monthly, quarterly, and annual reports of program expenditures as required by funding agencies.
- 1976 – 1983 Accountant, Hawaii County Economic Opportunity Council
34 Rainbow Drive, Hilo, Hawaii 96720
- Responsibilities: Maintained accounting records in conformity of fiscal operations, compiled and prepared fiscal reports, classified accounting codes for posting control, distributed fiscal documents governing encumbrance expenditures and revenues to proper accounts and funds, collected, categorized, and evaluated fiscal data, verified and analyzed financial data and prepared statements and reports.
- 1971 – 1976 Bookkeeper, Hawaii County Economic Opportunity Council
34 Rainbow Drive, Hilo, Hawaii 96720
- Responsibilities: Receiving, revising, posting, and summarizing a variety of fiscal data, maintaining records and accounts, compiling data and preparing standard fiscal statements.
- 1958 – 1969 Bookkeeper, Yet Chew Chun CPA, Hilo, Hawaii
- Duties: General bookkeeping, preparing tax returns, financial statements and payroll.

EDUCATION

- 1956 – 1958 Hilo Commercial College
Hilo, Hawaii 96720
Certificate: Stenography

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL POSITION DESCRIPTION

POSITION TITLE: Deputy Director, Child Development Division

POSITION SUMMARY:

The Deputy Director for Child Development is responsible for the administration, formulation, coordination, and implementation of Child Development Division Programs for Hawaii County Economic Opportunity Council.

The Deputy Director for the Child Development Division reports to the Hawaii County Economic Opportunity Council Executive Director.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

ESSENTIAL JOB FUNCTIONS

1. Oversees the implementation of and monitors the delivery of quality program services.
2. Assures compliance with the Head Start Performance Standards and state and county regulations.
3. Writes grant applications and proposals for services or programs to address those needs.
4. Develops the Division's annual budgets and maintains fiscal viability of the Child Development Division Programs; monitors the budget and project fiscal and programmatic impact of Federal policy and procedures changes.
5. Provides leadership to the Policy Council and the Board of Directors and staff in the ongoing process of program planning.
6. Develops and recommends new administrative and programmatic goals, policies, procedures and methods; provide consultation and interpretation of policies and procedures to subordinate supervisors and to the public.
7. Evaluates effectiveness, efficiency, and adequacy of programs using the Head Start Performance Standards, Program Service Areas Plans, Annual Self Assessment and the PRISM monitoring instrument as a guide.
8. Identifies and provides analysis of new Federal Guidelines; participates in the implementation of revised policies and procedures to achieve compliance or improve programming.
9. Participates and provides leadership in planning activities with the Policy Council and serves as staff support for the Policy Council on matters relating to its functions.
10. Supervises, trains and evaluates designated staff; identifies training needs and assists staff in obtaining training to meet those needs.
11. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.
12. Analyzes management reports and operational data; prepares reports and correspondence; research and compiles program statistics for use in reports to the HCEOC Board of Directors and committees, the Head Start Policy Council and committees, Child Development staff and the community at large.

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
POSITION DESCRIPTION**

LEVEL A: B.A. Degree in Child Early Childhood Development or related field, from an accredited college or university and 4 years of supervisory experience in a related Child Development or business field, and at least 2 years of experience in funding and proposal writing.

LEVEL B: M.A. Degree in Child Development, or related discipline from an accredited college or university and 2 years of experience as a director of a Child Development, or similar program and 4 years experience in a business related field with budget/fund managing and proposal writing a major portion of the job.

LEVEL C: Masters in Child Development or related discipline, from an accredited college or university and 4 years of experience as a director of a Child Development, or similar program, and 5 years of experience in a business related field with budget/fund managing and proposal writing a major portion of the job.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must have a valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

JUNE, 1983

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
POSITION DESCRIPTION
PRE-AUDIT CLERK

INTRODUCTION

The Pre-Audit Clerk position provides the Fiscal Officer with direct support related to the accomplishment of the Fiscal Department's objectives and activities, including supervision of such activities delegated to the Account Clerk(s) and Assistant Account Clerk(s).

RESPONSIBILITIES AND DUTIES

- A. Maintains accounting records required in the control of fiscal operations.
- B. Compiles and prepares reports of fiscal data.
- C. Classifies, codes, and creates posting controls.
- D. Distributes accounting documents governing encumbrances, expenditures and revenues to proper accounts and funds.
- E. Collects, classifies and evaluates fiscal data.
- F. Makes standard, adjusting, and closing entries.
- G. Verifies and analyzes financial data and prepares statements and reports.
- H. Participates in making studies and estimates of agency revenues and operating costs and assists in working out allocation of funds and costs to various programs.
- I. Develops and refines accounting procedures.
- J. Posts and summarizes a variety of fiscal data.
- K. Maintains fiscal journals and ledgers.
- L. Compiles fiscal data and prepares monthly journal entries.
- M. Maintains individual personnel files for each employee.
- N. Audits vendor invoices and prepares checks.
- O. Prepares and checks semi-monthly payroll for accuracy.
- P. Schedules, indexes, codes, files bills, and purchase orders.
- Q. Prepares monthly and/or quarterly expenditure reports required by various funding sources as assigned.
- R. Performs a variety of clerical tasks which may include typing and filing records and correspondence for the Fiscal Department.
- S. Performs other duties as requested by the Fiscal Officer.
- T. As an additional duty, employee may be temporarily assigned to a higher position in HCEOC.

QUALIFICATIONS

- A. Education or experience substantially equivalent to graduation from an accredited college or university with major work in accounting.
- B. Two years of responsible work experience in accounting.
- C. Must be familiar with, and able to operate business machines, such as 10-key adding machines, typewriter, and various other office machines.
- D. Must be able to type with reasonable accuracy.
- E. Preferably from low-income background.
- F. Must meet the health and physical condition standards necessary for proper performance of duties.

CONTROL

Reports to and is responsible to the Fiscal Officer.

JENNIFER L. GOSSERT

CERTIFIED PUBLIC ACCOUNTANT

An Accounting Corporation

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
HILO, HAWAII**

**Financial Statements and Supplementary Data
And Comments on Internal Control and Compliance**

Year ended September 30, 2006

(With Independent Auditor's Reports)

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
Year ended September 30, 2006

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JENNIFER L. GOSSERT
CERTIFIED PUBLIC ACCOUNTANT
An Accounting Corporation

688 Kinoole Street, Suite 201 • Hilo, Hawaii 96720 • Phone (808) 969-3115 Fax (808) 969-7463

UNQUALIFIED OPINION ON FINANCIAL STATEMENTS AND SUPPLEMENTARY SCHEDULE
OF EXPENDITURES OF FEDERAL AWARDS – NOT-FOR-PROFIT ORGANIZATION

Independent Auditor's Report

To the Board of Directors
Hawaii County Economic Opportunity Council:

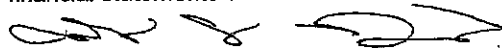
We have audited the accompanying statement of financial position of Hawaii County Economic Opportunity Council as of September 30, 2006, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of Hawaii County Economic Opportunity Council's management. Our responsibility is to express an opinion on these financial statements based on our audit. Information for the year ended September 30, 2005, is presented for comparative purposes only and was extracted from the financial statements for that year, on which we expressed an unqualified opinion in our report dated September 29, 2006.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Hawaii County Economic Opportunity Council as of September 30, 2006, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 23, 2007 on our consideration of Hawaii County Economic Opportunity Council's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing over internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of Hawaii County Economic Opportunity Council taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as require by the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements. Such information has been subjected to auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.


May 23, 2007

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

Statements of Financial Position
September 30, 2006 and 2005

	2006	2005
<u>Assets</u>		
Current assets:		
Cash	\$ 15,184	\$ 146,745
Inventory	4,703	
Grant receivables	716,812	593,274
Other receivables	98,956	74,602
Prepaid expenses	89,722	100,602
Total current assets	925,377	915,223
Property and Equipment:		
Vehicles	1,921,051	1,323,051
Furniture and Equipment	770,423	723,218
Building	77,800	77,800
Leasehold improvements	2,808,163	2,780,895
	5,577,437	4,904,964
Accumulated depreciation	(2,267,072)	(2,060,272)
Total property and equipment	3,310,365	2,844,692
Work in progress - Head Start Keaau	68,800	
Land	35,000	35,000
Security deposits	16,696	16,696
Total Assets	4,356,238	3,811,611
<u>Liabilities and Net Assets</u>		
Current liabilities:		
Accounts payable	433,691	222,982
Accrued vacation	256,400	248,784
Accrued pension and life	224,371	210,213
Other accrued liabilities	11,220	27,115
Loan payable to bank	150,000	
Deferred revenue	117,700	207,657
Total current liabilities	1,193,382	916,751
Net assets		
Unrestricted	3,162,856	2,894,860
Total Liabilities and Net Assets	\$ 4,356,238	\$ 3,811,611

See accompanying notes to financial statements.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

Statements of Activities
 Year ended September 30, 2006
 with comparative totals for the year ended September 30, 2005

	2006	2005
Public Support and Revenues:		
Public support:		
Federal grants	\$ 4,172,716	\$ 4,589,201
State grants	2,109,188	945,459
County grants	370,623	412,651
Foundations/donations	14,070	11,057
In-kind contributions	555,405	528,479
Total public support	7,222,002	6,486,847
Revenues:		
Program income	1,155,230	1,079,998
Medicaid/ Medicare	44,234	23,279
Interest income	108	71
Rent	-	11,000
Usage fees	21,755	11,227
Other income	118,846	87,499
Gain (loss) on asset disposal	-	(17,445)
Total revenues	1,340,173	1,195,629
 Total public support and revenue	 8,562,175	 7,682,476
Expenses:		
Program services	7,067,838	6,657,810
Supporting services	1,226,341	1,191,855
Total Expenses	8,294,179	7,849,665
Change in net assets	267,996	(167,189)
Net assets, beginning of year	2,894,860	3,062,049
Net assets, end of year	\$ 3,162,856	\$ 2,894,860

See accompanying notes to financial statements.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
Statements of Functional Expenses
Year ended September 30, 2006
with comparative totals for the year ended September 30, 2005

	Program Services	Supporting Services	2006	Total 2005
Salaries and wages	\$ 3,113,449	\$ 661,842	\$ 3,775,291	\$ 3,528,475
Fringe benefits	582,584	123,843	706,427	614,899
Payroll taxes	437,044	92,905	529,949	490,534
Materials and supplies	1,012,137	100,101	1,112,238	1,266,230
Contractual services	175,538	36,000	211,538	227,728
In-kind expenses	555,405		555,405	528,749
Vehicle expenses	311,281	1,500	312,781	303,211
Travel	26,902	2,989	29,891	62,518
Conference and meetings	34,804	1,832	36,636	52,605
Telephone	54,985	6,109	61,094	59,086
Equip. rental/maintenance	16,805	1,867	18,672	17,521
Insurance	154,240	4,500	158,740	89,147
Occupancy	289,057	43,421	332,478	249,068
Postage	7,734	859	8,593	16,400
Other	67,642	3,646	71,288	95,844
Uncollectible - Medicaid		122,625	122,625	
Interest expense		1,622	1,622	1,307
Client services	1,524		1,524	2,016
Rehabilitation loans	40,587		40,587	40,527
Total expenses before depreciation	6,881,718	1,205,661	8,087,379	7,645,865
Depreciation expense	186,120	20,680	206,800	203,800
Total expenses	\$ 7,067,838	\$ 1,226,341	\$ 8,294,179	\$ 7,849,665

See accompanying notes to financial statements.

HAWAII ECONOMIC OPPORTUNITY COUNCIL

Statement of Cash Flows
Year ended September 30, 2006

Cash flows from operating activities:	
Increase in net assets	\$ 267,966
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	206,800
Increase in inventory	(4,703)
Increase in receivables	(147,892)
Decrease in prepaids and deposits	10,880
Increase in accounts payable	210,709
Increase in accrued liabilities	5,909
Decrease in deferred revenue	(89,957)
Net cash provided by operating activities	<u>459,712</u>
Cash flows from financing activities:	
Bank loan proceeds	<u>150,000</u>
Net cash provided by financing activities:	<u>150,000</u>
Cash flows from investing activities:	
Construction in progress	(68,800)
Purchases of property and equipment	<u>(872,473)</u>
Net cash used by investing activities	<u>(741,273)</u>
Net decrease in cash	(131,561)
Cash at beginning of year	<u>146,745</u>
Cash at end of year	<u>\$ 15,184</u>

Supplemental Disclosure of Cash Flow Information

There were no noncash financing or investing activities for the year ended September 30, 2006.

See accompanying notes to financial statements.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
Notes to Financial Statements
September 30, 2006

(1) Organization and Summary of Significant Accounting Policies

Organization

The Hawaii County Economic Opportunity Council (HCEOC) was incorporated in the State of Hawaii on May 27, 1965. HCEOC is a Community Action Agency that provides services for low-income, elderly and handicapped individuals in Hawaii County. The operations of HCEOC are funded primarily through grants and contracts from federal, state and county governmental agencies. These grants and contracts comprise approximately 78 percent of HCEOC's total support and revenue.

Financial Statement Presentation

The accompanying financial statements of HCEOC are presented in accordance with the standards of accounting and financial reporting prescribed for not-for-profit organizations. In accordance with these standards, the accounting policies applicable to not-for-profit organizations are used by HCEOC. HCEOC reports its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets. All grants, and other support received during the year with performance restrictions imposed by the donors are recognized as revenue in the period received when performance requirements are satisfied. As of September 30, 2006, none of the net assets of HCEOC are subject to donors imposed passage of time restrictions and are therefore classified as unrestricted net assets.

Property and Equipment

Land and building consists of property contributed to HCEOC. The property has been recorded at fair value based on the assessed value for real property tax purpose. Subsequent improvements to the building that prolong its useful life have been added to the basis at cost.

Leasehold improvements include the cost of the human service complex that serves as the HCEOC main facility. (see note 4). Vehicles and equipment are stated at cost at the date of acquisition or at fair market value at the time of donation. Major renewals and betterments are included in the equipment fund while repairs and maintenance that do not improve or extend the lives of assets are charged to expense.

Depreciation on all property and equipment is calculated by on the straight-line basis over the estimated useful lives of the respective assets.

Deferred Grant Revenue

The HCEOC received cash payments in advance of incurred expenses for certain programs funded by governmental sources. These advance payments are reflected as deferred revenue in the accompanying financial statements.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
Notes to Financial Statements, Continued

Contributions

In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. As of September 30, 2006, HCEOC had no donor imposed restricted or temporarily restricted contributions.

Income Taxes

HCEOC is classified as a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue Code and is exempt from Federal and State income taxes.

Contributed Services

Contributed services do not meet the criteria set forth in SFAS No. 116 for recognition in the financial statements and, therefore have not been recorded. However, a number of volunteers have donated their time to the Head Start program and an estimate of the value of these donated hours are reported to the Department of Human Services and are included in HCEOC's 20% matching fund requirement for federal Head Start funds.

Comparative Financial Information

The information shown for 2005 in the accompanying financial statements is included to provide a basis for comparison with 2006 and represents summarized totals only.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

(2) Note Payable to Bank

HCEOC has two outstanding unsecured short term loans with Central Pacific Bank at September 30, 2006. The loans are for \$90,000 and \$60,000 and are three month loans, with an interest rate of 8.25%, accrued interest plus the principal balances are due on November 2006.

(3) Pension Plan

HCEOC has a non-contributory defined contribution pension plan covering most of the full time personnel. Employee eligibility to participate is based on age and length of service requirements. The annual contribution to the plan is based on 7 percent of employee compensation. Pension expense was \$262,521 for the year ended September 30, 2006.

(4) Lease Obligations

HCEOC entered into a 55 year lease commitment with the Department of Land and Natural Resources beginning June 24, 1994 for a portion of a parcel of land situated at Piihonua, South Hilo, Hawaii, designated by Tax Map Key No. 2-3-32:1. The human services complex, was

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
Notes to Financial Statements, Continued

constructed on this parcel in fiscal years 1995 and 1996 using State of Hawaii, Capital Improvement Project funding passed through to HCEOC. The lease calls for an annual rental fee of \$8,348 through June 23, 2014 at which time the fee will be renegotiated. HCEOC records the leasehold facility on its books and depreciates the facility over the useful life of the building.

HCEOC has an agricultural month to month lease on property with the Department of Land and Natural Resources on a parcel State land, identified as TMK 2-3-32:1 for use in its training projects. The annual rental cost is \$1 per year and the fair market value is not readily determinable.

HCEOC has a ten year lease agreement through September 30, 2010, on a commercially zoned bakery facility at Hakalau, Hawaii. The commercial property is comprised of approximately 6,800 square feet including floor space and parking. Substantial leasehold improvements were completed on this facility for the fiscal year ended September 30, 2001 to operate a certified kitchen for use in HCEOC programs. These leasehold improvements will revert to the lessor at the expiration of the lease period. The lease calls for in-kind occupancy, with HCEOC responsible for all other costs associated with the property such as utilities, so long as the property is used solely for the purpose of community services and economic development activities. The fair market value of this lease is not readily determinable.

HCEOC also rents space on a month-to-month basis at various sites county wide for use as offices and program work centers. The monthly minimum lease obligations for these facilities are \$ 6,793.

(5) Donated Facilities

HCEOC used administrative offices and classroom facilities free of charge at several locations. The use of such facilities is recorded on the financial statements based on the estimated annual rental value of such facilities. The annual rent value for the twelve months ended September 30, 2006 is \$555,405.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

Schedule of Expenditure of Federal Awards
For the Year Ended September 30, 2006

<u>Federal Grantor / Pass-through Grantor / Program Title</u>	<u>Federal CFDA Number</u>	<u>Grantors Number</u>	<u>Expenditures</u>
<u>Department of Health and Human Services</u>			
Direct Programs:			
Head Start	93.600	09CH7023/41	\$ 2,755,380
Community Economic Development Program	93.570	90EE0658/01	232,847
HCAPDA State Capacity Building Grant	93.570	90EQ0084/02	49,419
Passed through State of Hawaii:			
Office of Community Services:			
Community Services Block Grant	93.569	OCS-POS-06-61	566,781
Low Income Home Energy Assistance Prog.	93.568	DHH-LIHEAP	36,754
Passed through County of Hawaii:			
Office of Aging:			
Nutrition Transportation	93.044	C.000821	166,804
<u>Department of Agriculture</u>			
Direct Programs:			
USDA Rural Development - HPG	10.433	0348-0004	61,168
Passed through State of Hawaii:			
Department of Education:			
National School Lunch Program	10.555	2101-6	246,235
Emergency Food Assistance Program	10.568	SOH-OCS	4,395
<u>Department of Energy</u>			
Passed through State of Hawaii:			
Office of Community Services:			
Weatherization Assistance Program For Low Income Homeowners	81.042	OCS-POS-99-52	<u>52,933</u>
Total expenditures of federal funds			<u>\$ 4,172,716</u>

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
Schedule of Findings and Questioned Costs

For the Year Ended September 30, 2006

A. Summary of Audit Results

1. The auditor's report, issued May 23, 2007 expresses an unqualified opinion on the financial statement of Hawaii County Economic Opportunity Council for the year ended September 30, 2006.
2. No material weaknesses were identified during the audit of the financial statements.
3. No instances of noncompliance material to the financial statements of Hawaii County Economic Opportunity Council were disclosed during the audit.
4. No material weaknesses were identified during the audit of the major financial award programs.
5. The auditor's report on compliance for the major federal award programs for Hawaii County Economic Opportunity Council expresses an unqualified opinion.
6. There were no audit findings relative to the major federal award programs for Hawaii County Economic Opportunity Council.
7. The three programs tested as major programs are as follows:
 - (1) The Head Start Program, CFDA No. 93.600, a direct contract with the U.S. Department of Health and Human Services;
 - (2) The Community Economic Development Program Priority 1 Area and the HCAPDA State Capacity Building Grant, a cluster of programs identified as CFDA No. 93.570, both direct contracts with the U.S. Department of Health and Human Services.
8. The threshold for distinguishing Type A and B programs was \$300,000. One Type A program and one Type B major program were selected for inclusion under the risk based approach.
9. Hawaii County Economic Opportunity Council was determined to be a low-risk auditee.

B. Findings – Financial Statements Audit

NONE

C. Findings and Questioned Costs – Major Federal Award Programs Audit

NONE

JENNIFER L. GOSSERT
CERTIFIED PUBLIC ACCOUNTANT
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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Hawaii County Economic Opportunity Council:

We have audited the financial statements of Hawaii County Economic Opportunity Council as of and for the year ended September 30, 2006, and have issued our report thereon dated May 23, 2007. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

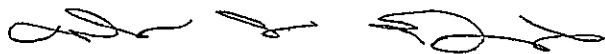
Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hawaii County Economic Opportunity Council's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance

As part of obtaining reasonable assurance about whether Hawaii County Economic Opportunity Council's financial statements are free of material misstatement, we performed tests of its compliance with certain laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended for the information of the board of directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.



May 23, 2007

JENNIFER L. GOSSERT
CERTIFIED PUBLIC ACCOUNTANT
An Accounting Corporation

688 Kīnoole Street, Suite 201 • Hilo, Hawaii 96720 • Phone (808) 969-3115 Fax (808) 969-7463

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND
ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

To the Board of Directors
Hawaii County Economic Opportunity Council:

Compliance

We have audited the compliance of Hawaii County Economic Opportunity Council with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended September 30, 2006. Hawaii County Economic Opportunity Council's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of Hawaii County Economic Opportunity Council's management. Our responsibility is to express an opinion on Hawaii County Economic Opportunity Council's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Hawaii County Economic Opportunity Council's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of Hawaii County Economic Opportunity Council's compliance with those requirements.

In our opinion, Hawaii County Economic Opportunity Council complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended September 30, 2006.

Internal Control Over Compliance

The management of Hawaii County Economic Opportunity Council is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered Hawaii County Economic Opportunity Council's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts, and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND
ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133
(Continued)

course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation we consider to be material weaknesses.

This report is intended for the information of the board of directors, management, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

[REDACTED]

May 23, 2007

JENNIFER L. GOSSERT
CERTIFIED PUBLIC ACCOUNTANT
An Accounting Corporation

688 Kinoole Street, Suite 201 • Hilo, Hawaii 96720 • Phone (808) 969-3115 Fax (808) 969-7463

Prior Year Management Letter Comments
A Follow Up

May 23, 2007

To The Board of Directors
Hawaii County Economic Opportunity Council

In planning and performing our audit of the financial statements of Hawaii County Economic Opportunity Council for the year ended September 30, 2006, we considered the Organization's internal controls in order to determine my auditing procedures for the purposes of expressing an opinion on the financial statements and not to provide assurance on internal control.

As part of our audit, we reviewed the status of the prior year management letter comments, dated September 27, 2006, for the fiscal year ended September 30, 2005. We are reporting on the status of those recommendations through this communication. This letter does not affect our report dated May 23, 2007 on the financial statements of Hawaii County Economic Opportunity Council.

We have already discussed this letter with the Executive Director and Fiscal Officer, and we will be pleased to discuss these comments in further detail at your convenience, or to assist you in implementing the recommendations. Our comments are summarized as follows:

Cash Flow Management

Condition: The large vacation accrual has potential to impact the cash flow of HCEOC due to the magnitude of the allowable accrual and the aging of the employees nearing retirement age.

Recommended action: HCEOC needs to revise its personnel policies to cap the accrual of vacation time to a lower number of hours that will reduce future cash flow problems.

Current status: HCEOC has revised its personnel policies to cap individual vacation accrual to 200 hours. Employees will have until June 30, 2008 to use up their excess accrued vacation time. In the meantime, the vacation accrual amount reflected in the financial statements for the year ended September 30, 2006 still reflect hours in excess of 200 for many of HCEOC's employees. The aggregate accrual will substantially drop in 2008, as excess accrued hours remaining at June 30, 2008 will be forfeited.

Gift Shop and Production Recordkeeping

Condition: Because of the substantial increase in sales to the public via the gift shop and the wholesaling of products produced by HCEOC programs, we noted that the internal controls over recording sales and production information need to be strengthened.

Recommended action: Three areas were addressed: (1) monthly inventory at cost needs to be submitted to the fiscal office; (2) gift shop sales need to be segregated between sales of items produced by HCEOC and sales of items purchased wholesale (such as soda and chips) to insure compliance with the Hawaii general excise tax provisions; and (3) the accounts receivable for wholesale items should be recorded to the general ledger.

Status: During the course of our audit for the fiscal year ended September 30, 2006, we noted that HCEOC has implemented and complied with the recommendation as listed above.

We want to thank the fiscal office staff and other operational staff that provided assistance to us during the audit process.

Sincerely,

A thick black horizontal bar redacting the signature of Jennifer L. Gossert.

Jennifer L. Gossert

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
POSITION DESCRIPTION

POSITION TITLE: FISCAL OFFICER

INTRODUCTION: The Fiscal Officer provides the Executive Director and operating staff with fiscal support relating to budgets, budgetary control and funding; and insures that accounting procedures are in accordance with Federal, State, and local regulations. Also is the Supervisor of the Fiscal Staff.

RESPONSIBILITIES AND DUTIES:

- A. Serves as the principle fiscal management person to the Executive Director.
- B. Reviews and approves all general journal entries prepared by the fiscal staff.
- C. Is responsible for HCEOC property management and control as required by applicable regulations.
- D. Maintains internal financial control, including statements, reports, and systems.
- E. Maintains proper accounting procedures for control of assets and liabilities.
- F. Maintains withdrawals of cash and deposits of cash received, including forecast of cash required.
- G. Maintains records of all program expenditures and current financial status of programs and availability of funds.
- H. Prepares all required tax returns and information returns.
- I. Maintains appropriate travel and per diem forms, and maintains records of same.
- J. Maintains budgetary control and cash management.
- K. Maintains past financial records.
- L. Supervises Fiscal Department.
- M. Analyzes and reviews for reasonableness and budget compliance, the monthly internal financial statements and quarterly reports as required.
- N. Responsible for the timely filing of all monthly, quarterly or annual reports of program expenditures, as required by the funding agencies.
- O. Keeps employees apprised of any changes in their fringe benefits.
- P. Administers employee benefit plans.
- Q. Performs other duties as requested by the Executive Director.

QUALIFICATIONS:

- A. Bachelors Degree in Business Administration with a Major in Accounting and 2 years experience, with one year of supervisory experience or a Bachelors Degree in Accounting and 2 years experience, with one year of supervisory experience.
- B. Knowledge of Federal, State and County accounting procedures and guidelines.
- C. Familiarity with personnel management procedures.
- D. Familiarity with Federal purchasing procedures.
- E. Demonstrated ability to develop internal fiscal and other control systems.
- F. Knowledge of Federal and State budgeting systems.
- G. Must be able to travel out of state.
- H. Must meet the health and physical condition standards necessary for proper performance of duties.
- I. Must be able to commute to work on own transportation.
- J. Must be willing to work variable hours and variable days, including weekends and evening hours.

CONTROL: Reports to and is responsible to the Executive Director.

11/2003

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL POSITION DESCRIPTION

- * POSITION TITLE: Education/Program Coordinator
- * DOT TITLE:
- * DOT CODE:

INTRODUCTION:

The Head Start Education/ Program Coordinator will assist the Child Development Division Director in meeting the administrative objectives of the Child Development Division. Performs highly responsible, complex work and administrative duties, including the program management functions of Child Development and Education.

RESPONSIBILITIES AND DUTIES:

- A. Assists in preparation of grant proposals, contracts and program licenses.
- B. Monitors T/TA and Site Budgets.
- C. Assists in developing and implementing training sessions for management staff.
- D. Supervises staff as directed by the Child Development Division Director.
- E. Assists in the coordination of program evaluations.
- F. Assists with the establishment of new program sites.
- G. Guides the planning and implementation of a comprehensive Child Development program that meets the Head Start definition of curriculum in all program options and settings
- H. Put into practice, theories and sound principles of child and adult education.
- I. Develop and monitor appropriate systems to ensure screening for developmental concerns and the individualization of the program for all children in the program.
- J. Ensure all aspects of the program are designed and delivered with the appropriate child development and education approach for all children so as to support the continuum of the children's growth and development including physical, social, emotional and cognitive development of each child.
- K. Attends meetings as requested by the Director.
- L. Coordinates and monitors personnel actions.
- M. Provides written reports.
- N. Represents the program in the community.
- O. Performs other duties as required.

QUALIFICATIONS:

LEVEL A: BA/BS Degree in a related field (Business Administration, Public Administration, Human Resources Management, Non- Profit Management, or Organizational/ Development Management) + 2 years Supervisory/Administrative experience and 2 years grant writing experience. Training and experience in the theories/principals of child growth and development, early childhood education and family support.

LEVEL B: Masters in a related field + 1 year Supervisory/Administrative experience and 1 year grants writing experience. Training and experience in the theories/principals of child growth and development, early childhood education and family support.

- ◆ Must furnish proof of a current, clear, TB test.
- ◆ Must furnish proof of a recent (within the last 12 months) physical examination.
- ◆ Must meet the health and physical condition standards necessary for proper performance of duties.
- ◆ **REGULAR ATTENDANCE IS REQUIRED.**

- ◆ Current Driver's license is required.
 - ◆ Use of a licensed and insured automobile for work is required.
 - ◆ Must have a home telephone.
 - ◆ Must be willing to take courses to earn college credit.
 - ◆ Should have knowledge of the community where position is located.
 - ◆ Must have the ability to relate to and communicate effectively with low income families.
 - ◆ May be asked to work variable hours and variable days, including weekend and evening hours.
 - ◆ Must be able to handle a multiplicity of tasks under sometimes stressful conditions.
 - ◆ Must be willing to gain an understanding and follow the Head Start Philosophy.
 - ◆ Must have demonstrated ability in sound management planning, budgeting organization and supervisory practices.
- ◆
- **PHYSICAL DEMANDS:** Sedentary, lift 10 - 20 pounds and occasionally lift and/or carry items such as tools books, etc. A certain amount of walking and standing are necessary in carrying out these job duties.
 - **TALKING AND/OR HEARING:** 1.: TALKING: expressing or exchanging ideas by means of the spoken word. 2. HEARING: perceiving the nature of sounds by the ear. Must be able to speak to groups of Teachers, Aides, Parents, etc. giving instructions, directions, explanations, etc.
 - **ENVIRONMENTAL CONDITIONS:** Inside: A job is considered "inside" if the worker spends approximately 75% or more of the time inside.
 - **LANGUAGE CONDITIONS:** Must be able to read and write reports, letters, notices, evaluations, etc., relating to the Transition Project. Must be able to speak to individuals and groups, explaining program and soliciting assistance.

CONTROL: REPORTS TO, AND IS RESPONSIBLE TO THE DIRECTOR

I have been given a copy of this job description and an opportunity to review and discuss this document with my supervisor.

Signature: _____ Date: _____

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

POSITION TITLE: OFFICE MANAGER, HEAD START

POSITION SUMMARY:

This Head Start Office Manager reports to the Deputy Director of the Child Development Division and provides administrative support for the organization and implementation of program activities and serves as the Child Development Division Office Manager.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

ESSENTIAL JOB FUNCTIONS:

1. Provides administrative support for the Child Development Division staff and management teams including organization and coordination of office activities and participation in projects.
2. Maintains logs of Child Development Division project deadlines and prioritizes work concerning the projects. Compiles and prepares data for federal, local and state reports.
3. Independently establishes, implements and monitors a variety of complex record keeping systems, which include computer and manual files.
4. Uses word processing, electronic spread sheets/data management programs and typewriter appropriately, in preparing a variety of documents, including proposals (new and refunded), reports, contracts, agendas, graphs, charts and other material.
5. Reviews correspondence, reports and other documents generated by the management staff, for proper style, form and content. This includes attachments and other supporting information.
6. Drafts letters and other documents including preparation of agenda and recording minutes of Division meetings.
7. Receives and routes incoming and outgoing correspondence, reports, time sheets, job applications and other documents. Answers phones and takes and relays messages to appropriate management staff.
8. Establishes and maintains file of policies, reports, schedules and other information.
9. Generates Purchase Orders including Requests for Check for Division Management staff and obtains bids where required; maintains inventories of equipment.
10. Provides various reports on activities as requested by the supervisor.
11. Performs other duties as requested by the Deputy Director of Child Development.
12. May be temporarily assigned to a higher-level position in HCEOC.

Working Conditions:

Title: Office Manager - Head Start, Exempt
DOT TITLE: Clerk, General, DOT CODE: 209 - 562 - 010
Revised Nov 2005

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
POSITION DESCRIPTION

*POSITION TITLE: EXECUTIVE DIRECTOR
*DOT TITLE:
*DOT CODE

INTRODUCTION

The Executive Director of the Hawaii County Economic Opportunity Council (HCEOC) is responsible for all aspects of HCEOC sponsored programs and activities. He/She is responsible to the Board of Directors and serves at the pleasure of and with the approval of the Board. The Executive Director is governed by the General Policies set by the Board and has full professional freedom of operation, planning, and overall running of the Agency.

RESPONSIBILITIES AND DUTIES

A. Administration

1. Carries out the objectives of the HCEOC Board in the areas of community services, program planning, implementation and research.
2. Establishes professional standards of performance and develops methods for implementing programs, projects, etc., to attain the goals and objectives of the Board.
3. Establishes and maintains filing and recordkeeping procedures which meet the requirements of the funding agencies.
4. Maintains an effective relationship with various community groups, agencies, at local, State, and Federal levels, and negotiates with them on matters of program and finances.

B. Program Management

1. Responsible for guiding the direction of the HCEOC programs, and developing acceptance of the approaches and recommendations.
2. Coordinates the various component projects to make certain that they are in open communication with each other, and are carrying out activities in line with authorized program.
3. Prepares reports, proposals, and such other materials as required for maintaining the organization and moving it forward towards its goals.
4. Evaluates programs designed to meet the needs of the poor.

C. Staff Report

1. Serves as the Chief Staff resource to the HCEOC Board and reports directly to the Board.
2. Works with the Board Chairman in preparing the agenda, working arrangements for meetings, assisting in the appointment and development of sub-committees and task forces as required.
3. Prepares necessary reports and keeps the Board, sub-committees, and task forces informed of all developments so they can properly plan and carry out their work.

QUALIFICATIONS

- A. Preferably an advanced degree in Public or Business Administration, or as a minimum, a degree in the field of public or business administration with four years working experience in related field.
- B. Three years of experience in executive or administrative capacity involving budgeting and control of expenditures, public relations, and supervising personnel.
- C. A general knowledge of the functions of agencies serving the poor and underprivileged.
- D. Working knowledge of public and private community services, business, education, government, and civic and community groups and organizations in the County and State.
- E. Past and present evidence of genuine active concern with civic problems, including those related to the poor and underprivileged.
- F. Ability to communicate with people at every level of the social and economic strata.
- G. Must meet the health and physical condition standards necessary for proper performance of duties.

CONTROL

Reports to and is responsible to the Board of Directors.

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

POSITION TITLE: AUXILIARY TEACHER, HEAD START

POSITION SUMMARY:

The Head Start Auxiliary Teacher is responsible for the day-to-day operation and function of the Head Start classroom, and related outside activities in the absence of an assigned member of the teaching team. When not actively substituting, develops literacy programs and materials for classroom use or as aids for parents when working with their children at home. The Auxiliary Teacher reports to the Site Manager.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

ESSENTIAL JOB FUNCTIONS:

1. The Auxiliary Teacher is required to do any or all of the following at the request of the Site Manager. Assist the Site Team in maintaining curriculum goals and their implementation in accordance with Head Start Program Performance Standards and Federal and State guidelines.
2. Works collaboratively with the classroom teaching staff, and with the Family Advocate in facilitating parent / literacy and other teaching goals. Designs and develops literacy programs, projects and materials for use in the classroom, in homes, and for parent training.
3. Follows the weekly lesson plans set by the teaching staff and helps in the development of lesson plans when requested.
4. Implements and maintains Universal Health Procedures; participates in Home Visits and Site Team Meetings when requested.
5. Completes Individual Child Profiles and Standardized Screening/Assessments, as requested by the Site Manager.
6. Responsible for the upkeep of the classroom while substituting. Maintains and ensures the health and safety of the children. Oversees volunteers in the classroom when substituting. Sets-up and maintains developmentally appropriate learning environment.
7. Follows through with plans, or coordinates the planning, implementation and evaluation of field trips, excursions and other activities, when necessary.
8. Responsible for maintaining attendance records, Child and Adult Care Food Program (CACFP) records, and documentation of incidences and accident reports while substituting.
9. Assists with the on-going training and professional development of Teacher Aides, Assistant Teachers and Parent Volunteers.
10. Participates in Parent/Teacher conferences when requested.
11. Performs other duties as requested by the Site Manager.

Title: Auxiliary Teacher – Head Start Non-exempt
DOT TITLE: Teacher (Substitute)
DOT CODE: 02. 22 – 018
Revised: November 2005,

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

12. May be temporarily assigned to a higher-level position in HCEOC.

Working Conditions:

Mostly in a classroom environment. Requires regular attendance to established work schedule and may be required to work variable hours and variable days. Requires gaining an understanding of and adherence to, the established Head Start philosophy and HCEOC Policies and Procedures.

Equipment Use:

Requires use of usual office equipment including computer, and calculator.

Mental Demands:

Duties require frequent multi-tasking, attention to detail, composition skills, mathematical ability, conceptualization, and expressing or exchanging ideas and ability to use of sound, good judgment when dealing with children and parents. Willing to take courses to earn college credit.

Physical Demands:

Duties require ability to lift/carry up to 50 pounds, periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending while giving instructions or demonstrating activities to staff, students and parents.

Communications:

Duties require frequent communication inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of teaching and in instructional methods, processes and practices.

Skill in use of general office equipment, computer and software applications.

Skill to correct, edit and proofread instructional materials and documents.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability and skill to plan, organize and present instructional presentations, and demonstrations to staff, volunteers, parents and others.

Ability to work cooperatively and collaboratively as an effective team member of the HCEOC.

MINIMUM QUALIFICATIONS:

LEVEL A: AA/AS degree in Early Childhood Education or a related field from an accredited college or university and 1 year of experience in a supervised preschool setting.

LEVEL B: BA/BS in Early Childhood Education or a related field from an accredited college or university and 1 year of experience in a supervised preschool setting.

LEVEL C: BA/BS in Early Childhood Education or a related field from an accredited college or university and 5 years of experience in a supervised preschool setting, or a Master's degree in ECE/CD or related field from an accredited college or university and 1 year of experience in a supervised preschool setting.

Title: Auxiliary Teacher – Head Start Non-exempt
DOT TITLE: Teacher (Substitute)
DOT CODE: 02.22 – 018
Revised: November 2005,

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must retain First Aid and Child CPR Certification, valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

Title: Auxiliary Teacher – Head Start Non-exempt
DOT TITLE: Teacher (Substitute)
DOT CODE: 02. 22 – 018
Revised: November 2005,

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

Mental Demands:

Duties require frequent multi-tasking, attention to detail, composition skills, mathematical ability, conceptualization, and expressing or exchanging ideas and ability to use of sound, good judgment when dealing with assessment teams, professionals, children and parents. Willing to take courses to earn college credit.

Physical Demands:

Duties require constant physical safety awareness for self and others. Requires constant walking, standing, crouching, stooping, kneeling, crouching, crawling, reaching, handling, fingering, and feeling. Requires frequent heavy climbing, lifting and/or carrying up to 75 pounds.

Communications:

Duties require frequent communication inside and outside central office. Ability to relate and communicate effectively with people of different social-economic backgrounds. Ability to work cooperatively as an effective team member of the assessment team and HCEOC.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and awareness of safe maintenance and repair practices, methods and procedures.

Knowledge of preventative maintenance and repair practice to increase life cycle and maintain performance.

Knowledge and skill in the safe use and operation of the tools of trade, methods, and storage.

Ability and skill to plan, organize cost-effective maintenance projects and repairs.

Skill in relating to and willingness to assist a diversity of people served in the community.

MINIMUM QUALIFICATIONS:

LEVEL A: Education and experience substantially equivalent to graduation from High School and 3 years of work in janitorial, grounds keeping, and/or building trades.

LEVEL B: High School Diploma and 3 years of experience in janitorial grounds keeping such as building trades or related.

LEVEL C: Certification in janitorial, grounds keeping, and/or building trades.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must have a Commercial Drivers License and use of an insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

Equipment Use:

Requires use of usual tools of the trade and related equipment. Use of computer, and related accessories.

Mental Demands:

Duties require frequent multi-tasking, attention to detail, composition skills, math ability, conceptualization, and expressing or exchanging ideas and ability to use of sound, problem-solving skills.

Physical Demands:

Duties require ability to lift/carry up to 50 pounds, periods of prolonged, sitting, walking, and standing.

Communications:

Duties require frequent communication inside and outside the agency using considerable patience, tact, and problem solving skills. Ability to relate to and communicate effectively with all levels of end-user skill.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer hardware, software and network systems administration, and service delivery.

Skill and ability to problem-solve computer hardware, related accessories and network system operations.

Skill in use of office equipment, computer, accessories and related software applications.

Skill in inter-personal communication with the ability to translate highly technical information into appropriate user-level training and/or procedures, both written and verbal.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability to conduct effective system documentation, and train users in applications.

Ability to compose administrative processes and system protocol, practices and procedures.

Ability to work cooperatively as an effective team member of the HCEOC.

MINIMUM QUALIFICATIONS:

LEVEL A: AA/AS degree in Office Administration and /or Information Technology from an accredited college or university and 2 years of experience in customer support, computer operations, system administration or a related area.

LEVEL B: BA/BS degree in computer science or a related field from an accredited college or university and 3 years of system administration experience.

LEVEL C: BA/BS degree in computer science or a related field from an accredited college or university and 5 years experience in significant programming and system administration.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must have a valid Driver's License and insured automobile for work use.

Title: System Administrator - Head Start Exempt
Revised: May 2007

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

Equipment Use:

Requires use of usual office equipment including computer, and calculator.

Mental Demands:

Duties require frequent multi-tasking, attention to detail, conceptualization, and expressing or exchanging ideas and ability to use of sound judgment when dealing with children and parents. Willing to take courses to earn college credit.

Physical Demands:

Duties require ability to lift/carry up to 50 pounds, periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending.

Communications:

Duties require frequent communication inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic instructional methods, processes and practices and/or a willingness to learn.

Skill in use of general office equipment, computer and software applications.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability to provide assistance to staff, volunteers, parents and others where needed.

Ability to work cooperatively as an effective team member of the HCEOC.

MINIMUM QUALIFICATIONS:

LEVEL A: High School graduate, or equivalent, and 6 months of job related experience.

LEVEL B: Child Development Associate (CDA) and 1 year of job related experience.

LEVEL C: Early Childhood Education Certificate from an accredited college and 1 year of job related experience.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must retain First Aid and Child CPR Certification, valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

Equipment Use:

Requires use of usual office equipment including computer, and calculator.

Mental Demands:

Duties require frequent multi-tasking, attention to detail, composition skills, mathematical ability, conceptualization, and expressing or exchanging ideas and ability to use of sound, good judgment when dealing with children and parents. Willing to take courses to earn college credit.

Physical Demands:

Duties require ability to lift/carry up to 50 pounds, periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending while giving instructions or demonstrating activities to staff, students and parents.

Communications:

Duties require frequent communication inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of teaching and instructional methods, processes and practices.

Skill in use of general office equipment, computer and software applications.

Skill to correct, edit and proofread instructional materials and documents.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability and skill to plan, organize and present instructional presentations, and demonstrations to staff, volunteers, parents and others.

Ability to work cooperatively and collaboratively as an effective team member of the HCEOC.

MINIMUM QUALIFICATIONS:

LEVEL A. Child Development Associates Credential (CDA) and 2 years of experience in a supervised preschool or group childcare setting.

LEVEL B. AA/AS degree in Early Childhood Education from an accredited college or university and 2 years of experience in a supervised preschool or group childcare setting.

LEVEL C. BA/BS in Early Childhood Education or a related field from an accredited college or university and 2 years or more of related experience. Master's degree or higher in Early Childhood Education or Child Development or a related field from an accredited college or university, and 2 years of experience in a supervised preschool setting.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must retain First Aid and Child CPR Certification, valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

Title: Assistant Teacher-Head Start Non-exempt

DOT TITLE: : Assistant Teacher

DOT CODE: 099.327-010

Revised: September, 2005

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

Mental Demands:

Duties require frequent multi-tasking, attention to detail, composition skills, math ability, conceptualization, and expressing or exchanging ideas and ability to use sound judgment when dealing with children and parents. Willing to take courses to earn college credit.

Physical Demands:

Duties require ability to lift/carry up to 50 pounds, periods of prolonged sitting, walking, and standing.

Communications:

Duties require frequent communication inside and outside the agency using considerable tact, persuasion, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of instructional methods human service delivery and administrative processes and practices.

Skill in use of general office equipment, computer and software applications.

Skill to supervise others and provide constructive and effective feedback.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability to organize, plan, and work effectively with budgets.

Ability to work cooperatively as an effective team member of the HCEOC.

MINIMUM QUALIFICATIONS:

LEVEL A: BA/BS Degree in a related field from an accredited college or university and 12 Early Childhood Education credits and one year of supervisory/administrative experience.

LEVEL B: BA/BS Degree in a related field from an accredited college or university and 15 Early Childhood Education credits and 3 years of supervisory/administrative experience.

LEVEL C: Masters Degree in related field from an accredited college or university and 12 early Childhood Education credits and 1 year of supervisory/administrative experience.
or a BA/BS in a related field from an accredited college or university with 18 Early Childhood Education credits and 5 years of supervisory/administrative experience.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must retain First Aid and Child CPR Certification and a valid Driver's License and insured automobile for work use.

Must meet the health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

POSITION TITLE: TEACHER, HEAD START (LEAD TEACHER)

POSITION SUMMARY:

The Head Start Teacher is responsible for the day-to-day operation and function of the Head Start Classroom and related outside activities. This Head Start Teacher reports to the Site Manager.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Site Team in maintaining curriculum goals and their implementation in accordance with the Head Start Program Performance Standards and Federal and State guidelines.
2. Individualizes curriculum on weekly lesson plans through use of the Individual Child Profile and Portfolio Collections.
3. Completes Individual Child Profiles and standardized Screening/Assessments, as requested by the Site Manager.
4. Responsible for setting up and maintaining developmentally appropriate and safe learning environment.
5. Coordinates the planning, implementation and evaluation of field trips, excursions and other activities.
6. Maintains and ensures the health and safety of the children and oversees all volunteers in the classroom.
7. Responsible for maintaining attendance records, USDA records, documentation of incidences and accident reports.
8. Maintains an inventory of equipment and supplies needed for the classroom and is responsible for the general upkeep of the classroom.
9. Participates in a minimum of 2 Parent/Teacher conferences for each child enrolled in the class.
10. Participates in work-related meetings and trainings.
11. Implements and maintains Universal Health Procedures in the classroom and related records.
12. Participates in a minimum of two Home Visits with each family enrolled in the class. (May be accompanied by the Family Advocate).
13. Works with the Family Advocate in facilitating parent involvement.
14. Performs other duties as requested by the Site Manager.
15. May be temporarily assigned to a higher-level position in HCEOC.

Title: HEAD START TEACHER (LEAD TEACHER), Non-exempt
DOT Title: Teacher, DOT CODE: 02. 22 – 018
Revised: September –2005, Program: Head Start

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

Title: HEAD START TEACHER (LEAD TEACHER), Non-exempt
DOT Title: Teacher, DOT CODE: 02. 22 - 018
Revised: September -2005, Program: Head Start

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

POSITION TITLE: FAMILY SERVICES /SPECIAL NEEDS COORDINATOR, HEAD START

POSITION SUMMARY:

The Family Services/Special Needs Coordinator reports to the Deputy Director of the Child Development Division and is responsible for the management, monitoring and coordination of the Family Partnership, Mental Health and Disabilities Components and assures compliance with the Head Start Performance Standards and state and county regulations.

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

ESSENTIAL JOB FUNCTIONS:

1. Manages the services to children with disabilities, including coordination with other program components, community agencies and families of children with disabilities. Monitors and updates the Disabilities Service Plan. Supports and monitors the systems that ensure parent involvement.
2. Assists the Director in planning and budgeting of grantee funds to assure that the grantee meets the identified needs of children with disabilities enrolled in Head Start.
3. Works with other program staff throughout the entire process of assessment of children from screening, on-going assessment and evaluation. Arranges for further formal evaluation of a child identified as possibly having a disability and assures a nondiscriminatory evaluation by a multidisciplinary team as soon as need is evident.
4. Works with the Site Team in assessment and follow-up to assure that the special needs of each child is met. Develops and negotiates interagency agreements with other agencies serving children with disabilities.
5. As a member of the IEP Team, follows time lines for IEP development and implementation; facilitates IEP meetings.
6. Works with the Site Team to insure that provisions to meet special needs are incorporated in the nutrition program and the Family Partnership Agreements.
7. Secures the services of mental health professionals on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in family and staff concerns about each child's mental health. Acquires licensed speech/language pathologists for consultation, evaluation and therapy for identified special needs children requiring speech/language therapy.
8. Promotes children's mental wellness by providing group and individual staff and parent education on mental health issues.
9. Assists in providing special help for children with atypical behavior or development. Utilizes community mental health resources as needed.
10. Establishes and manages Special Needs, Mental Health and Family Partnership records,

Title: **Family Services and Special Needs Coordinator - Head Start Exempt**
DOT Title: DOT TITLE: Social Worker DOT CODE: 195 - 107 - 034
Revised Nov. 2005

**HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC)
POSITION DESCRIPTION**

LEVEL B: BA/BS in Human Services or a related field from an accredited college or university and 2 years of experience related to family, child and community, special needs supports, or 1 year of experience in a Head Start program.

LEVEL C: Masters in Human Services or a related field from an accredited college or university and 1 year of experience in a related field or 6 months of experience in a Head Start program.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must have a valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

Title: **Family Services and Special Needs Coordinator - Head Start Exempt**
DOT Title: DOT TITLE: Social Worker DOT CODE: 195 - 107 - 034
Revised Nov. 2005

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

POSITION TITLE: AUXILIARY HELPER, HEAD START

POSITION SUMMARY:

The Auxiliary Helper is responsible for providing Center Base childcare, meal services, food service area maintenance and monitoring of children on the bus while in transit from pick-up to school and from school to drop off site. The duties of this position may vary from site to site according to site needs. The Auxiliary Helper reports to the Site Manager

The position description is intended to describe the general nature and level of work being performed by the person in the job. It is not intended to be an exhaustive list of all responsibilities and skills required.

ESSENTIAL JOB FUNCTIONS:

1. Provides food service for Head Start children.
2. Transports food from reception area (DOE cafeteria, Site kitchen) to food service area.
3. Maintains Health Department Food Service logs, prepares food servings following USDA requirements for serving sizes, records litmus reading, records food and refrigerator temperatures.
4. Assists with meal set-up in meal service area, and with the serving and supervising of meals.
5. Washes meal utensils, pans, bowls, etc. (breakfast and lunch) and stores them or returns them to the proper location.
6. Cleans food reception and service area daily. (e.g. mop floor, wipe cabinets, work and service surfaces; cleans inside cabinets monthly, and cleans refrigerator, microwave oven, toaster oven, and other equipment, weekly, or sooner if needed
7. Conducts a monthly inventory of meal supplies for Site Manager and oversees Meal Aide volunteers
8. Provides bus-monitoring assistance to assure children are seated and their seat belts are fastened before the bus moves; helps children when entering or exiting the bus.
9. Assists the Teacher and Assistant Teacher in the care and safety of the children in the classroom and assists in coordination and implementation of field trips and excursions.
10. Assists the teaching staff in the care and maintenance of the classroom including the preparation and implementation of Head Start activities.
11. Assists in keeping the bathroom and classroom areas in a clean and sanitary condition.
12. Performs other duties as requested by the Site Manager.
13. May be temporarily assigned to a higher-level position in HCEOC.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL (HCEOC) POSITION DESCRIPTION

Working Conditions:

Mostly in a classroom environment. Requires regular attendance to established work schedule and may be required to work variable hours and variable days. Requires gaining an understanding of and adherence to, the established Head Start philosophy and HCEOC Policies and Procedures.

Equipment Use:

Requires use of usual kitchen equipment and related tools.

Mental Demands:

Duties require frequent multi-tasking, attention to detail, and ability to use sound judgment when working or assisting children or interacting with parents. Willing to take courses to earn college credit.

Physical Demands:

Duties require ability to lift/carry up 50 pounds; periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending.

Communications:

Duties require frequent communication inside and outside the agency using considerable tact, and discretion. Ability to relate to and communicate effectively with a culturally diverse, low-income population.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of basic safety practices and/or a willingness to learn and follow instructions.

Skill in use of general office equipment and various kitchen equipment or tools.

Skill in relating to and willingness to assist a diversity of people served in the community.

Ability to provide assistance to staff, volunteers, parents and others where needed.

Ability to work cooperatively as an effective team member of the HCEOC.

MINIMUM QUALIFICATIONS:

LEVEL A: Six months of related experience.

LEVEL B: High School graduate or equivalent and 6 months of related experience.

LEVEL C: High School graduate and Childcare training and/or Food Service training and 1 year of experience.

Requires a State Of Hawaii, "Criminal History Record Check" and FBI Fingerprint Check to be processed immediately. Must have a valid Driver's License and insured automobile for work use.

Must meet the drug screening, health and physical condition standards necessary for proper performance of duties and furnish proof of a recent (within the last 12 months) Physical Examination that states suitability of employment. Must furnish proof of a current, clear, TB test.

PERFORMANCE OUTPUTS AND OUTCOMES

Performance Outputs and outcomes	Estimated Numbers
Total Enrollment	200
Children	200
Families	175
Pregnant Women	0
Enrollment of Children by Program Options	
Full Day	200
Part Day	20
Children Who Received Physical Examinations	200
Children Who Received Medical Treatment	25
Children Who Completed Dental Examinations	200
Children Who Received Dental Treatment	20
Children With Up-To Date, or all Immunizations	200
Children with Health Insurance	200
Children Professionally Diagnosed with Disability	20
Children with Disability Who Received Services	20
Children with Mental Health Problems	2
Children who Received Mental health Services	2
Children (and pregnant women in EHS) who Dropped Out	5
Families who participated in a Goal Setting Process Leading to an Individualized Family Partnership Agreement	175
Parent/Guardians Who Received Job Training/School Services	5
Total Parents/Guardians Employed	175

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii County Economic Opportunity Council

(Typed Name of Individual or Organization)



(Signature)

11/26/07

(Date)

George Yokoyama

(Typed Name)

Executive Director

(Title)