



Interoffice Memorandum

August 16, 2021

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Sandra Ruff, Program Manager, Head Start Division
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SUBJECT: Approval of Purchase Order M105061, Purchase of Trauma Smart Training

ACTION REQUESTED:

Approval of Purchase Order M105061, Purchase of Trauma Smart Training, with St. Luke's Hospital of Kansas City in the total amount of \$116,800.

PROCUREMENT:

This purchase order will provide training to Head Start Staff in the area of Trauma Informed Training. The performance period for the training sessions is September 20, 2021 through September 30, 2022.

FUNDING:

Funding is available in account 7406-062-7535-4030.

APPROVALS:

The Head Start Division concurs with this recommendation.

REMARKS:

The Head Start Division is purchasing training for staff for a period of one-year. Trauma Smart training will serve in the competencies of grief and loss, strengthening executive function and self-development, identity, and trauma integration. A total of 300 staff members will be trained during the various sessions.

The Coaching and Smart Connections Academy provides additional information for selected staff about the model, trauma informed care, how to coach their peers and provide the Smart Connections caregiver curriculum to families. The Academy trainers will prepare agency staff members to be responsible for ongoing training of newly hired staff members.

Five staff members will attend the Academy and will become certified facilitations who will take this knowledge back to the field to train new trainers. This will help the Head Start Division train a variety of staff who can serve families using techniques from this training to help in high stress situations.

This Academy will also help to support caregivers (agency staff, teachers, parents, guardians, etc.) develop skills to manage their feelings, particularly in time of stress so that caregivers can provide calm, consistent nutrition, and limit setting to children affected by trauma.

Price reasonableness has been determined based on the cost of average training per employee. The average cost of similar training for these domains ranges from \$450-\$1,000 per person. Trauma Smart is required for all employees, which equates to \$401.38 per employee. This training also provides train the trainer which allows Head Start to continue to train staff at no cost in the future.

Head Start and Early Head Start programs are required to provide high-quality early education and child development services. These services promote all children's cognitive, social, and emotional growth for later success in school. Education managers and other professional development staff can use these resources to help teachers and caregivers enhance children's learning across the Head Start Early Learning Outcomes Framework domains. Trauma Smart is a topic that has been introduced and is relatively new to Head Start. Since Head Start is a wrap-around program, Trauma Smart focuses on the family also.