

*Thought of the Day: "Keep your thoughts positive because your thoughts become your words, behavior, habits, values, and destiny."
-Mahatma Gandhi*

**SPECIAL MEETING OF THE HEAD START/
EARLY HEAD START POLICY COUNCIL**

DATE: Tuesday, April 27, 2021

TIME: 11:00 a.m.

LOCATION: Zoom

<https://us02web.zoom.us/j/85927001818?pwd=djZmU2lMVHVpQ3hudkpldkFPeERYdz09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Head Start Policy Council (PC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/85927001818?pwd=djZmU2lMVHVpQ3hudkpldkFPeERYdz09> Meeting ID: 843 2765 4698. Passcode: 866742. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone: One tap mobile: +16699006833,85927001818# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/85927001818?pwd=djZmU2lMVHVpQ3hudkpldkFPeERYdz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Wendy.Tanner@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Wendy Tanner at (916) 263-5660, or Wendy.Tanner@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Policy Council and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

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GOVERNING BOARD

ERIC GUERRA
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

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✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services

✓ Karen Griffith - School Readiness, Special Education and Mental Health Services

✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

E. Open Discussion and Comments

F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: April 21, 2021

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Jara Lindgren, Elk Grove Unified School District
- _____ Kara Otter, San Juan Unified School District
- _____ Elizabeth Gutierrez, San Juan Unified School District
- _____ Becca Perez, Twin Rivers Unified School District
- _____ Jamilia Land, WCIC/Playmate Child Development Center
- _____ Brenda Casillas, SETA-Operated Program
- _____ Shannon Pierce, SETA-Operated Program
- _____ Arianna Torres, SETA-Operated Program
- _____ Donna Bonner, SETA-Operated Program
- _____ Fienishia Wash, Home Base Option
- _____ Charles Taylor, Past Parent/Community Representative
- _____ Stephen Key, Past Parent/Community Representative
- _____ Rosemary Schapira, Community Agency Representative
- _____ Henrietta Gutierrez, Chair, Outgoing Chair

Member to be Seated:

Seats Vacant:

- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, San Juan Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Montgomery), WCIC/Playmate Child Development Center
- _____ Vacant, Home Base Option
- _____ Vacant (Sanders), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant (Jetton), Early Head Start/Home Base (SOP)
- _____ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
- _____ Vacant, Early Head Start, Sacramento City Unified School Dist.
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant, Grandparent Representative/Community Representative
- _____ Vacant, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep.

**** Please call your alternate, Policy Council Chair (Henrietta Gutierrez: [916] 599-7722), or Head Start staff (Marie Desha: [916] 263-4082 or Nancy Hogan: [916] 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2020-2021**

The **2020-2021** Board was seated on **January 26, 2021** and
March 23, 2021

BOARD MEMBER	SITE	1/26	2/23	3/23	4/27	5/25	5/22	7/27	8/24	9/28	10/26	11/23
D. Bonner Holding	SOP	X	X	X								
B. Casillas Holding	SOP	X	X	X								
J. Coultrup s/b/seated 2/23	SJ/EHS		U	X								
E. Gutierrez Seated 1/26	SJ	X	X	X								
H. Gutierrez Holding	OC	X	X	X								
S. Key Seated 1/26	PP	X	X	X								
J. Land Holding	WCIC	X	X	U								
A. Leiva Holding	EG	U	U	U								
J. Lindgren s/b/seated 1/26; seated 2/22	EG	E	X	X								
K. Otter Seated 1/26	SJ	X	X	X								
B. Perez Seated 1/26	TR	X	X	U								
S. Pierce Holding	SOP	X	X	X								
R. Schapira Seated 1/26	CAR	X	X	X								
C. Taylor Seated 1/26	PP	X	X	X								
A. Torres Holding	SOP	X	X	X								
F. Wash Holding	SOP	X	X	X								

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

RS: Reseat

***:** Special Meeting

Current a/o 4/20/2021

CONSENT ITEM II-A

APPROVAL OF MINUTES OF THE MARCH 23, 2021 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the March 23, 2021.

RECOMMENDATION:

Approve the minutes of the March 23, 2021 meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, March 23, 2021
11:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Henrietta Gutierrez called the meeting to order at 11:05 a.m. Ms. Gutierrez read the thought of the day.

Ms. Denise Lee apologized for the confusion on the Closed Session this morning.

Ms. Wash called the roll and a quorum was confirmed.

Members Present:

Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Kara Otter, San Juan Unified School District
Elizabeth Gutierrez, San Juan Unified School District
Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Past Parent/Community Representative
Donna Bonner, SETA-Operated Program
Stephen Key, Past Parent/Community Representative
Rosemary Schapira, Community Agency Representative (left meeting at 12:10 p.m.)
Jara Lindgren, Elk Grove Unified School District

Members Absent:

Becca Perez, Twin Rivers Unified School District
Jamilia Land, Women's Civic Improvement Club

Members to be Seated:

Ms. Jessica Coultrup, San Juan Unified School District
Ms. Coultrup said she has attended the last three meetings at San Juan Unified School District. She has 2 children; a boy who is 2 years old and a boy who is 12 years old.

II. Consent Item

A. Approval of the Minutes of the February 23, 2021 Meeting

The minutes were reviewed; no questions or corrections.

Moved: Ms. Fienishia Wash/second- Donna Bonner, to approve the February 23, 2021 meeting minutes.

Roll call vote:

Aye: 11 (Donna Bonner, Brenda Casillas, Elizabeth Gutierrez, Stephen Key, Kara Otter, Shannon Pierce, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jara Lindgren)

Nay: 0

Abstentions: 2 (Henrietta Gutierrez & Jessica Coultrup)

Absent: 2 (Becca Perez, Jamila Land)

Motion passed

III. Action Items

A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957-The Chair went off the agenda due to technical difficulties.**

Ms. Henrietta Gutierrez reported that the Policy Council met before the public meeting to review the Closed Session item. The Closed Session began at 11:24 a.m. and was adjourned at 11:41 a.m. Ms. Henrietta Gutierrez reported the following eligibility lists were approved in Closed Session: Associate Teacher, HS Teacher, Accountant I.

B. Election of Policy Council Officers for Program Year 2020-2021

Ms. Henrietta Gutierrez shared that with the continuing re-opening of centers and not having new representatives at this time, she is requesting a motion to table this item to the next meeting.

Ms. Henrietta Gutierrez reviewed the Bylaws, Section 2-C, which prohibits selection of officers be held with board members that are currently holding positions on the board. It would be unfair for any new members not yet seated.

Moved:Ms. Fienishia Wash/second/Donna Bonner, to table this item to the April 20, 2021 meeting.

Roll call vote:

Aye: 13 (Donna Bonner, Brenda Casillas, Elizabeth Gutierrez, Stephen Key, Jamila Land, Jara Lindgren, Kara Otter, Becca Perez, Shannon Pierce, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Absent: 2 (Becca Perez, Jamila Land)

Motion passed.

C. Election of the Maternal, Child and Adolescent Health Board Representatives and Alternate

Ms. Henrietta Gutierrez stated Ms. Fienishia Wash was a representative last year with Maternal, Child and Adolescent Health Board. Ms Fienishia Wash shared it was a very resourceful and interesting environment. They worked with all levels of issues and ages of kids. She enjoyed being part of the board and noted she would love to stay on as a representative.

Ms. Henrietta Gutierrez noted the meetings are held 4 times a year. Meetings are being held via Zoom at this time.

Nominations: Shannon Pierce, Kara Otter, Fienishia Wash, Donna Bonner

Votes for each nominee: Shannon Pierce-4; Donna Bonner-4; Fienishia Wash-1; Kara Otter-1

Since there was a tie between two of the nominees, Ms. Henrietta Gutierrez broke the tie and selected Shannon Pierce as the representative and Donna Bonner as the alternate.

Moved: Elizabeth Gutierrez/2nd-Kara Otter

Roll Call Vote:

Aye-12

Nay-0

Abstention – 1 (Henrietta Gutierrez)

Absent – 2 (Becca Perez, Jamila Land)

Motion passed.

D. Approval of Parent Advisory Committee and Policy Council Joint Parent Activity

Ms. Henrietta Gutierrez explained there are two activities per year for PAC and PC to attend and bond together. All of the activities must be educational, such as the Aero Space Museum. Ms. Gutierrez suggested moving this item to the next meeting in April with hopes of having more members and COVID-19 under control enough to have in-person gatherings. Ms. Gutierrez is asking for members to bring forth some ideas for activities, in hopes of having an in-person versus Zoom activity.

Moved: Donna Bonner/2nd-Elizabeth Gutierrez

Roll Call Vote:

Aye-12 (Donna Bonner, Brenda Casillas, Elizabeth Gutierrez, Stephen Key, Kara Otter, Shannon Pierce, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jara Lindgren, Jessica Coultrup)

Nay-0

Abstention-1 (Henrietta Gutierrez)

Absent-2 (Becca Perez, Jamila Land)

Motion passed.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report for six months into the 2020-2021 program year. SETA is approximately 50% spent due to not being in-person services yet. The program can still use these funds and possibilities of carrying it over to future years as we are in a five-year grant.

T/TA is also under-spent due to lack of in-person conferences that we would normally send staff. There were some Zoom conferences that staff did attend but are more affordable with no other travel costs.

Non-Federal Share waiver will be requested as there have not been in-person services to bring volunteers into the classrooms. HS/EHS should be at 25% but are slightly lower at 24%. The waiver request would be to cover the amount not equal to 25%.

WCIC spent funds for major renovations at their main facility. SETA will have renovations at Head Start Franklin ELC. Elk Grove Unified School District was funded for shade structures at 5 of their sites but only 3 of them will take place. However, they will use the under-spent funds for other items needed at those same three locations. Twin Rivers Unified School District funds are for Morey Avenue play structure improvement. SETA will use funds for vehicles, appliances, shade structures and other items needed for the program.

The program is waiting for more guidance on how under-spent CARES Act funds could be used in the new fiscal year. Some of the CARES Act funds will be used to support the renovations at the SETA Northview ELC.

IV. Information Items

A. ➤ Community Resources

- Sacramento Works Job Center Virtual Orientation
- Virtual Career Connection: Amazon
- What You Should Know About COVID-19

Ms. Marie Desha reviewed with the members.

B. Governing Board Minutes for March 4, 2021: No questions or comments.

C. Fiscal Monitoring Report: No questions.

V. Committee Report

Executive Committee Meeting:

Ms. Henrietta Gutierrez reported that the next Executive Committee meeting will be held March 5th at 9:00 a.m. The new member orientation will also be held the same day in a one-on-one format.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick. Ms. Kathy Kossick acknowledged all the hard work that Denise Lee's team has done to roll out the re-opening of the centers. There was a lot of work and effort to get everything ready to re-open. The school districts and WCIC are working to get to a point of re-opening their sites also.

- B. **Head Start Deputy Director's Report: Ms. Denise Lee**
The re-opening has been going very well. Ms. Denise will be sending out a revised re-opening schedule. Staff have been working very hard to make the process smooth for children and families. Families who are not ready to return to in-person may continue distance learning. There are openings in the centers so if you know anyone who has a need for childcare, please refer them to SETA Head Start. Due to many vacancies and the need for staff to re-open centers, we are looking to host a Special Policy Council meeting in mid-April for a Closed Session to approve eligible lists.

The State Review will take place virtually starting on April 19th. All documents are uploaded onto the computer and ready for review. The Federal Review will be a virtual review as well. We do not yet have a date for this review. We anticipate early June.

Ms. Lee stated that the PC and PAC Chairs will be invited to the entrance interview for the Federal Review.

- C. **Chair's Report: Ms. Henrietta Gutierrez** thanked the members for attending the meetings.
Sacramento County libraries are now open. You can schedule for one-hour time on the computers.
- D. **Head Start Managers' Reports**
✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No additional report.
- E. **Open Discussion and Comments:**
Jessica Coultrup-who does she talk to about leftover funds for additional COVID items. Some parents are having difficulty getting documents because they may not have a computer or scanner.
Ms. Denise Lee provided contact names to Ms. Coultrup at SJUSD to respond to her questions and concerns.
- F. **Public Participation: None.**
- V. **Adjournment:** The meeting was adjourned at 12:24 p.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

This item provides an opportunity for the Policy Council to take action on personnel items.

**CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE
SECTION 54957**

- Approval of Eligible List for: Accountant I; Head Start Teacher; Associate Teacher
 - ✓ Report out of closed session

NOTES:

ACTION ITEM - III-B

APPROVAL OF ANNUAL SELF-ASSESSMENT FOR 2020-2021
AND RESULTING PROGRAM IMPROVEMENT PLAN
SETA OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the results of the Head Start, Early Head Start and Early Head Start Child Care Partnership Annual Self-Assessments and Program Improvement Plans (PIP).

In January/February 2021, a team of staff were assembled for a virtual 2020-2021 Head Start/Early Head Start self-assessment. Teams electronically reviewed and analyzed service areas including Program Governance, Education/Child Outcomes, Disabilities, Mental Health, Health, Nutrition, Safe Environments, Family and Community Engagement, Eligibility/ Recruitment/Selection/ Enrollment/Attendance, Human Resources and Fiscal. A summary report of program strengths, areas of improvement and a resulting program improvement plan are attached.

Staff will be available to answer questions.

RECOMMENDATION:

Approve Program Year 2020-2021 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS-Child Care Partnership programs.

ACTION: Moved: _____ **Second:** _____
Vote: Aye: _____ **Nay:** _____ **Abstentions:** _____

Sacramento Employment and Training Agency (SETA) Children and Family Services Department (CFS)

Includes: Head Start, Early Head Start, EHS-Child Care Partnership, and CDE CSPP/CCTR Programs

Self-Assessment Summary of Results 2020-2021

Project Background

During the months of February and March 2021, the CFS management team developed a self-assessment plan that was adapted to assess remote teaching/learning and family services under the COVID-19 closures.

Because of the statewide Shelter-in-Place order, the SETA Operated Program (SOP) converted to remote teaching/learning and family services on March 17, 2020. The program began re-opening centers for in-person services during June, July and August 2020. However, due to several positive COVID-19 cases among staff, parents and children, SETA made the decision to revert to remote distance teaching/learning and remote services for children and families. The program has remained under these distance service protocols through this reporting period.

As a result, the 2020-21 self-assessment process was modified to review the status, quality, compliance and outcomes of services rendered under COVID-19. The results of this self-assessment do not necessarily reflect SETA's typical operational strengths and areas of improvement. However, COVID-19 was a learning curve with many positive outcomes that could influence future operations and ways of doing business.

To conduct the self-assessment, team members reviewed a variety of documents, including but not limited to:

- Review of HUB distribution systems to support remote teaching/learning
- CLASS virtual observations (35 teachers)
- Coaching session observations with Teachers on Special Assignment (TOSA) (75 teachers)
- Remote teaching/learning documents and quality observations (35 teachers)
- DRDP assessment data
- Child portfolios/*Learning Genie* portfolios
- Environmental inventories
- Staff interviews
- Parent survey results (effectiveness of remote teaching/learning services and Desired Results)
- Health and developmental screenings
- Referrals (mental health services and disabilities services)
- *ChildPlus* data/Children's files
- Enrollment and recruitment reports
- Ready Rosie data
- Health and Safety Screeners

Results from the self-assessment were analyzed and summarized, resulting in a detailed Self-Assessment Program Improvement Plan (PIP).

Summary of Program Strengths

The SETA's Children and Family Services programs have many notable strengths, including some of the following:

Education

- Virtual *CLASS* Observations showed Positive Climate as a strength across Remote Learning sessions.
- Parent Survey results on Remote Teaching
 - 90% of families indicated their child's learning goals are included in weekly activities
 - 96% of families indicated their child's teacher is consistent, well prepared and ready to Zoom
 - 89% of families indicated that the Zoom sessions were fun, educational and appropriate for their child.
- Innovative Measure Me kits were developed and aligned to the *DRDP* for both EHS and Preschool.
- Parent Survey results on learning materials provided
 - 93% of families indicated their child has plenty of activities and materials throughout the week
 - 94% of families indicated Measure Me bags had enough materials.
- Home/School Packets were aligned to state and federal developmental goals and reflected the essential domains of learning in an interactive hands-on approach. These were designed to increase parent engagement in the curriculum process.
- Teachers displayed the ability to independently analyze classroom *DRDP* data through the method adapted in response to COVID-19, using the information to develop appropriate goals and plans based on child outcomes.
- In response to remote teaching, the program implemented the use of *ASQ Online* to capture screening results.
- Over 80 teachers in both preschool and EHS received on-going coaching support from TOSA's.
- Teachers became much more comfortable with technology using platforms such as *Zoom*, *Google classroom* and *YouTube*.
- Cognition was the learning domain that had the highest increase of the percentage of children scoring in the top two developmental levels of the *DRDP* between Fall (18.3%) and Winter (33.3%).

Mental Health

- 166 teachers (preschool and EHS) received online training for the *Teaching Pyramid Jumpstart* training.
- Increased the number of staff who are undergoing authorization to be official *Teaching Pyramid* coaches and trainers.
- The Agency had two Education Coordinators participate in *WestEd* Trauma Informed Care Train-the-Trainer model to increase capacity to guide and coach staff with topic fidelity.
- In response to remote teaching, the program implemented the use of *ASQ- Social Emotional Online* to capture screening results.
- A virtual platform was developed to support children, families and staff with various relaxation/stress reduction techniques as well as access to community resources.

Disabilities

- Virtual support and information was developed including the YouTube video training, "*How to Prepare for an IEP/IFSP and Its Process*".

- Intervention Specialists were able to virtually join case management sessions across their caseload as well as attend individual learning sessions with children who needed extra support.
- Intervention Specialists supported teachers by integrating goals into remote services for children with IEPs and IFSPs
- Both SOP Head Start and EHS have met or exceeded the 10% of identified children with IEPs or IFSPs in a challenging year of atypical programming

Parent and Family Engagement:

- Well-documented parent contacts pre and post COVID-19. Data indicates that after COVID-19 most Family Services Workers (FSWs) recorded between 4-12 contacts per month.
- Parents received on-going information and resources via email, text, Zoom and FaceTime.
- Family engagement staff connected face-to-face during food distribution.
- Increased opportunities for staff to attend professional growth webinars and conferences.
- Family Development Credential program pivoted to an online format in the middle of COVID-19 and graduated an additional 12 staff.
- Increased connections and networking both internally and with community partners, sharing resources.
- Staff addressed the immediate needs section of the FPA for enrolled families.
- Parent meetings were held virtually and included guest speakers.
- Partnering with teaching staff to attend and participate in parent meetings and help gather documents when needed.
- *ReadyRosie* (SETA's parenting curriculum) pre COVID-19 training was conducted for home visitors and FSWs and Education Coordinators set-up *ReadyRosie* tables at sites, answered parent questions, and registered them for the parenting curriculum
- Introduced a parent letter in both English and Spanish to talk about the benefits of the *ReadyRosie* program. The percentage of families registered increased from 33% to 55% in one month. By the end of the July, 73% of families accepted invitations to *Ready Rosie*
- Video viewing increased from 2,041 educational videos in February to 4,519 in April.

Health and Nutrition

- Partnered with Sacramento County Department of Health Services, Childhood Lead Poisoning prevention to continue Lead Campaign. Parents and staff received education on the hazards and critical effects of lead exposure. For PY- 20-21, 78% of preschool children and 36% of infant/toddlers were up to date on their Blood Lead Screening
- Continue to partner with Elk's Major Project to provide vision screenings to children, which also continued during COVID with drive-through screening clinics. Sixty-five percent (65%) of children had a completed vision screening. No follow-up needed on any.
- Staff worked with parents to continue to seek services through their primary care physician.
- Prior to COVID, Early Smiles provided dental screenings and fluoride varnish to children enrolled in center-based programs.
- During remote services, eight (8) community dental clinics were hosted for Head Start families. 289 children were screened and 176 fluoride varnishes were applied. Dental screening completed for Head Start: 62%, of which 15% needed follow-up.
- 65% of Head Start children and 65% of EHS children received fluoride varnishes in 2020-2021.
- Wall growth charts along with tape measures for head circumference were provided to families, along with instructions on how to use them to help the program assessment of height/weight, resulting in 61% completed growth assessments for Head Start children and 75% for EHS children

- Virtual training was provided to staff on topics ranging from Blood borne pathogens, use of PPE, and Universal precautions.
- During the summer of 2020. 400 parents participated in Summer Wellness Series, which included topics ranging from: Age Appropriate Physical Activity During Shelter in Place, COVID-19 and MIC-C, Oral Health, Stress and Mental Health and Fostering Health Relationships. These virtual workshops were conducted by Nursing students at the US Davis Betty Irene Moore School of Nursing.
- Strengthened the system for gathering Release of Confidential Information from parents during COVID-19 to help facilitate the gathering of health and dental information for enrolled children.
- Continue to work with parents to navigate Sacramento Covered in order to access needed appointments, access medical/dental insurance, and to arrange transportation.
- Ninety-four percent (94%) of Head Start children and 87% of EHS children were up-to-date on their immunizations.

Safe Environments

- Centers were well- maintained during the Agency closure.
- Classroom furniture is in good condition, age appropriate and placed in safe areas.
- Janitorial services were maintained, even at a reduced capacity, to ensure centers were clean and sanitary during the closure.
- Staff had time during the closure to catch up on deferred maintenance projects that are normally more challenging to accomplish when children are in session.
- All classrooms were following new COVID-19 policies and procedures.

Governance

- PAC/PC board members have adapted extremely well to virtual meetings, with consistently high attendance.
- Board business has not stopped/been hindered even under COVID-19 challenges.
- One-on-one new board member orientation was successful and well received by new members,
- The use of technology to conduct board meetings has been unprecedented.
- PAC/PC board members have been committed to maintain a holding seat so that board business would not be interrupted in the middle of a pandemic.
- The social/hospitality committee found creative ways to host a virtual End of the Year celebration.

Human Resources

- Incorporated virtual platforms for all aspects of the recruitment process with PAC/PC members and staff reviewing potential candidates remotely, remote online testing for applicants using various virtual testing platforms, and Zoom meetings for exams and hiring interviews.
- Decreased Worker's Compensation claims in 2020, a 41% decrease from 2019.
- Provided a wellness 5-week email campaign in August 2020 focused on COVID-19 emotional support. This included information on managing stress and anxiety, coping with grief, national wellness hotlines for staff to call, websites for healthy living, and virtual activities that can reduce stress and depression.
- Assisted CFS with COVID-19 responses, adaptations, readiness, and employee relations.
- Cal/OSHA safety walk-thru with the Site Supervisor, Facilities Coordinator, and Program Officers/Education prior to each early learning center re-opening. Detailed reports were shared with all stakeholders.
- Sent regular email notifications to all staff regarding COVID-19 health and safety protocols, updates, and exposure notices throughout the pandemic.

- Provided timely vaccination information to ensure staff secured priority appointments for educators and child care workers.
- Pivoted the screening/interviewing/on-boarding processes to virtual platforms to ensure hiring practices continued during the Agency closure.
- Converted benefits open enrollment to a virtual platform, including sending out fillable forms for better ease of completion and submission of documents electronically, Zoom information sessions, and developed a list of FAQs from the sessions.

ERSEA

- The program transitioning to online applications in *ChildPlus* while completely moving away from paper.
- The program increased the use of modules/features in *ChildPlus*, including the Live Message and Attendance and Meal Counts.
- More efficient use of *ChildPlus*.
- Staff updated forms/documents to be fillable for online submission.
- Staff use of the Agency webpage to post recruitment information to draw more attention.
- Staff attended virtual recruitment events and community partner meetings to inform the community about Head Start/Early Head Start.
- The program increased use of social media for recruitment.
- Trained FSWs on recruitment expectations at virtual community events and instituted systems to ensure inquiry forms were completed by parents online.

Summary of Program Growth Opportunities

During the Self-Assessment process, teams identified areas for improvement and opportunities for growth. Areas of improvement do not necessarily indicate systemic issues and/or areas of non-compliance, but opportunities to improve program quality. Below is a summary of some of the highlighted areas. A complete Program Improvement Plan (PIP) with action steps, timelines, and staff responsible is attached.

Education

- Virtual CLASS observations indicate that strategies that support concept development are less frequently used.
- Learning Genie data shows remote services made some DRDP measures very difficult to gather evidence and accurately assess.
- Remote Learning Observations indicate that attempts to involve parents in the online activities were not always successful.
- There was a higher level of parents not responding to teacher's attempts to communicate and schedule virtual sessions in remote learning.
- Materials distributed from HUBS were not in multiple languages.
- Approaches to Learning showed the lowest number of children rated in the top two developmental levels of the DRDP at 18%. This domain includes curiosity, persistence and attention maintenance, which are elements not as conducive to the online platform. (While low overall, it did show a strong increase between Fall to Winter)

Mental Health

- Zoom and virtual interactions did not provide the same level of social interactions for children.
- There was a higher level of parents not responding to Intervention Specialist's communication attempts.

- There have been increased transitions for children, especially for those that moved back and forth in a remote, in-person service model.

Disabilities

- Many IEP/IFSP processes such as screening and assessment were delayed by LEA's and Part C agencies during the first half of remote services.
- Items that represent differing abilities such as books and toys were limited in remote materials.
- Use of IEP/IFSP individualization strategies were more difficult to implement during Remote services.

Parent and Family Engagement

- Families were unwilling to develop goals under their Family Partnership Agreement, especially during Shelter-in-Place.
- Families were often overwhelmed with contact from staff, both teaching and family engagement staff.
- Family engagement staff had a challenge staying in contact with some parents.
- Families did not always submit required documents during distance learning (less in-person contact).
- Learning curve for staff using technology exclusively for enrollment, health and parent contacts.
- Using Zoom on a cellphone and not on a computer was difficult. Staff could not share screens and/or see all participants/parents.

Health and Nutrition

- Physicians were providing tele-health visits, resulting in many screenings not completed.
- Hearing screens were difficult to obtain. This type of screening does not lend itself to a drive-by screen, since quiet is needed.
- Getting all children medically complete was difficult when there was a lack of in-person staff-family contact.
- Blood lead screenings remains low.
- Obtaining needed medical/dental documentation has been challenging.

Safe Environments

- Some centers had physical hazards in the outdoor play areas due to lack of use.
- Some centers were missing needed postings.
- A few centers had falling hazards on shelves.

Governance

- Attracting new representatives during remote services was a challenge.
- Meeting new board members face-to-face and building board bonding without in-person meetings/activities was difficult.
- Distractions occurred during virtual meetings as board members had various home activities and children's needs to attend to.
- Reliable and readily available technology for board members was not always present.

Human Resources

- Continued struggle with timely completion of staff performance evaluations, which decreased even more once the pandemic started.
- Digitizing employee personnel files is considered a necessary step in disaster recovery; however, the implementation continues to be delayed.

- Anniversary program was not in effect for eight months during the pandemic and the department continues to get caught up on all employee orders since March 2020.

ERSEA

- FSWs had limited access to centers during the Agency closure, creating challenges to access files, documents, technology, and *ChildPlus*.
- Very limited opportunity to meet with parents/families in-person.
- Learning curve for technology such as *Zoom*, uploading documents, fillable forms etc.
- Most community events were canceled, making outreach and recruitment a challenge.
- Prior to COVID-19, staff were unable to track how many families were going online to complete an inquiry form for new enrollment opportunities.
- Families failing to provide documents needed for enrollment (some due to limited technology access).
- Parent fatigue for distance learning (with HS and non-HS children).

<i>Action Steps:</i>	<i>Responsible Person(s)/Unit</i>	<i>Start Date</i>	<i>Progress Update</i>	<i>Complete Date</i>
<i>EDUCATION, DISABILITIES AND MENTAL HEALTH - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Increase opportunities for children to participate in activities that promote curiosity, persistence and attention maintenance in both remote and center based services (Approaches to Learning)	Karen Griffith, Manager Program Officers/Ed Education Coordinators	April 2021 and ongoing	April and May Home School packets have included increased STEM activities and opportunities to engage in curiosity, persistence and attention maintenance.	
Order and distribute materials that increase home language, diversity and differing ability awareness in remote learning and the classrooms	Karen Griffith, Manager Program Officers/Ed Education Coordinators	July 2021		
Continue to utilize and increase capacity for virtual training and coaching with staff	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 2021 and ongoing		
Utilize TOSA's to assist with environment set up and effective routines as children return to center base services	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 1, 2021- August 2021		
As children return to center-based services, teachers will need increased skills to support children in the area of social/ emotional development. Develop training in trauma informed care, empathy and resilience	Karen Griffith, Manager Program Officers/Ed Education Coordinators	May 2021		
Review and strengthen transition process to support children who have experienced the instability and effects of the pandemic	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 1, 2021	Remote Learning Transition Plans and Checklists were developed.	
Develop additional resources to support teachers returning to center-based teaching after a prolonged absence. This includes strategies to implement new requirements and expectations. (Enhanced Outdoor play, Strategies for Children and Masks, social distancing activities, etc.)	Karen Griffith, Manager Program Officers/Ed Education Coordinators	March 2021	Masks: Strategies for Positive Mask Use was developed with inclusion of scripted stories, songs, finger plays and books. This resource is distributed to each center before opening and incorporated into the classroom's COVID safety plan. Outdoor: An Outdoor	

		April 2021	Enhancement resource tool was developed including increased materials and activities with considerations for distancing. In addition, a committee has been created to establish a standard supply and material list for outdoor interest areas for optimal learning.	
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PARENT AND FAMILY ENGAGEMENT – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Investigate and develop an online parent survey that helps identify family needs and inform program design and service delivery	Lisa Carr, Manager Program Officers/SS	August 2021		
Purchase needed equipment to adapt staff workstations for Zoom and virtual parent connections/meetings	Lisa Carr, Manager Program Officers/SS	April 2021		
Cross-train staff on <i>ReadyRosie</i> to connect more seamlessly with curriculum topics	Lisa Carr, Manager Program Officers/SS	August, 2021		
Create a workgroup for <i>ReadyRosie</i> to help develop new ways of implementation	Lisa Carr, Manager Program Officers/SS	May 2021		

HEALTH AND NUTRITION – SYSTEMS, SERVICES AND STAFF DEVELOPMENT

Use the Release of Confidential Information at enrollment and ensure families know what information we will be collecting, and have them update annually	Lisa Carr, Manager Health/Nutrition Unit	August 2021	Have increased the usage of the RCI with distance learning families, will continue to include in the enrollment packet.	
Develop procedures and strategies that ensure staff is completing the mandated health screenings, including but not limited to using an empty classroom with universal precautions	Lisa Carr, Manager Health/Nutrition Unit	April 2021		
Work with dentists and dental agencies to reassure parents about the safety of bringing children to the dentist for exams	Lisa Carr, Manager Health/Nutrition Unit	On-going		
Revise the HS/EHS form for doctors, highlighting the items necessary for enrollment into the program	Lisa Carr, Manager Health/Nutrition Unit	September 2021		

Continue to offer health/nutrition workshops for parents, virtually, utilizing our community partners	Lisa Carr, Manager Health/Nutrition Unit	November 2021		
<i>ERSEA – SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Develop trainings for staff to increase proficiency on tools that help them navigate in a virtual platform	Lisa Carr, Manager Program Officer/ERSEA	September 2021		
Explore and expand uses of <i>ChildPlus</i>	Lisa Carr, Manager Program Officer/ERSEA	November 2021- Ongoing		
Develop new methods to recruit families, increase awareness about Head Start/early Head Start services and increase enrollment	Lisa Carr, Manager Program Officer/ERSEA	August 2021		
Use paper inquiry forms at in-person recruitment events for follow-up	Lisa Carr, Manager Program Officer/ERSEA	March 2022		
<i>Human Resources– SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Increase percentage of completed performance evaluations by 25%	Allison Noren, HR Chief CFS Managers HR Staff	June 2021 – December 2021		
Develop a plan and timelines for digitizing personnel files	Allison Noren, HR Chief CFS Managers HR Staff	August 2021		
<i>Safe Environments - SYSTEMS, SERVICES AND STAFF DEVELOPMENT</i>				
Complete health and safety screeners and/or CalOSHA reviews prior to each center re-opening	Melanie Nicolas, PO QA Analyst Allison Noren, HR Chief	March 2021	Visits began as centers re-opened. Center visits are being completed prior to each re-opening date.	
<i>Governance - SYSTEMS, SERVICES AND BOARD DEVELOPMENT</i>				
Develop a coordinated schedule with the Family Services Workers to share PAC/PC recruitment information with parents at parent meetings (virtually and/or in-person)	Marie Desha, Coordinator	May 2021		

ACTION ITEM III-C

APPROVAL OF PROGRAM YEAR 2021-2022 HEAD START, EARLY HEAD START AND EARLY HEAD START CHILD CARE PARTNERSHIP REFUNDING APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Program Year 2021-2022 Head Start/Early Head Start Refunding Applications. The applications are for Year 2 of a 5-year funding cycle.

A copy of the Program Narrative is attached for review. Included in this application are two changes from 2020-21 including:

- A request to consolidate the Head Start/Early Head Start grant with the Early Head Start-Child Care Partnership (EHS-CCP) grant.
 - This will result in a single project period for both funding sources and ultimately change the project period by one less year for the Head Start/Early Head Start program (09CH011763).
 - Should the agency require additional time to complete projects outside of the new project period, SETA will be eligible to apply for a Low/No Cost Extension for up to 12 additional months.
- The SETA Operated Northview Early Learning Center will undergo construction, which will delay reopening the center until February 2022.
 - Currently enrolled families will be offered enrollment at Sharon Neese, Bannon Creek, Norma Johnson or other nearby locations.
 - Newly enrolled families will be offered distance learning or home-based services until Northview re-opens.
 - No family will be displaced as a result of this extended closure.
- Head Start and Early Head Start home-based programs will switch their primary curriculum from the *Hawaii Early Learning Profile (HELP)* to *Parents as Teachers*. This new curriculum offers current and relevant content, contains scope and sequencing, and has a fidelity tool.
- The grantee and delegate agencies will continue to offer families virtual and in-person options for parent center meetings, policy council/committee meetings, and home-based socializations and make-up visits when transportation, childcare and time are limiting families' ability to participate in program services.
- SETA will open the Dudley Early Learning Center, which was not able to open in 2020-21 due to COVID-19 closures.
- Many online application and enrollment processes developed during the pandemic will continue as an option for families.
- Many programs will continue to offer virtual staff development opportunities to maximize time and resources and/or smaller group training as a follow-up to large group presentations.

There are no other substantive changes for program year 2021-22. The grantee and delegate agencies/partners anticipate returning to regular in-person services without restrictions or limitations in 2021-22. Total funded enrollment will be as follows:

Agency	Funded Enrollment 2021-2022		
	Head Start	Early Head Start	EHS-CCP
SETA Operated Program	1,736	572	80
Elk Grove USD	440		
Sacramento City USD	736		
San Juan USD	1,044	164	
Twin Rivers USD	160	56	
WCIC	120		
Total	4,236	792	80

Services for the 2021-2022 program year will commence on August 1, 2021.

The Program Narrative will be sent under separate cover.

RECOMMENDATION:

Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.

ACTION ITEM – III-D

APPROVAL OF THE SETA HEAD START, EARLY HEAD START
AND EARLY HEAD START CHILD CARE PARTNERSHIP BUDGETS
FOR PROGRAM YEAR 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership budgets. The budgets include Basic, Training and Technical Assistance (TTA), and the Cost of Living Adjustment (COLA) funding for the SETA Operated Program, its five delegate agencies, and two partners. The proposed budgets are as follows:

Head Start Basic (4,236 children/families)	\$49,368,042
Head Start COLA (1.22%)	\$ 602,290
Head Start Training and Technical Assistance	<u>\$ 527,209</u>
Sub-Total	\$50,497,541
Early Head Start Basic (792 children/families)	\$11,335,940
Early Head Start COLA (1.22%)	\$ 138,298
Early Head Start Training and Technical Assistance	<u>\$ 243,314</u>
Sub-Total	\$11,717,552
EHS-CCP Basic (80 children/families)	\$ 1,664,706
EHS-CCP COLA (1.22%)	\$ 20,309
EHS-CCP Training and Technical Assistance	<u>\$ 36,749</u>
Sub-Total	\$ 1,721,764
TOTAL	<u>\$63,936,857</u>

Cost-of-Living Adjustments (COLA) – On March 25, 2021, the Office of Head Start released the Consolidated Appropriations Act 2021 funding for the Federal Fiscal Year (FY) 2021, making additional funds available to existing Head Start, Early Head Start and Early Head Start Child Care Partnership programs. Each grantee may apply for a COLA increase of 1.22 percent of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2020. COLA funds are to be used to increase staff salaries and fringe benefits and offset higher operating costs. SETA management and AFSCME representatives have finalized negotiations on the use of these funds. A previous board action item covers the proposed increases.

A copy of the 2021-2022 Head Start, Early Head Start and Early Head Start Child Care Partnership budgets will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training and Technical Assistance (TTA), and the Cost of Living Adjustment (COLA) in the amount of \$63,936,857.

ACTION ITEM – III-E

APPROVAL OF THE 2021-2022 HEAD START, EARLY HEAD START, AND
EARLY HEAD START CHILD CARE PARTNERSHIP
PROGRAM OPTIONS AND CENTER LOCATIONS FOR
SACRAMENTO COUNTY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the program options and center locations for the SETA Operated Program and its delegate agencies for the 2021-2022 Program Year. There are no proposed changes for program year 2021-22.

A detailed list of the program options and center locations is attached.

RECOMMENDATION:

Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership countywide program options and center locations for the 2021-2022 program year.

ACTION: Moved: _____ **Second:** _____
Vote: Aye: _____ **Nay:** _____ **Abstentions:** _____

**Head Start Program Options - Countywide
2021-2022**

Agency	Programs with 5 Days/Week								Programs with 4 Days/Week				Home-base	TOTAL
	Year Round				Traditional School Year				Year Round		Traditional School Year			
	4 hrs/day	6.5 hrs/day	7 hrs/day	8 hrs/day	9 hrs/day	6 hrs/day	6.5 hrs/day	7 hrs/day	6.5 hrs/day	3.5 hrs/day	6.5 hrs/day	7.5 hrs/day		
SETA	680	60		240	220		60		73	40	240		123	1,736
Elk Grove USD						60				380				440
Sacramento City USD			32				336	48		320				736
San Juan USD							1,044							1,044
Twin Rivers USD							160							160
WCIC												120		120
TOTAL	680	60	32	240	220	60	1,600	48	73	740	240	120	123	4,236

**Early Head Start Program Options - Countywide
2021-2022**

Agency	Programs with 5 Days/Week					Home-base	TOTAL
	Traditional School Year		Year Round				
	6.5 hrs/day	8 hrs/day	8 hrs/day	9 hrs/day			
SETA		8	148	146	350	652	
San Juan USD		32	48		84	164	
Twin Rivers USD	56					56	
TOTAL	56	40	196	146	434	872	

**SETA OPERATED
HEAD START PROGRAM
Funded Enrollment:
1,736**

Administrative Office:

925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue

4104 Martin Luther King Jr.
Blvd.
Sacramento, CA 95820

Alder Grove ELC

816 Revere Street
Sacramento, CA 95818

Bannon Creek

2775 Millcreek Drive
Sacramento, CA 95833

Bret Harte

Children's Center

2761 9th Avenue
Sacramento, CA 95818

Bright Beginnings

10487 White Rock Road, P52
Rancho Cordova, CA 95670

Capital City

7220 24th Street
Sacramento, CA 95822

CP Huntington

5917 26th Street
Sacramento, CA 95822

Crossroad Gardens

7322 Florinwood Dr.
Sacramento, CA 95823

Dudley

8000 Aztec Way
Antelope, CA 95843

Elkhorn

5249 Elkhorn Blvd.
Sacramento, CA 95660

Franklin

6929 Franklin Blvd.
Sacramento, CA 95823

Freedom Park

6015 Watt Ave., S #5
North Highlands, CA 95660

Freeport

2118 Meadowview Drive
Sacramento, CA 95832

Fruitridge

5746 40th Street
Sacramento, CA 95824

Galt

615 2nd Street
Galt, CA 95632

Grizzly Hollow

805 Elk Hills Drive
Galt, CA 95632

Hillsdale

5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hopkins Park

2317 Matsun Drive
Sacramento, CA 95822

Illa Collin Center

3530 41st Avenue
Sacramento, CA 95824

Job Corps

3100 Meadowview
Sacramento, CA 95832

Kennedy Estates

6501 Elder Creek
Sacramento, CA 95824

LaVerne Stewart

5545 Sky Parkway
Sacramento, CA 95823

Marina Vista ELC

263 Seavey Circle
Sacramento, CA 95818

Mather

10546 Peter A. McCuen Rd.
Mather, CA 95655

Nedra Court

#60 Nedra Court
Sacramento, CA 95822

Norma Johnson ELC

3265 Norwood Avenue
Sacramento, CA 95838

North Avenue

1281 North Avenue
Sacramento, CA 95838

Northview

2401 Northview
Sacramento, CA 95833

Parker Avenue

4516 Parker Avenue
Sacramento, CA 95820

Phoenix Park

4400 Shining Star Dr.
Sacramento, CA 95823

Sharon Neese ELC

925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

Solid Foundation

7505 Franklin Blvd.
Sacramento, CA 95823

Strizek Park

3829 Stephen Drive
North Highlands, CA 95660

Walnut Grove

14181 Grove Street
Walnut Grove, CA 95690

SETA Home Base Program

**ELK GROVE USD
HEAD START
Funded Enrollment:
440**

Administrative Office:

9510 Elk Grove-Florin Rd.,
Room 214
Elk Grove, CA 95624
(916) 686-7595

Charles E. Mack Elementary

4701 Brookfield Drive
Sacramento, CA 95823

David Reese Elementary

7600 Lindale Drive
Sacramento, CA 95828

**Florence Markofer
Elementary**

9759 Tralee Way
Elk Grove, CA 95624

Franklin Elementary

5401 Dorsey Drive
Elk Grove, CA 95757

Florin Elementary

7300 Kara Drive
Sacramento, CA 95828

**Herman Leimbach
Elementary**

8010 Grandstaff Drive
Room B2
Sacramento, CA 95823

Irene B. West Elementary

8625 Serio Way
Elk Grove, CA 95758

**Isabelle Jackson
Elementary**

8351 Cutler Way
Sacramento, CA 95828

James McKee Elementary

8701 Halverson Drive
Elk Grove, CA 95624

John Reith

8401 Valley Lark Drive
Sacramento CA 95823

Maeola Beitzel Elementary

8140 Caymus Drive
Sacramento CA 95829

Prairie Elementary

5251 Valley Hi Drive
Sacramento, CA 95823

**Samuel Kennedy
Elementary**

7037 Briggs Drive
Sacramento, CA 95828

**Sierra Enterprise
Elementary**

9115 Fruitridge Road
Sacramento, CA 95826

Union House Elementary

7850 Deer Creek Dr.
Sacramento, CA 95823

William Daylor High School
6131 Orange Ave.
Sacramento, CA 95823

**SACRAMENTO CITY USD
HEAD START
Funded Enrollment:
736**

Administrative Office:

Serna Center
5735 47th Ave.
Sacramento, CA 95824
(916) 395-5500

Abraham Lincoln

3324 Glenmoor Drive
Sacramento, CA 95827

A. M. Winn

3351 Explorer Drive
Sacramento, CA 95827

Bear Flag

6620 Gloria Drive
Sacramento, CA 95831

Bowling Green - Chacon

6807 Franklin Blvd.
Sacramento, CA 95823

Bowling Green - McCoy

4211 Turnbridge Drive
Sacramento, CA 95823

Camelia

6600 Cougar Drive
Sacramento, CA 95828

Earl Warren Elementary

5420 Lowell Street
Sacramento, CA 95820

Edward Kemble Elementary

7495 29th Street
Sacramento, CA 95822

Elder Creek Elementary

7800 Lemon Hill Avenue
Sacramento, CA 95824

Ethel I. Baker Elementary

5717 Laurine Way
Sacramento, CA 95824

Ethel Phillips Elementary

2930 21st Avenue
Sacramento, CA 95820

Fr. Keith B. Kenny

3525 MLK Jr. Blvd.
Sacramento, CA 95817

Golden Empire Elementary

9045 Canberra Drive
Sacramento, CA 95826

**H. W. Harkness
Elementary**

2147 54th Avenue
Sacramento, CA 95822

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826

James Marshall Elem.
9525 Goethe Road
Sacramento, CA 95827

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822

John Sloat
7525 Candlewood Way
Sacramento, CA 95822

John Still
2200 John Still Drive
Sacramento, CA 95832

Leataata Floyd
401 McClatchy Way
Sacramento, CA 95818

Lisbon
7555 S. Land Park Dr.
Sacramento, CA 95831

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820

Martin Luther King Jr.
480 Little River Way
Sacramento, CA 95831

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820

Pacific Elementary
6201 41st Street
Sacramento, CA 95824

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824

**Susan B. Anthony
Elementary**
7864 Detroit Blvd.
Sacramento, CA 95832

Woodbine
2500 52nd Ave.
Sacramento, CA 95822

Washington
520 18th Street
Sacramento, CA 95814

**SAN JUAN USD
HEAD START
Funded Enrollment:
1,044**

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Arlington Heights
6401 Trenton Way
Citrus Heights, CA 95621

Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864

Coleman Elementary
6545 Beech Avenue
Orangevale, CA 95662

Cottage Elementary
2221 Morse Avenue
Sacramento, CA 95825

Coyle
6330 Coyle Avenue
Carmichael, CA 95608

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821

Encina
1400 Bell Street
Sacramento, CA 95825

Garfield
3700 Garfield Avenue
Carmichael, CA 95608

**General Davie Jr. Primary
Center**
1500 Dom Way
Sacramento, CA 95864

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95610

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621

Mariposa
7940 Mariposa Avenue
Citrus Heights, CA 95610

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821

**Ralph Richardson
Elementary**
4848 Cottage Way
Carmichael CA 95608

Skycrest Elementary
5641 Mariposa Ave.
Citrus Heights, CA 95610

Sunrise Elementary
7322 Sunrise Blvd.
Citrus Heights, CA 95610

**TWIN RIVERS USD
HEAD START
Funded Enrollment:
160**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Oakdale Preschool Center
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 L Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

**WOMEN'S CIVIC
IMPROVEMENT CLUB
HEAD START
Funded Enrollment:
120**

Administrative Office:
W.C.I.C./
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate #1
3930 8th Avenue
Sacramento, CA 95817

Playmate #2
3555 3rd Avenue
Sacramento, CA 95817

**SETA OPERATED
EARLY HEAD START
Funded enrollment:
652**

**SETA Early Head Start
Administrative Office:**
925 Del Paso Blvd.,
Suite 100
Sacramento, CA 95815
(916) 263-3804

16th Avenue
4104 Martin Luther King Jr
Blvd.
Sacramento, CA 95814

Alder Grove I/T Center
2640 A/B Muir Way
Sacramento, CA 95818

American Legion
3801 Broadway
Sacramento, CA 95817

Bret Harte
2761 9th Avenue
Sacramento, CA 95818

Capital City
7220 24th Street
Sacramento, CA 95822

**Collis P Huntington
Elementary**
5917 26th Street
Sacramento, CA 95822

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823

Elkhorn
5249 Elkhorn Blvd.
Sacramento, CA 95660

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA 95660

Galt
615 2nd Street
Galt, CA 95632

Grizzly Hollow
805 Elk Hills Dr.
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave., Bldg. 4
Sacramento, CA 95842

Hiram Johnson
3535 65th Street
Sacramento, CA 95820

Hopkins Park
2317 Matsun Drive
Sacramento, CA 95822

Job Corps
3100 Meadowview
Sacramento, CA 95832

Marina Vista ELC
263 Seavey Circle
Sacramento, CA 95818

Mather
10546 Peter A. McCuen Rd.
Mather, CA 95655

Norma Johnson ELC
3265 Norwood Avenue
Sacramento, CA 95838

North Avenue
1281 North Avenue
Sacramento, CA 95838

Northview
2401 Northview
Sacramento, CA 95833

Phoenix Park
4400 Shining Star Dr.
Sacramento, CA 95823

**Sharon Neese
Early Learning Center**
925 Del Paso Blvd., Ste. 300
Sacramento, CA 95815

**SETA/SCOE/ROCC EHS
Home Base**

**SAN JUAN USD
EARLY HEAD START
Funded Enrollment:
164**

**San Juan USD
Administrative Office:**
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

**Encina Infant/Toddler
Center**
1400 Bell Street
Sacramento, CA 95825

**Fair Oaks Infant/Toddler
Center**
10700 Fair Oaks Blvd.
Fair Oaks, CA 95628

General Davie Jr.
1500 Dom Way
Sacramento, CA 95864

**Marvin Marshall Toddler
Center**
5309 Kenneth Avenue
Carmichael, CA 95608

**San Juan Infant/Toddler
Center**
7551 Greenback Lane
Citrus Heights, CA 95610

SJUSD EHS Home Base

**TWIN RIVERS USD
EARLY HEAD START
Funded Enrollment:
56**

Administrative Office:
155 Morey Avenue
Sacramento, CA 95838
(916) 566-3485

Morey Avenue School
155 Morey Avenue
Sacramento, CA 95838

**Oakdale Early Learning
Center**
3708 Myrtle Avenue
North Highlands, CA 95660

Rio Linda Preschool Center
631 I Street
Rio Linda, CA 95673

Village Preschool Center
6845 Larchmont Drive
North Highlands, CA 95660

ACTION ITEM – III-F

APPROVAL OF 2021-2022 TRAINING/TECHNICAL ASSISTANCE PLAN FOR THE SETA HEAD START, EARLY HEAD START, AND EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM, AS ALIGNED WITH ESTABLISHED FIVE-YEAR GOALS AND OBJECTIVES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Training/Technical Assistance Plans (TTA).

The TTA Plans were developed to ensure continued quality and improvement and to support training activities for staff and parent development.

The Training and Technical Assistance Plan and a summary of five-year goals and objectives are attached.

RECOMMENDATION:

Approve the Program Year 2021-2022 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plan as aligned with established five-year goals and objectives.

ACTION: Moved: _____ **Second:** _____
Vote: Aye: _____ **Nay:** _____ **Abstentions:** _____

PHILOSOPHY

SETA Head Start's program philosophy is based on the premise that all families share certain basic needs and that the Head Start population, in particular, can reap even greater benefits from a comprehensive service delivery system that ensures their needs are met. Our program mission is to improve the lives of low-income children by providing comprehensive child development services that are family focused, including education, health, nutrition, mental health and social services. SETA Head Start's accomplishes its goals by involving parents in the operation and administration of the program and by supporting the growth of families and staff through the development of advocacy skills, enhanced self-esteem and empowerment. The overall goal is to develop a greater degree of independence among families and the decisions that influence their lives. Finally, SETA Head Start has established as its vision, "*Touching Families, Making a Difference.*"

SETA continually strives to recruit, train and retain the highest quality staff. Ongoing training and technical assistance ensures that all staff are knowledgeable about the Head Start philosophy, goals and objectives, mission, values and Performance Standards of the Head Start and Early Head Start programs.

PLANNING PROCESS

SETA employs a planning process to identify and accomplish the training and professional development needs of Head Start staff, parents, delegate agencies and partners. This process results in a T/TA Plan, which incorporates needs, identified through PIR, OHS monitoring protocols, self-assessment, community assessment, on-going monitoring results, CLASS, DRDP, ERS, as well as analysis of embedded program and operational reporting systems such as ERSEA reports, disabilities reports, etc., and established countywide goals. Ultimately, under the direction of SETA's strong parent boards (PC/PAC), specific dollars are allocated to these prioritized needs (see attached budget) to all stakeholders receive the necessary training and professional development to move SETA's organization forward.

T/TA planning sessions take place in January. Participants in the T/TA planning include the SETA Leadership team, Policy Council and Parent Advisory Committee members, delegate agency directors and partners. Participants share information and identify program strengths and service gaps. The Training and Technical Assistance Plan was the direct result of this collaborative process.

APPROACH TO TRAINING, TECHNICAL ASSISTANCE AND PROGRAM IMPROVEMENT

Adjustments to the T/TA Plan reflect the combined needs identified and prioritized by parents on the Budget/Planning Committee, and the resulting 5-year goals established in 2020.

Staff took a systematic approach to ensure the T/TA Plan and associated budgets reflect current needs of the program as identified through a) on-going monitoring, b) PIR results, c) committee reviews of the existing T/TA Plan, d) self-assessment and the continuing 5-Year goals and objectives.

OUTCOMES AND TIMETABLES

Outcomes and timetable attainment of the Program Improvement Plan will be tracked and measured on a monthly basis. Leadership Team and Management meetings are conducted (bi)weekly with specific agenda content. Agendas will include status reports and check-ins. This process will allow for careful tracking of progress as it relates to timetables and outcomes attainment in the defined priorities and sub-groups: Early Intervention and Prevention; Record Keeping and Reporting; Planning; Communication; Human Resources/Staff Development/Training; and Health and Nutrition Services.

NOTES LEGEND: M=Mandated; G/O= Goals and Objectives; PIP= Program Improvement Plan BP=Best Practice

Training or Technical Assistance Strategy	Participants	T & TA Provider	Content/Expected Outcome	Timeline	Estimated Cost			Notes
					HS	EHS	CCP	
Child Services and Consultants								
Consultants								
Consultants will be used as subject-area experts to ensure that HS/EHS services are aligned with Performance Standards	HS/EHS Staff	Consultants	Depending on the consultants used, staff will utilize the services of consultants to ensure best practices and adherence to Performance Standards are met. Consultants may also be used as a training resource for staff, and provide coaching when necessary.	Consultants will be scheduled as needed in the program year 2021-2022	\$8,000	\$3,000		BP
Parent Services								
Parent Intern Training								
Parents will be recruited to train for a variety of apprentice jobs, including working with front office work, data entry, and health aides.	HS/EHS parents	Head Start staff	HS/EHS parents will be offered the opportunity to learn skills, including soft skills that potentially may lead to permanent employment opportunities in the community.	October 2021 July 2022	\$6,000			BP
Family Literacy Project								
Workforce/Head Start Parent Tuition Reimbursement	HS/EHS parents	Approved vendors from Sacramento County	This reimbursement will be used for parents who request to attend a job training program where the cost is not fully covered by other providers. The expected outcome includes providing opportunities to enrolled HS/EHS parents to become job ready and to provide opportunities for increased economic mobility.	2021-2022	\$4,000	\$2,500		BP

Family Literacy Project	HS/EHS parents	SS/PI Specialist	Parents will be given a book (bi-monthly) along with activity sheets to do with their child. Activity sheets will focus on literacy and math skills that parents can easily do at home with their child. The expected outcome will be increased literacy scores in children's assessment data, and increased knowledge about the importance of parent participation in school readiness activities.	August 2021- July 2022	\$32,534	\$8,000	\$2,000	BP
Parent Café Training	HS/EHS Parents and Staff	Trainer from National Parent Café Training Program	PC and PAC Parents and staff will be given the opportunity to be trained to facilitate Parent Cafes for county-wide implementation.	Fall 2021	\$4,000			G/O
Parents will have access to bi-annual training on disaster preparedness	HS/EHS parents	Content Area Experts from the community	Parents will be given an opportunity to attend a workshop with content area experts such as representatives from the Fire Department, County Health, and Disaster Preparedness Division to work with parents to develop safety plans for their families and prepare for potential emergencies.	November 2021 & May 2022	\$10,000			Parent Request
Training of Staff Development								
On-going training and conference opportunities and other resources	EHS and HS staff	Trainers, conferences, and resources to be determined.	Staff will be offered the opportunity to engage in a variety of staff development activities with the expected outcome to include increased knowledge in the areas of school readiness, curriculum implementation, and improved CLASS scores.	August 2021- July 2022	\$1,500	\$1,202	\$2,000	M
Teaching Pyramid	HS Staff	Sacramento County Office of Education	Teaching Pyramid training will continue for HS staff in order to ensure best practices continue in the area of social/emotional support for HS children.	September 2021	\$6,000	\$2,000	\$1,609	BP
CLASS Observer Training/Coaching and CLASS certificates	Grantee and Delegate staff	<i>TeachStone</i>	<i>TeachStone</i> will be contracted to provide refresher training for HS staff on the use of the CLASS tool. The expected outcome includes increased confidence and knowledge in the areas that CLASS assess. Expected outcomes	October 2021- April 2022	\$20,000	\$4,000		BP

			also include increased scores on classroom assessment evaluations and CLASS scores.					
Learning Genie	Grantee/ and delegate	SETA Staff	SETA staff will provide T/TA services to Delegate teachers Allocated money will be used to buy licenses for the program. The expected outcome is a better alignment with countywide practice and more effective implementation of the DRDP for children's assessment.	August 2021	\$4,000			SA
ECERS/ITERS Observers	HS/EHS Staff	Consultants	Consultants will be used to independently assess HS/EHS classrooms using the ECERS and ITERS tool. Consultants will also provide reports to staff for continuous improvement and feedback.	November 2021 and on-going	\$8,000	\$2,000		SA
	FSW and Home Visitors, Partners	Consultants	SETA and Partner staff will be provided three-day training on issues surrounding poverty and equity.	October 2021- July 2022	\$4,000			BP
Trauma Informed Care Training	HS/EHS Staff	Trainers, resources and coaching	To improve knowledge about trauma and its impact on young children's learning and development Understand how to use strategies that are sensitive to children who may have experienced trauma and that support the health, healing, resilience, and well-being of these children.	September 2021 and ongoing	\$8,000	\$3,000		SA
Curriculum Focus-STEM	HS Staff	SETA Staff	Staff will be given an opportunity to participate in on-going training in the area of STEM practices. Money will be used to provide materials for make and take and to enhance curriculum activities in the classroom.	To be determined	\$3,000	\$2,000		BP
Coaching Companion	Grantee Coordinators and TOSA'S	SETA Coordinators and First 5 staff	SETA staff will coach teachers across multiple topics using the online coaching platform. Funds will be used for training materials and consultants.	August 2021 and ongoing	\$3,000			PIP
CCEI Online Professional Development	HS/EHS Staff	CCEI	This is a subscription service that allows teaching staff to engage in on-line professional growth opportunities.	2021-2022	\$2,000	\$1,500		BP
QI Network	QI Team for SETA and Twin	Quality Improvement	Staff will deepen their understanding of the practice of continuous quality	August 2021- July 2022	\$38,000			BP

	Rivers	Network	improvement. Will become familiar with CQI tools and processes, and use these tools for program planning and decision making.					
<i>ReadyRosie</i> Parenting Curriculum	HS/EHS staff and parents	Education Coordinator	All enrolled families in in the Grantee operated programs and partner programs will be sent invitations to activate a <i>ReadyRosie</i> account.	August 2021-ongoing	\$25,000			SA
<i>HOVERS</i> Training	Countywide staff refresher training	HOVERS Consultant	Home-based staff will be trained on the Home Visit Rating Scale that measures parent-child interaction and parent engagement.	To be determined		\$10,000		BP
Early Childhood Education Class	HS/EHS staff and parents	Los Rios Instructor	Countywide staff and parents will be offered an on-site early childhood education class focusing on infants and toddlers. The expected outcome is a better prepared workforce and continuing professional growth opportunities. Parents who are interested in the field of ECE are encouraged to enroll in order to obtain ECE units and an opportunity to apply for Associate Teacher vacancies.	August 2021-May 2022			\$10,000	BP
Career Incentive Plan Funds	HS/EHS Staff	Community College and Universities and Teacher Credentialing	Staff will have the opportunity to be reimbursed a set amount of money annually to continue their education and to keep up required teaching credentials.	August 2021-July 2022	\$15,000	\$5,000	\$5,000	BP

Other

Delegate and Partner Support

Delegate Kick-off-Virtual	Delegate Staff	Grantee Content Staff	The expected outcomes include continued support on polices and procedures and monitoring processes between the Grantee and delegate and partner agencies.	November 2021	\$1,000			BP
Delegate T/TA	Delegate and Partner Support	Workshops, guest speakers, on-site/virtual training	Delegate Directors have identified a variety of T/TA needs including- Trauma Informed Care, Reflective Supervision, Equity Training, and	August 2021-July 2022	\$10,000			Delegate Request

			attendance to various Head Start annual conferences.					
Coaching for Coaches	Delegate and Grantee Coaches	Grantee Education Coordinators, T/TA Coaching Network	Bi-monthly meetings for coaches to stay current on best practices of coaching, and share resources.	August 2021- July 2022-	\$2,000	\$1,000		G/O
Language Interpretation Services for PAC and PC	PAC and PC Representatives	Language World	Providing written translation services and on-site interpretation services will expand access to families who would like to participate on PC or PAC, but English is not their first language.	August 2021- July 2022	\$10,000	\$2,000		BP
Staff salaries and fringe benefits	Staff		Staff provide Training and Technical Assistance to grantee and delegate agency staff and parents.	August 2021- July 2022	\$101,962 \$59,444	\$91,765 \$42,723	\$10,196 \$5,944	--
Out-of-State Travel	Staff		Funds are budgeted for staff to attend out-of-state conferences and trainings such as NHSA, CACFP Training and WIPFLI.		\$34,500	\$2,000		BP
Allocated Services and Supplies	--		Contractual TTA – Allocated funds for delegates and partners for training and technical assistance related costs. Refer to each delegate agency’s budget spreadsheets and narratives for more detail.		\$106,270	\$44,624		--
TOTAL					\$527,209	\$243,314	\$36,749	

ACTION ITEM III-G

APPROVAL OF MODIFICATIONS TO THE REIMBURSEMENT POLICIES AND PROCEDURES OF THE SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL AND PARENT ADVISORY COMMITTEE

BACKGROUND:

On August 6, 2020, the SETA Governing Board took action and approved revisions to the Policies and Procedures of the SETA Head Start/Early Head Start Policy Council and Parent Advisory Committee to modify the language regarding reimbursements during the COVID19 pandemic.

In accordance with Section 1301.3(e) of the Head Start Program Performance Standards, *“a program must enable low-income members to participate fully in their policy council or policy committee responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the low-income members.”* After further discussion with the members of the Executive Committee, it was determined that social distancing and virtual meetings due to COVID19 have impacted participation and parents’ ability to provide food for their children during meetings that conflict with meal time hours in the home. To ensure vital participation and meeting quorums, management believes reimbursement for food is warranted to ensure parents do not have out-of-pocket expenses as a result of participation.

On September 3, 2020 the Governing Board approved the use of previously donated non-federal funds to continue these reimbursements effective October 1, 2020.

In the adapted Policy and Procedure, specific times were outlined Policy that qualify for meal reimbursement. However, over the past year, the program has had occasions where it needed to host critical PAC/PC meetings outside of these designated timeframes. While current reimbursement is aligned with meal times, it has also served as an incentive for regular attendance and participation in meetings. This year, most meetings have reach 100% attendance. Meeting a quorum is needed to ensure business can be conducted and to keep operations moving forward. Two essential meetings requiring parent input and/or a quorum are the Budget/Planning Committee Meeting and Special PC Closed Session. The Budget/Planning Committee meets monthly to review budget statements, discuss program operations, review policies/procedures and provide input to annual grant applications. The Special PC Closed Session covers the review and approval of eligible list for hiring. Both of these meetings are critical to perform business in a timely manner. Reimbursement serves as an incentive to reach these goals.

The revisions are identified in the attached policy, under COVID19 Adaptations, in redline format. The Policy Council will take action on this item on April 27, 2021.

RECOMMENDATION:

Approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed and implement retroactively to April 1, 2021.

ACTION: Moved: _____ Second: _____

Vote: Aye: _____ Nay: _____ Abstentions: _____

**PC/PAC Reimbursement
Policy & Procedure
(Adapted for COVID19)**

Revised 4/1/21

MILEAGE

1. Reimbursements will be made for actual costs of attending the REQUIRED meetings and other obligations associated with your participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.

2. **Roundtrip** mileage will be calculated from your residence or workplace to the SETA offices or other location where the meeting is being held. ***If additional stops are required, the additional mileage will not be reimbursed.*** If you come to the meeting directly from home and then proceed to your workplace, SETA will reimburse you for the total mileage incurred.
 - a. For example, assume that your home is 5 miles from the SETA offices, but your workplace is 20 miles from the SETA offices. You attend a meeting held at the SETA offices at 8:30am and then proceed directly to your workplace. You would be reimbursed for 25 total miles.
 - b. However, if you attend the meeting at 8:30 and then return home prior to proceeding to work, you would be reimbursed for 10 miles.
 - c. If you came directly from work to attend a meeting held at 1:00pm and then returned directly to work, you would be reimbursed for 40 miles.

3. If you utilized public transportation to attend a meeting at SETA, you would be reimbursed for the actual costs of that transportation.
 - a. Assume that you attended a meeting and rode RT Light Rail from your house to SETA offices and back to your house. You would be reimbursed for the cost of a round trip ticket.
 - b. If you were working out of town and rode Greyhound and RT Light Rail to attend a meeting at SETA and then rode RT Light Rail to your home after the meeting, you would be reimbursed for the cost of the Greyhound ticket to Sacramento and the RT Light Rail passes to SETA and home.

Head Start/Early Head Start Policies and Procedures

CHILD CARE

1. SETA will reimburse you at the rate of \$9.50 per hour, up to a maximum of \$40 per day, for the number of hours of child care necessitated by your attendance/participation in REQUIRED PC/PAC meetings when your child(ren) are cared for by a non-SETA care provider.
 - a. Reimbursement will not be made for child care provided by spouse/significant other.
 - b. Reimbursement will be for actual costs incurred up to a maximum of \$9.50 per hour, no matter how many children are cared for.
 - c. If the PC/PAC meeting that you attend runs for 2 hours, but you must incur child care for an additional hour for the travel time to and from SETA offices, you will be reimbursed for 3 hours. If you arrange child care for the day in order to run some errands, attend the PC/PAC meeting, and meet a friend for lunch, you will be reimbursed only for the 2 hours of the PC/PAC meeting.
 - d. For attendance at conferences as a representative of SETA Head Start, the maximum reimbursement will be \$9.50 per hour up to \$40 for each 24-hour period of time away from home.
 - e. No reimbursement for child care will be available when attendance at meetings, conferences, or training events is voluntary.
 - f. No reimbursement for child care will be available for children thirteen (13) years of age and older, unless special circumstances exist. An example of special circumstances might be a special needs child.
 - g. No reimbursement for child care will be available for children of any age who are in a Head Start program or who would normally be in school unless the child is out of school for a valid reason, such as being off track or being ill. Home schooled children might be a reasonable exception to this policy.

FREQUENCY OF REIMBURSEMENT

1. Following the submission of the appropriate requests for reimbursement, every reasonable effort will be made to process reimbursements and have either cash or petty cash checks available to be picked up from a petty cash custodian one week following the meeting, or at the next meeting attended.

ADAPTATIONS FOR COVID19

In accordance with Information Memorandum (IM-ACF-OA-2020-01)/Grant Flexibilities (Item #6), issued on March 30, 2020, SETA will adapt this reimbursement policy and

procedure to address limitations of hosting in-person PAC and PC meetings/board activities.

During the COVID19 pandemic, SETA will be hosting PAC and PC meetings, sub-committee meetings, and personnel activities virtually to ensure compliance with social distancing and health and safety guidelines. In-person meetings will be restricted until further notice by the state Governor or local health officials.

Reimbursements

1. Reimbursements will be made for costs of attending the REQUIRED meetings and other obligations associated with participation as a member/officer of SETA Head Start PC/PAC.
 - a. Reimbursement will not be made for attendance at optional meetings or training meetings.
2. SETA will reimburse:
 - a. At a rate of \$25.00/meeting or activity in the form of a food gift card
 - b. If/when the meeting/activity is hosted between the hours of 8:00 a.m. and 10:00 a.m.; 11:30 a.m. and 12:30 p.m.; or 5:00 p.m. and 6:30 p.m. **with exception of Budget/Planning Committee meetings and Special PC Closed Sessions.**
3. A food gift card will be provided electronically and sent to the email address provided by the PAC/PC board member on the most current board roster.
 - a. It is the responsibility of the PAC/PC board member to ensure the email address on file with the Clerk of the Boards is current and up-to-date prior to the board meeting each month.
4. SETA will not be responsible for lost/stolen gift cards.
5. Following each meeting/activity, every reasonable effort will be made to process and email reimbursements one week following the meeting/activity.
6. Members will be reimbursed based on roll-call at each meeting as recorded by the Clerk of the Boards. For personnel activities, a verification email will be provided by the SETA Human Resources Department for reimbursement.

Rationale

In accordance with the fiscal flexibilities outlined in IM-ACF-OA-2020-01, *Allowability of Costs Not Normally Chargeable to Awards*, SETA will reimburse participating PAC/PC for meals they cannot prepare for their child(ren) while participating in virtual meetings/ activities.

1. A merchant gift card for Wal-Mart will be provided.
2. Wal-Mart is readily available in all communities, is frequented by most enrolled Head Start/Early Head Start families, and has food items available often purchased by families.
3. Gift cards are provided for the use of food purchases only.
4. Wal-Mart was selected as the food vendor of choice to ensure all members have access in their community. Not all grocery food chains are available in each community.

Source: 6. Allowability of Costs Not Normally Chargeable to Awards. (45 CFR §75.403, 45 CFR §75.404, 45 CFR §75.405, 45 CFR Part 75 Subpart E – Cost Principles; 2 CFR §200.403, 2 CFR §200.404, 2 CFR § 200.405, 2 CFR Part 200 Subpart E – Cost Principles)

Effective Date: This policy adaptation is effective retroactively starting April 1, 2020.

Effective Date: Revised policy adaptation is effective retroactively starting April 1, 2021

Effective Date: PC approval date: June 23, 2020 and Scheduled Action of April 27, 2021

ACTION ITEM III-H

ADOPTION OF ADDENDUM #1 TO THE 2018 – 2021 LABOR AGREEMENTS COVERING THE HEAD START UNIT, THE CLERICAL, TECHNICAL AND ANALYTICAL UNIT AND THE SUPERVISORY UNIT

BACKGROUND

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on March 5, 15 and 22, 2021 regarding the application of the Federal COLA for Head Start and the implementation of the same benefit to the rest of the Agency. A tentative agreement was reached on March 22, 2021 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit. The ratification process took place on April 15, 2021.

The SETA Governing Board is scheduled to approve the extension and increases on April 29, 2021.

The tentative agreement is pursuant to Section 6.1(b), Salary Adjustments, which reads that “The parties agree that the Union may request to reopen the Agreement to negotiate increases in the event that the Agency receives increased or additional funding specifically to provide wage or benefit increases. The application of such funding shall include salary, health contribution and retirement contribution.”

Consistent with the Memoranda of Understanding the parties have agreed as follows:

1. The current Memoranda of Understanding shall be extended and continue in full force and effect from June 30, 2021 through and including June 30, 2022.
2. Effective August 1, 2021, the Agency shall increase the health insurance contribution for employee only by \$75.00 from \$545.00 to \$620.00 monthly and the family contribution by \$125.00 from \$900.00 to \$1,025.00. The cost of the increase is \$357,300 on an annual basis, which includes \$323,376 from the Head Start grants.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the Amendment #1 extending the current Memoranda of Understanding through to and including June 30, 2022 and the negotiated health insurance contribution increases effective August 1, 2021.

STAFF PRESENTER: Allison Noren, Human Resources Chief

INFORMATION ITEM IV-A
STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han

- Community Resources – Ms. Marie Desha
 - Virtual Orientation – Sacramento Works Job Center
 - Virtual Career Connection – Amazon
 - COVID-19 Vaccine Presentation

NOTES:

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
 Expenditures for Fiscal Year 2020-2021
 For the Eight Months Ended March 31, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 2,228,078	\$ 108,805	\$ 1,193,803	\$ 1,302,608	58.5%	\$ 925,470	\$ 248,761	19.1%	8.4%
Elk Grove	3,539,436	192,111	\$ 2,508,306	2,700,417	76.3%	\$ 839,018.53	325,114	12.0%	7.1%
Sac City	6,153,276	375,307	\$ 4,067,183	4,442,490	72.2%	\$ 1,710,786	1,769,191	39.8%	8.4%
San Juan	8,855,012	313,105	\$ 4,870,000	5,183,105	58.5%	\$ 3,671,907	1,545,689	29.8%	6.0%
WCIC	1,404,464	56,825	\$ 854,631	911,456	64.9%	\$ 493,008.00	92,150	10.1%	6.2%
SETA	27,185,648	1,607,860	\$ 14,593,146	16,201,006	59.6%	\$ 10,984,642	2,899,033	17.9%	9.9%
Total	\$ 49,365,914	\$ 2,654,012	\$ 28,087,069	\$ 30,741,082	62.3%	\$ 18,624,832	\$ 6,879,938	22.4%	8.6%

Early Head Start Basic									
Twin Rivers	\$ 992,898	\$ 51,035	\$ 697,711	\$ 748,747	75.4%	\$ 244,151	\$ -	0.0%	6.8%
San Juan	2,000,193	80,114	\$ 1,112,009	1,192,123	59.6%	808,070	541,746	45.4%	6.7%
SETA	8,344,977	430,463	4,399,547	4,830,010	57.9%	-	1,667,526	34.5%	8.9%
Total	\$ 11,338,068	\$ 561,612	\$ 6,209,267	\$ 6,770,879	59.7%	\$ 1,052,221	\$ 2,209,272	32.6%	8.3%

Head Start T&TA									
Twin Rivers	\$ 15,930	\$ -	\$ 2,663	\$ 2,663	16.7%	\$ 13,267			
Elk Grove	14,040	-	3,397	3,397	24.2%	10,643			
Sac City	31,200	638	16,838	17,476	56.0%	13,724			
San Juan	33,400	-	2,795	2,795	8.4%	30,605			
WCIC	11,700	-	5,677	5,677	48.5%	6,023			
SETA	420,939	-	53,380	53,380	12.7%	367,559			
Total	\$ 527,209	\$ 638	\$ 84,750	\$ 85,388	16.2%	\$ 441,821	\$ -		

Early Head Start T&TA									
Twin Rivers	\$ 13,712	\$ -	\$ 4,925	\$ 4,925	35.9%	\$ 8,787			
San Juan	30,912	-	1,590	1,590	5.1%	29,322			
SETA	198,690	-	7,258	7,258	3.7%	191,432			
Total	\$ 243,314	\$ -	\$ 13,773	\$ 13,773	5.7%	\$ 229,541	\$ -		

TOTAL Head Start Fiscal Year 20/21									
Twin Rivers	\$ 3,250,618	\$ 159,840	\$ 1,899,102	\$ 2,058,943	63.3%	\$ 1,191,675	\$ 248,761	12.1%	7.8%
Elk Grove	3,553,476	192,111	2,511,703	2,703,814	76.1%	849,662	325,114	12.0%	7.1%
Sac City	6,184,476	375,945	4,084,021	4,459,966	72.1%	1,724,510	1,769,191	39.7%	8.4%
San Juan	10,919,517	393,219	5,986,394	6,379,613	58.4%	4,539,904	2,087,435	32.7%	6.2%
WCIC	1,416,164	56,825	860,308	917,133	64.8%	499,031	92,150	10.0%	6.2%
SETA	36,150,254	2,038,322	19,053,331	21,091,654	58.3%	15,058,600	4,566,559	21.7%	9.7%
Total	\$ 61,474,505	\$ 3,216,263	\$ 34,394,860	\$ 37,611,123	61.2%	\$ 23,863,382	\$ 9,089,210	24.2%	8.6%

On Budget%
66.7%

Required %
25%

Max %
15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2020-2021
For the Eight Months Ended March 31, 2021

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 13,685,916	8,520,428	\$ 5,165,488	62.3%
Fringe Benefits	7,747,217	4,849,185	2,898,032	62.6%
Construction	600,000	-	600,000	0.0%
Travel (Out-of-State)	35,500	-	35,500	0.0%
Supplies	572,000	133,732	438,268	23.4%
Occupancy	2,677,514	1,710,497	967,017	63.9%
Local Travel	100,000	16,197	83,803	16.2%
Nutrition Services	300,000	424,280	(124,280)	141.4%
Child Services	102,300	5,024	97,276	4.9%
Substitutes	475,000	-	475,000	0.0%
Parent Services	172,000	3,366	168,634	2.0%
Publications/Advertising/Printing	20,000	3,424	16,576	17.1%
Training or Staff Development/Parent Aides	142,477	50,008	92,469	35.1%
Operating Costs	976,663	538,244	438,419	55.1%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 27,606,587	\$ 16,254,386	\$ 11,352,201	58.9%
Administrative %		9.9%		

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 3,875,160	\$ 2,456,118	\$ 1,419,042	63.4%
Fringe Benefits	\$ 2,186,030	\$ 1,359,412	\$ 826,618	62.2%
Travel (Out-of-State)	\$ 6,000	\$ -	\$ 6,000	0.0%
Construction	\$ 50,000	\$ -	\$ 50,000	0.0%
Supplies	\$ 231,000	\$ 6,734	\$ 224,266	2.9%
Occupancy	\$ 429,416	\$ 153,014	\$ 276,402	35.6%
Local Travel	\$ 14,000	\$ 2,254	\$ 11,746	16.1%
Nutrition Services	\$ 50,000	\$ 58,524	\$ (8,524)	117.0%
Child Services	\$ 23,800	\$ 30	\$ 23,770	0.1%
Substitutes	\$ 15,000	\$ -	\$ 15,000	0.0%
Parent Services	\$ 12,500	\$ -	\$ 12,500	0.0%
Training or Staff Development/Parent Aides	\$ 64,909	\$ 6,245	\$ 58,664	9.6%
Operating Costs	\$ 249,837	\$ 120,840	\$ 128,997	48.4%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 7,207,652	\$ 4,163,172	\$ 3,044,480	57.8%
Administrative %		8.9%		
Partners/Contractual	\$ 1,336,015	\$ 674,966	\$ 661,049	50.5%
TOTAL SOP EARLY HEAD START BASIC	\$ 8,543,667	\$ 4,838,138	\$ 3,705,529	56.6%
Administrative %		9.5%		

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	66.7%
Personnel	\$ 17,561,076	\$ 10,976,547	\$ 6,584,529	62.5%
Fringe Benefits	9,933,247	6,208,598	3,724,649	62.5%
Equipment	650,000	-	650,000	0.0%
Travel (Out-of-State)	41,500	-	41,500	0.0%
Supplies	803,000	140,466	662,534	17.5%
Occupancy	3,106,930	1,863,511	1,243,419	60.0%
Local Travel	114,000	18,450	95,550	16.2%
Nutrition Services	350,000	482,804	(132,804)	137.9%
Child Services	126,100	5,054	121,046	4.0%
Substitutes	490,000	-	490,000	0.0%
Parent Services	184,500	3,366	181,134	1.8%
Publications/Advertising/Printing	20,000	3,424	16,576	17.1%
Training or Staff Development	207,386	56,253	151,133	27.1%
Operating Costs	1,226,500	659,085	567,415	53.7%
TOTAL SETA HS & EHS	\$ 34,814,239	\$ 20,417,558	\$ 14,396,681	58.6%
Administrative %				
Partners/Contractual	\$ 1,336,015	\$ 674,966	\$ 661,049	50.5%
TOTAL COMBINED SOP HS & EHS	\$ 36,150,254	\$ 21,092,524	\$ 15,057,730	58.3%
Administrative %		9.8%		

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
 Expenditures for Fiscal Year 2019-2020 - No-Cost Extension
 For the Eight Months Ended March 31, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Duration Start-Up - No Cost Extension									
WCIC	\$ 122,326	\$ -	\$ 1,342	\$ 1,342	1.1%	\$ 120,984			
SETA	108,500	-	-	-	0.0%	108,500			
Total	\$ 230,826	\$ -	\$ 1,342	\$ 1,342	0.6%	\$ 229,484	\$ -		

Head Start 19/20 Base - No Cost Extension

EGUSD	\$ 189,044	\$ -	\$ -	\$ -	0.0%	\$ 189,044			
SETA	957,300	-	186,315	186,315	19.5%	770,985			
Total	\$ 1,146,344	\$ -	\$ 186,315	\$ 186,315	16.3%	\$ 960,029	\$ -		

Early Head Start 19/20 Base - No Cost Extension

TRUSD	\$ 146,548	\$ -	\$ 42,057	\$ 42,057	28.7%	\$ 104,491			
Total	\$ 146,548	\$ -	\$ 42,057	\$ 42,057	28.7%	\$ 104,491	\$ -		

TOTAL Head Start - Fiscal Year 19/20 - No-cost Extension

Twin Rivers	\$ 146,548	\$ -	\$ 42,057	\$ 42,057	28.7%	\$ 104,491		0.0%	0.0%
Elk Grove	189,044	-	-	-	0.0%	189,044		0.0%	0.0%
WCIC	122,326	-	1,342	1,342	1.1%	120,984		0.0%	0.0%
SETA	1,065,800	-	186,315	186,315	17.5%	879,485		0.0%	0.0%
Total	\$ 1,523,718	\$ -	\$ 229,714	\$ 229,714	15.1%	\$ 1,294,004	\$ -	0.0%	0.0%

On Budget%
66.7%

Required % Max %
25% 15%

SETA Operated, Delegate & Partner Agencies Combined Early Head Start - Child Care Partnership
Expenditures for Fiscal Year 2020-2021
For the Eight Months Ended March 31, 2021

*

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
EHS-CCP Basic									
SETA	1,734,706	78,433	1,026,505	1,104,938	63.7%	629,768	593,050	53.7%	7.1%
Total	\$ 1,734,706	\$ 78,433	\$ 1,026,505	\$ 1,104,938	63.7%	\$ 629,768	\$ 593,050	53.7%	7.1%

EHS-CCP T&TA									
SETA	36,749	-	321	321	0.9%	36,428		0.0%	0.0%
Total	\$ 36,749	\$ -	\$ 321	\$ 321	0.9%	\$ 36,428	\$ -	0.0%	0.0%

CARES Act									
SETA	70,305	-	671	671	1.0%	69,634		0.0%	0.0%
Total	\$ 70,305	\$ -	\$ 671	\$ 671	1.0%	\$ 69,634	\$ -	0.0%	0.0%

EHS-CCP Basic Carryover									
Basic	\$ 70,000		\$ 9,955	\$ 9,955	14.2%	60,045			
TTA	\$ 29,485		\$ -	\$ -	0.0%	29,485			
Total	\$ 99,485	\$ -	\$ 9,955	\$ 9,955	10.0%	\$ 89,530	\$ -	0.0%	0.0%

TOTAL EHS-CCP									
SETA	1,841,760	78,433	1,026,826	1,105,259	60.0%	736,501	593,050	53.7%	7.1%
Total	\$ 1,841,760	\$ 78,433	\$ 1,026,826	\$ 1,105,259	60.0%	\$ 736,501	\$ 593,050	53.7%	7.1%

On Budget%	Required %	Max %
66.7%	25%	15%

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
3/12/2021

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
02/16/2021	Things Remembered	Employee Recognition - Credit	-81.55	ADMIN
02/18/2021	Zoom	Zoom Subscription	42.80	ADMIN
02/18/2021	Zoom	Zoom Subscription	149.80	ADMIN
02/20/2021	Things Remembered	Employee Recognition	179.43	ADMIN
02/24/2021	Things Remembered	Employee Recognition	92.41	ADMIN
02/25/2021	Things Remembered	Employee Recognition	410.50	ADMIN
02/26/2021	Things Remembered	Employee Recognition	50.03	ADMIN
03/01/2021	Smartvault	Subscription - Upload Portal	125.00	ADMIN
03/02/2021	3Play Media	Close Captioning - Board Meeting	25.94	ADMIN
03/09/2021	Craigslist	HR - Recruitment	875.00	ADMIN
02/10/2021	Walmart	PC/PAC Walmart Cards	1050.00	HS
02/10/2021	Young Innovations	Classroom Supplies - Junior Toothbrushes	718.32	HS
02/11/2021	Omega Industry Supply	COVID Supplies - Sanitizer	23425.24	HS
02/10/2021	Amazon	Classroom Supplies - Kids Face Masks	3477.50	HS
02/14/2021	Amazon	Classroom Supplies - Pacifier Clips	456.00	HS
02/12/2021	Uline	Warehouse Restock Supplies/Staff Chairs	3290.10	HS
02/16/2021	Thermodetect	Classroom Supplies - Infrared Thermometers	195.00	HS
02/16/2021	Amazon	Classroom Supplies - Kids Face Masks	112.35	HS
02/16/2021	Amazon	COVID Supplies - Cleaning Sponges	1064.70	HS
02/17/2021	Amazon	Classroom Supplies - Kids Face Masks	112.35	HS
02/17/2021	Amazon	Classroom Supplies - Kids Face Masks	635.40	HS
02/17/2021	Omega Industry Supply	COVID Supplies - Soap Dispensers/Sanitizer	4618.30	HS
02/18/2021	Zoom	Zoom Subscription	42.80	HS
02/18/2021	Amazon	Classroom Supplies - No-Touch Thermometer	318.50	HS
02/18/2021	Zoom	Zoom Subscription	42.80	HS
02/19/2021	Amazon	Classroom Supplies - Books	635.40	HS
02/22/2021	Zoom	Zoom Subscription	36.68	HS
02/23/2021	Constructive Playthings	Classroom Supplies - Re-Opening Supplies	526.67	HS
02/26/2021	The Webstaurant Store	Food Services Supplies - Plates/Utensils	262.16	HS
03/01/2021	Tyco Integrated Security	Security Alarm - Quarterly	170.68	HS
03/02/2021	3Play Media	Close Captioning - Board Meeting	45.03	HS
03/02/2021	Walmart	Building Maintenance - Fencing	146.65	HS
03/03/2021	Zoom	Zoom Subscription	7.03	HS
03/02/2021	Apple	Classroom Supplies - Sign-In iPads	29778.05	HS
03/02/2021	Apple	Classroom Supplies - Sign-In iPads	7444.51	HS
03/04/2021	Amazon	Classroom Supplies - Pacifier Clips	260.40	HS
03/05/2021	SRFax	Telephone/Fax Charge	28.98	HS
03/04/2021	Amazon	Classroom Supplies - Pacifier Clips	912.00	HS
03/05/2021	Amazon	Classroom Supplies - No-Touch Thermometer	151.20	HS
03/08/2021	Amazon	Classroom Supplies - No-Touch Thermometer	2717.50	HS
03/08/2021	Adobe	Software - Adobe Acrobat	449.00	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	27.13	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	27.13	HS
03/08/2021	Apple	Classroom Supplies - Sign-In iPads	6568.69	HS
03/08/2021	Apple	Classroom Supplies - Sign-In iPads	875.83	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	26.60	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	21.74	HS
03/08/2021	Amazon	Classroom Supplies - Re-Opening Supplies	716.95	HS
03/08/2021	Uline	Warehouse Restock Supplies/Hefty Bags	5815.73	HS
03/09/2021	Brady	COVID Supplies - Social Distancing Signs	4754.54	HS
03/09/2021	Amazon	Classroom Supplies - Re-Opening Supplies	19.56	HS
03/09/2021	Amazon	Classroom Supplies - Re-Opening Supplies	49.92	HS
03/09/2021	AnythingPromo	SETA Logo Bags	273.26	HS
03/09/2021	AnythingPromo	SETA Logo Bags	294.06	HS
03/12/2021	The Webstaurant Store	Food Services Supplies - Ice Board	1229.95	HS
02/19/2021	Microsoft	Microsoft Power-Bi Subscriptioin	59.94	HS
03/11/2021	Childcare EDU Institution	User Pro Subscription Renewal	1999.00	HS
various	various	various	3877.71	WD

Total American Express Bill

\$ 111,638.40

Note: Administrative charges are allocated between Head Start and Workforce Development.

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI CARDS
Statement of Account
3/10/2021**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/WD/ADMIN
2/24/2021	Costco	CITI Card Membership Dues	200.95	ADMIN
3/4/2021	The Home Depot	HS Sites - Emergency Push Bar Supplies	357.13	HS
Total Citi Cards Bill			\$558.08	

Sacramento Works Franklin Job Center Virtual Career Fair

Wednesday, May 5th 10:00am - 12:30pm

Take part in this virtual job fair where you can connect with FedEx, ChildCare Careers, SVS Group, and Golden 1 for careers and job opportunities!



ChildCare Careers



*All attendees must create an account at www.caljobs.ca.gov prior to event.

This event will be held on ZOOM.

RSVP by registering:

CLICK HERE

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

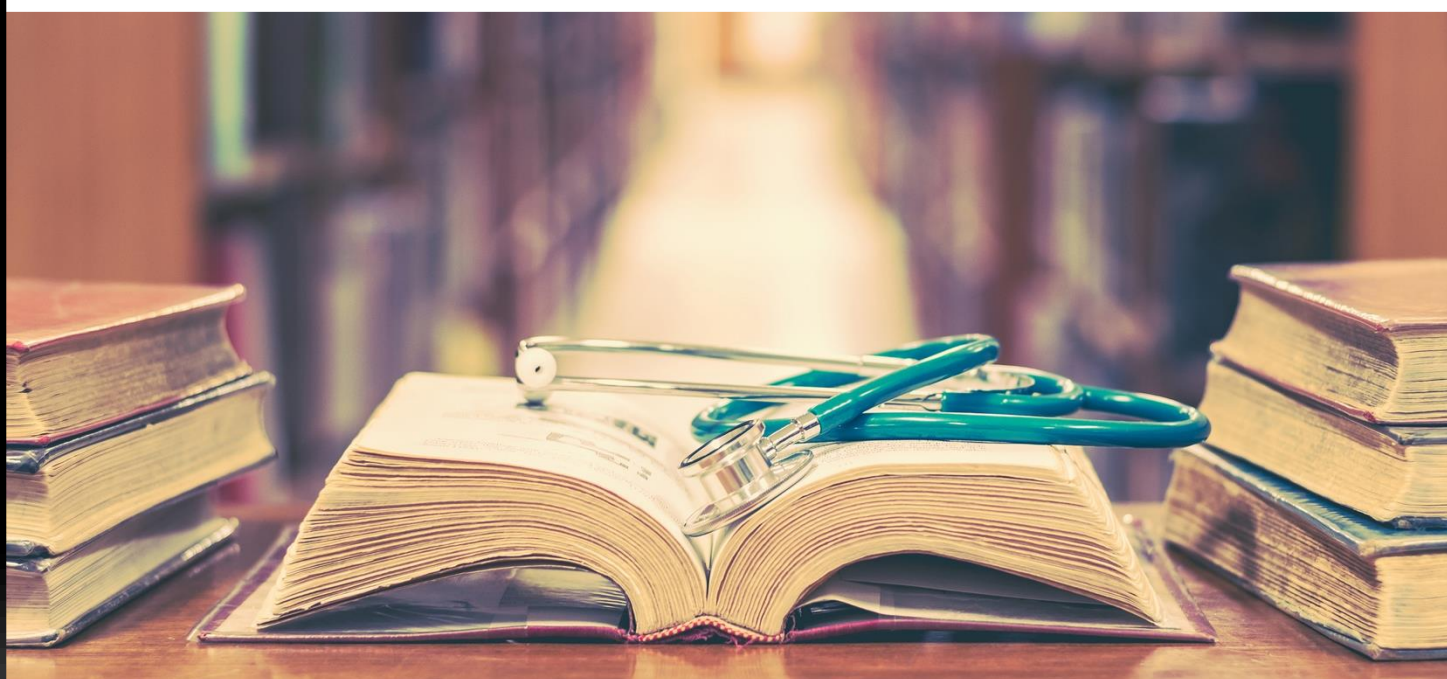
Auxiliary aids and services are available upon request to individuals with disabilities, call 711 for relay services.



SACRAMENTOWORKS

Franklin Job Center
7000 Franklin Blvd, Ste. 540
Sacramento, CA 95823
916-563-5153

Fit Families for Life

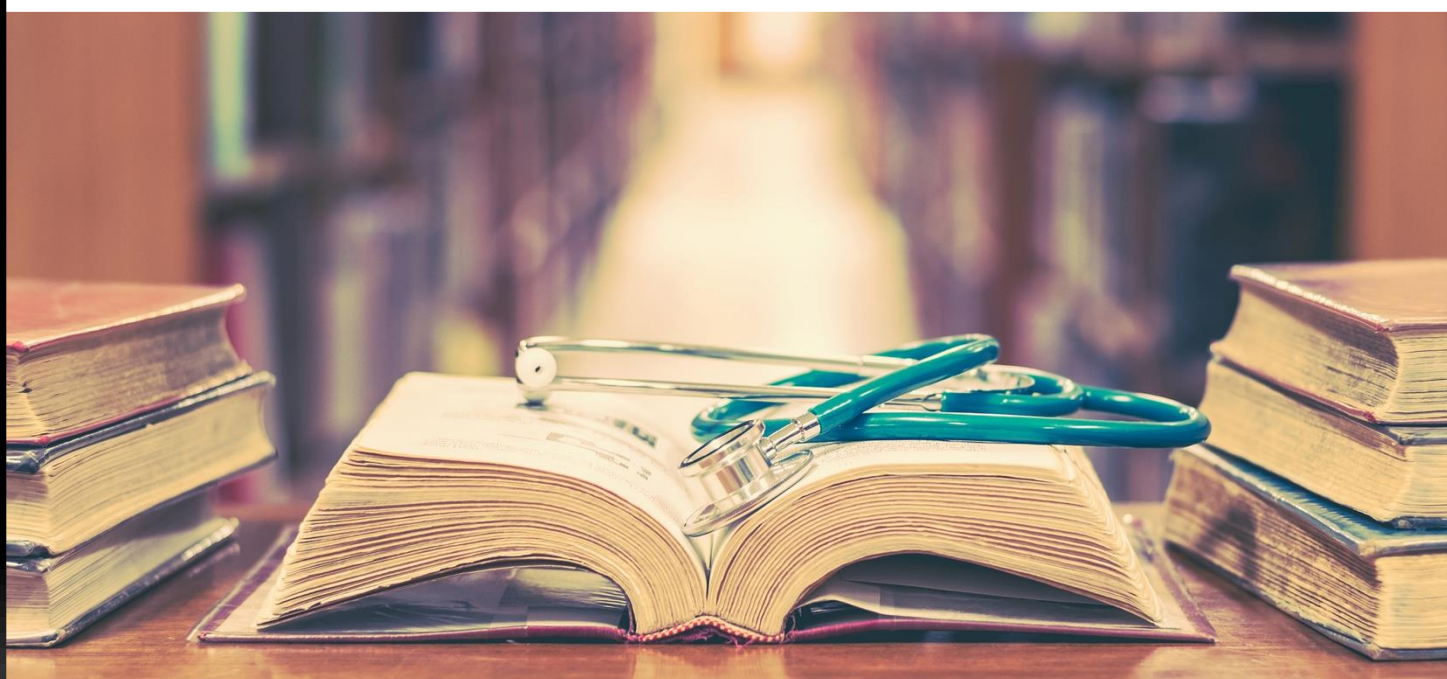


Friday, April 30, 10:00 am

Join us for "Fit Families for Life," presented by Health Net. Learn about the importance of healthy eating and healthy living. This workshop will provide the tools for you and your family members to understand the importance of food choices, daily physical activity, reading food labels, and nutritious eating on a budget.

Registration via Zoom is required.

Familias Saludables de por Vida



Viernes, Abril 30, 11:15 am

Acompáñanos para el evento “Familias Saludables de por Vida,” presentado por Health Net. Aprenda sobre la importancia de comer y vivir saludable. Este taller le proveerá herramientas para usted y su familia para que ustedes entiendan la importancia de seleccionar comida saludable, hacer ejercicio diariamente, leer las etiquetas de comida, y comer bien con un presupuesto ajustado.

Se debe registrar en Zoom para participar en este programa.

INFORMATION ITEM IV-B
SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Meeting Held Electronically

Thursday, April 1, 2021
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:02 a.m. The roll was called and a quorum was confirmed.

Members Present:

Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Eric Guerra, Councilmember, City of Sacramento
Mai Vang, Councilmember, City of Sacramento
Sophia Scherman, Chair, Public Representative

II. Consent Items

- A. Approval of Minutes of the March 4, 2021 Regular Board Meeting
- B. Approval of Appointment to the Sacramento Works Workforce Development Board
- C. Approval of Claims and Warrants

The consent items were reviewed; no questions.

Moved/Nottoli, second/Kennedy, to approve the consent items as follows:

- A. Approval of Minutes of the March 4, 2021 Regular Board Meeting
- B. Approval of Appointment to the Sacramento Works Workforce Development Board
- C. Approval of Claims and Warrants

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2021 and Authorize the Executive Director to Sign the Agreement

Ms. D'et Saurbourne recommended continuing with Eide Bailly for audit services.

Moved/Nottoli, second/Guerra to approve an extension to the audit services contract.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No items.

Refugee Services: No items.

One Stop Services

1. Approval of Application for Local Area Subsequent Designation and Workforce Development Board Recertification to the California Workforce Development Board

Mr. Roy Kim highlighted the requirements in the application focused on board member composition, whether or not the local area performed successfully and with fiscal integrity, and engagement in regional planning. The board vacancy indicated in the application is now filled based on the Governing Board's previous action on the consent item. Mr. Thatch identified that it was due yesterday. Mr. Kim said that under the state guidance, SETA submitted an unsigned application by the deadline yesterday with an understanding that a fully signed version would be submitted today.

Motion/Kennedy; second/Nottoli to approve the Application for Local Area Subsequent Designation and Workforce Development Board Recertification to the California Workforce Development Board.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: no report

- B. Employer Success Stories and Activity Report:

As a new City Council and SETA board member, Ms. Vang said she would like to know more about the work and engagement with employers. On the activity report, she noticed

that there were about 30 employers listed and wanted to know if these are all the employers SETA is working with or have job position(s) open. Mr. Walker responded that the report shows employers we are working with that have positions open and are posting jobs on CalJobs.

Ms. Vang would like to learn more about how many employers SETA is actually working with and the engagement with them, as well as how many individuals have been placed monthly, especially during the pandemic. There is a lot of great work underway in the City of Sacramento and this may be a good way to connect and join together in our efforts. Ms. Vang asked about the current job development capacity at SETA. How do we engage employers? Mr. Walker said we engage with employers when they contact us to request posting job orders in the system during the pandemic. Job development is what we are doing now, as well as scheduling some job fairs; one is being planned with the State of California in May. We generally reach out to employers on occasion to see if they still need employees. We have them reach out to us when they are not experiencing success with Craig's List and/or Indeed.

Ms. Vang suggested adding a discussion item for the next meeting on how we can address employer engagement. We shouldn't wait for them to contact us when they are looking for employees. This is a great opportunity to be more proactive. Jointly, we can work on ways to leverage what is happening with the City and partner with SETA in coordinating together. Mr. Kim suggested it would help if staff provide an initial overview presentation, especially for new members, to have a better understanding of exactly the different types of employer services SETA provides. Mr. Nottoli suggested getting the County of Sacramento involved with this coordination. Ms. Kriztina Palone mentioned that the City of Sacramento has been working with SETA and would like to highlight the work they have been doing. Ms. Vang would also like to know how many people have been able to be placed in jobs, especially during the pandemic. Staff plan to provide an overview presentation as part of a discussion item at the June 3 Board Meeting.

- C. Dislocated Worker Update: no questions or comments
- D. Unemployment Update/Press Release from the Employment Development Department (Roy Kim) – no questions or comments
- E. Head Start Reports: Ms. Denise Lee
Head Start began its re-opening process on March 1st. There are currently six school sites re-opened as of today. The Leadership team worked very hard to prepare staff and families for their return. Four additional sites will re-open next week and we are looking forward to our continued rollout. Preschool families are more open to returning and those classrooms are filling very quickly. However, the Early Head Start families are less interested in returning to school so there are many available in-person vacancies open in the 0-3 age group. The hours of operation are 8:00 am – 2:30 pm but will expand as the needs of families change.

Staff will be sending out a survey to families to find out why they may be choosing not to return at this time, such as fear of the pandemic, waiting for the vaccine, not working so don't have a need for the care right now, and/or other reasons.

Delegate agencies will be returning to in-person services this week and next week. Many are returning to their regular schedules except for some of the part-day classes who will be doing a hybrid model; 2 days/week in class and 2-3 days in distance learning. Many programs will end their school schedule as planned in the summer with exception of Twin Rivers USD, who will expand services through the end of June.

Mr. Nottoli asked about a couple of items on the Head Start American Express report. There was a line item for chairs, approximately \$12,000. Ms. Lee answered that it was for replacement staff chairs that were broken or worn out. Mr. Nottoli asked if a purchase such as this would go out for bid or use a vendor that is already on file. Ms. Lee answered most of the chairs were ordered through a current vendor on the county vendor list. There was a question about Custodial expenses-COVID bottles. Ms. Lee did not know immediately what it was for and said she would get back with him after she checks into it. There was a question about COVID— paper plates, dollies, tissue paper, face masks, window film, wipes. Why would all of that go under COVID? Ms. Lee shared many of these items are used for weekly in-home teaching kits for distance learning and/or weekly meal boxes.

VI. Reports to the Board

- A. Chair: Ms. Scherman reminded the board of the special meeting on April 29 at 10:00 am; there is no meeting in May
- B. Executive Director:
Ms. Kossick wished an early Happy Birthday to Ms. Vang.
The April 29 meeting will have a lot of items on it; included is the Head Start grant final application. Attendance is highly encouraged.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: None.

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR (this item moved to end of meeting, as suggested by Mr. Thatch, due to technical difficulties)

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board adjourned to closed session at 10:40 a.m. The board came back into open session at 10:46 a.m. Ms. Scherman stated that there was no report out of closed session.

VII. Adjournment: The meeting was adjourned at 10:46 a.m.

INFORMATION ITEM - V
COMMITTEE REPORTS

V. Committee Reports

- Ms. Henrietta Gutierrez will provide the Executive Committee report.

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- ❖ Monthly Deputy Director's Report

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

ITEM VI – OTHER REPORTS (continued)

Page 2

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Denise Lee – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts

- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

- F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

March 2021

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	209	12%	589	105	18%
Twin Rivers USD	140	44	31%	40	2	5%
Elk Grove USD	440	42	10%			
Sac City USD	736	39	5%			
San Juan USD	1052	89	8%	160	13	8%
WCIC	120	6	5%			
EHS CCP				80	22	28%
COUNTY TOTAL	4244	429	10%	869	142	16%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
March 2021**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/21	(b) % Actual to Funded
Elk Grove USD	440	316	72
Sacramento City USD	736	382	52
SETA	1,736	1,419	82
San Juan USD	1,044	877	84
Twin Rivers USD	160	175	109
WCIC/Playmate	120	85	71
Total	4,236	3,254	77

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/21	(b) % Actual to Funded
SETA	573	509	89
San Juan USD	163	177	109
TRUSD	56	50	89
Total	792	736	93

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 3/31/21	(b) % Actual to Funded
SETA	80	72	90
Total	80	72	90

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Under-enrollment

- Difficulty recruiting families for Distance Learning. Most are seeking in-person services. Some are taking distance learning until centers can re-open. Some asked to be called back when the program re-opens.
- Recruitment efforts have been strengthened, but promoting the program under SIP orders and limited access to community agencies and storefronts has been challenging.
- Highly promoting enhanced Distance Learning program to attract new enrollment.
- Limited/no access to enrollment staff/offices during closures.

Identified Plans of Action

SETA

- Expand recruitment and outreach efforts on virtual platforms, through existing partnerships and boards, online registration, drop off/mail packets
- Re-open to attract families who rejected distance learning/services

Elk Grove USD

- Expand recruitment and outreach activities (i.e. include registration/enrollment information in district-wide communications to families, offer virtual registration, drop off/mail packets, TK/K referrals, reach out to families with siblings, revisit recruitment lists for families who rejected distance learning, etc.)
- Open on-site registration and educational services
- Continue to explore ways to improve current registration practices

Sacramento City USD

- Open on-site registration and educational services
- Engage in regular recruitment and outreach activities upon re-opening

San Juan USD

- Continue with online, virtual, and mail registration processes for ease and efficiencies
- Adjust staff schedules to assist with registration process

Twin Rivers USD

- Monitor student rosters and recruitment log/activities weekly
- Place waiting list binders at all centers and on their school website
- Regular communication with special education department for potential enrollments for inclusion slots
- Facilitate virtual enrolment fairs in collaboration with district family/community engagement department

WCIC

- Recruit through current and past parents
- Place advertisements in various media outlets, targeting special sub-groups
- Recruit through partners and community-based organizations
- Re-open for in-person services to attract families who rejected distance learning/services