



Early Learning Centers Serving More Than 6,000 Sacramento Children & Families Annually

Thought of the Day: "The secret of change is to focus all of your energy not on fighting the old, but on building the new."

~~Socrates

GOVERNING BOARD

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City of Sacramento

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

DATE: Tuesday, March 23, 2021

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/85927001818?pwd=djZmU2IMVHVHQ3hudkpldkFPeERYdz09>

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=djZmU2IMVHVHQ3hudkpldkFPeERYdz09>. Meeting ID: 859 2700 1818. 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/kZXaVklDg>. 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.

AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call/Review of Board Member Attendance**
 - Introduction of Newly Seated PC Representatives
 - PC Meeting Attendance Update
- II. **Consent Item**
- A. Approval of the Minutes of the February 23, 2021 Meeting

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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III. Action Items

A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

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

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

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

D. Approval of the PC/PAC Joint Parent Activity

IV. Information Items

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

B. Governing Board Minutes for February 4, 2021

V. Committee Reports

- Executive Committee Meeting: Ms. Henrietta Gutierrez

VI. Other Reports

A. Executive Director's Report

B. Head Start Deputy Director's Report

- ❖ Monthly Head Start Report (attached)

C. Chair's Report

D. Head Start Managers' Reports

- ✓ 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: _____, 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:

- _____ Jessica Coultrup, Early Head Start, San Juan Unified School District

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. ****

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 23, 2021
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 23, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the February 23 minutes.

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, February 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 11:02 a.m. Ms. Gutierrez read the thought of the day. Ms. Wash called the roll and a quorum was confirmed.

Members Present:

Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Flenishia 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
Becca Perez, Twin Rivers Unified School District (joined at 11:03 a.m.)
Jamilia Land, Women's Civic Improvement Club (joined at 11:09 a.m.)

Members Absent:

Alma Leiva, Elk Grove Unified School District (unexcused)

Members to be Seated:

Jara Lindgren, Elk Grove Unified School District

Members to be Seated but Absent:

Justina Olea, Elk Grove Unified School District (unexcused)
Kelly Batista, Twin Rivers Unified School District (unexcused)
Jessica Coultrup, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the January 26, 2021 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Otter, to approve the January 26, 2021 meeting.
Roll call vote:

Aye: 12 (Bonner, Casillas, E. Gutierrez, Key, Land, Otter, Perez, Pierce, Schapira, Taylor, Torres, Wash)
Nay: 0
Abstain: 2 (H. Gutierrez & Lindgren)
Absent: 1 (Leiva)

III. Action Items

A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

Ms. Gutierrez reported that the Policy Council met before the public meeting to review the Closed Session item. The Closed Session began at 10:48 a.m. and was adjourned at 10:52 a.m. The following eligible list was approved in Closed Session: Accountant III.

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

Ms. Gutierrez reviewed the bylaws and stated that election of officers cannot be held because board members are holding. Ms. Gutierrez referenced the bylaws article and section.

Moved/Wash, second/Bonner, to table this item to the March meeting.

Roll call vote:

Aye: 13 (Bonner, Casillas, E. Gutierrez, Key, Land, Lindgren, Otter, Perez, Pierce, Schapira, Taylor, Torres, Wash)
Nay: 0
Abstain: 1 (H. Gutierrez)
Absent: 1 (Leiva)

C. Election of Community Action Board Representatives and Alternates

Ms. Hogan reviewed the CAB board and stated that Ms. Lindgren and Ms. Wash currently serve on this board.

Ms. Wash reported that the CAB is working with similar agencies that are like-minded and reach out to serve communities. She stated that this board really loves parent participation. Ms. Lindgren stated that she was very grateful to learn about the huge amount of humanitarian love for our community.

Those interested in serving on the CAB:
Shannon Pierce, Kara Otter, and Fienishia Wash

A vote was taken but Ms. Gutierrez requested a revote to allow all members to participate.

The second vote for CAB representative was held:

Kara: 3 votes

Shannon: 4 votes

Fienishia: 5 votes

Ms. Schapira and Ms. Gutierrez abstained from voting.

Representatives: Fienishia Wash and Shannon Pierce

Alternate: Kara Otter and Donna Bonner

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 program year. The program is around 50% spent but there are a lot of markers not met. The delegates are going to be repurposing some of their funds to other program years. The non-federal share is low; will be requesting a waiver for the year. The various construction projects are expected to be completed by July 30. Staff is waiting for more guidance regarding how the CARES Act funds can be spent/possibly carried over. The credit card statement was reviewed.

Ms. Gutierrez asked that the board return to Item III-C and vote on the recommendation.

III. Action Items (continued)

B. Election of Community Action Board Representatives and Alternates (continued)

Moved/Lindgren, second/Casillas, to approve the election of Fienishia Wash and Shannon Pierce as representatives and Kara Otter and Donna Bonner as alternates to the Community Action Board.

Roll call vote:

Aye: 13 (Bonner, Casillas, E. Gutierrez, Key, Land, Lindgren, Otter, Perez, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstain: 1 (H. Gutierrez)

Absent: 1 (Leiva)

IV. Information Items (continued)

- **Community Resources** – Ms. Marie Desha reviewed Low-Income COVID Facts Flyer from SMUD. Ms. Desha also reviewed the Powering Futures Scholarships flyer

C. **Governing Board Minutes for December 3, 2020:** No questions.

D. **Fiscal Monitoring Report:** No questions.

V. **Committee Report**

➤ **Executive Committee Meeting:** Ms. Gutierrez reported that the next Executive Committee meeting will be March 5 at 9:00 a.m. The new member orientation will also be held on March 5.

VI. **Other Reports**

A. **Executive Director's Report:** Ms. Kossick reported that SETA recently opened two of the SETA job centers: Hillsdale and Franklin Blvd. Staff have been providing remote services during COVID-19 but now individual in-person appointments are being accepted.

B. **Head Start Deputy Director's Report:** Ms. Denise Lee reported that SETA is in the process of reopening some of the early learning centers. Staff will go through two trainings: 1) protocols for a safe return, and 2) HR training on the expectations on staying healthy, including CalOSHA requirements. Preschool classes will open with 13 children per classroom unless the rooms are smaller such as EHS at Phoenix Park and Hopkins Park. The goal is to get the working families in first and move down the list from there. Staff is also working to prepare for a state and federal review. Some families may want to continue remote learning and staff is working to accommodate that. Staff has been working with the public health office to ensure the reopening plan is on point.

SETA will not be requiring staff to obtain a COVID vaccine. An e-mail will be sent to educators and child care staff with vaccine appointment information.

School districts do not have exact reopening dates although there will be some school districts opening in the near future. The COLA is expected to be 1.22%. The amount of new one-time COVID-19 funding has not yet been determined.

Ms. Lee reviewed the disabilities report that is provided every month. We are at 9% for the preschool program and our minimum threshold is 10%. Ms. Lee will be talking with the regional office to see whether we will be seeking a waiver. One of the reasons for the lower number is that the school districts are doing most of their services remotely and appointments in this format take time; Ms. Lee expects the numbers to rise as centers reopen.

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

C. Chair's Report: No report.

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported that the program is under-enrolled countywide: 70% for Head Start and 93% for Early Head Start. She shared that it is increasingly more challenging to find families interested in distance learning; most families are fatiguing of distance learning for their children. As the centers reopen, she anticipates more families getting on the waitlist. Ms. Carr reviewed the family priority information for the gradual reopening. Staff is in the middle of preparing a Program Information Report (PIR) that is due in August regarding childrens' vaccines and screenings.

✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that staff are working to ensure all centers that are reopening will be prepared and safe. There will be a Cal-OSHA walk through plus a licensing walk through. Staff has written a policy and procedure manual for encouraging children to wear masks and staff will be approaching children in a positive way. Children will not be coerced or made to wear a mask however masks are required in licensed facilities. Staff is working on specialized lesson plans that are very similar to back to school lesson plans. Each center, as they reopen, will have a specialized lesson plan to use.

✓ Denise Lee – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: No additional report.

E. Open Discussion and Comments: None.

F. Public Participation: None.

V. Adjournment: The meeting was adjourned at 12:15 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:

ITEM III-B – ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR 2020-2021

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2020-2021. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election

ITEM III-B-ACTION (continued)

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will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

**ELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH
ADVISORY BOARD REPRESENTATIVE**

BACKGROUND:

This item provides the Policy Council an opportunity to elect a representative and alternate to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board. Ms. Flenishia Wash served as a representative last program year.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The upcoming meetings in 2021: May 11, September 14, and November 9. The meetings are held at 9616 Micron, Suite 900, Conference Room 1, Sacramento, CA, from 8:00 – 10:00 a.m. If you have any questions, please contact at: Gricelda.Ocegueda@seta.net.

RECOMMENDATION:

Elect one representative and one alternate to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

**APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY
COUNCIL JOINT PARENT ACTIVITY**

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that according to federal regulations, the expenditure of grant funds solely for entertainment purposes is prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM IV-A – INFORMATION

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:

**SEITA Operated & Delegate Agencies Combined Head Start/Early Head Start
Expenditures for Fiscal Year 2020-2021
For the Seven Months Ended February 28, 2021**

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 2,228,078	\$ 80,609	\$ 716,097	\$ 796,706	36.8%	\$ 1,431,372	\$ 167,212	21.0%	10.1%
EK Grove	3,539,436	152,410	1,841,747	1,994,157	56.3%	1,545,278.81	154,794	7.8%	7.6%
Sac City	6,153,276	277,113	2,940,309	3,217,422	52.3%	2,935,854	1,271,649	38.5%	8.6%
San Juan	8,855,012	276,967	4,161,175	4,438,142	50.1%	4,416,870	1,545,689	34.8%	6.2%
WCIC	1,404,464	56,825	692,069	748,894	53.3%	655,570.17	92,150	12.3%	7.9%
SEITA	27,185,648	1,403,091	12,570,296	13,973,387	51.4%	13,212,261	1,915,488	13.7%	10.0%
Total	\$ 49,365,914	\$ 2,247,014	\$ 22,921,694	\$ 25,168,788	51.6%	\$ 24,197,206	\$ 5,146,982	20.4%	8.9%
Early Head Start Basic									
Twin Rivers	\$ 992,898	\$ 37,852	\$ 512,230	\$ 550,082	55.4%	\$ 442,816	\$ -	0.0%	6.9%
San Juan	2,000,193	70,675	948,386	1,019,061	50.9%	981,132	541,746	53.2%	6.9%
SEITA	8,344,977	380,415	3,918,918	4,299,333	51.5%	-	1,771,073	41.2%	8.6%
Total	\$ 11,338,068	\$ 488,941	\$ 5,379,534	\$ 5,868,476	51.8%	\$ 1,423,948	\$ 2,312,819	38.6%	8.3%
Head Start T&TA									
Twin Rivers	\$ 15,930	\$ -	\$ 1,404	\$ 1,404	8.8%	\$ 14,526	\$ -	-	-
EK Grove	14,040	-	1,300	1,300	9.3%	12,740	-	-	-
Sac City	31,200	579	15,283	15,862	50.8%	15,338	-	-	-
San Juan	33,400	-	2,795	2,795	8.4%	30,605	-	-	-
WCIC	11,700	-	5,463	5,463	46.7%	6,237	-	-	-
SEITA	420,939	-	45,902	45,902	10.9%	375,037	-	-	-
Total	\$ 527,209	\$ 579	\$ 72,147	\$ 72,726	13.6%	\$ 454,483	\$ -	-	-
Early Head Start T&TA									
Twin Rivers	\$ 13,712	\$ -	\$ 3,916	\$ 3,916	28.6%	\$ 9,796	\$ -	-	-
San Juan	30,912	-	1,590	1,590	5.1%	29,322	-	-	-
SEITA	198,690	-	2,583	2,583	1.3%	196,107	-	-	-
Total	\$ 243,314	\$ -	\$ 8,089	\$ 8,089	3.3%	\$ 235,225	\$ -	-	-
TOTAL Head Start Fiscal Year 2021									
Twin Rivers	\$ 3,250,618	\$ 118,461	\$ 1,233,647	\$ 1,352,108	41.6%	\$ 1,898,510	\$ 167,212	12.4%	8.8%
EK Grove	3,553,476	152,410	1,843,047	1,995,457	56.2%	1,558,019	154,794	7.8%	7.6%
Sac City	6,184,476	277,692	2,955,592	3,233,284	52.3%	2,951,192	1,271,649	38.3%	8.6%
San Juan	10,919,517	347,641	5,113,947	5,461,588	50.0%	5,457,929	2,087,435	38.2%	6.4%
WCIC	1,416,164	56,825	697,532	754,357	53.3%	661,807	92,150	12.2%	7.5%
SEITA	36,150,254	1,783,505	16,537,699	18,321,204	50.7%	17,829,050	3,686,561	20.1%	9.7%
Total	\$ 61,674,505	\$ 2,736,535	\$ 28,381,464	\$ 31,117,999	50.6%	\$ 30,356,506	\$ 7,459,802	28.8%	8.8%
On Budget% 58.3%									
Required % 25% Max % 15%									

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
Expenditures for Fiscal Year 2019-2020 - No-Cost Extension
For the Seven Months Ended February 28, 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%
58.3%

Required %
25%

Max %
15%

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start CARES Act Funds
 Expenditures for Fiscal Year 2020-2021
 For the Seven Months Ended February 28, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Admin %
Head Start							
Twin Rivers	\$ 43,606	\$ 429	\$ 10,657	\$ 11,087	25.4%	\$ 32,519	3.9%
Elk Grove	386,675	1,120	26,299	27,420	7.1%	359,255	4.1%
Sac City	646,802	1,572	41,488	43,060	6.7%	603,742	3.7%
San Juan	924,506	-	190,957	190,957	20.7%	733,549	0.0%
WCIC	105,457	-	11,058	11,058	10.5%	94,399	0.0%
SETA	1,543,186	-	150,777	150,777	9.8%	1,392,409	0.0%
Total	\$ 3,650,232	\$ 3,122	\$ 431,236	\$ 434,358	11.9%	\$ 3,215,874	0.0%
Early Head Start							
Twin Rivers	\$ 370	\$ -	\$ 370	\$ 370	100.0%	\$ (0)	0.0%
San Juan	140,271	-	32,099	32,099	22.9%	108,172	0.0%
SETA	484,966	-	1,683	1,683	0.3%	483,283	0.0%
Total	\$ 625,607	\$ -	\$ 34,152	\$ 34,152	5.5%	\$ 591,454	0.0%
TOTAL Head Start							
Twin Rivers	\$ 43,976	\$ 429	\$ 11,028	\$ 11,457	26.1%	\$ 32,519	3.7%
Elk Grove	386,675	1,120	26,299	27,420	7.1%	359,255	4.1%
Sac City	646,802	1,572	41,488	43,060	6.7%	603,742	3.7%
San Juan	1,064,777	-	223,056	223,056	20.9%	841,721	0.0%
WCIC	105,457	-	11,058	11,058	10.5%	94,399	0.0%
SETA	2,028,152	-	152,460	152,460	7.5%	1,875,692	0.0%
Total	\$ 4,275,838	\$ 3,122	\$ 465,388	\$ 468,510	11.0%	\$ 3,807,328	0.7%
					On Budget%		15%
					58.3%		

*CARES Act funds do not require a non-federal share match.

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2020-2021
For the Seven Months Ended February 28, 2021

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	58.3%
Personnel	\$ 13,685,916	7,298,250	\$ 6,387,666	53.3%
Fringe Benefits	7,747,217	4,188,707	3,558,510	54.1%
Construction	600,000	-	600,000	0.0%
Travel (Out-of-State)	35,500	-	35,500	0.0%
Supplies	572,000	122,180	449,820	21.4%
Occupancy	2,677,514	1,490,111	1,187,403	55.7%
Local Travel	100,000	11,591	88,409	11.6%
Nutrition Services	300,000	367,624	(67,624)	122.5%
Child Services	102,300	3,205	99,095	3.1%
Substitutes	475,000	-	475,000	0.0%
Parent Services	172,000	2,212	169,788	1.3%
Publications/Advertising/Printing	20,000	2,727	17,273	13.6%
Training or Staff Development/Parent Aides	142,477	42,529	99,948	29.9%
Operating Costs	976,663	490,152	486,511	50.2%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 27,606,587	\$ 14,019,289	\$ 13,587,298	60.8%
Administrative %	10.0%			
<hr/>				
SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	58.3%
Personnel	\$ 3,875,160	\$ 2,132,369	\$ 1,742,791	55.0%
Fringe Benefits	\$ 2,186,030	\$ 1,190,102	\$ 995,928	54.4%
Travel (Out-of-State)	\$ 6,000	-	\$ 6,000	0.0%
Construction	\$ 50,000	-	\$ 50,000	0.0%
Supplies	\$ 231,000	\$ 5,112	\$ 225,888	2.2%
Occupancy	\$ 429,416	\$ 132,716	\$ 296,700	30.9%
Local Travel	\$ 14,000	\$ 1,926	\$ 12,074	13.8%
Nutrition Services	\$ 50,000	\$ 50,691	\$ (691)	101.4%
Child Services	\$ 23,800	\$ 21	\$ 23,779	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	\$ 1,995	\$ 62,914	3.1%
Operating Costs	\$ 249,837	\$ 112,887	\$ 136,950	45.2%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 7,207,652	\$ 3,627,820	\$ 3,579,832	60.3%
Administrative %	8.8%			
Partners/Contractual	\$ 1,336,015	\$ 674,966	\$ 661,049	50.5%
TOTAL SOP EARLY HEAD START BASIC	\$ 8,543,667	\$ 4,302,786	\$ 4,240,881	60.4%
Administrative %	9.5%			
<hr/>				
COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	58.3%
Personnel	\$ 17,561,076	\$ 9,430,619	\$ 8,130,457	53.7%
Fringe Benefits	9,933,247	5,378,809	4,554,438	54.1%
Equipment	650,000	-	650,000	0.0%
Travel (Out-of-State)	41,500	-	41,500	0.0%
Supplies	803,000	127,292	675,708	15.9%
Occupancy	3,106,930	1,622,827	1,484,103	52.2%
Local Travel	114,000	13,517	100,484	11.9%
Nutrition Services	350,000	418,314	(68,314)	119.5%
Child Services	126,100	3,226	122,874	2.6%
Substitutes	490,000	-	490,000	0.0%
Parent Services	184,500	2,212	182,288	1.2%
Publications/Advertising/Printing	20,000	2,727	17,273	13.6%
Training or Staff Development	207,386	44,525	162,861	21.6%
Operating Costs	1,226,500	603,039	623,461	49.2%
TOTAL SETA HS & EHS	\$ 34,814,239	\$ 17,647,108	\$ 17,167,131	60.7%
Administrative %				
Partners/Contractual	\$ 1,336,015	\$ 674,966	\$ 661,049	50.5%
TOTAL COMBINED SOP HS & EHS	\$ 36,150,254	\$ 18,322,074	\$ 17,828,180	60.7%
Administrative %	9.9%			

SETA Operated, Delegate & Partner Agencies Combined Early Head Start - Child Care Partnership
Expenditures for Fiscal Year 2020-2021
For the Seven Months Ended February 28, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	MFS YTD %	Admin %
EHS-CCP Basic									
SETA	1,734,706	67,717	872,122	939,840	54.2%	794,866	-	0.0%	7.2%
Total	\$ 1,734,706	\$ 67,717	\$ 872,122	\$ 939,840	54.2%	\$ 794,866	\$ -	0.0%	7.2%
EHS-CCP T&A									
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	-	261	261	0.4%	70,044	-	0.0%	0.0%
Total	\$ 70,305	\$ -	\$ 261	\$ 261	0.4%	\$ 70,044	\$ -	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	67,717	872,443	940,161	51.0%	901,599	-	0.0%	7.2%
Total	\$ 1,841,760	\$ 67,717	\$ 872,443	\$ 940,161	51.0%	\$ 901,599	\$ -	0.0%	7.2%
					On Budget%				
					58.3%				
					Required %				
					25%				
					Max %				
					15%				

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
2/10/2021**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
01/12/2021	MRC Smart Technology	Office Supplies	\$ 3,734.97	ADMIN
01/13/2021	Things Remembered	Office Supplies - EMP Recognition Items	314.26	ADMIN
01/14/2021	Things Remembered	Office Supplies - EMP Recognition Items	105.38	ADMIN
01/18/2021	Zoom	Zoom Subscription	42.80	ADMIN
01/18/2021	Zoom	Zoom Subscription	149.80	ADMIN
01/29/2021	Amazon	Office Supplies - Pen Refill Ink	32.57	ADMIN
01/30/2021	Things Remembered	Office Supplies - EMP Recognition Items	143.27	ADMIN
02/01/2021	Smartvault	Smartvault Subscription	125.00	ADMIN
02/04/2021	IME, Inc	Office Supplies - Ink Cartridge	170.30	ADMIN
01/22/2021	GFOA	Membership Renewal Fee	500.00	ADMIN
01/28/2021	CSFMO	Membership Renewal Fee	110.00	ADMIN
01/28/2021	CSFMO	Job Posting Fee	275.00	ADMIN
02/01/2021	MRC Smart Technology	Office Supplies	3,734.97	ADMIN
01/05/2021	School Specialty	Various Classroom Supplies - COVID	2,055.24	HS
01/10/2021	Amazon	CLRM Supply - COVID Assorted Items	121.60	HS
44206	Walmart	Walmart Scrip Cards	875.00	HS
01/11/2021	Amazon	CLRM Supply - COVID Dollies	238.92	HS
01/11/2021	Amazon	CLRM Supply - COVID Tissue Paper	536.36	HS
01/11/2021	Amazon	CLRM Supply - COVID Window Film	108.70	HS
01/12/2021	School Nurse Supply	CLRM Supply - Cotton Balls	439.99	HS
01/12/2021	The Webstaurant Store	CLRM Supply - COVID Paper Plates	144.85	HS
01/18/2021	Zoom	Zoom Subscription	42.80	HS
01/22/2021	Capitol Products	Custodial Supplies - COVID Wipes	2,384.89	HS
01/22/2021	Uline	Custodial Supplies - COVID VAR Items	3,685.04	HS
01/23/2021	Amazon	CLRM Supplies - COVID Kids Face Mask	433.83	HS
01/25/2021	Battery Bill	Construction Services & Supplies	282.99	HS
01/27/2021	Uline	Custodial Supply	5,545.72	HS
01/29/2021	The Home Depot	Construction Services & Supplies	7,110.39	HS
01/29/2021	Uline	Custodial Supply	182.70	HS
02/02/2021	3Play Media	Parent Advisory Committee	18.01	HS
02/02/2021	3Play Media	HS Policy Council	18.01	HS
02/02/2021	Uline	Custodial Supplies - Chairs	11,875.50	HS
02/03/2021	Amazon	CLRM Supplies - Book	56.91	HS
02/03/2021	Amazon	CLRM Supplies - Book	56.91	HS
02/03/2021	Uline	Custodial Supplies - COVID Bottles	358.23	HS
02/04/2021	Adobe Acrobat	Software - Adobe Acrobat	449.00	HS
02/04/2021	Adobe Acrobat	Software - Adobe Acrobat	449.00	HS
02/08/2021	SRFax	Telephone/Fax Charge	8.61	HS
02/09/2021	Capitol Products	Custodial Supplies - COVID Wipes	2,805.75	HS
02/09/2021	Uline	Custodial Supplies - Credit Memo	(182.70)	HS
01/11/2021	Teachstone Strategies	Pre-K Observer Recertification	125.00	HS
01/11/2021	Teachstone Strategies	Toddler Observer Recertification	125.00	HS
01/11/2021	Teachstone Strategies	Pre-K Observer Recertification	125.00	HS
01/11/2021	Teachstone Strategies	Pre-K Observer Recertification	125.00	HS
01/15/2021	CSUS	Career Fair Registration Fee	165.00	HS
01/19/2021	Microsoft	Microsoft Power-BI Subscription	59.94	HS
01/19/2021	SoGoSurvey	SoGoSurvey Subscription	1,041.36	HS
01/22/2021	Teachstone Strategies	Toddler Observer Recertification	125.00	HS
01/25/2021	NHSA	The Future of ERSEA in HS Reg Fee	1,350.00	HS
01/26/2021	IDA of CA	Intro to Sensory Processing Reg Fee Pt 2	50.00	HS
01/26/2021	IDA of CA	Intro to Sensory Processing Reg Fee Pt 2	50.00	HS
01/26/2021	IDA of CA	Intro to Sensory Processing Reg Fee Pt 2	50.00	HS
01/26/2021	IDA of CA	Intro to Sensory Processing Reg Fee Pt 2	50.00	HS
01/28/2021	Teachstone Strategies	Pre-K Observer Recertification	125.00	HS
01/28/2021	CACFP Training	CACFP Annual Training Reg Fee	160.00	HS
various	various	various	7,414.54	WD

Total American Express Bill \$ 60,671.41

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

**SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI CARDS
Statement of Account
2/10/2021**

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/WD/ADMIN
12/10/2020	The Home Depot	Credit Memo from Last Statement	\$ (0.13)	HS
1/21/2021	Citi Card	Credit Memo for Late Interest Fee	(46.32)	ADMIN
1/29/2021	Floria State University	Curriculum Subscription Renewal	800	HS
2/1/2021	Costco	CLRM Supplies - Children Face Mask	3,259.24	HS
2/3/2021	Verizon	Cellphone Case	54.38	HS
2/1/2021	Smart Foodservice	CLRM Supplies - Various Supplies	223.95	HS
Total Citi Cards Bill			<u>\$4,291.10</u>	



SACRAMENTO WORKS JOB CENTER VIRTUAL ORIENTATION

EVERY TUESDAY • 9AM-10AM

TOPICS COVERED

- Job Center Resources
- Franklin Job Center Partners
- Job/Training Coaching Services
- Information Sessions
- Employer Recruitment Events



JOIN US VIA ZOOM

MEETING ID: 770-3139-5150

PASSWORD: 6FaKqK

[CLICK HERE](#)



SACRAMENTOWORKS

Sacramento Works Franklin Job Center
7000 Franklin Blvd. Suite 540,
Sacramento, CA 95823 • (916) 583-5151

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.

Join Mark Sander's American Job Center of Sacramento for a Virtual Career Connection

Featuring: AMAZON

March 25th, 2021 12:00PM – 1:30PM

Step 1: Find event on CalJOBS calendar and sign-up:

1. Register in www.CalJOBS.ca.gov and find Menu, Appointment Center, Events Calendar.
2. Or Current Months Events, then click on Workshop/Training.
3. Use zip code 95817 and press Filter, choose a topic.
4. Choose the date in the calendar to register.

Step 2: After CalJOBS sign up, make sure to register through Zoom link

Zoom link is in CalJOBS event registration, copy and paste Zoom link into browser, register in Zoom, and then you'll get the daily Zoom meeting ID and password.



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What you should know about the COVID-19 Vaccine



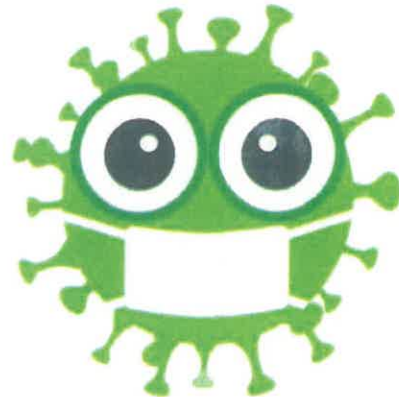
Presentation by: Sacramento State Nursing Students

When: Monday, March 22, 1:30-2:15 PM

Zoom link: <https://csus.zoom.us/j/89992825966>

Topics that will be covered:

- COVID-19 overview
- Vaccine tiers and eligibility
- Vaccines types and side effects
- Signing up for the vaccine
- Where to get vaccinated
- Fears and common concerns
- Community resources available



**For questions about this presentation please email:
nozomischmooock@csus.edu**

ITEM IV-B – INFORMATION

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, February 4, 2021
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:00 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 December 3, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend SETA Retired Annuitant as a Temporary SETA Consultant Employee
- D. Approval of Request to the California Workforce Development Board for SETA to Continue to Provide Career Services Under the Workforce Innovation and Opportunity Act

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

- A. Approve the December 3, 2020 minutes
- B. Approve the claims and warrants for the period 11/24/2020 through 1/27/2021.
- C. Approve to extend Donald Schmidt, a retired annuitant, as a temporary SETA Consultant employee at an hourly rate of \$35 not to exceed an additional 780 hours.
- D. Approve the request to the CWDB for SETA to continue to provide career services under the WIOA.

Roll call vote:

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

Nay: 0

Abstentions: 0

Ms. Scherman welcomed two new board members, Eric Guerra and Mai Vang, representing the City of Sacramento.

Ms. Scherman asked that item III-B – 1 -- be moved to the March 4 agenda and requested a motion.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. **Agree with the Sacramento Works Workforce Development Board to Approve the Selection of One-Stop Operator**

Moved/Nottoli, second/Kennedy, to continue this item to the March 4 agenda.

Roll call vote:

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

Nay: 0

Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for the Fiscal Year Ended June 30, 2020**

Ms. D'et Saurbourne noted that this is a continuation from the December agenda. Introduced Chris Ng from the firm of Eide Bailly. Ms. Saurbourne noted that the overall increase in the deficit is due to the pension liability; there were some changes in the actuarial deficit. The 42 million deficit is a liability for retirement. There were some increases in grants: the Children and Family Services reflected a COLA increase and the Refugee Program had a big increase. This is a clean audit with no findings. Mr. Nottoli thanked staff for their work.

Moved/Nottoli, second/Kennedy, approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2020.

Roll call vote:

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

Nay: 0

Abstentions: 0

2. **Approval to Accept Funds from the Anthem Foundation and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source**

Mr. Kim offered to answer questions.

Moved/Guerra, second/Vang, to approve the acceptance of \$70,000 of funds from the Anthem Foundation, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Vang, Scherman)
Nay: 0
Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items.

Refugee Services: No Items.

C. CHILDREN AND FAMILY SERVICES

1. Approval of Budget Modification for Head Start/Early Head Start Program Year 2019-2020 and 2020-2021

Ms. Denise Lee reviewed this item and offered to answer questions.

Moved/Guerra, second/Nottoli, to approve a Head Start/Early Head Start budget modification in the amount of \$1,300,000 from Personnel, Fringe Benefits, Equipment, Supplies and Other to Construction from the 2019-2020 No-Cost Extension funding and the 2020-2021 Basic funding and submit the associated Preliminary 1303 Facilities Application to the Administration for Children and Families (ACF).

Roll call vote:

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

Nay: 0

Abstentions: 0

IV. Information Items

A. Certification of SETA/Sacramento Works as a High Performing Board: Ms. Kossick was very pleased to report that the Sacramento Works Board was designated a high performing board. The Sacramento Works Board has met all compliance items to meet this standard. Staff is hoping that some Governor's discretionary money will be distributed due to this designation. This designation will be in effect for three years.

B. Fiscal Monitoring Reports: No questions.

C. Employer Success Stories and Activity Report: Mr. William Walker reviewed the report. There are not a lot of requests from the private sector for assistance.

D. Dislocated Worker Update: Mr. Walker reported that SETA received a WARN notice from Sutter Healthy. They will be laying off 200 plus employees, mostly IT and technical staff; they are hoping to relocate these staff throughout the Sutter system. A notice from SEARS Holding was received and they are beginning the process of closing the store and laying off employees. Southwest Airlines has rescinded their layoff notice.

Mr. Kennedy asked why Southwest rescinded their WARN notice. Mr. Walker replied that they received the last round of CARES Act funds which gave them the ability to retain employees.

Mr. Guerra asked if it was a state or federal law requiring employers to notify us of upcoming layoffs. Mr. Walker stated that it is both a state and federal law.

- E. **Unemployment Update/Press Release from the Employment Development Department:** Mr. Kim offered to answer questions.
- F. **Head Start Reports:** Ms. Denise Lee reported that SETA is working to reopen its early learning centers; we anticipate that we can begin a gradual roll out of the 40 locations. Some of the centers are located on school districts campuses and may not open until the district reopens. Upon reopening, families will be given an option of going back to in-person services or continuing in remote learning/services. There's a cap of 16 people per classroom, including the teachers. The reopening will prioritize working families to accommodate parents continuing working. The program is about 70% enrolled and Ms. Lee asked board members to share recruitment information in their bulletins, website, social media, etc. Staff will send a flyer to board members to send to their contacts.

Mr. Guerra reported that he is working to identify child care 'deserts' in the area and work with service providers to ensure child care is made available.

Ms. Lee stated that the state has very specific criteria for reopening. Certain families that have been certified eligible for the state program must be offered in-person slots first. The program may use some of the part-day classrooms to provide full-day services. This will assist families with securing and maintaining employment.

V. Reports to the Board

- A. **Chair:** No report. Ms. Scherman asked the new members to reach out to Ms. Kossick if they have questions about the agenda packet.
- B. **Executive Director:** Ms. Kossick welcomed the new board members. The agenda packets are no longer in the usual binders because that particular item is not being produced. She is proposing to give the packet as they received, but if they would like to have it three-hole punched, let staff know.
- C. **Deputy Directors:** No report.
- D. **Counsel:** No report.
- E. **Members of the Board:** Mr. Nottoli and Mr. Kennedy welcomed Ms. Vang and Mr. Guerra.
- F. **Public:** None.

VI. Adjournment: The meeting was adjourned at 10:32 a.m.

ITEM V
COMMITTEE REPORT

➤ **Executive Committee**

Ms. Henrietta Gutierrez will provide the Executive Committee report.

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

February 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	201	11%	589	98	17%
Twin Rivers USD	140	42	30%	40	2	5%
Elk Grove USD	440	40	9%			
Sac City USD	736	38	5%			
San Juan USD	1052	84	8%	160	9	6%
WCIC	120	6	5%			
EHS CCP				80	21	26%
COUNTY TOTAL	4244	411	10%	869	130	15%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/26/21	(b) % Actual to Funded
Elk Grove USD	440	293	67
Sacramento City USD	736	360	49
SETA	1,736	1,391	80
San Juan USD	1,044	861	83
Twin Rivers USD	160	173	108
WCIC/Playmate	120	81	68
Total	4,236	3,159	75

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/26/21	(b) % Actual to Funded
SETA	573	522	91
San Juan USD	163	164	100
TRUSD	56	46	82
Total	792	732	92

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 2/26/21	(b) % Actual to Funded
SETA	80	74	93
Total	80	74	93

- (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.

Head Start, Early Head Start and EHS-CCP

All under-enrolled programs, SETA and delegate agencies:

- 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.

Children and Family Services
Monthly Program Information Report
February 2021

Center Re-Opening Update

The SETA operated program began its gradual re-opening process on March 1st, starting with the Norma Johnson Early Learning Center (ELC).

With limited capacity in each classroom, the Norma Johnson ELC re-opened with 13 preschool children and 4 toddlers. This represents full capacity for the preschool room and 50% capacity in the Early Head Start classroom under COVID-19 guidelines. In general, many EHS families are interested in remaining in distance learning for the time being. Enrollment staff have been reaching out to families enrolled at other nearby centers to see if they would like to attend in-person services at Norma Johnson ELC until their assigned center is scheduled to re-open. As future vacancies occur for in-person services, families will be called in priority order including, but not limited to, working families, high-risk circumstances, children with disabilities, 4 year-old children, three-year old children, other family needs, and families in nearby centers that are not scheduled to re-open prior to the summer. Families may elect to remain in distance learning services.

The re-opening schedule for the SETA Operated Centers is provided below. Traditional school centers not listed here are scheduled to return to in-person services on August 9th, including Alder Grove Pre-school, Bright Beginnings, Franklin, Fruitridge, Grizzly Hollow, Illa Collin, Kennedy Estates, Nedra Court, Solid Foundations and Walnut Grove.

March 2021	April 2021	May 2021	June 2021
Norma Johnson <i>March 1st</i>	Sharon Neese <i>April 5th</i>	Marina Vista <i>May 3rd</i>	Bannon Creek Galt Parker Avenue Strizek Park <i>June 7th</i>
Phoenix Park <i>March 8th</i>	Bret Harte CP Huntington Capital City <i>April 8th</i>	Hiram Johnson American Legion <i>May 6th</i>	
16th Avenue <i>March 15th</i>	Alder Grove Infant/Toddler <i>April 12th</i>	Freedom Park Hopkins Park <i>May 10th</i>	
Job Corps North Avenue <i>March 22nd</i>	Hillsdale <i>April 19th</i>	LaVerne Stewart <i>May 17th</i>	
Elkhorn <i>March 29th</i>	Crossroad Gardens Mather <i>April 26th</i>	Freeport <i>May 24th</i>	

Schedule is subject to change.

Delegate Agency Re-Opening Update

While SETA's Delegate Agencies (i.e. Elk Grove USD, Sacramento City USD, San Juan USD, Twin Rivers USD and WCIC) have not yet released re-opening dates for in-person services, several have posted their projected dates as follows:

Elk Grove USD

Classes on traditional calendar, opening on **March 25th**. Classes on modified traditional calendar, opening on **April 1st**. For specific track/grade level information, please visit the www.egusd.net website.

Sacramento City USD

As early as **April 8th**. For specific grade level information, please visit the www.scusd.edu website.

San Juan USD

Two week after Sacramento County reaches the red tier. For current and up-to-date information, please visit the www.sanjuan.edu website.

Twin Rivers USD

Proposed opening scheduled for **April 6th**. For current and up-to-date information, please visit the www.twinriversusd.org website.

Women's Civic Improvement Club (WCIC)

Will remain in distance learning for the remainder of the school year.

More information will be forth coming as it is announced. Please check your specific school district's website for current and up-to-date information. Information changes rapidly and is subject change.

**For Enrollment Information, please visit us at www.headstart.seta.net.
Complete the Inquiry Form. A staff will get back to you regarding enrollment.**



COVID-19 Vaccines for Staff

While SETA is not requiring all staff to obtain a COVID-19 vaccine, the Children and Family Services Department is collaborating with the Sacramento County Public Health Office and Dignity Health to prioritize educators/child care workers as clinics release available appointments each week. The first announcement came on Tuesday, February 16th, where staff received notification of vaccines for Feb 17-19th. Weekly, various clinics have opened their appointment windows and are seeing many SETA teaching staff. Staff remain on stand-by and ready to register when they do. Documentation of staff vaccines will be kept on file once the second vaccines is received.

UPDATE FROM THE OFFICE OF HEAD START

ACF-PI-HS-21-01 - FY 2021 Head Start Funding Increase
Issued on: February 19, 2021

This Program Instruction (PI) provides information about the FY 2021 Cost of Living Adjustment (COLA), quality improvement funding for Migrant and Seasonal grantees, and the supplemental funds available to support grantees' continued response to COVID-19. It makes brief mention of the application requirements, but more details will be forthcoming.

COLA - Each grantee may apply for a COLA increase of 1.22% of the FY 2020 base funding level. Base funding excludes training and technical assistance funds and any one-time funding received during FY 2020.

COVID-19 Supplemental Funding - Each grantee may apply for a proportionate amount of the \$250 million based on their total funded enrollment. The purpose of these supplemental funds is the same as that of the CARES Act funds: to prevent, prepare for, and respond to COVID-19. Within these parameters, grantees have flexibility to determine which investments best support the needs of children and families while adhering to state and local guidance.

A full copy of the Program Instruction may be found at:

<https://hendall.createsend1.com/t/ViewEmail/i789C1B6274716F9BB2540EF23F30FEDED/8C3E09B254D571E062AF25ACF5E3F0AC>

What This Means for SETA – SETA, along with its delegate agencies and partners, will submit a funding application for the Cost of Living Adjustment (COLA) and COVID-19 supplemental funding. The use of COLA funds may be a negotiated item for agencies/districts with a labor union. COVID-19 supplemental funds will be allocated to each agency based on funded enrollment. Both funding applications will likely be submitted with the May 1st annual refunding application. Funds will be available on August 1, 2021.

UPDATE FROM THE CDE/EARLY LEARNING AND CARE DIVISION

Email notification dated February 17, 2021
Stipend Allocation for Direct Service and Alternative Payment Contractors

In anticipation of legislation authorizing the CDE to allocate funding from the federal Consolidated Appropriations Act of 2021 and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the CDE is preparing to issue a one-time stipend in the amount of \$525 per subsidized child enrolled in a Direct Service or Alternative Payment Program.

These stipends are to address costs associated with the coronavirus disease (COVID-19) pandemic, in the case of decreased enrollment or closures, and to ensure that programs are able to remain open or reopen. This communication serves to notify CDE Direct Service Programs that Child Development Management Information System (CDMIS) CDD-801A enrollment data submitted for November 2020, will be utilized to determine the number of eligible subsidized children in the program for purposes of stipend allocations. The CDE requests that all direct service and alternative payment contractors review their data submissions for November 2020 to ensure the accuracy of the information that has been provided. Additional guidance will be provided to contractors in the coming weeks.

What This Means for SETA – SETA anticipates these supplemental funds to help cover costs associated with re-opening centers and serving in-person services during the program year.

Master Plan for Early Learning and Care – Making California for All Kids

(This is a partial summary of the full Master Plan. For full details, please visit <https://www.chhs.ca.gov/home/master-plan-for-early-learning-and-care/>)

In December 2020, California published a Master Plan for early care and education outlining a roadmap to ensure all children, 8 years old and younger, have equal access to high quality childcare and support services.

From the Preamble: “When Governor Gavin Newsom took office in 2019, he challenged California to provide all children with a great start by making comprehensive improvements to the state’s early learning and care system for young children from birth through age five.

His challenge built upon existing research and recommendations, including those made by the Assembly Blue Ribbon Commission, the Lifting Children Out of Poverty Task Force, California’s Transforming the Workforce for Children Birth Through Age 8, and the Rate Reform Work Group.”

Goals Outlined in the Plan:

1 – Unify and Strengthen Programs and Services to Support Children’s Learning and Development

- Expand Equitable Access to paid Family Leave
- Strengthen Learning and Care Opportunities for Infants, Toddlers and Other Young Children
- Provide California’s Three-and-Four-Year-Olds with Access to a High-Quality Pre-school Experience
- Ensure Equitable Treatment of All Children and Eliminate Bias through Practices and Training

2 – Support Children’s Learning and Development by Enhancing Educators Competencies, Incentivizing and Funding Career Pathways, and Implementing Supportive Program Standards

- Enhance Educator Competency to Optimally Support Child Learning and Development
- Incentivize, Support and Fund Career Pathways
- Implement Supportive Program Standards

3 – Unify Funding to Advance Equity and Opportunity

- Adopt a Tiered Reimbursement Rate with Appropriate Adjustments
- Design a Sliding Scale for Family Contributions

4 – Streamline Early Childhood Governance and Administration to Improve Equity

- Remove Barriers to Service by Providing Streamlined Eligibility
- Create and Integrated Data System
- Redesign Continuous Improvement Structures
- Establish a System of Shared Services Networks to Support Sustainability
- Expand Supply of Early Learning and Care Facilities

Master Plan strategies, action steps and cost analysis can be found in the full plan, located at <https://www.chhs.ca.gov/home/master-plan-for-early-learning-and-care/>.

“The Master Plan for Early Learning and Care answers Governor Newsom’s call for a California For All Kids, embracing and enhancing decades of work done by researchers, policymakers, practitioners and advocates to provide a roadmap for building a truly equitable, comprehensive early learning and care system that will elevate the state and stand as a model for the nation.”