

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

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City of Sacramento

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Executive Director

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Thought of the Day:

*“Act as if what you do makes a difference. IT DOES.”
by William James*

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

DATE: Tuesday, May 25, 2021

TIME: 11:00 a.m.

LOCATION:

<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: 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/u/kZXaVklDg>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@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

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B.	Head Start Deputy Director’s Report	
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C.	Chair’s Report	
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D.	Head Start Managers’ Reports	
	<ul style="list-style-type: none"> ✓ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services ✓ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services ✓ <u>Denise Lee</u> – Quality Assurance, Food Services, Save Environments, Grants, and Contracts 	

- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: May 18, 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
- _____ Jessica Coultrup, San Juan Unified School District

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	X							
B. Casillas Holding	SOP	X	X	X	X							
J. Coultrup s/b/seated 2/23	SJ/EHS		U	X	X							
E. Gutierrez Seated 1/26	SJ	X	X	X	E							
H. Gutierrez Holding	OC	X	X	X	X							
S. Key Seated 1/26	PP	X	X	X	X							
J. Land Holding	WCIC	X	X	U	X							
J. Lindgren s/b/seated 1/26; seated 2/22	EG	E	X	X	E							
K. Otter Seated 1/26	SJ	X	X	X	X							
B. Perez Seated 1/26	TR	X	X	U	U							
S. Pierce Holding	SOP	X	X	X	U							
R. Schapira Seated 1/26	CAR	X	X	X	X							
C. Taylor Seated 1/26	PP	X	X	X	X							
A. Torres Holding	SOP	X	X	X	X							
F. Wash Holding	SOP	X	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 5/13/2021

CONSENT ITEM II-A

APPROVAL OF MINUTES OF THE APRIL 27, 2021 SPECIAL MEETING

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the April 27, 2021.

RECOMMENDATION:

Approve the minutes of the April 27, 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, April 27, 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. Gutierrez called the roll; a quorum was met.

Members Present:

Arianna Torres, SETA-Operated Program
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Kara Otter, San Juan Unified School District
Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Outgoing Chair
Donna Bonner, SETA-Operated Program
Stephen Key, Past Parent/Community Representative
Rosemary Schapira, Community Agency Representative
Jessica Coultrup-San Juan Unified School District
Jamilia Land, Women’s Civic Improvement Club

Members Absent:

Becca Perez, Twin Rivers Unified School District - unexcused
Shannon Pierce, SETA-Operated Program - unexcused
Elizabeth Gutierrez, San Juan Unified School District - excused
Jara Lindgren, Elk Grove Unified School District - excused

II. Consent Item

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

The minutes were reviewed; no questions or corrections.

Moved: Ms. Fenishia Wash 2nd- Stephen Key
Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilia Land, Jessica Coultrup)
Nay: 0
Abstentions: 1 (Henrietta Gutierrez)
Motion passed
Absent: 4 (Becca Perez, Jara Lindgren, Shannon Pierce, Elizabeth Gutierrez)

III. Action Items

A. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**-Associate Teacher Infant Toddler, Associate Teacher

Ms. Henrietta Gutierrez reported that the Policy Council met before the public meeting to review the Closed Session item. The Closed Session began at 11:21 a.m. and was adjourned at 11:32 a.m. Ms. Henrietta Gutierrez reported the following eligibility lists were approved in Closed Session: Associate Teacher/Associate Teacher Infant Toddler, Head Start Cook II/III

- B. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan SETA-Operated Program
- C. Approval of Program Year 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Refunding Application
- D. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2021-22
- E. Approval of the 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
- F. Approval of 2021-22 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Denise reviewed Item III.B-F under one presentation. The vote will be taken after Ms. Lee's presentation.

This is the refunding application for Head Start/Early Head Start and Early Head Start Child Care Partnership program year 2021-2022. Ms. Lee referred to the page numbers in each packet on the slides to easily follow along. The refunding application covers program year August 1, 2021 through July 31, 2022, which is year two of the five-year refunding cycle.

SETA starts looking at the annual self-assessment when beginning the application process. This has been a very unusual year with COVID-19. We were not able to offer in- person service for the children since March 2020.

SETA did a year-end review, or self-assessment, based on COVID services provided to children and families.

Ms. Lee stated SETA has some very innovative and engaging remote teaching and learning lessons. SETA was touted both regionally and nationally on the learning activities and engagement we did with HS and EHS, as well as parent engagement side. We had a very strong coaching program available for the teaching staff. By having the coaches in place to assist with technology and the shift to distance learning, it made a huge difference for the teaching staff.

The intervention specialists put together a virtual platform calming collective room for parents or staff engage with some mental health resources, such as yoga and breathing exercises.

We also moved to virtual IEP and IFSP meetings for children with special needs. The program is funded just over \$60M for Countywide Head Start, Early Head Start and EHS-CCP programs.

Most program design will remain constant across the county. Some program changes include the following: Northview will have a delayed opening due to construction. Families will receive alternate locations until the re-opening. There will be a new Home Base curriculum (*Parents as Teachers*).

Dudley Early Learning Center (SOP) will open on August 9th.

Distance learning will no longer be an option after the program ends on July 31st. Ms. Denise Lee shared a chart with program options for the countywide HS/EHS program.

Parent Services and Training is still available under Training and Technical Assistance, as well as staff training and development.

Rosemary Schapiro wanted to raise awareness that Birth and Beyond could partner for training and on-going professional development for the new HB Curriculum. Ms. Lisa Carr will follow-up.

Moved: Fienishia Wash 2nd: Donna Conner

Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilya Land, Jessica Coultrup)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Motion passed

Absent: 4 (Shannon Pierce, Elizabeth Gutierrez, Jara Lindgren, Becca Perez)

- 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
Ms. Denise Lee spoke of the history of the reimbursement policy and procedures during COVID. SETA is recommending that Policy and Procedures language be revised to include additional meeting times for special board meetings, Budget/Planning Committee meetings, Human Resources activities and special closed sessions.
Once the meetings return to in-person, SETA will go back to the previous process of reimbursement policy and procedure.

Moved: Kara Otter 2nd: Fienishia Wash

Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilya Land, Jessica Coultrup)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Absent: 4 (Shannon Pierce, Elizabeth Gutierrez, Jara Lindgren, Becca Perez)

Motion passed.

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

Ms. Denise Lee explained that personnel-related and/or labor-related items do not require PAC approval. Therefore, this item is not included on the PAC action calendar. For PAC, this presentation will serve as information only.

SETA Head Start is a union environment and has a current negotiated contract through June 30, 2021.

This action extends the contract for one additional year, through to June 30, 2022.

In addition, SETA received a 1.22% Cost of Living Adjustment (COLA) from the Office of Head Start and will increase the base grant permanently. In general, fund should be used to increase salaries and/or, fringe benefits and/or address increased operating costs. The union and SETA management have reached a tentative agreement on the use of the COLA funds, increasing the employer contribution toward medical premiums SETA pays a portion of the employee's medical premium but not 100%. The dollars received will be used to reduce the out-of-pocket cost for the employee. Single coverage premium paid by SETA will go from \$545 per month to \$620 per month and family coverage will increase from \$900 per month to \$1025 per month. COLA fund will also cover increased retirement rates and increase rent. .

Moved: Donna Bonner 2nd: Fienishia Wash

Aye: 10 (Donna Bonner, Brenda Casillas, Stephen Key, Kara Otter, Rosemary Schapira, Charles Taylor, Arianna Torres, Fienishia Wash, Jamilya Land, Jessica Coultrup)

Nay: 0

Abstention: 1 (Henrietta Gutierrez)

Motion passed.

Absent: 4 (Shannon Pierce, Elizabeth Gutierrez, Jara Lindgren, Becca Perez)

IV. Information Items

A. Standing Information Items

➤ Fiscal Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report for eight months into the 2020-2021 program year. Mr. Han pointed out that some of the forms will look a little different for PAC members. The PC reports are a little more extensive to include the countywide program.

There are some underspent funds due to COVID but most of the programs are working to spend those funds. We are 2/3 of the way through the program year. Elk Grove Unified School District and Twin Rivers Unified School District have requested to use some of their under-spent funds for play structures. We will be requesting a waiver for Non-Federal share. It is a little low because we lost Parent Aides and School Readiness Aides and other volunteer hours. This is the same across the country.

Administrative percentages are below 15% at 8%.

Mr. Victor Han shared the expenditures page. There are some line items with -0-, such as substitute teachers, due to COVID closures.

The line items on the credit cards statements offer more description. Ms. Henrietta Gutierrez said it was much easier to determine what the charges were for on the statement.

IV. Information Items

A. ➤ Community Resources

- Virtual Job Fair
- Fit Families for Life-English and Spanish

B. Governing Board Minutes for April 1, 2021: No questions or comments.

C. Fiscal Monitoring Report: No questions.

V. Committee Report

Executive Committee Meeting: Ms. Henrietta Gutierrez reported the Executive Meeting will meet on Friday, April 30. There has been discussion of changing the time for the PC meetings and this topic will be discussed at the Executive Committee meeting. Once the Governing Board approves the Reimbursement Policy and Procedure during their meeting on April 29, the reimbursement of Wal-Mart e-Cards can be prepared and sent to the PC and PAC members.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick

Ms. Kathy Kossick wanted to share the job centers throughout the county are open for service. Employers are looking for employees. Please continue to spread the word about the job centers. Some are in person and some are by appointment only.

B. Head Start Deputy Director's Report: Ms. Denise Lee

Federal Focus Area 1 review will likely begin on June 1 and end on June 4. As soon as we receive the final notice, Ms. Denise Lee will notify the PC and PAC Chairs to attend the opening meeting. Some parents may be invited to participate in the interviews as well. The State Review took place virtually the week of April 19-23. It was an exceptional report. Two items came up regarding eligibility paperwork.. Great work to the team for working very hard to prepare for the review.

There was a monthly call with the regional office last Monday. The Office of Head Start will probably not extend flexibility for distance learning in the new program year so programs will need to find their way back to their full services. We anticipate the same notification for the State funded programs as well. Some

of the distance learning practices and hybrid models will not be allowed. Ms. Lee said we are doing well in enrollment for preschool but the numbers are low in infant/toddlers.

- C. Chair's Report:
- D. Head Start Managers' Reports
 - ✓ Lisa Carr – Family Engagement, Home Base, Health/Oral Health, and ERSEA services – No report
 - ✓ Karen Griffith – School Readiness, Special Education and Mental Health Services – No report
 - ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No additional report – No report.
- E. Open Discussion and Comments: Jessica Coultrup asked if the Home Base models are going to be somewhat distance learning for this next program year. Lisa Carr responded that she has been talking with the Home Visitors and trying to come up with ideas of places to meet, such as parks, that are open air. They will continue to explore options.
Donna Bonner said she is trying to find a place for her 21-month old son in Early Head Start. Lisa Carr responded that there are some sites that have openings and to connect after the meeting for more information.
- F. Public Participation: None.
- V. **Adjournment**: The meeting was adjourned at 12:38 p.m.

ACTION ITEM III-A

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: Associate Teacher Infant/Toddler; Lead Teacher Infant/Toddler; Head Start Cook; Head Start Coordinator (Education) (Supervisory); Office Supply & Administrative Support Clerk; Personnel Analyst
 - ✓ Report out of closed session

NOTES:

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
 - Multi-Language Renter’s Hotline
 - Community Resource Weekly Calendar

NOTES:

SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
 Expenditures for Fiscal Year 2020-2021
 For the Nine Months Ended April 30, 2021

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
Head Start Basic									
Twin Rivers	\$ 2,228,078	\$ 104,919	\$ 1,151,167	\$ 1,256,086	56.4%	\$ 971,992	\$ 239,876	19.1%	8.4%
Elk Grove	3,539,436	171,988	\$ 2,264,590	2,436,578	68.8%	\$ 1,102,857.72	285,280	11.7%	7.1%
Sac City	6,153,276	361,903	\$ 3,921,926	4,283,829	69.6%	\$ 1,869,447	1,706,005	39.8%	8.4%
San Juan	8,855,012	364,244	\$ 5,388,642	5,752,886	65.0%	\$ 3,102,126	1,490,486	25.9%	6.3%
WCIC	1,404,464	77,897	\$ 940,794	1,018,691	72.5%	\$ 385,773.13	88,859	8.7%	7.6%
SETA	27,185,648	1,833,237	\$ 16,285,847	18,119,084	66.6%	\$ 9,066,564	3,561,765	19.7%	10.1%
Total	\$ 49,365,914	\$ 2,914,189	\$ 29,952,966	\$ 32,867,155	66.6%	\$ 16,498,759	\$ 7,372,272	22.4%	8.9%

Early Head Start Basic

Twin Rivers	\$ 992,898	\$ 49,213	\$ 672,793	\$ 722,006	72.7%	\$ 270,892	\$ -	0.0%	6.8%
San Juan	2,000,193	91,346	\$ 1,231,884	1,323,230	66.2%	676,963	614,980	46.5%	6.9%
SETA	8,344,977	498,463	5,223,570	5,722,033	68.6%	2,622,944	2,117,708	37.0%	8.7%
Total	\$ 11,338,068	\$ 639,021	\$ 7,128,247	\$ 7,767,268	68.5%	\$ 3,570,800	\$ 2,732,688	35.2%	8.2%

Head Start T&TA

Twin Rivers	\$ 15,930	\$ -	\$ 2,663	\$ 2,663	16.7%	\$ 13,267			
Elk Grove	14,040	-	12,397	12,397	88.3%	1,643			
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	-	9,598	9,598	82.0%	2,102			
SETA	420,939	-	72,832	72,832	17.3%	348,107			
Total	\$ 527,209	\$ 638	\$ 117,123	\$ 117,761	22.3%	\$ 409,448	\$ -		

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	-	18,092	18,092	9.1%	180,598			
Total	\$ 243,314	\$ -	\$ 24,608	\$ 24,608	10.1%	\$ 218,706	\$ -		

TOTAL Head Start Fiscal Year 20/21

Twin Rivers	\$ 3,250,618	\$ 154,132	\$ 1,831,548	\$ 1,985,680	61.1%	\$ 1,264,938	\$ 239,876	12.1%	7.8%
Elk Grove	3,553,476	171,988	2,276,987	2,448,975	68.9%	1,104,501	285,280	11.6%	7.0%
Sac City	6,184,476	362,541	3,938,764	4,301,306	69.6%	1,883,170	1,706,005	39.7%	8.4%
San Juan	10,919,517	455,590	6,624,911	7,080,500	64.8%	3,839,017	2,105,466	29.7%	6.4%
WCIC	1,416,164	77,897	950,392	1,028,289	72.6%	387,875	88,859	8.6%	7.6%
SETA	36,150,254	2,331,700	21,600,342	23,932,042	66.2%	12,218,212	5,679,473	23.7%	9.7%
Total	\$ 61,474,505	\$ 3,553,848	\$ 37,222,944	\$ 40,776,792	66.3%	\$ 20,697,713	\$ 10,104,961	24.8%	8.7%

On Budget%
75.0%

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 Nine Months Ended April 30, 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%
75.0%

Required %
25% Max %
15%

SETA OPERATED PROGRAMS (SOP)
Expenditures for Fiscal Year 2020-2021
For the Nine Months Ended April 30, 2021

SOP HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	75.0%
Personnel	\$ 13,685,916	9,537,445	\$ 4,148,471	69.7%
Fringe Benefits	7,747,217	5,304,187	2,443,030	68.5%
Construction	600,000	-	600,000	0.0%
Travel (Out-of-State)	35,500	-	35,500	0.0%
Supplies	572,000	201,654	370,346	35.3%
Occupancy	2,677,514	1,931,897	745,617	72.2%
Local Travel	100,000	20,087	79,913	20.1%
Nutrition Services	300,000	489,359	(189,359)	163.1%
Child Services	102,300	5,672	96,628	5.5%
Substitutes	475,000	-	475,000	0.0%
Parent Services	172,000	3,366	168,634	2.0%
Publications/Advertising/Printing	20,000	4,385	15,615	21.9%
Training or Staff Development/Parent Aides	142,477	69,459	73,018	48.8%
Operating Costs	976,663	624,405	352,258	63.9%
TOTAL SOP HEAD START (BASIC & T&TA)	\$ 27,606,587	\$ 18,191,916	\$ 9,414,671	65.9%
Administrative %		10.1%		

SOP EARLY HEAD START (BASIC & T&TA)	Budget	Total Expenditures	Remaining Budget	75.0%
Personnel	\$ 3,875,160	\$ 2,767,502	\$ 1,107,658	71.4%
Fringe Benefits	\$ 2,186,030	\$ 1,500,956	\$ 685,074	68.7%
Travel (Out-of-State)	\$ 6,000	\$ -	\$ 6,000	0.0%
Construction	\$ 50,000	\$ -	\$ 50,000	0.0%
Supplies	\$ 231,000	\$ 6,797	\$ 224,203	2.9%
Occupancy	\$ 429,416	\$ 170,250	\$ 259,166	39.6%
Local Travel	\$ 14,000	\$ 2,795	\$ 11,205	20.0%
Nutrition Services	\$ 50,000	\$ 67,521	\$ (17,521)	135.0%
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	\$ 15,814	\$ 49,095	24.4%
Operating Costs	\$ 249,837	\$ 141,963	107,874	56.8%
TOTAL SETA EARLY HEAD START (BASIC & T&TA)	\$ 7,207,652	\$ 4,673,628	\$ 2,534,024	64.8%
Administrative %		8.7%		
Partners/Contractual	\$ 1,336,015	\$ 1,066,498	\$ 269,517	79.8%
TOTAL SOP EARLY HEAD START BASIC	\$ 8,543,667	\$ 5,740,126	\$ 2,803,541	67.2%
Administrative %		9.5%		

COMBINED SOP HS & EHS	Budget	Total Expenditures	Remaining Budget	75.0%
Personnel	\$ 17,561,076	\$ 12,304,947	\$ 5,256,129	70.1%
Fringe Benefits	9,933,247	6,805,143	3,128,104	68.5%
Equipment	650,000	-	650,000	0.0%
Travel (Out-of-State)	41,500	-	41,500	0.0%
Supplies	803,000	208,451	594,549	26.0%
Occupancy	3,106,930	2,102,147	1,004,783	67.7%
Local Travel	114,000	22,882	91,118	20.1%
Nutrition Services	350,000	556,880	(206,880)	159.1%
Child Services	126,100	5,702	120,398	4.5%
Substitutes	490,000	-	490,000	0.0%
Parent Services	184,500	3,366	181,134	1.8%
Publications/Advertising/Printing	20,000	4,385	15,615	21.9%
Training or Staff Development	207,386	85,273	122,113	41.1%
Operating Costs	1,226,500	766,368	460,132	62.5%
TOTAL SETA HS & EHS	\$ 34,814,239	\$ 22,865,544	\$ 11,948,695	65.7%
Administrative %				
Partners/Contractual	\$ 1,336,015	\$ 1,066,498	\$ 269,517	79.8%
TOTAL COMBINED SOP HS & EHS	\$ 36,150,254	\$ 23,932,042	\$ 12,218,212	66.2%
Administrative %		10.0%		

SETA Operated, Delegate & Partner Agencies Combined Early Head Start - Child Care Partnership
Expenditures for Fiscal Year 2020-2021
For the Nine Months Ended April 30, 2021

*

	Budget	Admin	Program	YTD Expenses	YTD %	Remaining	Non-Federal Share	NFS YTD %	Admin %
EHS-CCP Basic									
SETA	1,734,706	90,550	1,148,318	1,238,868	71.4%	495,838	760,560	61.4%	7.3%
Total	\$ 1,734,706	\$ 90,550	\$ 1,148,318	\$ 1,238,868	71.4%	\$ 495,838	\$ 760,560	61.4%	7.3%

EHS-CCP T&TA									
SETA	36,749	-	8,443	8,443	23.0%	28,306		0.0%	0.0%
Total	\$ 36,749	\$ -	\$ 8,443	\$ 8,443	23.0%	\$ 28,306	\$ -	0.0%	0.0%

CARES Act									
SETA	70,305	-	3,104	3,104	4.4%	67,201		0.0%	0.0%
Total	\$ 70,305	\$ -	\$ 3,104	\$ 3,104	4.4%	\$ 67,201	\$ -	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	90,550	1,156,761	1,247,311	67.7%	594,449	760,560	61.0%	7.3%
Total	\$ 1,841,760	\$ 90,550	\$ 1,156,761	\$ 1,247,311	67.7%	\$ 594,449	\$ 760,560	61.0%	7.3%

<i>On Budget%</i>	<i>Required %</i>	<i>Max %</i>
75.0%	25%	15%

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - AMERICAN EXPRESS
STATEMENT OF ACCOUNT
4/12/2021

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/ADMIN/WD
03/12/2021	Things Remembered	Employee Recognition	\$ 185.96	ADMIN
03/16/2021	Inland Business System	Copier/Printer Maintenance & Supplies	3,734.97	ADMIN
03/18/2021	Zoom	Zoom Subscription	42.80	ADMIN
03/18/2021	Zoom	Zoom Subscription	149.80	ADMIN
03/18/2021	Zoom	Zoom Subscription	320.79	ADMIN
03/24/2021	Amazon	Office Supplies - Laptop Bag	31.53	ADMIN
03/26/2021	Microsoft	Microsoft Commercial Support	499.00	ADMIN
03/31/2021	Smartvault	Smartvault Subscription	125.00	ADMIN
04/01/2021	GFOA	GFOA Membership Renewal	150.00	ADMIN
04/01/2021	WipFli	WIPFLI OMB Uniform Guidance Training	825.00	ADMIN
04/02/2021	3Play	Close Captioning - Board Meeting	26.32	ADMIN
04/05/2021	Network Solutions	Software - SSL Certificate	69.99	ADMIN
04/06/2021	Amazon	Replacement Lightbulbs	99.41	ADMIN
04/09/2021	Adobe	Software - Adobe Acrobat	449.00	ADMIN
03/07/2021	Amazon	Classroom Supplies - Pacifiers	151.20	HS
03/09/2021	Amazon	Classroom Supplies - Pacifiers	61.90	HS
03/10/2021	Amazon	Classroom Supplies - Assorted Toys	49.92	HS
03/16/2021	Uline	Safety Cones	349.82	HS
03/16/2021	Teachstone Strategies	Toddler Obersver Recertification	125.00	HS
03/16/2021	CSUS	Credit - Handshake Virtual Fair Registration Fee	(165.00)	HS
03/17/2021	R9HSA	2021 STEM Registration Fee	7,803.00	HS
03/18/2021	Zoom	Zoom Subscription	85.60	HS
03/18/2021	Zoom	Zoom Subscription	801.97	HS
03/18/2021	Uline	Warehouse Restock Supplies	2,974.22	HS
03/18/2021	R9HSA	Advancing Advocacy TRN Fee	2,250.00	HS
03/19/2021	Microsoft	Microsoft Power-Bi Subscriptioin	59.94	HS
03/22/2021	Amazon	Classroom Supplies - Glue	992.00	HS
03/22/2021	R9HSA	2021 STEM Registration Fee	578.00	HS
03/23/2021	CQEL	CQEL Membership Renewal	199.00	HS
03/24/2021	Tyco Integrated Security	Quarterly Alarm/Alarm Services	3,397.99	HS
03/24/2021	Brady	Classroom Supplies - Social Distancing Sign	1,569.04	HS
03/25/2021	Amazon	Classroom Supplies - Cotton Balls	39.28	HS
03/27/2021	Amazon	Classroom Supplies - Tweezers	228.06	HS
03/29/2021	Uline	Classroom Mats (Sanitization Stations)	607.44	HS
03/29/2021	Uline	Classroom Mats (Sanitization Stations)	450.23	HS
03/30/2021	Teachstone Strategies	Toddler Trainer Recertification	275.00	HS
03/30/2021	Teachstone Strategies	Pre-K Obersserver & Trainer Recertification	400.00	HS
03/31/2021	Omega Industry Supply	COVID-19 Supplies - Sanitizer	6,159.19	HS
04/01/2021	Amazon	Classroom Supplies - iPad Cases	1,130.40	HS
04/01/2021	Indeed	March Job Posting	73.83	HS
04/02/2021	3Play	Close Captioning - Board Meeting	56.66	HS
04/05/2021	SRFax	Telephone/Fax Charge - Medical Records	9.21	HS
04/06/2021	Capitol Products	Classroom Hand Soap	973.17	HS
04/06/2021	Teachstone Strategies	Toddler Obersver Recertification	125.00	HS
04/09/2021	Brady	Classroom Supplies - Social Distancing Sign	1,341.52	HS
various	various	various	8,823.88	WD

Total American Express Bill

\$ 48,686.04

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

SACRAMENTO EMPLOYMENT & TRAINING AGENCY
CORPORATE CARD - CITI CARDS
Statement of Account
4/12/2021

DATE	VENDOR NAME	DESCRIPTION	AMOUNT	HS/WD/ADMIN
4/9/2021	Costco	Disinfecting Supplies	177.29	ADMIN
3/29/2021	Barebones Workwear	Employee Uniform - Workboots	189.41	HS
4/5/2021	Costco	Classroom Supplies - Diapers	4596.11	HS
3/10/2021	Target	Classroom Supplies - Microwave	193.93	HS
3/10/2021	Costco	Classroom Supplies - Kid's Face Mask	2606.67	HS
3/24/2021	Walmart	Classroom Supplies - Glue	29.01	HS
3/25/2021	Smart Foodservice	Food Supplies - Flour	92.75	HS
3/30/2021	Maita Toyota	Vehicle Maintenance	108.5	HS
3/30/2021	Target	Classroom Supplies - Refrigerator	237.04	HS
4/1/2021	Battery Bill	Classroom - Replacement Battery	23.74	HS
Total Citi Card Bill			\$8,254.45	



FREE HELP

Renters Rights
New Housing Laws
Rent Caps & Just Cause Evictions
Fair Housing/Discrimination



916-389-7877

TTY: 800-855-7100
RentersHelpline.org

Renters Helpline is dedicated to protecting the rights of renters and landlords and promoting fair housing.

Multiple-Language Support



PC



FREE HELP

Renters Rights
New Housing Laws
Rent Caps & Just Cause Evictions
Fair Housing/Discrimination



916-389-7877

TTY: 800-855-7100
RentersHelpline.org

Renters Helpline is dedicated to protecting the rights of renters and landlords and promoting fair housing.

Multiple-Language Support



5/25/2021

ваши права арендаторов drepturile chiriilor

حقوق المستأجرين الخاص بك

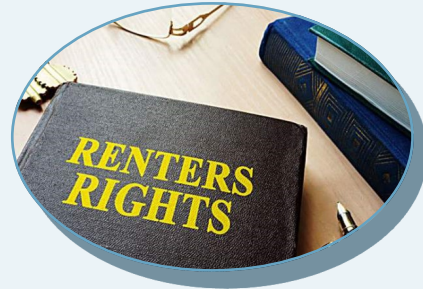
你嘅承租人權利 vos droits de locataire

drepturile chiriilor 임차인 권리

SUS DERECHOS DE INQUILINOS

您的承租人權利 quy n thuê c a b n

HAK PENYEWĀ ANDĀ



賃貸人の権利

i vostri diritti affittuari jou huurders

YOUR RENTERS RIGHTS

अपने किरायेदारों के अधिकार seus direitos de locatários

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PRÁVA VAŠEHO NÁJEMCŮ

Ihre Mieterrechte זכויות הכניסה שלך

ваши права арендаторов drepturile chiriilor

حقوق المستأجرين الخاص بك

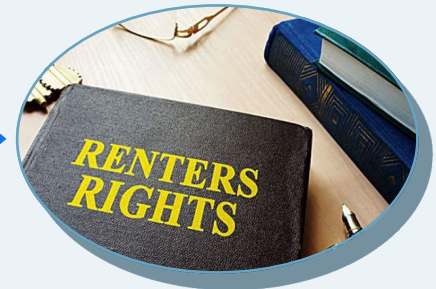
你嘅承租人權利 vos droits de locataire

drepturile chiriilor 임차인 권리

SUS DERECHOS DE INQUILINOS

您的承租人權利 quy n thuê c a b n

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PRÁVA VAŠEHO NÁJEMCŮ

Ihre Mieterrechte זכויות הכניסה שלך



ATTENTION

RENTERS IMPACTED BY COVID-19!!

If you need economic assistance to pay your rent & utilities, The Sacramento Emergency Rental Assistance (SERA2) Program will be accepting applications soon. Contact us to be added to a waitlist and once available we can help with your application process.

REQUIRED DOCUMENTS FOR TENANT APPLICATION:

- Photo ID (government-issued ID for the person applying)
- Current utility bills showing amounts owed
- Lease (all pages)
- Document received from landlord showing amount owed in arrears
- Documentation of all annual gross household income for 2020
- Documentation of all current household income for past 2 months
- Valid E-mail address.

TO REGISTER CONTACT US AT 916-452-3601



YOUNG & SUCCESSFUL MOMS STICK TOGETHER

Teen Success, Inc.
Empowering teen mothers, transforming lives



Join the Teen Success, Inc. Sacramento Program

"I never thought someone would be willing to listen to me and my problems. I feel very loved by everyone in the program." - Monica, Graduate



WHAT'S IT LIKE?

- Meet young moms like you
- Learn new parenting skills and spend time with your baby
- Explore your high school options
- Get diapers, wipes, and other essentials for your baby

HOW DO I JOIN?

- Our program is FREE! Sign up if you:
 - Are a young mom
 - Have not graduated high school and don't have a GED

CALL OR TEXT!

Let us connect you with an Advocate

Text (408)474-0538

Call (408)263-8330

program@teensuccess.org

WE BELIEVE ALL YOUNG MOMS CAN BE AND DESERVE TO BE SUCCESSFUL!

www.teensuccess.org | (408)263-8330 | @teen_success @TeenSuccessInc

Safe Sleep BABY

Car Seat Safety Workshops



COME LEARN ABOUT SAFE SLEEPING PRACTICES AND VEHICLE SAFETY FOR YOU AND YOUR CHILDREN!

SAFE SLEEP CLASSES ARE GEARED TOWARDS PARENTS/CAREGIVERS WHO ARE EXPECTING OR HAVE AN INFANT LESS THAN 12 MOS.

CAR SEAT SAFETY WORKSHOPS ARE GEARED TOWARD PARENTS/CAREGIVERS WITH CHILDREN THAT ARE 13 YEARS AND UNDER.

AFTER ATTENDING A WORKSHOP, THOSE WHO QUALIFY MAY RECEIVE A FREE PACK-N-PLAY OR CAR SEAT

CALL US AT (916)-290-8281

TO REGISTER!



DRIVE-THRU FOOD DISTRIBUTION

EVERY FRIDAY

MAY 2021

10AM

(WHILE SUPPLIES LAST)



FREE BAG OF GROCERIES VALUED AT \$20

ARI HEADQUARTERS

6270 ELDER CREEK ROAD
SACRAMENTO, CA 95824

For more information contact Sanakee at
Sanakee.Y@AsianResources.Org

covid-19 Information

Monday

8AM-4PM
LIBERTY TOWERS CHURCH
5132 ELKHORN BLVD.
SACRAMENTO, CA 95842
APPOINTMENTS:
916-583-8877 OR
[HTTPS://WWW.LIBERTYTOWERS.ORG/COVID19](https://www.libertytowers.org/covid19)

Tuesday

10AM-6PM
NATOMAS UNIFIED SCHOOL DISTRICT
7931 ARENA BLVD.
SACRAMENTO, CA 95934
APPOINTMENTS:
916-561-5253 OR
[HTTPS://NATOMASUNIFIED.ORG/COVID-19-TESTING/](https://natomasunified.org/covid-19-testing/)

Wednesday

8AM-4PM
OAK HILLS CHURCH
1100 BLUE RAVINE RD.
FOLSOM, CA 95630
APPOINTMENTS:
[HTTPS://OAKHILLS.ORG/-COVID-19-TESTING/](https://oakhills.org/covid-19-testing/)

Thursday

7AM-12PM
CHABOLLA COMMUNITY CENTER
600 CHABOLLA AVE.
GALT, CA 95632
APPOINTMENTS:
209-366-7180 OR
[HTTP://WWW.CI.GALT.CA.US/COMMUNITY-DEPARTMENTS/COMMUNITY-COVID-TESTING](http://www.ci.galt.ca.us/community-departments/community-covid-testing)

Friday

9:00 AM - 5:00 PM
TETTEH PEDIATRIC HEALTH
7248 S LAND PARK DR.,
SUITE 118, SACRAMENTO,
CA 95831
APPOINTMENTS:
[HTTPS://BIT.LY/TPH_C19](https://bit.ly/TPH_C19)

9:00 AM - 5:00 PM

LA FAMILIA MAPLE NEIGHBORHOOD CENTER
3301 37TH AVE., ROOM 7,
SACRAMENTO, CA 95824 (PARK ON 36TH AVE)
APPOINTMENTS: 916-990-1311
OR [HTTPS://LAFAMILIAMAPLE.SETMORE.COM](https://lafamiliamaple.setmore.com)

10AM-6PM

CORDOVA NEIGHBORHOOD CHURCH
10600 COLOMA RD, RANCHO CORDOVA, CA 95670
APPOINTMENTS:
916-361-8684 OR
[HTTP://WWW.THEFCCP.ORG/COVID](http://www.thefccp.org/covid)

8:00AM-3:30PM

SOUTH SACRAMENTO CHRISTIAN CENTER
7710 STOCKTON BLVD.
SACRAMENTO, CA 95823
APPOINTMENTS:
916-681-6791 OR
[HTTPS://WWW.SCCSAC.ORG/-FREE-COVID-19-TESTING](https://www.sccsac.org/free-covid-19-testing)

9:00 AM - 5:00 PM

ROBERTSON'S COMMUNITY CENTER
3525 NORWOOD AVE.,
SACRAMENTO, CA 95838
APPOINTMENTS: 916-567-9567
OR [HTTPS://ROBERTSONSCOMMUNITYCENTER.SETMORE.COM](https://robertsoncommunitycenter.setmore.com)

9AM-5PM

ST. PAUL'S MISSIONARY BAPTIST CHURCH
3996 14TH AVE.
SACRAMENTO, CA 95820
APPOINTMENTS:
916-573-3555 OR
[HTTPS://STPAULSAC.ORG/RESOURCES/COVID-19/](https://stpaulsac.org/resources/covid-19/)

FREE TESTING SITES THIS WEEK

FREE COVID-19 TESTING

ARI HEADQUARTERS
6270 ELDER CREEK ROAD,
SACRAMENTO, CA 95824

~ EVERY THURSDAY ~
STARTING FEBRUARY 18
FROM 8 AM - 4 PM

- Register Online or In-Person
- Open for Community Residents
- Show Valid ID & Phone Number
- Walk-Ups Welcome
- Self-Swab Testing

REGISTRATION IS REQUIRED FOR EVERYONE WHO WANTS TO BE TESTED. WALK-UPS INCLUDED.

REGISTER HERE!

<https://asianresources.org/covid19-community-testing>

For More Information: (916)454-1892 or Jeremy@AsianResources.Org



Do I still need to wear a mask after getting vaccinated?

All the COVID-19 vaccines are effective at preventing serious illness, though the effectiveness of the vaccines at preventing the spread of COVID-19 is not well understood yet.

You'll need to keep



Wearing a mask



Washing your hands



Practice distancing

(People aged 16+ can get vaccinated, so it's good to protect yourself and others.)

Hotlines & Helplines

CRISIS/EMERGENCY LINES

TREVOR PROJECT CRISIS LINE-LGBTQ YOUTH-
(866)-448-7386
WEAVE 24HR CRISIS LINE- (916)-920-2952
VETERANS 24HR CRISIS LINE-
(800)-273-8255
COMMUNITY FOR PEACE 24HR CRISIS LINE-
(916)-728-7210
CRISIS TEXT LINE-- TEXT 741741
EMERGENCY CHILDCARE: CRISIS NURSERY-
916-394-2000

SUICIDE PREVENTION

NATIONAL SUICIDE PREVENTION LIFELINE--
1-800-273-8255
SUICIDE PREVENTION CRISIS LINE
(LOCAL)- (916)-368-3111
24 HOUR SUICIDE AND CRISIS LINE-
(855)-278-4204
SUPPORT FOR MOTHERS--
1-800-773-6667

NON-CRISIS HELP LINES

CONSUMER OPERATED WARM LINE-
(916)-366-4688
PEER OPERATED WARM LINE--
1-885-845-7415
TEEN WARM LINE- (888)-247-7717
MEDI-NURSE ADVICE LINE FOR
COVID-19-
(877)-409-9052

GENERAL RESOURCES/SUPPORT

DIAL 211-- 2-1-1
COMMUNITY HELPLINE-
(877)-541-2525
FOR HELP NAVIGATING RESOURCES,
CALL:
ENGLISH-(916)-556-3344 x 117
SPANISH-(916)-556-3344 x 113

FOOD/CLOTHING/TRANSPORTATION

CALFRESH- (916)-456-1980
SACRAMENTO FOOD BANK-
(916)-456-1980
SACRT SMART RIDE- (916)-556-0100
YOUTH HELP NETWORK-
(833)-333-2946 OR TEXT
(916)-860-9819

UTILITY ASSISTANCE

ENERGYHELP-- 1-888-742-7683
*DUE TO COVID 19, SMUD WILL NOT BE
SHUTTING OFF POWER FOR NON-PAYMENT
THROUGH APRIL 30, 2021*

*DUE TO COVID 19, PG&E HAS
SUSPENDED POWER CUT-OFF DUE TO
NON-PAYMENT UNTIL FURTHER NOTICE*

INFORMATION ITEM - V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Henrietta Gutierrez.
- Community Action Board (CAB) Report
- Budget/Planning Committee Report
- Sacramento Children's Home, North Sacramento Family Resource Center:
Rosemary Shapira

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.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/21	(b) % Actual to Funded
Elk Grove USD	440	337	77
Sacramento City USD	736	409	56
SETA	1,736	1,464	84
San Juan USD	1,044	879	84
Twin Rivers USD	160	182	113
WCIC/Playmate	120	90	75
Total	4,236	3,361	79

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/21	(b) % Actual to Funded
SETA	573	519	91
San Juan USD	163	174	107
TRUSD	56	57	101
Total	792	750	95

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/21	(b) % Actual to Funded
SETA	80	68	85
Total	80	68	85

- (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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 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	222	13%	589	111	19%
Twin Rivers USD	140	48	34%	40	2	5%
Elk Grove USD	440	44	10%			
Sac City USD	736	40	5%			
San Juan USD	1052	98	9%	160	15	9%
WCIC	120	6	5%			
EHS CCP				80	22	28%
COUNTY TOTAL	4244	458	11%	869	150	17%

AFE: Annual Funded Enrollment



Seta Head Start Food Service Operations Monthly Report January/February/March/April 2021

January

Comments

- Centers were closed for in-person services at all Head Start/Early Head Start locations (Jan 1 - Feb 28)
- Children were provided weekly meal boxes as part of their weekly distance learning services
- Meal boxes were picked-up or delivered on Thursday/Friday of each week
- Children received breakfast, lunch and snacks for the following week (5 days)

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
3,400	3,000	3,400	

Total Amount of Meals and Snacks Prepared 9,800

Purchases:

Food	\$74,734.72
Non - Food	\$1,857.42

Vehicle Gas / Fuel:	\$525.78
Normal Delivery Days	4

February

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
3,200	3,200	3,200	0

Total Amount of Meals and Snacks Prepared 9,600

Purchases:

Food	\$62,743.52
Non - Food	\$5,429.59

Vehicle Maintenance and Repair :	\$69.36
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Vehicle Gas / Fuel:	\$950.77
Normal Delivery Days	4

March

Comments

- On March 1st, Norma Johnson re-opened for in-person services (1 preschool and 1 toddler class)
- On March 8th, Phoenix Park re-opened for in-person services (1 preschool class and 1 toddler class)
- On March 15th, 16th Avenue re-opened for in-person services (2 preschool and 3 toddler classes)
- On March 22nd, Job Corps re-opened for in-person services (1 preschool class and 3 toddler classes)
- On March 25th, North Avenue re-opened for in-person services (1 preschool class and 1 toddler class)
- On March 29th, Elkhorn re-opened for in-person services (1 preschool class and 2 toddler classes)

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
2,700	2,700	2,700	0

Total Amount of Meals and Snacks Prepared **8,100**

Purchases:

Food	\$94,187.69
Non - Food	\$5,049.69

Vehicle Maintenance and Repair : **\$315.41**

Vehicle Gas / Fuel: **\$1,117.30**
 Normal Delivery Days **22**

April

Comments

- On April 5th, Sharon Neese re-opened for in-person services (2 preschool and 3 toddler classes)
- On April 8th, Bret Harte re-opened for in-person services (1 preschool class and 1 toddler class)
- On April 8th, CP Huntongton re-opened for in-person services (1 preschool class and 1 toddler class)
- On April 8th, Capital City re-opened for in-person services (1 preschool class and 2 toddler classes)
- On April 12th, Alder Grove EHS re-opened for in-person services (3 toddler classes)
- On April 19th, Hillsdale re-opened for in-person services (4 preschool classes and 1 toddler class)
- On April 22nd, Hiram Johnson re-opened for in-person services (3 toddler classes)
- On April 22nd, American Legion re-opened for in-person services (2 toddler classes)
- On April 26th, Crossroad Gardens re-opened for in-person services (2 preschool and 2 toddler classes)
- On April 26th, Mather re-opened for in-person services (1 preschool class and 2 toddler classes)

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
11,084	11,005	11,097	0

Total Amount of Meals and Snacks Prepared **33,186**

Purchases:

Food	\$91,307.45
Non - Food	\$8,416.27

Vehicle Maintenance and Repair : **\$25.00**

Vehicle Gas / Fuel: **\$1,100.48**
 Normal Delivery Days **22**

Monthly Program Information Report

April, 2021

WELCOME BACK STUDENTS!

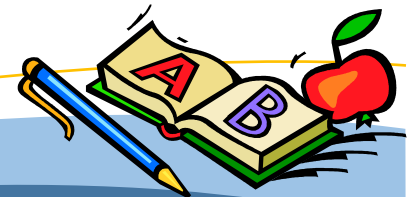


Head Start/Early Head Start Re-opening Update

We are pleased to share that nearly all of the Head Start/Early Head Start centers in Sacramento County have re-opened for in-person services.

- The SETA Operated Program (SOP) will re-open the last four year-round centers on June 7th. All other year-round centers are re-opened.
- Once all SOP year-round centers have re-opened, hours of operation and full capacity will be restored based on the availability of staff and adequate space.
- By August 9th, SETA anticipates all SOP centers and classrooms will be restored to pre-COVID-19 operations.
- Delegate agencies, including Elk Grove USD, Sacramento City USD, San Juan USD, and Twin Rivers USD, re-open centers with the school district re-opening. Some services are being offered in a hybrid model to complete the 2020-21 school year with anticipation of returning to pre-COVID-19 operations in 2021-22.

- Delegate agency, Women's Civic Improvement Club (WCIC), will remain in distance learning through June 10th when they officially close for summer break. Upon return on September 13th, WCIC will return to pre-COVID-19 operations.
- As centers re-open, the grantee and delegate agencies will phase out distance learning as an option for services. This is in anticipation of formal guidance coming from the Office of Head Start and the California Department of Education.
- As many distance-learning approaches have proven successful during COVID-19, programs may keep some virtual practices and take-home kits for on-going school readiness and parent connections.



The grantee and delegate agencies/partners will participate in a Head Start/Early Head Start Focus Area I Federal Monitoring Review during the week of June 14th. More details will follow as a schedule is developed.

Updates from the Office of Head Start

Head Start Center-Based Service Duration Requirement for 45 Percent of Slots

ACF-PI-HS-21-02

Issuance Date: March 19, 2021

By August 1, 2021, each Head Start program must provide at least 1,020 annual hours of planned class operations over the course of at least 8 months per year for at least 45 percent of Head Start center-based funded enrollment or submit a request for a waiver of this requirement. In some instances, a program partnering with their local education agency (LEA) may need to align their program schedule with the LEA to support service delivery. This could include shared use of facilities space or transportation. In such instances, if the total number of annual hours is less than 1,020 or less than 8 months per year but aligns with the annual hours required by the LEA for grade one, these center-based slots are still considered to meet the requirement and count toward the 45 percent of slots without the need for a waiver. These requirements are outlined in the Head Start Program Performance Standards (HSPPS) at 45 CFR 1302.21(c). Some programs may not believe 1,020 annual hours for at least 45 percent of their Head Start center-based funded enrollment best meets the needs of their families and communities. These grantees are strongly encouraged to review all relevant program data and discuss options with their Regional Office. By August 1, 2021, such programs must submit a waiver request to operate an alternative program schedule for approval, consistent with the requirements in 45 CFR 1302.24(a-c). More information on waiver requests is provided below. For more information about this Program Instruction, please visit:

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-02>

What This Means for SETA and Delegate Agencies - Countywide, more than 65% of all center-based classes offer 1,020 hours or more per program year and 62% of offer full-day options with more than 6 hours/day. SETA and its delegate agencies meet this requirement.

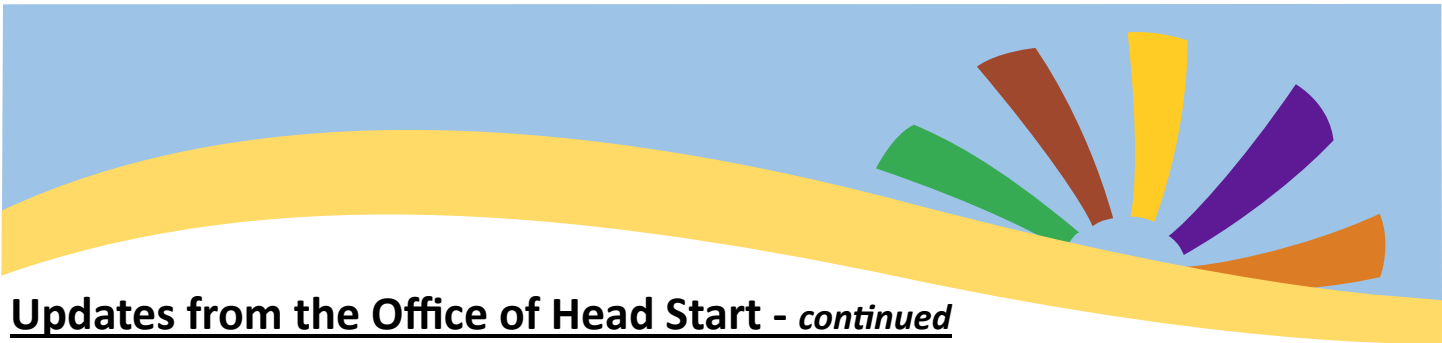
FY 2021 American Rescue Plan Funding Increase for Head Start Programs

ACF-PI-HS-21-03

Issuance Date: May 4, 2021

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs. All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grantees are eligible to receive additional funds proportionally based on funded enrollment levels.





Updates from the Office of Head Start - *continued*

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2 billion in additional funding to support staff, children, and families during this unprecedented time.

This Program Instruction (PI) provides examples of activities grantees can consider as they continue supporting children and families and investing in safe and high-quality early childhood learning opportunities for children. This PI also describes the application requirements for these funds.

For more information about this Program Instruction, please visit the following website:

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-21-03>

What This Means for SETA and Delegate Agencies – SETA has received notice for all new funding. The application for CRRSA funding was submitted and the ARP application is due May 18th. Funding is available from April 1, 2021 through March 31, 2023. The grantee and delegates are still finalizing how funds will be utilized to support program design and implementation under COVID-19. Regular fiscal reports to the boards will include detailed information about this one-time funding.

Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities ACF-IM-HS-21-01

Issuance Date: April 14, 2021

On May 21, 2020, the Office of Head Start (OHS) issued Information Memorandum (IM) ACF-IM-HS-20-03 Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities. It described how OHS would implement each provision in the Administration for Children and Families' (ACF) IM-ACF-OA-2020-01 ACF Grant Flexibilities in Conducting Human Service Activities Related to or Affected by COVID-19. IM-ACF-OA-2020-01 has been rescinded.

On March 19, 2021, the Office of Management and Budget issued administrative relief guidance, M-21-20 Appendix 3 – Disaster Relief Flexibilities to Reduce Burden for Financial Assistance. It outlines flexibilities and waivers affecting grant applications, no-cost extensions, extension of certain deadlines, procurement, prior approvals, and single audit submissions. This Information Memorandum updates the list of current flexibilities and information on how OHS is implementing each provision. This IM supersedes ACF-IM-HS-20-03. For more information, please visit:

<https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-01>

What This Means for SETA and Delegate Agencies – No change to current practices for the grantee and/or delegate agencies.





Updates from the California Department of Education

Management Bulletin 21-07

Updated Reopening and Reimbursement Requirements for Direct Services Contractors

Issuance Date: April 16, 2021

Expire Date: June 20, 2021

The purpose of this Management Bulletin (MB) is to rescind and replace MB 20-18 and to notify and provide updated guidance based on the passage of Assembly Bill (AB) 82 to General Child Care and Development Programs (CCTR); California State Preschool Programs (CSPP); California Family Child Care Homes Education Networks (CFCC); Severely Disabled Programs (CHAN); Migrant Child Care and Development Programs (CMIG) direct service contractors regarding reopening and reimbursement requirements. Summary of changes:

- Added 30 additional nonoperational days for COVID-19-related closures for providers who serve children through a CCTR, CSPP or CMIG contractor
- Updated information regarding the attendance and expenditure reporting requirements for CCTR, CSPP and CMIG contractors
- The updated information in this MB is effective April 16, 2021, and is retroactive to September 2020 due to legislative action.

For detailed information regarding this management bulleting, please visit

<https://www.cde.ca.gov/sp/cd/ci/mb2107.asp>

We are ready to have a great year!

