

## GOVERNING BOARD

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<http://www.headstart.seta.net>

*THOUGHT OF THE DAY: "Whatever you do, do with kindness. Whatever you say, say with kindness. Wherever you go, radiate kindness."*

*~Jonathan Lockwood Huie*

## SPECIAL MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

**DATE:** Tuesday, October 19, 2021

**TIME:** 10:00 a.m.

**LOCATION:**

<https://us02web.zoom.us/j/82653354885?pwd=K21wL0JxTFF3Y1V4MHEzeiZXS FpCQT09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/82653354885?pwd=K21wL0JxTFF3Y1V4MHEzeiZXS FpCQT09>. Meeting ID: 826 5335 4885. Passcode: 183906. 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,,82653354885# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/82653354885?pwd=K21wL0JxTFF3Y1V4MHEzeiZXS FpCQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or [Monica.Newton@seta.net](mailto:Monica.Newton@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 Parent Advisory Committee and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

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](http://www.seta.net).

# AGENDA

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    - ✓ PAC Recruitment
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  - Head Start Deputy Director's Report – Ms. Denise Lee
    - ✓ Monthly Head Start Report
    - ✓ 2020-21 Program Information Summary Reports (PIR) for Head Start and Early Head Start
  - Head Start Managers' Reports
    - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
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X.	<u>Adjournment</u>	

**DISTRIBUTION DATE: Wednesday, October 13, 2021**

Parent Advisory Committee meeting hosted by:  
Fienishia Wash (Chair)

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- \_\_\_ Vacant, Alder Grove I Head Start
- \_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_ Vacant, American Legion Head Start
- \_\_\_ **Donna Bonner, Bannon Creek Head Start**
- \_\_\_ Vacant, Bret Harte Head Start
- \_\_\_ Vacant, Capital City Head Start
- \_\_\_ Vacant, CP Huntington Head Start
- \_\_\_ Vacant, Crossroad Gardens Head Start
- \_\_\_ **Alisha Givehchi, Early Head Start (Home Base)**
- \_\_\_ Vacant, Elkhorn Head Start
- \_\_\_ Vacant, Franklin Head Start
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Freeport Head Start
- \_\_\_ **Arianna Torres, Fruitridge Head Start**
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ Vacant, Hiram Johnson Head Start
- \_\_\_ Vacant, Preschool Home Based Head Start
- \_\_\_ **Fienishia Wash, Pre-School (Home Base)**
- \_\_\_ Vacant, Home Base Early Head Start
- \_\_\_ Vacant, Hopkins Park Head Start
- \_\_\_ Vacant, Illa Collin Head Start
- \_\_\_ Vacant, Job Corps Head Start
- \_\_\_ Vacant, Kennedy Estates Head Start
- \_\_\_ Vacant, LaVerne Stewart Head Start
- \_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_ Vacant, Mather Head Start
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ Vacant, Norma Johnson Head Start
- \_\_\_ Vacant, North Avenue Head Start
- \_\_\_ Vacant, Northview Head Start
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ Vacant, River Oak Center for Children
- \_\_\_ Vacant, Sacramento County Office of Education
- \_\_\_ **Earlene McBryde, Sharon Neese Early Learning Center**
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ **Shannon Pierce, Strizek Park Head Start**
- \_\_\_ **Brenda Casillas, Walnut Grove Head Start**
- \_\_\_ Vacant, 16<sup>th</sup> Avenue Head Start
- \_\_\_ **Stephen Key, Past Parent Representative**
- \_\_\_ **Henrietta Gutierrez, Past Parent Representative**
- \_\_\_ Vacant, Grandparent Representative
- \_\_\_ Vacant, Outgoing Chair

**ITEM I-A – ROLL CALL**

(Continued)

**Program Year 2020-2021 - New Representatives to be seated**

<input type="checkbox"/> Vacant, Alder Grove I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Northview Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Elkhorn Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, River Oak Center for Children
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, 16 <sup>th</sup> Avenue Head Start
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, Past Parent Representative
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 19, 2019 and December 17, 2019  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2019-2020**

COMMITTEE MEMBER	CENTER	1/19	2/16	3/16	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
Vacant Seated	<b>AG I</b>											
Vacant Seated	<b>AG II</b>											
Vacant Seated	<b>AL</b>											
<b>Donna Bonner Seated 11/19 HOLDING</b>	<b>BC</b>	X	X	X	X	X	X	X	X	X		
Vacant Seated	<b>BH</b>											
Vacant Seated	<b>CP</b>											
Vacant Seated	<b>CPH</b>											
Vacant Seated	<b>CR</b>											
<b>Alisha Givehchi Seated 11/19 HOLDING</b>	<b>EHS/HB</b>	X	X	X	X	X	X	X	U	X		
<b>Stephen Key Seated 11/19 RESEATED</b>	<b>EL</b>	X	X									
Vacant Seated	<b>FA</b>											
Vacant Seated	<b>FP</b>											
Vacant Seated	<b>FPT</b>											
<b>Arianna Torres Seated 11/19 HOLDING</b>	<b>FT</b>	X	X	X	X	X	X	X	X	X		
Vacant Seated	<b>G</b>											
Vacant Seated	<b>GH</b>											
Vacant Seated	<b>H</b>											
<b>Fienishia Wash Seated 11/19 HOLDING</b>	<b>HB</b>	X	X	X	X	X	X	X	X	X		
Vacant Seated	<b>HB</b>											
Vacant Seated	<b>HI</b>											
Vacant Seated	<b>HP</b>											
Vacant Seated	<b>IC</b>											
Vacant Seated	<b>HP</b>											
Vacant Seated	<b>JC</b>											
Vacant Seated	<b>K</b>											
Vacant Seated	<b>LVS</b>											

COMMITTEE MEMBER	CENTER	1/19	2/16	3/16	4/27 *	5/18	6/15	7/20	8/17	9/21	10/19	11/16
Vacant Seated	<b>MCBB</b>											
Vacant Seated	<b>MV</b>											
Vacant Seated	<b>M</b>											
Vacant Seated	<b>NA</b>											
Vacant Seated	<b>NC</b>											
Vacant Seated	<b>NJ</b>											
Vacant Seated	<b>NV</b>											
Vacant Seated	<b>NV</b>											
Vacant Seated	<b>PA</b>											
Vacant Seated	<b>PP</b>											
Vacant Seated	<b>RO</b>											
Vacant Seated	<b>SCOE</b>											
Vacant Seated	<b>SF</b>											
<b>Earlene McBryde Seated 11/19 HOLDING</b>	<b>SN</b>	X	X	X	X	X	E	X	X	X		
<b>Shannon Pierce Seated 11/19 HOLDING</b>	<b>SP</b>	X	X	U	X	X	X	X	X	X		
<b>Brenda Casillas Seated 11/19 HOLDING</b>	<b>WG</b>	X	X	X	X	X	X	X	X	X		
Vacant Seated	<b>16A</b>											
Vacant Seated	<b>FPR</b>											
Vacant Seated	<b>AMB</b>											
Vacant Seated	<b>AMB</b>											
<b>Stephen Key Seated 2/16</b>	<b>CR/PP</b>		X	X	X	X	X	X	X	X		
<b>Henrietta Gutierrez Seated 11/19; reseated 2/16</b>	<b>CR/PP</b>	X	X	X	X	X	X	X	X	X		
Vacant Seated	<b>CR/GP</b>											
Vacant Seated	<b>OGC</b>											

**Members: If you cannot attend a meeting and are going to be absent, you must:**

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 263-4082; and**
- 3. Third, please call the PAC Chair, Ms. Fienishia Wash, at (510) 228-5499, or the Clerk of the Boards, Ms. Monica Newton, at (916) 263-3753.**

**\*\* Ethics training with Policy Council**

**# Special meeting**

**NM: No meeting**

**PARENT ADVISORY COMMITTEE - MEETING  
ATTENDANCE UPDATE PROGRAM YEAR 2020-2021  
(Continued)**

**Head Start Center Abbreviations**

<b>AG I</b>	Alder Grove Early Learning Ctr.	<b>HP:</b>	Hopkins Park
<b>AG II:</b>	Alder Grove Infant/Toddler	<b>IC:</b>	Illa Collin
<b>AL:</b>	American Legion	<b>JC:</b>	Job Corps
<b>BC:</b>	Bannon Creek	<b>K:</b>	Kennedy Estates
<b>BB:</b>	Bright Beginnings	<b>LVS:</b>	LaVerne Stewart
<b>BH:</b>	Bret Harte	<b>MV M:</b>	Marina Vista Early Learning Center
<b>CP:</b>	Capital City	<b>MCBB</b>	Mather
<b>CPH:</b>	CP Huntington	<b>NJ:</b>	Marie Cleveland's Bright Beginnings
<b>CR:</b>	Crossroad Gardens	<b>NA:</b>	Norma Johnson
<b>EHS:</b>	Early Head Start	<b>NC:</b>	North Avenue
<b>EL:</b>	Elkhorn	<b>NA</b>	Nedra Court
<b>FA:</b>	Franklin	<b>NV:</b>	North Avenue
<b>FP:</b>	Freedom Park	<b>PA:</b>	Northview
<b>FPT:</b>	Freeport	<b>PP:</b>	Parker Avenue
<b>FT:</b>	Fruitridge	<b>RO:</b>	Phoenix Park
<b>G:</b>	Galt	<b>SCOE:</b>	River Oak
<b>GH:</b>	Grizzly Hollow	<b>SF:</b>	Sacramento County Office of Education
<b>H:</b>	Hillsdale Home	<b>SN:</b>	Solid Foundation
<b>HB:</b>	Based	<b>SP:</b>	Sharon Neese
<b>HI:</b>	Hiram Johnson	<b>WG:</b>	Strizek Park Walnut Grove

**Representative Abbreviations**

<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>AMB:</b>	Parent Ambassador

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>PC:</b>	PAC Board Business
<b>R:</b>	Resigned
<b>S/B:</b>	Should be, or should have been (seated)
<b>CD:</b>	Child Dropped.
<b>RS:</b>	Reseat

current a/o 10/11/2021 3:04 PM



ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 21, 2021 SPECIAL

MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 21, 2021.

RECOMMENDATION:

Approve the minutes of the September 21, 2021 meeting.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

## **SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

*(Minutes reflect the actual progress of the meeting.)*

**LOCATION:** meeting held electronically

Tuesday, September 21, 2021  
10:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 10:00 a.m. Ms. Wash read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

#### **Members Present:**

Fienishia Wash, Home Base  
Donna Bonner, Bannon Creek  
Henrietta Gutierrez, Past Parent Representative  
Stephen Key, Past Parent Representative  
Earlene McBryde, Sharon Neese (joined at 10:02)  
Shannon Pierce, Strizek Park (joined at 10:06)  
Arianna Torres, Fruitridge (joined at 10:03)  
Brenda Casillas, Walnut Grove  
Alisha Givehchi, HS/Home Base (joined at 10:02)

#### **Members Absent:**

### **II. Consent Item**

#### **A. Approval of the Minutes of the August 17 2021 Special Meeting**

Minutes were reviewed; no questions or comments.

Moved/Bonner, second/Earlene, to approve the August 17, 2021 minutes.

Roll call vote:

Aye:7 (Bonner, Givehchi, Torres, McBryde, Casillas, Key, Gutierrez)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Pierce)

### **III. Action Item: None**

### **IV. Information Items**

#### **A. Standing Information Items**

##### **➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account**

Mr. Han noted he will present on the CDE report next month.

Mr. Han reviewed the August fiscal report. The administration cost percentage is 6.4%. There are a couple of new items, one is the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds, which are the additional COVID-19 funds to assist in helping our classrooms stay open and recover from the COVID-19 pandemic. For this program year we consolidated all the Head Start, Early Head Start and EHS-Child Care Partnership grants, allowing all funds to be in one pot. The Head Start expenditures were reviewed. We started up classrooms leading to more charges from stocking supplies. We have not received reimbursements yet for nutrition services causing it to be a little above normal. The Early Head Start expenditures were reviewed; nutrition services is also a little above normal due to outstanding reimbursements. The American Express credit card statement was reviewed; there was nothing out of the ordinary to report. The CITI credit card statement was reviewed; there was nothing out of the ordinary to report.

- End of Year Parent Appreciation Drive Through Event  
Ms. Wash reviewed the End of Year Appreciation event occurring on Thursday, October 21, 2021 at 11:00 a.m. This event will be a drive through event located at the SETA building's north parking lot. COVID-19 protocols will be observed.
  - Community Resources – Parents/Staff  
Ms. Desha reviewed the community resource hand out. There is a virtual Job Readiness Workshop available in Spanish and English. Interview and job application training is available on September 23, 2021. Amazon careers are a great opportunity for high school students and college students, which provide additional benefits.
- B. Head Start Policy Council Minutes for July 27, 2021  
The PC minutes were provided for review.

## **V. Committee Reports**

- Executive Committee Meeting Critique  
The next meeting will be held on September 30, 2021 at 9:00 a.m.
- Budget/Planning Committee Meeting  
The next meeting will be held on October 12, 2021 at 1:00 p.m.
- Social/Hospitality Committee Meeting  
The next meeting will be held on September 22, 2021 at 3 p.m. to discuss the End of Year Appreciation event.

## **VI. Other Reports**

- Chair's Report
  - ✓ PAC Recruitment  
Ms. Wash reviewed PAC recruitment. Recruitment information was sent out to be shared.

- Policy Council Report(s): No report
- Head Start Deputy Director's Report: No report.
  - ✓ Monthly Head Start Report
- 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

Ms. Griffith stated that this is a busy time of year, as we work on child enrollments and staff recruitments. The child development field is getting hit hard as workers are leaving the industry; resulting in a staffing crisis. This could result in unexpected closures, for classes or sites due to lack of staffing. If we are short on staff, closing classrooms and sites will be done for safety and supervision reasons. There is job fair on Thursday, September 23, 2021 from 1:00 p.m. to 3:00 p.m. at the Franklin Job Center, another job fair will be held in mid-October.

- Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

Ms. Ocegueda reviewed vaccination clinic information. She gave an update on the pozole cultural meal. The next cultural meal will be in November.

Ms. Ocegueda gave an update on special diets. We accommodated 160 special diets, of those 134 carried over from the previous year. Of the 160 special diets, 116 were medical diets for children with food aversions and allergies. The rest were culturally specific diets. We are getting ready for National Lead Awareness Week, which is the last week of October. We provide parents with lead information and where parents can test for lead in their homes. Head Start is required to screen for lead in our children. Generally, those screenings are done in Early Head Start ages 12-24 months, or preschool 3-5 years of age. We are partnering with the Center for Oral Health through the Early Smiles Program to do dental screenings at the centers. We are beginning the process of quality assurance reviews with in-class observation. We are launching safe environments reviews, to make sure all items in and around the centers are safe as the centers reopen after being closed due to COVID-19. In October, the CACFP review will begin. This review is to check that meals are being properly served according to federal mandates at the centers. A training with a registered dietician is being launched to better educate staff on food allergies, serving, and other dietary needs. Our health and nutrition department along with Family Service Workers are working to make sure our children are getting caught up on their health screenings.

**VII. Center Updates:**

Ms. Griffith stated we are working on getting new centers up and going. The Spineilli location passed the fire marshal inspection and received its license this week. The Dudley center has been licensed and is in the last phases of set up. The Florin Grammar center is still a work in progress.

**VIII. Discussion: None**

**IX. Public Participation: None**

**X. Adjournment: The meeting was adjourned at 10:27 a.m.**

## ITEM III-A- ACTION

### APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR COMMITTEE MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

#### BACKGROUND:

California Governor Gavin Newsom has recently extended until December 31, 2021 the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. Recently the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Committee Meetings, provided necessary procedures are followed. The Parent Advisory Committee on October 19, 2021 will be the first committee meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Committee Agenda.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Committee meeting to be held by teleconference procedures consistent with AB 361, the Committee must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Parent Advisory Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Deputy Director

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
  - End of Year Parent Appreciation Drive Through Event
  - Community Resources – Parents/Staff: Ms. Marie Desha

**NOTES:**



**SETA Head Start/Early Head Start  
Policy Council and Parent Advisory Committee**

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**CORDIALLY INVITE YOU TO ATTEND OUR  
2020-2021 ANNUAL END-OF-THE-YEAR PARENT APPRECIATION  
DRIVE-THROUGH EVENT**

***“Our Kids Reaching For the Stars”***



**LOCATION:  
SETA Administrative Building  
Parking Lot**

**Thursday, October 21, 2021  
11:00 a.m.—12:30 p.m.**

(North Side Parking Lot-Head Start/Early  
Head Start)  
925 Del Paso Bldg., Suite 100

**CDC COVID-19 pandemic guidelines must be followed.**

All staff & parents must wear a mask (mouth and nose must be covered at all times)

Social distancing (6 feet apart )

No food allowed

Hand sanitizer on site (hands must be kept clean)

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***RSVP BY THURSDAY, OCTOBER 14, 2021***

***MONICA NEWTON AT : [MONICA.NEWTON@SETA.NET](mailto:MONICA.NEWTON@SETA.NET)***

**FREE**



# Wellness & Community Resource Fair

October 23, 2021 12:00 pm - 4:00 pm

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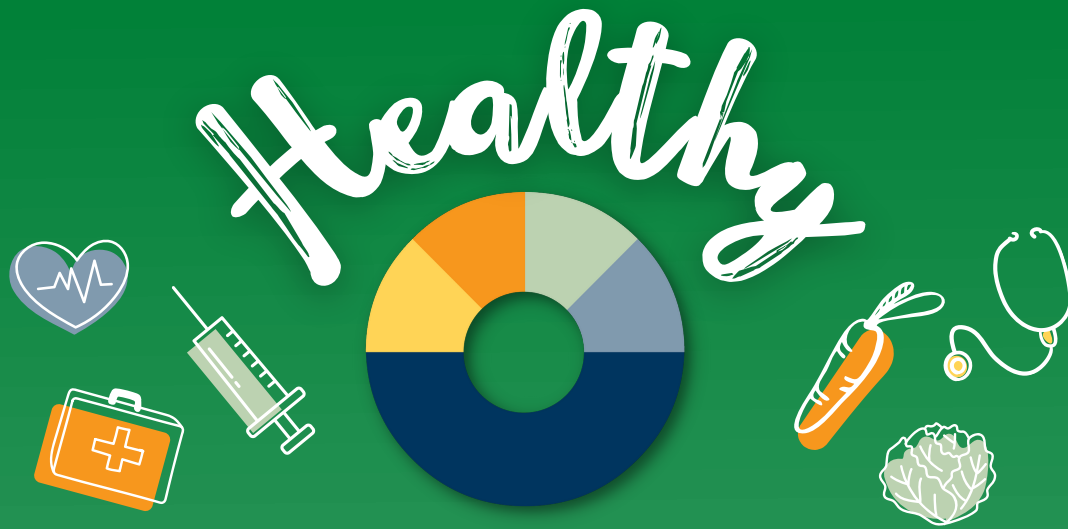
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## SACRAMENTO DAY

Brought to you by Sacramento Covered and in partnership with Sacramento Republic FC

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 Community Resources • Giveaways • And More!

**OCTOBER 23**  
**10 AM - 2 PM**

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 (Free parking and entrance)



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Vacunas contra la gripe • Vacunas contra COVID-19 • Frutas y Verduras  
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**23 DE OCTUBRE**  
**10 AM - 2 PM**

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*Sacramento, CA 95815*  
(Entrada y estacionamiento gratis)



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Presentado Por



# Accessing Oral Healthcare for Individuals with Intellectual and Developmental Disabilities



**Wednesday, October 27, 2021 4:00 pm - 6:00 pm**

**Please click on this Zoom link to pre-register:** <https://bit.ly/3m85mcz>

You will then receive an email with your personalized link to the Zoom workshop

This workshop is designed for Regional Center clients, their family members & care providers, however all are welcome!

## Topics:

1. **Home based behavioral strategies to prepare for the dental visit**
2. **Tips for caregivers and what to expect at the dental visit**
3. **Update on development of dental resources in Sacramento region**
4. **How your advocacy increases access to dental care and dental services (Managed Dental Care, Fee for Service)**
5. **Flow Charts to access Fee for Service and Dental Managed Care insurance**
6. **The role of the Regional Center in accessing dental care**
7. **A parent's perspective on accessing dental care**

Bring your questions and join us for this important discussion!

This training will be recorded

The workshop will be in English with Closed Captioning and simultaneous Spanish translation. If you have questions or need an accommodation, please contact Sonya Bingaman at least 5 days in advance of the training at [sonya.bingaman@scdd.ca.gov](mailto:sonya.bingaman@scdd.ca.gov) or 916-715-7057.

Here's the link to the recording of the workshop held June 16, 2021: [https://youtu.be/Bm\\_T5k8HoKs](https://youtu.be/Bm_T5k8HoKs)



# Acceso a la atención de la salud bucal para personas con discapacidades de Desarrollo e Intellectuales



**Cuando: miércoles, octubre 27, 2021 ~ 4:00 pm - 6:00 pm**

**Por Zoom aquí este el link para registrarse: <https://bit.ly/3m85mcz>**

**luego recibirá un correo electrónico con su enlace personalizado para entrar a Zoom**

Este taller está diseñado para los clientes del Centro Regional, sus familiares y proveedores de atención, sin embargo, ¡todos son bienvenidos!

## **Temas:**

1. Estrategias de comportamiento basadas en el hogar para prepararse para la visita al dentista
2. Consejos para los cuidadores y qué esperar en la visita al dentista
3. Actualización sobre el desarrollo de recursos dentales en la región de Sacramento
4. Cómo su defensa aumenta el acceso a la atención y los servicios dentales
5. Diagramas de flujo para acceder a su tarifa por servicio y seguro de atención dental administrada
6. El papel del Centro Regional de Alta California en apoyar su acceso a la atención de la salud bucal
7. La perspectiva de los padres sobre el acceso a la atención dental

¡Traiga sus preguntas y únase a nosotros para esta importante discusión!

Esta formación se grabará

El taller será en inglés con subtítulos y traducción simultánea al español.

Si tiene alguna pregunta o necesita una adaptación, comuníquese con Sonya Bingaman al menos 5 días antes de la capacitación en [sonya.bingaman@scdd.ca.gov](mailto:sonya.bingaman@scdd.ca.gov) or llame al 916-715-7057.

Aquí está el enlace a la grabación del taller realizado el 16 de junio de 2021:

[https://youtu.be/Bm\\_T5k8HoKs](https://youtu.be/Bm_T5k8HoKs)



ITEM IV-B – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the August 24, 2021 meeting.

**NOTES:**

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

*(Minutes reflect the actual progress of the meeting.)*

Meeting Held Electronically

Tuesday, August 24, 2021  
11:00 a.m.

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

Ms. H. Gutierrez called the meeting to order at 11:00 a.m. Ms. H. Gutierrez read the thought of the day.

Ms. H. Gutierrez called the roll; a quorum was met.

#### **Members Present:**

Elizabeth Gutierrez, San Juan Unified School District  
Arianna Torres, SETA-Operated Program  
Brenda Casillas, SETA-Operated Program  
Shannon Pierce, SETA-Operated Program  
Donna Bonner, SETA-Operated Program  
Charles Taylor, Past Parent/Community Representative  
Fienishia Wash, Home Base Option  
Henrietta Gutierrez, Outgoing Chair  
Junior Goris, Elk Grove Unified School District  
Stephen Key, Past Parent/Community Representative  
Kara Otter, San Juan Unified School District  
Rosemary Schapira, Community Agency Representative (joined at 11:06 a.m.)  
Jessica Coultrup, Early Head Start, San Juan Unified School District

### **II. Consent Item**

Approval of the Minutes of the July 27, 2021 Meeting

Minutes were reviewed; no questions or corrections.

Moved/ Wash, second/Bonner, to approve the July 27, 2021 minutes as distributed.

Roll call vote:

Aye: 11 (Torres, Casillas, Pierce, Bonner, Taylor, Wash, E. Gutierrez, Goris, Key, Otter, Coultrup)

Nay: 0

Abstentions: 1 (Ms. H. Gutierrez)

Ms. Schapira joined the meeting at 11:06 a.m.



### III. Action Items

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

The board went into closed session at 11:06 a.m. At 11:27 a.m., Ms. H. Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher / Associate Teacher Infant Toddler; Site Supervisor; Head Start Cook; Head Start Lead Cook (Non-Supervisory); CFS Eligibility Coordinator (Supervisory); and Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory)

#### B. Approval of the PC/PAC Joint Parent Activity

Ms. H. Gutierrez explained that the joint parent activity is an opportunity for PC and PAC to get together for an end of the year program appreciation. Depending on the COVID-19 guidelines this could take place in person, or as a drive-thru event.

Mr. Goris asked if the joint parent activity is approved, when would we be putting it on the calendar.

Ms. H. Gutierrez clarified that this activity usually takes place at the end of the year. Last year it was held in December.

Moved/ Goris, second/ Elizabeth Gutierrez, to approve the PC/PAC Joint Parent Activity.

Roll call vote:

Aye: 12 (Torres, Casillas, Pierce, Bonner, Taylor, Wash, E. Gutierrez, Goris, Key, Otter, Coultup, Schapira)

Nay: 0

Abstentions: 1 (Ms. H. Gutierrez)

### IV. Information Items

#### A. Standing Information Items

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

Mr. Han reviewed the fiscal reports, which showed there were a few overages, as we are still waiting on final claims to be submitted. It is expected that Sac City and WCIC to be fully spent. We are in our first year of a four-year cycle after consolidation. There is potential for moving or carrying over fund for non-personnel related items. Although it seems we have a lot of underspent funds, this is due to not having in-person services and some of the cost categories that were budgeted were not fully spent.

For the non-federal share we are almost at twenty-one percent. We submitted a non-federal share waiver. The total is just over 3 million dollars; this should cover the remaining four percent needed.

The no cost extension ended July 30, 2021. These were deferred managed projects that were unable to be completed at the end of last fiscal year (FY 2019-2020). We should see more projects roll in. In the closeout period we will liquidate costs and pay vendors. Some projects came in under budget and some projects we were unable to get to due to COVID-19. There will be a small portion of funding to be spent. For the most part projects were able to be completed. Any projects not completed will be put on the back burner for future years when we have extra funds to put towards completing them.

The CARES Act fund was reviewed. Mr. Han stated we are one of the Agencies that have re-obligation with the flexibility to carry over funds to next year and possibly future years. The funds do not require non-federal share match.

Mr. Han reviewed the expenditure report page broken down by cost category. Nutrition Services was over spent since we were not serving meals the first couple months, resulting in Head Start taking care of most of the cost.

The Childcare partnership grant is close to fully spent. This grant will be going away and will need it to be fully spent. We are consolidating our CCP Head Start and Early Head Start grants into one grant. We will need to fully spend the remaining funds in these grants.

Ms. H. Gutierrez asked why the non-federal share is almost double.

Mr. Han clarified that it is due to the proportion of CTR CCP enrollment slots, which are a 75/25 split. We have more Early Head Start slots.

The American Express credit card statement was reviewed, there was nothing out of the ordinary.

Mr. Goris asked what was the various charge of \$50,000 was.

Mr. Han explained that the various cost is for the Workforce Department. It does not impact the head start grant, and it gets reviewed by the Deputy Director of the Workforce Department.

The Citi credit card statement was reviewed, there was nothing out of the ordinary.

Ms. H. Gutierrez stated that she liked the add on details for the charges, it is very helpful.

Mr. Han reviewed the new CDE Funding report. This report is to be more transparent with CDE funds. The maximum daily reimbursement is how much we earn per child if they attend. For CSPP 3-5 years of age, the maximum reimbursement amount (MRA) is about 3.6 million. If a child attends for the full day they will earn \$49.85. Our goal is to always earn this amount. For this year and next year, it is a little different due to the fact we are held harmless. Inter-Cost Recovery (ICR) is our excess cost that we reallocated back to our Head Start and Early Head Start grants to cover some of the

overage costs. CCTR is our 0-3 age range, the MRA is about 3.6 million, and we have earned the full MRA.

For the reserve levels, they are based on the maximum reimbursement we earn towards the reserve by not reaching the minimum; one third is for general funds, two thirds are for Training and Technical Assistance (T&TA).

Mr. Goris asked if this report is generated by attendance.

Mr. Han answered yes. For a normal year, attendance along with how much we spend are the main factors. This year is different since we are held harmless.

The CDE program year is one month off from the Head Start program year. Head Start program year is August 1<sup>ST</sup> – July 31<sup>st</sup>, CDE program year is July 1<sup>st</sup> – June 30<sup>th</sup>.

- Community Resources – Parents/Staff: Ms. Rosemary Schapira
  - North Sacramento Resource Center

Ms. Schapira shared the program is increasing the amount of AmeriCorps members serving at the North Sacramento resource centers. We are doubling down on recruitment. An AmeriCorps member term is one year, while serving as a member a living stipend is received, and at the end of the year served members get a \$10,000 education award. Information sessions on what is asked of AmeriCorps members are being held. We are also looking to get out a recorded link to provide another outlet for the community to understand better, which allows for information to be shared without having to attend in person sessions. We are trying to get the word out on AmeriCorps positions.

For Ms. Schapira's specific site, there are not as many activities currently happening. The focus for September and October is AmeriCorps recruitment. In October there will be more family sessions.

B. Governing Board Minutes for July 1, 2021

- C. Fiscal Monitoring Report
- Sacramento City Unified School District

**V. Committee Reports**

- Executive Committee Meeting: Ms. H. Gutierrez  
The next meeting is Thursday, August 26, 2021 at 9:00 am.
- Budget/Planning Committee: Ms. H. Gutierrez  
The August meeting was cancelled, the next meeting will be Tuesday, September 14, 2021 at 1:00 pm.

➤ Social/Hospitality Committee: Ms. H. Gutierrez

The last meeting was August 11, 2021. The next meeting will be Wednesday, August 25, 2021 at 3:00 pm.

Ms. H. Gutierrez reviewed the meeting minutes from August 11<sup>th</sup>. During the meeting, the location of the End of Year event was discussed. It was voted to have the event outside at a restaurant depending on CDC guidelines. The two proposed dates are October 21 or 22, 2021 at 11:00 am. The theme was tabled and will be discussed at the next meeting. The approved event colors are gold and blue. The criteria to receive a plaque for perfect attendance, award recognitions and budgets were discussed and approved.

**VI. Other Reports**

**A. Executive Director's Report**

Ms. Kossick gave an update on refugee services. Three to four weeks ago we were notified 2,500 special immigrant visa holders were coming to the United States from Afghanistan. About 1,000 would be in resettling in the Sacramento area. Those numbers could change due to additional refugees being transported out of Afghanistan. Most of the visa holders are translators that helped the United States government, and their families. We will be coordinating with refugee resettlement agencies who will receive the refugees at the Sacramento International Airport and will help them get settled. SETA's roll is to help the refugees find employment and to provide support services as they get employment. As children arrive they will be assigned to school districts and enrolled in HS/EHS programs. Another update will be at next month's meeting.

Ms. H. Gutierrez stated she is glad to hear we are assisting with the refugees.

**B. Head Start Deputy Director's Report**

Ms. Lee noted we had 100 percent Board attendance for today's meeting. COVID -19 is still affecting us. We have had our own COVID-19 cases, we have had both staff and children test positive. Although none of the positive exposures came directly from one of our centers. This has resulted in us closing centers. Since July and August twenty classrooms have been closed. We are notifying family and staff according to the established COVID-19 protocols.

Mr. Han already talked about closing out our program year. The new program year has started, as of August 1st. Recruitment is very important right now.

Ms. Monica Newton was introduced as the new Clerk of the Boards. She is taking over the position, as Ms. Nancy Hogan will be retiring.

**a. Public Input on SMUD Rate Increase: Ms. Ashleigh Adams/Mr. Starks**

Ms. Adams with community relations with SMUD. Ms. Adams spoke on the rate change proposal which is coming to their board for voting on September 16, 2021. It is a three-part proposal change. The first proposed rate change is an increase of 1.5 percent starting on March 1, 2022 and another rate increase of two percent effective January 1, 2023 for all residential and non-residential customers. These changes would result in an estimated additional \$1.50 more per bill in 2022, and again in 2023. For customers who are low income or have medical rates would see a slightly different adjustment since their rates are adjusted already.

The reason for the proposed increases is due to wildfire prevention and mitigation infrastructure improvements to help maintain high reliability, clean infrastructure compliance requirements, and increased operating costs that include materials and labor costs. SMUD has extended the suspension of disconnections for inability to pay through the end of the year.

The second part of the proposal is a recommendation to adjust current solar and storage rate. This adjustment would only effect customers who add solar or storage after January 1, 2022. Customers who already have solar or storage, or install it before the first of 2022 will not be impacted by the change and can stay on their current rate through 2030.

The third part of the proposal is a new optional, critical peak pricing rate. This optional rate would go into effect on June 1, 2022. Customers who voluntarily participate in this program would be asked to reduce their energy usage to help conserve electricity when it is most needed to take pressure off the grid. This would be in instances of extreme heat waves. In exchange, customers would receive a discount on summer off peak and peak pricing. This proposal also includes a few minimal tariff changes; more information can be found on the SMUD website. SMUD will be hosting a virtual public forum on August 31<sup>st</sup> at 5:30 pm. For more information visit [smud.org/rate](http://smud.org/rate).

Ms. H. Gutierrez asked how do we register for the virtual public form.

Ms. Adams answered that the link to the public forum will be posted on the SMUD Facebook page and the SMUD website.

Ms. Elizabeth Gutierrez inquired if the proposed voluntary program is the same as the one that was offered a few years ago with thermostats.

Ms. Adams clarified that the proposed voluntary program is similar, except the customer is encouraged to adjust their thermostat themselves.

Ms. Otter asked what SMUD is doing to help customers to catch up on their unpaid bills.

Mr. Starks - Community Relations Director of SMUD, stated there are a lot of things customers can do, and now is the time to take advantage them. SHRA

has emergency money right now for renters and for utilities, this is an income qualified program. Community Resource Project for low income, can be reached at 916.567.5200. The program has money that customers can take advantage of. This money comes from the federal and state governments. Another way is to get on the EPR program, as an income qualified program, it gives customers a monthly discount. With this program one of the biggest ways to reduce the energy bill is energy efficiency. This program gives free assessment and free weatherization. If energy is used for health reason, such as nebulizers or electric chairs, customers can receive \$15 off their bill. Mr. Starks suggested customers utilize these programs now and before the end of the year.

Ms. Shapira stated there are more families staying home there is a shift in burden of cost, and some of these families do not qualify for low income programs. Ms. Rosemary asked if there is help for families who do not meet the low-income qualified programs but still need assistance.

Mr. Starks replied that this has always been an issue for those who are just outside of the income qualified threshold. SMUD has made it more accessible during COVID-19 by raising the limit. The best recommendation is for customers to take advantage of weatherization. By going to Home Depot to weatherize a home will make a big difference in lowering water and energy usage. Customers can always recheck to see if they qualify now for income with the new qualification guidelines.

Ms. H. Gutierrez thanked Ms. Adams and Mr. Starks for their time and giving resource information.

C. Chair's Report: None

D. Head Start Managers' Reports

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

Ms. Carr reviewed enrollment, and stated we need more enrollments. Once Sacramento City and all other school districts go back into session more families will be enrolling. August is usually a slow month for recruiting. We are back to in person recruitments, including recruitment fairs. There is an advertisement now showing at the Department of Motor Vehicles once an hour at the South Sacramento location and hopefully at the Broadway location when it reopens. The Twin Rivers location is doing great, and Elk Grove AHS has increased their enrollment. The home visitors in the Home Base program are going through their parents and teacher curriculum training this week and next week. River Oak and SCOE are doing training as well. San Juan training will be happening in October, since we were only able to take forty-four people initially. We are reminding parents that the safest way to protect their children is by getting vaccinated.

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

Ms. Griffith stated we are going to be pushing out a campaign to get all families signed up on Learning Genie accounts. We will be sending out flyers to the SETA operated programs. This is always where resource links will be available, and where we will be publishing any learning materials if closures happen. In regards to countywide support we will be meeting with each Agency in September and October to see what kind of support they need for their education goals.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

Ms. Ocegueda stated they are working with delegates to provide support. We are facilitating and collecting health screenings in order to report to the federal department. We are also getting ready to look at the final report that will be submitted to the federal department on August 31, 2021. This report consists of data collected on health screenings, hearing, vision, developmental behavior and blood pressure. This year with COVID-19 it was challenging collecting data due to parents opting out of doctor visits, programs opened and closed, and we were not able to do screenings until the end of the program year. We are being more proactive this program year by working with the delegates to facilitate the process and in collecting data.

There is information in the monthly program information report on the tuberculosis clinic. The nursing projects include awareness of COVID-19 vaccine and viral spread, oral health information and supplies. We also did a childhood obesity prevention project. The statistics on the SETA Operated special diets program were shared. Ms. Ocegueda reported that 304 families received box lunches. There were 129 boxed lunches made for our program, we expect that number to rise with more kids coming back. Our quality assurance program is working with the delegates so they will be able to do their own review process of distributing materials. Ms. Ocegueda noted it is important they check that facilities are safe, as the facilities have been closed for so long due to COVID-19. This is effort is being made countywide. We will be doing a desk audit review, to make sure our children are receiving comprehensive services for when programs start back in late fall.

Ms. Henrietta asked when there are closures, is it for a certain period of time or does it vary?

Ms. Ocegueda clarified that the closure is for a period of time, and it is usually just the specific classroom. If the exposure happens in a smaller center, then the whole center will be closed. The closure time is the duration of the quarantine.

Ms. H. Gutierrez asked if we are reverting back to box food services when there are closures.

Ms. Lee answered that we have not yet but we are working on it, as the closures ramped up much faster than we had expected. The teams are looking at what we can provide during the week or days we are closed. The maximum amount of closed days is 10, which is the quarantine period. There can be a delay between exposure and when test results come in. The number of days we are closed depends on when we are notified of a positive test and where in the quarantine the person or child is. We may get notified on day eight, which results in a closure for two days, instead of the full ten. The team is looking to see what we can do to offset services. We have been looking at virtual services and other services. We have not yet talked about meal services, but can look at the feasibility of that. We are still in full operation, having the meals to go is a very different preparation in our food service department. The issues we are facing are staffing, child attendance, and what services we can provide during the closure period.

Ms. Ocegueda added we are still providing Pandemic Electronic Benefit Transfer (P-EBT) cards to families through September. Families can still apply. This is a supplement service to help with food during classroom closures and quarantine.

E. Open Discussion and Comments: None

F. Public Participation: None

Resources will be forwarded via email.

VII. **Adjournment:** The meeting adjourned at 12:42 p.m.



ITEM V

COMMITTEE REPORTS

**V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Fienishia Wash

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- Budget/Planning Committee Meeting: Ms. Fienishia Wash

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- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

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NOTES:

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report
  - ✓ PAC Recruitment
- Policy Council Report(s): Ms. Brenda Casillas, Ms. Shannon Pierce, Ms. Donna Bonner, Ms. Arianna Torres
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
  - ✓ 2020-21 Program Information Summary Reports (PIR) for Head Start and Early Head Start
- 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
  - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

#### NOTES:

# MONTHLY PROGRAM INFORMATION REPORT

SEPTEMBER 2021

## **Big Opportunities Around the Corner**

*(as published by NHTA Monthly Newsletter, October 5, 2021)*

Child care and universal preschool are at the forefront of the national conversation, and there are new possibilities for Head Start on the horizon. The early learning parts of the House's \$3.5 trillion reconciliation bill (aka, the Build Back Better Act) have passed the Education and Labor committee, but the give-and-take of the legislative process is ongoing. All we know today is that the scale and content of the final bill is still not finalized.

Build Back Better invests roughly \$450 billion in securing universal pre-K for three- and four-year-olds and lowering the cost and raising the quality of child care. This includes \$2.5 billion per year for increased Head Start and Early Head Start workforce compensation. The bill also incorporates Head Start into fundamental parts of the child care and universal pre-K bill—to be specific, states must fill all Head Start slots before expanding universal pre-K programs and meet Head Start's quality standards.

For more information, visit the website at: <https://www.nhsa.org/press/nhsa-applauds-investments-house-reconciliation-bill/>

## **Vaccines for all Head Start Staff**

On September 9<sup>th</sup>, President Biden announced a [plan](#) requiring COVID-19 vaccinations for many types of workers, including Head Start and Early Head Start staff. While the Office of Head Start (OHS) is in the process of developing final regulation regarding expectations, SETA management has moved forward to inform all staff of what we *do* know so that they can be proactive and prepared for dates that are rapidly approaching.

While there are still many unanswered questions, here is what we do know:

All Head Start and Early Head Start staff will be required to become fully vaccinated by January 2022 (exact date to be determined).

What we do not know is:

Will SETA Workforce and Admin staff be required to become fully vaccinated?

Will there be an alternative testing option?

How will medical and religious accommodation requests be handled?

What are the consequences if Head Start and Early Head Start staff do not become fully vaccinated by January 2022?

Will booster shots be needed to be considered fully vaccinated?

We anticipate that the Office of Head Start will release an interim rule that will offer additional guidance in the near future. This interim rule may be available for public comment/feedback, albeit in a fast-track timeline. In the meantime, SETA is preparing its workforce for what is expected to come.

October is  
NATIONAL   
**HEAD START**  
AWARENESS MONTH

# MONTHLY PROGRAM INFORMATION REPORT

SEPTEMBER 2021

## Staffing Shortages

SETA, along with its delegate agencies and partners, is experiencing a significant shortage of qualified staff and applicants. This shortage is not specific to Sacramento County, it is state and nationwide. As a result, programs are struggling to open vacant classrooms and new centers. This shortage significantly impacts enrollment, staff burnout/fatigue, absenteeism, delays in re-opening, service to the public. While the staffing shortage is not expected to remedy quickly, SETA is developing strategies to address the shortage, including but not limited to:

- Developing a job market assessment and analysis
- Creating a task force to dive deeper into the strengths, opportunities, weaknesses and threats
- Hosting job fairs during off hours and weekends
- Recruiting through career centers, temp agencies, colleges and universities
- Exploring and developing retention and recruitment strategies with possible incentive structures
- Reviewing salary structure and competitive wages
- Offering informational Zoom webinars to potential applicants to pitch the benefits of joining SETA Head Start
- Surveying staff, parents and job applicants about potential recruitment enhancements (how can we improve)
- Developing a recruitment campaign

Management recognizes that these staffing shortages may lead to short-notice class closures. We sincerely apologize for any inconvenience this crisis may cause and commit to working diligently to address the issue.

REGISTER  
NOW

**Accepting Applications  
for Preschool and  
Infant/Toddler  
programs**

**OPEN  
ENROLLMENT**



**(916) 263-3804**

**Online Application:**

[www.headstart.seta.net/enroll/](http://www.headstart.seta.net/enroll/)

**This year, the Family Engagement and Cultural Effectiveness will take place fully virtually from October 20-22, 2021.**

**The 2021 Family Engagement and Cultural Effectiveness Conference is designed to celebrate the different cultures, traditions, and practices that are reflected in the modern family. In doing so, participants learn how to use the strengths and attributes of culture to aid a child's own successful walk through the world.**

**The theme this year is *Elevating Families: Exploring Justice, Diversity, Equity, and Inclusion.***

**For registration information, please contact Marie Desha at [marie.desha@seta.net](mailto:marie.desha@seta.net)**



# MONTHLY PROGRAM INFORMATION REPORT

SEPTEMBER 2021

## Update from the Office of Head Start

### **Supporting the Wellness of All Staff in the Head Start Workforce**

*ACF-IM-HS-21-05. Issued: 9/27/2021*

Each staff person across the Head Start workforce has the immense responsibility of performing a job that supports young children's early learning, health, mental health, and family well-being. Staff wellness is vital to child well-being. It is also a critical component in the ability to address the diverse and individualized needs of Head Start children and families.

As programs continue to move toward fully in-person services and address challenges brought on or worsened by the coronavirus disease 2019 (COVID-19) pandemic, prioritizing staff well-being is essential for all Head Start programs. This Information Memorandum (IM) describes the importance of, and requirements and recommendations for, building a culture of wellness across all Head Start programs, including, but not limited to:

- Supporting a program-wide culture that promotes children's mental health, social and emotional well-being, and overall health

- Ensuring all staff and consultants follow appropriate practices to keep children safe during all activities

- Fostering a working environment of mutual respect, trust, and teamwork where staff feel empowered to make decisions and know that program leadership are there to support them

- Using one-time ARP and other sources of COVID-19 relief funding to provide incentives to staff to support retention

- Making mental health and wellness information available to staff regarding health issues that may affect their job performance, and providing staff with regularly scheduled opportunities to learn about mental health, wellness, and health education

- Considering ways to improve work spaces and incorporate more physical activity, safety practices, and healthy options into daily work routines

- Ensuring staff are aware of their rights as employees and establishing written personnel policies and procedures that are approved by the governing body and Policy Council/policy committee and that are available to all staff

For more information, please refer to: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-05>

## Appropriations Update

Last week, on the eve of the new fiscal year, Congress passed a continuing resolution, preventing a government shutdown and providing funding through December 3<sup>rd</sup>. Back in July, the House Appropriations Committee passed the FY22 Labor-HHS-Education and Related Agencies Appropriations Bill, which included a record investment of \$12.2 billion for Head Start and Early Head Start. In the coming weeks, we expect to see the Senate's proposal, and are hopeful that it will also recognize Head Start's importance across the country with a substantial increase in funding.



# SETA Head Start Food Service Operations Monthly Report \*September 2021

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
37,814	31,024	30,490	0

**Total Amount of Meals and Snacks Prepared** 99,328

**Purchases:**

Food	\$98,793.04
Non - Food	\$21,693.02

**Building Maintenance and Repair:** \$0.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$311.37

**Vehicle Gas / Fuel:** \$2,113.28  
Normal Delivery Days 21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**September 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
<b>SETA operated</b>	1756	95	5%	589	80	14%
<b>Twin Rivers USD</b>	140	29	21%	40	7	18%
<b>Elk Grove USD</b>	440	26	6%			
<b>Sac City USD</b>	736	14	2%			
<b>San Juan USD</b>	1052	71	7%	160	5	3%
<b>WCIC</b>	120	2	2%			
<b>EHS CCP</b>				80	10	13%
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>237</b>	<b>6%</b>	<b>869</b>	<b>102</b>	<b>12%</b>

*AFE: Annual Funded Enrollment*

**SETA HEAD START/EARLY HEAD START**  
**End of Month Enrollment Report**  
**September 2021**

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue	40	35	3	38	95%
*Bret Harte	20	20	1	21	105%
*Capital City	20	16	1	17	85%
*CP Huntington	20	19	1	20	100%
*Crossroads Garden	80	49	4	53	66%
*Elkhorn	100	80	2	82	82%
*Freedom Park	80	64	1	65	81%
*Freeport	20	17	0	17	85%
*Hillsdale	80	51	2	53	66%
*Hopkins Park	40	33	3	36	90%
*Job Corps	20	18	2	20	100%
*Marina Vista	60	40	0	40	67%
*Mather	100	80	4	84	84%
*Norma Johnson	60	59	2	61	102%
*North Avenue (b)	80	58	2	60	75%
*Northview (closed)	0	N/A	N/A	N/A	0%
*Phoenix Park	60	56	5	61	102%
*Sharon Neese Center	60	57	1	58	97%
Alder Grove	20	18	1	19	95%
Bannon Creek (b)	80	53	4	57	71%
Bright Beginnings (b)	40	15	2	17	43%
Dudley (c)	20	N/A	N/A	N/A	N/A
Florin (c)	60	N/A	N/A	N/A	N/A
Franklin (b)	20	10	0	10	50%
Fruitridge (b)	40	17	0	17	43%
Galt	80	70	4	74	93%
Grizzly Hollow	40	40	0	40	100%
Home Base	143	89	9	98	69%
Illa Collin	20	9	2	11	55%
Kennedy Estates (b)	20	8	2	10	50%
LaVerne Stewart	20	20	0	20	100%
Nedra Court	40	17	2	19	48%
Parker	13	10	0	10	77%
Solid Foundation	40	16	0	16	40%
Strizek Park	40	12	0	12	30%
Spinelli (c)	20	N/A	N/A	N/A	N/A
Walnut Grove (b)	40	20	0	20	50%
<b>Total</b>	<b>1736</b>	<b>1176</b>	<b>60</b>	<b>1236</b>	<b>71%</b>

(a) Reason and action plan provide when enrollment below 85%

(b) Site with capped classrooms due to staffing  
 Parent Advisory Committee

(c) Site pending licence



EHS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(a) % Actual to Funded Enrollment
*16th Avenue - (b)	26	17	1	18	69%
*Alder Grove I/T	16	13	0	13	81%
*American Legion	16	10	0	10	63%
*Bret Harte	8	8	0	8	100%
*Captial City	16	13	3	16	100%
*CP Huntington	8	7	1	8	100%
*Crossroads Garden	15	15	0	15	100%
*Elkhorn	16	16	1	17	106%
*Freedom Park	16	15	1	16	100%
*Hillsdale	8	6	1	7	88%
*Hiram Johnson - (b)	32	22	1	23	72%
*Hopkins Park	6	3	1	4	67%
*Job Corps	24	21	2	23	96%
*Marina Vista	8	8	0	8	100%
*Mather	15	14	2	16	107%
*Norma Johnson	8	8	0	8	100%
*North Avenue	8	7	1	8	100%
*Phoenix Park	8	8	0	8	100%
*Sharon Neese Center	24	23	1	24	100%
EHS Home Base	202	155	7	162	80%
Galt	16	11	5	16	100%
Grizzly Hollow	8	8	0	8	100%
River Oak - Home Base	72	71	1	72	100%
SCOE - Home Base	77	48	6	54	70%
<b>Total</b>	<b>653</b>	<b>527</b>	<b>35</b>	<b>562</b>	<b>86%</b>

Reasons for under enrollment:

Families are taking precautions due to Covid-19 exposure to variants.  
Staff turnover/retention affecting opening of classes.  
Frequent class closures due to Covid-19 exposure and center/class quarantine.

Stratigies/Action Plan:

Continue to monitor health and safety practices to prevent spread of illness within sites.  
Recruit through partners and community-based organizations.  
Place advertisements in various media outlets, engage in community assessments to idenfy families needs  
Provide families and staff Covid-19 resoruces and information

## ITEM VII – CENTER UPDATES

### BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

### NOTES:

## ITEM VIII – DISCUSSION

### BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

### NOTES:

## ITEM IX – PUBLIC PARTICIPATION

### BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

### NOTES: