

GOVERNING BOARD

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Thought of the Day: "You're not obligated to win. You're obligated to keep trying to do the best you can every day."

Author: Marian Wright Edelman

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, November 24, 2020

TIME: 11:00 a.m.

LOCATION: <https://us02web.zoom.us/j/82578149532>

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/82578149532>. 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 by dialing (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099. Webinar ID: 825 7814 9532. International numbers available <https://us02web.zoom.us/j/82578149532>. 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.

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

- ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services
- ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

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

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, NOVEMBER 17, 2020

Please note: The December Policy Council meeting has been canceled.

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
- _____ Alma Leiva, Elk Grove Unified School District
- _____ Kara Otter, San Juan Unified School District
- _____ Rebecca 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
- _____ Rosemary Schapira, Community Agency Representative
- _____ Henrietta Gutierrez, Chair, Past Parent/Community Representative

Seats Vacant:

- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, San Juan 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, Early Head Start, San Juan Unified School District
- _____ 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.
- _____ Vacant (Castex), Outgoing Chair

**** 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 2019-2020**

The 2019-2020 Board was seated on **November 26, 2019** and
December 18, 2019

BOARD MEMBER	SITE	11/26	12/18 *	1/28	2/25	4/28	5/12 *	5/26	6/23	7/28	8/25	9/22	10/27	11/24
D. Bonner Seated 12/18	SOP		X	X	X	X	X	X	X	X	X	X	X	
B. Casillas Seated 11/26	SOP	X	X	X	X	X	U	X	X	X	X	X	X	
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X	X	X	X	
J. Land Seated 6/23	WCIC								X	U	X	X	X	
A. Leiva Seated 7/28	EG									X	X	E	U	
J. Lindgren s/b/seated 11/26; seated 12/18	EG	U	X	E	X	X	X	X	X	X	X	X	X	
K. Otter Seated 4/28	SJ					X	X	X	X	X	X	X	U	
R. Perez Seated 1/28	TR			X	X	U	X	X	X	X	X	X	X	
S. Pierce Seated 11/26	SOP	X	X	X	X	X	X	X	X	X	X	X	X	
R. Schapira Seated 12/18	CAR		X	U	X	X	X	X	E	X	X	X	X	
C. Taylor Seated 2/26	CR	X	X	X	X	X	U	X	X	X	X	X	E	
A. Torres Seated 11/26	SOP	X	X	X	X	X	X	X	X	X	X	X	X	
F. Wash Seated 11/26	HB	X	X	X	X	X	X	X	X	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 10/27/2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 27, 2020
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 27, 2020 regular meeting.

RECOMMENDATION:

That the Policy Council approve the October 27 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, October 27, 2020
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:05 a.m. Ms. Gutierrez read the thought of the day. Ms. Fienishia Wash called the roll and confirmed that a quorum was established.

Members Present:

Jara Lindgren, Elk Grove Unified School District
Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Jamilia Land, Women’s Civic Improvement Club
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative
Rebecca Perez, Twin Rivers Unified School District

Members Absent:

Alma Leiva, Elk Grove Unified School District (unexcused)
Kara Otter, San Juan USD (unexcused)
Charles Taylor, Past Parent/Community Representative (excused)

II. Consent Item

A. Approval of the Minutes of the September 22, 2020 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Wash, second/Bonner, to approve the September 22 minutes as distributed.

Roll call vote:

Aye: 9 (Bonner, Casillas, Land, Lindgren, Perez, Pierce, Schapira, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

III. **Action Items:** None.

IV. **Information Items**

A. Standing Information Items

➤ Community Agency Reports

- Sacramento Children's Home: Ms. Rosemary Schapira reported that the Sacramento Children's Home recently received backpacks, school supplies, and lunch boxes for all ages. They are working to distribute these supplies. There's an on-line link and those interested are asked to respond via the link.
- Community Action Board: Ms. Wash reported that the CAB met yesterday to approve funding recommendations.
- Community Resources: Ms. Desha reviewed some community information.
 - ✓ The Source – Sacramento Children's Home
 - ✓ Sacramento Works Virtual Orientation
 - ✓ Sacramento Emergency Rental Assistance
- ✓ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report for the second month of the fiscal year. Some of the delegates have not submitted their September numbers so the fiscal report appears to be very low. The Office of Head Start stated that SETA has an option to submit a request to waive the non-federal share requirement. The CARES Act grant was reviewed; these funds are for COVID-related costs for the classrooms. Twin Rivers has already spent the majority of their CARES Act funding. The cost for food services was high due to distribution of food without reimbursement posting yet from CACFP. The CCP grant was reviewed; nothing out of the ordinary for this grant. The AMEX statement was reviewed; most of the purchases are for cleaning supplies. The City Card statement was reviewed; no questions. The EHS-CCP carryover request was submitted; an update will be provided at the next meeting.

B. SETA Governing Board Minutes: September 3, 2020 Meeting: No questions.

C. Fiscal Monitoring Report: Ms. Lee reviewed the fiscal monitoring report. There are no concerns on this fiscal report.

V. **Committee Reports**

➤ Executive Committee Meeting: Ms. Gutierrez reported that the Executive Committee will meet Thursday, October 29 at 11:30 a.m.

➤ Social/Hospitality Committee Meeting: Ms. Gutierrez reviewed the October 9 meeting where the theme was chosen for the drive-through recognition event. A date was chosen but this will be revisited. The Committee will meet Monday, November 2, 1:00 p.m.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the CAB did approve the \$1.2 million funding recommendations for Safety Net and Family Self Sufficiency for 11/2020 – 2022. Ms. Kossick thanked Ms. Pierce and Ms. Wash for their participation in the meeting. The whole funding process was pushed forward to allow the funds to get into the community sooner. SETA was awarded CARES Act funding from the City of Sacramento to do OJT contracts between now and December 30. Employers are ready to go; staff is looking for unemployed city residents that are seeking employment. The minimum wage is \$15.00 for the length of the contracts. The only requirement is that the participant be a resident of the City of Sacramento.
- B. Head Start Deputy Director's Report: Ms. Denise Lee stated that staff has been waiting for a decision whether the state will reimburse programs for remote teaching; approving reimbursement retroactively to July 1. This would enable management to recall some staff that are on furlough with others still off due to lack of work. A written reopening plan was reviewed. There are three indicators to consider; two are based on the community wellness and the third is about the program's preparedness to reopen. We are paying close attention to the healing of the community. If the CDC changes the risk factors to reopening, that will be shared and honored. The CDE wanted a timeline on when we will reopen, hence a timeline for returning for in-person services was included with the submission to CDE. The plan was also shared with the union. Management will be developing staff assignments for each class with the understanding that State Licensing is limited to 16 bodies (teachers and staff) per classroom. It is possible that all children currently enrolled in remote learning will be able to transition into a classroom setting due to low enrollment. However, priority will be given to working parents for full day services. Ms. Lee stated that we anticipate reopening classrooms January 6, 2021 with 2-3 centers opening per week. Staff will be working with the health department during the reopening process. This reopening process will be distributed to the board. Many of the school districts are considering reopening; staff still needs to confirm that it is possible to reopen on school district campuses if they are not reopen yet for their services.

Ms. Lindgren asked if SETA will be following the school district reopening plan? Ms. Lee explained that each school district is going through a process to reopen and many are targeting November to open a limited number of classes. SETA/Head Start operates on Sacramento City Unified District and Twin Rivers Unified School District campuses and may reopen sooner than they do, if approved to do so.

Ms. Lee stated that Kaleb Call has resigned and she will be taking over his tasks until the job can be filled. There are still some staff out due to lack of work; the emergency leave policy covered through September 30. When we return to

operations in January, staff will be recalled as their jobs align with in-person services.

Please vote on November 3; this is a very important election year.

- C. Chair's Report: Ms. Gutierrez thanked members for their participation; she's very grateful.
- 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 report.
- D. Open Discussion and Comments: No comments.
- E. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 9:44 a.m.

ITEM III- A – ACTION

CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT
CODE SECTION 54957

BACKGROUND:

The board will report out on a closed session held on the following items:

- Approval of Eligible Lists for: Family Services Worker II; Infant Toddler Lead Teacher
 - ✓ Report out of closed session

ITEM III-B – ACTION

ELECTION OF POLICY COUNCIL COMMUNITY REPRESENTATIVES
AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2020-2021. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: B. Community Representatives

Additional PC members shall include:

- Two (2) Past Parent Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent

Three applications have been received and will be shared with members at the board meeting. Staff will be available to answer questions.

ITEM III-B – ACTION (continued)
Page 2

RECOMMENDATION:

That the Policy Council elect four Community Representatives and four Alternates.

Past Parent Representatives:

Alternates:

Grandparent Representative:

Alternate:

Foster Parent Representative:

Alternate:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III- C – ACTION

**TIMED ITEM 11:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISION TO
THE JOB SPECIFICATIONS AND SALARY SCHEDULES FOR PAYROLL
SPECIALIST AND SENIOR PAYROLL SPECIALIST**

BACKGROUND:

From May 2010 until November 2019, the Sacramento County Department of Finance was responsible for processing SETA's payroll. The responsibilities included issuance of payroll payments to SETA employees, submission of required labor reports including payroll tax filings, the administration of payroll garnishment withholding and payments, ACH bank transfers to fund payroll activities, ensuring payroll compliance with applicable regulations, ensuring SCERS compliance, and payroll system upgrades and required software maintenance.

Prior to December 2019, both the County and SETA utilized the payroll software called High Line. The current version of High Line was no longer supported and necessitated either an upgrade to the updated version, or a change in payroll software. The County chose not to upgrade High Line and moved their payroll processing functions into their accounting software, COMPASS. SETA was not able to move its payroll processing into COMPASS and chose to upgrade High Line to the newest version. Since the County and SETA no longer utilize the same payroll processing software, it was no longer feasible for the County to perform the payroll functions they previously performed on behalf of SETA.

Over the past year, SETA's payroll department has fully taken over all payroll processing responsibilities from the County. Due to the increased duties and responsibilities of the Senior Payroll Specialist and the Payroll Specialist, the Agency has reviewed these job specifications to ensure they accurately reflect the work assigned, that current methodologies are in compliance with current federal and state regulations, and that the updates enable the Agency to hire the best candidates.

As a result of increased duties and responsibilities, the Agency proposes to increase the salary schedules of these job classifications as well. These increases still provide an annual cost savings.

Hourly Wage Scales	Step A	Step B	Step C	Step D	Step E	Step F	
Payroll Specialist	17.58	18.46	19.38	20.35	21.37	22.44	Current
	20.33	21.35	22.41	23.53	24.71	25.95	Proposed
Senior Payroll Specialist	22.17	23.27	24.44	25.66	26.94	28.29	Current
	25.18	26.44	27.76	29.15	30.61	32.14	Proposed

ITEM III- C - ACTION (continued)

Page 2

The prior County cost to SETA was \$3.30 per payroll warrant issued, which was approximately \$54,000 per year. The proposed salary increases would equate to approximately \$19,000 (including fringe benefit costs) per year, still resulting in an overall savings for the Agency.

The Agency revised the job specifications and salary schedules with input and approval from management. Attached is a red-lined version and clean version of the job specifications.

The Governing Board is scheduled to approve these revisions on December 3, 2020.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing and approve the revised job specifications and salary schedules for Payroll Specialist and Senior Payroll Specialist.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Payroll Specialist classification is responsible to the Administration-Fiscal Department Chief or designee.

DEFINITION

Under close supervision, performs routine payroll and work, assists in the preparation of various payroll transaction forms; files forms and payroll documents, gives general payroll information to other employees and the public and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~Incumbents in this classification perform basic payroll functions. Incumbents may assist the Senior Payroll Specialist on more complex payroll functions. Incumbents may receive technical or functional direction and training from the Senior Payroll Specialist. The Payroll Specialist is the assistant level comparable to the former Payroll Clerk classification.~~

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EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Assists in the preparation and validation of payroll documents;
- ~~2.~~ Verifies correctness and accuracy of payroll warrants and distributes to employees;
- ~~3-2.~~ ~~Verifies employment by informing authorized persons of employees' status, types information onto personnel and payroll documents from verbal or written instructions;~~
3. Prepares and processes a variety of payroll information and data;
4. Updates employees' personal information and disseminates staff changes to appropriate departments;
5. Maintains a variety of financial records and files;
- ~~5-6.~~ Reviews, reconciles, and requests payment for third party vendors relating to payroll processing;
7. Accesses internet of benefit contractor to make necessary adjustments regarding the 457 and 401 deferred compensation benefit and the Retirement Health Savings plan;
8. Assists in the coordination between SCERS and the County Benefits office regarding payroll related inquiries;
9. Prepares and enters new hire entries into the payroll system;
- ~~6-10.~~ Assists with the preparation of government payroll and tax reporting (DE34, DE9, 941, MWR);
- ~~7-11.~~ Operates office equipment and computer systems;
- ~~8-12.~~ Opens and distributes mail;
- ~~9-13.~~ Files correspondence and other material.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;

- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

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Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Maintain confidentiality;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.

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AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilityies is qualifying. A typical way to obtain thisese knowledges and abilityies would be high school graduation or its equivalence and:

1. One year of responsible payroll or financial and statistical recordkeeping experience.

PHYSICAL DEMANDS/QUALIFICATIONS

<u>Required Activity</u>	<u>Description</u>
<u>Dexterity</u>	<u>Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling.</u>
<u>Talking</u>	<u>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</u>
<u>Hearing</u>	<u>Frequently perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</u>
<u>Repetitive Motion</u>	<u>Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.</u>
<u>Sedentary Work</u>	<u>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</u>
<u>Visual Acuity</u>	<u>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</u>

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<u>Environment</u>	The worker is not substantially exposed to adverse environmental conditions.
<u>Relational</u>	The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

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Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.

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SENIOR PAYROLL SPECIALIST

ORGANIZATIONAL RESPONSIBILITY

The Senior Payroll Specialist classification is responsible to the Fiscal Department Chief or designee.

DEFINITION

Under general supervision, performs technical duties in preparing, reviewing, and processing payroll records for the Agency; may serve as lead to Payroll Specialists and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Payroll Specialist performs journey level payroll functions requiring advanced knowledge and is expected to exercise some independent judgment in carrying out duties and responsibilities.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Processes bi-weekly payroll, transmits the direct deposit file and positive paycheck files to the banking institution, and prepares bi-weekly payroll reports and payment authorizations for approval by the Fiscal Department Chief or designee;
2. Processes a variety of payroll information and data, enters changes to employees' personal information, and sends changes to appropriate departments;
3. Reviews time records submitted by all departments to ensure conformance with appropriate union contracts, administrative policies and regulations, and federal and state laws;
4. Identifies and resolves discrepancies in employees' pay by researching data, identifying errors, and correcting entries in the payroll system and general ledger;
5. Prepares agreements for employee repayment plans;
6. Maintains records of employee garnishments and National Medical Support Order notices including the preparation of statements for deductions, transmitting check payments to the garnishing agencies, and submitting online payments as necessary;
7. Prepares quarterly and annual federal tax reports;
8. Prepares payment authorizations for miscellaneous deductions such as union dues and fees, employee association fees, garnishments, and deferred compensation;
9. Computes and produces hand calculated paychecks for terminations, and corrections;
10. Prepares and submits SCERS reports and interface files, researching and assisting with SCERS requests for adjustments and service buybacks;
11. Monitors hours for temporary service and annuitants to ensure SCERS compliance;
12. Compiles and generates reports for Department heads, Chiefs, auditors and vendors;
13. Assists in the technical aspects of designing new reports and queries as needed;
14. Answers payroll related questions from Agency employees, SCERS and the County Benefits office;
15. Coordinates and performs testing of the payroll system and works with payroll technical support to resolve system issues and configure new setup;

16. Assists in the planning and implementation of new or upgraded payroll software;
17. Maintains correspondence and other sensitive material including employee payroll files and a variety of financial records;
18. Performs fiscal and calendar year-end processes and prepares appropriate reports.
19. Produces annual employee W2 forms and employer filing of wage report;
20. Assists in the maintenance of the salary schedules and performs mass system wage updates, as needed;
21. Trains and serves as a resource for Agency staff in payroll related matters.

MINIMUM QUALIFICATIONS

Knowledge of:

- Current office methods, procedures;
- Basic math principles;
- Laws, rules, regulations, and bargaining contract provisions affecting payroll or deduction programs;
- Procedures and policies of the processing of payroll transactions/documents;
- Familiarity with computer software including: word processing e-mail and spreadsheet applications.

Ability to:

- Think logically, multitask, and apply laws, rules, regulations and bargaining contract provisions concerning payroll transactions;
- Maintain confidentiality;
- Provide technical assistance to staff, and; coordinate a variety of personnel/payroll transactions;
- Research critical transactions and recommend alternative solutions;
- Independently interpret and use reference material;
- Give and follow directions;
- Gather data design and prepare tables, spreadsheets, and charts;
- Communicate effectively;
- Operate a computer keyboard/terminal;
- Deal with departments, campuses, and employees on technical matters and sensitive issues;
- Establish and maintain cooperative working relations with those contacted during the course of the work;
- Organize and prioritize work;
- Create/draft correspondence.

AND

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and ability is qualifying. A typical way to obtain this ability and knowledge would be high school graduation or its equivalence and:

- I. Two years of experience preparing and processing payroll records and reports for an agency or organization.

PHYSICAL DEMANDS/QUALIFICATIONS

<i>Required Activity</i>	<i>Description</i>
<i>Dexterity</i>	Frequently picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in handling.
<i>Talking</i>	Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
<i>Hearing</i>	Frequently perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
<i>Repetitive Motion</i>	Frequently making substantial movements (motions) of the wrists, hands, and/or fingers.
<i>Sedentary Work</i>	Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<i>Visual Acuity</i>	The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
<i>Environment</i>	The worker is not substantially exposed to adverse environmental conditions.
<i>Relational</i>	The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.

ITEM III-D – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

- A. Standing Information Items
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
 - End-of-Year Parent Appreciation Drive Through Event (see flyer)
 - Officer Elections will be held on Tuesday, January 26, 2021
Ms. Henrietta Gutierrez
 - Community Resources – Ms. Marie Desha
 - Sacramento City CARES Act OJT Program
 - Community Flu Shot Clinic

NOTES:

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

**CORDIALLY INVITE YOU TO ATTEND OUR
2019-2020 ANNUAL END-OF-THE-YEAR PARENT APPRECIATION
DRIVE-THROUGH EVENT**

“Together We Stand”



**Thursday,
December 10, 2020
1:00—2:30 p.m.**

**LOCATION:
SETA Administrative Building
Parking Lot**

(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)

RSVP by Friday, November 27, 2020

Nancy Hogan at : nancy.hogan@seta.net

Lost Your Job due to COVID-19?



Call one of the providers below to get enrolled in the program and get back to work!

Asian Resources

(916) 324-6202

Greater Sacramento

Urban League

(916) 286-8600

La Familia

(916) 452-3601

Lao Family Community Development, Inc.

(916) 393-7501

(916) 359-2788

North State BIA

(916) 619-6242

SETA-Sacramento Works

(916) 263-4066

The City CARES Rapid Re-Employment On-the-Job Training (OJT) Program can put you back to work!

How the program works:

You will be hired by an employer paying a wage of at least \$15.00 per hour who will train you for the job.

Who is eligible for OJT:

You must live in the City of Sacramento and have lost your job or your job was displaced because of COVID-19.

For more information visit sacramentoworks.org/cares-ojt

This program is supported through the City of Sacramento CARES Act funding.

PC



COMMUNITY FLU SHOT CLINIC



You're invited to another great event in your community!

Walk-up Flu Shot Clinic No Cost • Open to the Community

Date: 11/16/2020 – 12/23/2020

- Time: 9:00 am – 1:00 pm

Join us at the WellSpace Health

2425 Alhambra Blvd
Sacramento, CA 95817
Monday & Wednesday

5959 Greenback Lane, Ste. 500
Citrus Heights, CA 95621
Tuesday & Thursday

Our walk-up flu shot clinic is open to anyone in the community age 3 or older. You do not need to be an Anthem member to receive a no-cost flu shot.

This event is walk-up. If you have it, please bring your insurance card and photo ID.

Please register at anthem.ly/CAFluClinic to let us know if you will attend.

We hope to see you there!





Anthem Blue Cross complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Do you need help with your health care, talking with us, or reading what we send you? We provide our materials in other languages and formats, including braille, large print, and audio at no cost to you. Call us toll free at 800-407-4627 (TTY 711), or 888-285-7801 (TTY 711) for members in Los Angeles.

¿Necesita ayuda con su cuidado de la salud, para hablar con nosotros o leer lo que le enviamos? Proporcionamos nuestros materiales en otros idiomas y formatos, incluyendo braille, letras grandes y audio sin costo para usted. Llámenos a la línea gratuita al 800-407-4627 (TTY 711), o 888-285-7801 (TTY 711) para miembros en Los Angeles.

您在醫療保健、向我們諮詢、或是閱讀我們寄給您的資料時有需要任何的幫助嗎？我們以其他語言和格式提供我們的資料，包括點字、大型字體印刷和音訊格式，您無需支付任何費用。歡迎撥打我們的免費電話 800-407-4627 (TTY 711) · Los Angeles 的會員或可致電 888-285-7801 (TTY 711)。

Anthem Blue Cross is the trade name of Blue Cross of California. Anthem Blue Cross and Blue Cross of California Partnership Plan, Inc. are independent licensees of the Blue Cross Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc. Blue Cross of California is contracted with L.A. Care Health Plan to provide Medi-Cal Managed Care services in Los Angeles County.

CLÍNICA COMUNITARIA DE VACUNACIÓN CONTRA LA INFLUENZA



¡Lo invitamos a otro gran evento en su comunidad!

**Clínica de servicio contra la
influenza sin costo • abierta a la
comunidad • camine hacia la clínica**

- **Las Fechas: 11/16/2020 – 12/23/2020**
- **Las Horas: 9:00 am – 1:00 pm**

**Participe con nosotros en el
WellSpace Health**

**2425 Alhambra Blvd
Sacramento, CA 95817
Lunes y Miercoles**

**5959 Greenback Lane, Ste. 500
Citrus Heights, CA 95621
Martes y Jueves**

Nuestra clínica de servicio contra la influenza está abierta para cualquier persona en la comunidad de 3 años en adelante. No tiene que ser miembro de Anthem para vacunarse contra la influenza sin costo.

De tenerla, por favor traiga su tarjeta del seguro y una identificación con fotografía.

Regístrese en anthem.ly/CAFluClinic para que nos diga si va a asistir.

¡Esperamos verle ahí!





Anthem Blue Cross cumple con las leyes federales aplicables de derechos civiles y no discrimina por motivos de raza, color, nacionalidad, edad, discapacidad o sexo.

¿Necesita ayuda con su cuidado de la salud, para hablar con nosotros o leer lo que le enviamos? Proporcionamos nuestros materiales en otros idiomas y formatos, incluyendo braille, letras grandes y audio sin costo para usted. Llámenos a la línea gratuita al 800-407-4627 (TTY 711), o 888-285-7801 (TTY 711) para miembros en Los Angeles.

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ITEM IV-B – INFORMATION
SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information are copies of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, October 1, 2020
10:00 a.m.

I. Call to Order

Mr. Nottoli called the meeting to order at 10:03 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Vice Chair, Public Representative
Larry Carr, Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Chair; Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Nottoli stated that the airlines may be laying a lot of people off. Mr. William Walker stated that he had conversations with Delta and they were expecting a huge layoff. The impact will be mostly in the Bay Area and Los Angeles with a ripple effect in Sacramento. Mr. Thatch stated that American and United Airlines are furloughing people today.
- D. Unemployment Update/Press Release from the Employment Development Department: No report.
- E. Head Start Reports: Ms. Denise Lee reported that staff received guidance from the California Department of Education that if programs want to be reimbursed for remote teaching, certain documentation must be provided. SETA submitted the documents and received verbal indication that we are in good standing; we are hoping to receive reimbursement from July 1. That changed our approach for dealing with furloughs. We received an e-mail from the Office of Head Start extending benefits and salary to September 30; staff that do not have identified work, i.e., cook/drivers, would begin their furloughs October 1; when we return, those staff will be brought back.

Staff recently had a kickoff event; it was a drive-through pickup with supplies for home, measure-me kits, and surprise-me kits provided. There is instruction on how to use the measurement supplies. Families are getting an opportunity to learn about child development. New supplies and materials are provided each week.

Families are also provided meals. We are doing meal boxes for five days a week with breakfast, lunch and a snack; this is replenished each week when parents pick up their supply boxes. Staff is encouraging parents to come to us now knowing that they will be guaranteed a place in Head Start when in-class services resume.

Ms. Scherman asked if there were families having issues with picking up their food boxes? Ms. Lee replied that staff is not really sure but staff will be sending out a survey to see if the deployment is working. Families also have an option to have in-home delivery to certain families. We are currently doing the distribution at Hub locations.

II. Consent Items

- A. Approval of Minutes of the September 3, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2021
- D. Approval of Youth Committee Appointments
- E. Approval of the SETA Head Start and Early Head Start Health/Safety and Governance/Leadership/Oversight Screener Summary Reports

The items were reviewed. Mr. Thatch stated that regarding Item II-D, this is an agreement with the Sacramento Works Board; this is basically a concurrence item.

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

- A. Approve the September 3, 2020 minutes.
- B. Approve the claims and warrants for the period 8/26/2020 through 9/23/2020.
- C. Approve Option A for Retiree Medical Insurance Subsidy for the next calendar year effective January 1, 2021.
- D. Approve the appointment of Mr. Gary King and Mr. Michael Laharty to the Sacramento Works Youth Committee.
- E. Approve the submission of the Head Start/Early Head Start Health and Safety Screener and the Governance, Leadership and Oversight Screener results and certifications.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** None

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2020-21, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. O’Camb reviewed this house-keeping item. We traditionally transfer dislocated worker funds to adult funds. This item requests transferring up to 80% to the adult funds in the amount of \$2.3 million. Transferring affords greater flexibility.

Moved/Scherman, second/Carr, to approve the transfer of up to 80 percent (\$2,346,181) in WIOA Dislocated Worker formula funds to the WIOA Adult formula funding stream for PY 2020-21, and authorize staff to submit a request to the State of California, EDD.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. **CHILDREN AND FAMILY SERVICES**

1. Approval to Submit a Request to Carry Over Funds from Program Year 2019-2020 to Program Year 2020-2021 for the Early Head Start-Child Care Partnership Program

Ms. Lee offered to answer questions; this request is to use underspent funds in a variety of ways.

Moved/Scherman, second/Kennedy, to approve the submission of a carryover request for Program Year 2019-2020, from the Early Head Start–Child Care Partnership program Basic, Training and Technical Assistance and CARES Act/COVID19 funds in the amount of **\$169,790**.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded the board of the special meeting scheduled for October 29 to approve the CSBG CARES Act funding. The Community Action Board will take action on October 26, and programs are scheduled to begin November 2.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

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

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee report.

➤ Social/Hospitality Committee

Ms. Henrietta Gutierrez will provide the Social/Hospitality Committee report.

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

- ❖ Monthly Deputy Director's Report

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

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

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
October 2020**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/20	(b) % Actual to Funded
Elk Grove USD	440	250	57
Sacramento City USD	736	312	42
SETA	1,736	1,271	73
San Juan USD	1,044	751	72
Twin Rivers USD	160	168	105
WCIC/Playmate	120	70	56
Total	4,236	2,822	67

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/20	(b) % Actual to Funded
SETA	573	553	97
San Juan USD	163	159	97
TRUSD	56	37	66
Total	792	749	95

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/30/20	(b) % Actual to Funded
SETA	80	78	98
Total	80	78	98

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

Head Start

All under-enrolled programs, SETA and delegate agencies:

- Approximately 75% of enrolled children transitioned to Kindergarten in mid-to-late August.
- 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 store fronts.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Early Head Start

All under-enrolled programs, SETA and delegate agencies Many children aged out during the Covid-19 closure. Transitioned to preschool.

- Difficulty recruiting families for Distance Learning.
- Recruitment efforts have been strengthened.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Early Head Start-CCP

SETA:

- Difficulty recruiting families for Distance Learning.
- Recruitment efforts have been strengthened.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Program Start Dates:

SETA 8/3/20
EGUSD- 8/13/20
TRUSD- 8/18/20
SJUSD – HS 8/24/20, EHS 8/17/20
WCIC- 9/14/20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2020

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	182	10%	589	76	13%
Twin Rivers USD	140	33	24%	40	1	3%
Elk Grove USD	440	18	4%			
Sac City USD	736	36	5%			
San Juan USD	1052	73	7%	160	7	4%
WCIC	120	6	5%			
EHS CCP				80	14	18%
COUNTY TOTAL	4244	348	8%	869	98	11%

AFE: Annual Funded Enrollment

WHAT WE
LEARNED
DURING
COVID-19

GOOGLE
CLASSROOM

UNLOCK FULL
POTENTIAL

EMPATHY

STRENGTH IN
TIMES OF
ADVERSITY

RESILIENCY

ADAPTING TO
CHANGES

APPRECIATE
TIME WITH
FAMILY

WORKING AND
TEACHING
REMOTELY

GRATITUDE

EQUALITY

GIFT OF LIFE

SELF-CARE

LEARNING
ZOOM

WEARING
MASKS

Monthly Program Information Report

OCTOBER 2020

Update from the Office of Head Start

Administrative Simplification for Consolidating Head Start Grants, Including EHS-CCP
ACF-PI-HS-20-06
Issued 10/28/2020

Prior to fiscal year 2020, grantees requesting to consolidate multiple Head Start grants were limited to consolidating those that shared the same project code. Effective immediately, grantees may include multiple Head Start grants across all project codes in their consolidation requests. It is now possible for a grantee to have one grant for the operation of all of its programs, including Head Start, Early Head Start, and EHS-CC Partnerships. In these cases, the primary grant that assumes all approved funding, slot levels, service areas, and options will remain with the traditional Head Start grant or award number with project codes of CH, CI, or CM.

What does this mean for SETA and its delegate agencies? SETA will highly likely elect to consolidate the HS, EHS and CCP grants during the annual refunding application for 2021-22.

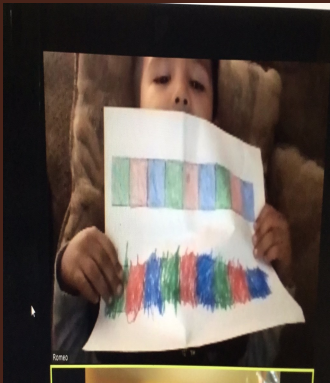
For more information, visit the ECKLC website at:
<https://ecklc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-06>



Federal Review Notification for Program Year 2020-21

On October 22nd, the Office of Head Start/Administration for Children and Families notified SETA that it will be scheduled for a **Focus Area I Federal Review** during program year 2020-21. This notification was a heads up letter, not the actual 45-day notice with a scheduled date. At this time, SETA has not received its formal 45-day notice letter which means it is highly unlikely that the review will take place prior to December 30, 2020. Deputy Director, Denise Lee, will keep the board posted on notification dates.

A Focus Area I Federal Review (FA1) usually takes place in the first year of a 5-year grant cycle. It is a virtual desk audit that will take approximately one week to complete. It includes grantee and delegate interviews, along with a thorough review of documents such as policies/procedures, goals/objectives, data results, and grant applications. PAC, PC and Governing Board members may be asked to participate in various levels of the review process. More information will be forthcoming.



Update on Re-Opening SETA Centers for In-Person Services

Head Start management has developed a written **Re-opening Plan** that outlines the health and safety conditions that must be met under COVID-19 in order to re-open for in-person services. The plan also includes a checklist of activities/steps that must take place prior to re-opening early learning centers to ensure the utmost health and safety of children, families and staff.

Drafted in the plan is a target date for the re-opening process. SETA is targeting mid-January in a steady phase-in process which includes 2-3 centers re-opening per week. If all goes according to plan, all of the SETA operated early learning centers should be re-opened for in-person services by April 2021. A list of centers and proposed re-opening dates is being finalized at this time. Updated information will be shared at each board meeting.

Please note, re-opening plans will be largely dependent on the health and well-being of Sacramento County residents under COVID-19 conditions.

Please check delegate agency/local school district and partner websites for up-to-date information about re-opening dates for your child's program.

Children will be required to have up-to-date immunizations and physical exams prior to returning to in-person services. Families can speed up the returning process by scheduling a visit to their child's pediatrician as soon as possible.

Elk Grove Unified School District - www.egusd.net

Sacramento City USD – www.scusd.edu

San Juan USD – www.sanjuan.edu

Twin Rivers USD – www.twinrivers.org

Women's Civic Improvement Club – www.wcicinc.org

Sacramento County Office of Education EHS Home-Base –

www.sacramentocountyearlylearning.org

River Oak Center for Children EHS Home-Base – www.riveroak.org

To All Who Have and Continue to Serve—
Thank you



Drive-Thru Dental Clinic

During the month of October, SETA, in partnership with the *Center for Oral Health, Early Smiles, First 5* and the *Women's Civic Improvement Club (WCIC)*, hosted eight (8) *FREE* drive-through, community-based dental clinics to offer oral health screenings for children and their families (following CDC guidelines during COVID-19). As a result:

- 289** children/adults were screened
 - Of which, **176** were Head Start children
 - Of those children, **38** (22%) failed the oral screening
 - All who failed the screening were scheduled for a follow-up appointment
- 259** children/adults received fluoride varnishes
 - Of which, **158** were Head Start children
- 18** adults were assisted with accessing a dentist/making an appointment/changing dental plans
- 6** adults were assisted with Medi-Cal/Denti-Cal registration

Each person in the car received a tooth-brushing kit and face masks, regardless if screened. Children received items for school, including notebooks and pencils.

Thank you to our partners for their unwavering support and continued creativity and proactive approaches to meet the community's oral health needs. Because of you, our very important work continues without fail, even during a pandemic.



Fall Fire Safety Reminders

Both home and child care centers must always maintain a working smoke and carbon monoxide detector. The end of daylight savings time can be the perfect opportunity to ensure that your batteries are working, and those safety devices are functioning properly. Testing the functionality of your smoke and carbon monoxide detectors is also a good time to do a fire drill with children in care so they know how to react in the event of an emergency.



Halloween Hub Stop



Children and staff sport their Halloween costumes during their HUB drive-through on October 29th and 30th.



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.
