

GOVERNING BOARD

ERIC GUERRA
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

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

Thought of the Day: "You don't have to be ridiculously gifted. You just have to be ridiculously committed."

Author: Dr. Scott Hagan

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

DATE: Tuesday, February 23, 2021

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/84327654698?pwd=WXR1VDFHYZJwMGtEY1I4OVFwWkY3dz09>

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/84327654698?pwd=WXR1VDFHYZJwMGtEY1I4OVFwWkY3dz09>;

Meeting ID: 843 2765 4698. Passcode: 341881. 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,,84327654698# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kOXHJNjnm>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Policy Council and included in the record.

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

AGENDA

PAGE NUMBER

I. Call to Order/Roll Call/Review of Board Member Attendance 1-4
 ➤ Introduction of Newly Seated PC Representatives
 ➤ PC Meeting Attendance Update

II. Consent Item

A. Approval of the Minutes of the January 26, 2021 Meeting 5-11

III.	<u>Action Items</u>	
A.	<u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u>	12
	➤ Approval of Eligible Lists for: Accountant III	
	✓ Report out of closed session	
B.	Election of Policy Council Officers for Program Year 2020-2021	13-14
C.	Election of Community Action Board Representatives and Alternates	15-17
IV.	<u>Information Items</u>	18-28
A.	Standing Information Items	
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han	
	➤ Community Resources – Ms. Marie Desha	
	• Low-Income COVID Facts Flyer from SMUD	
	• Powering Futures Scholarships Flyer	
B.	Governing Board Minutes for December 3, 2020	29-35
C.	Fiscal Monitoring Report	36-38
	• Sacramento City Unified School District	
V.	<u>Committee Report</u>	
	➤ Executive Committee Meeting: Ms. Henrietta Gutierrez	39
VI.	<u>Other Reports</u>	40-44
A.	Executive Director’s Report	
B.	Head Start Deputy Director’s Report	
C.	Chair’s Report	
D.	Head Start Managers’ Reports	
	✓ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
	✓ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
	✓ <u>Denise Lee</u> – Quality Assurance, Food Services, Save Environments, Grants, and Contracts	
E.	Open Discussion and Comments	
F.	Public Participation	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 17, 2021

ITEM I - CALL TO ORDER/ROLL CALL

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

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

Seats Vacant:

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

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

ITEM I - CALL TO ORDER/ROLL CALL

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

Members to be Seated:

- _____ Jara Lindgren, Elk Grove Unified School District
- _____ Justina Olea, Elk Grove Unified School District
- _____ Jessica Coultrup, Early Head Start, San Juan Unified School District

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

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

BOARD MEMBER	SITE	1/26	2/23	3/23	4/27	5/25	5/22	7/27	8/24	9/28	10/26	11/23
D. Bonner Holding	SOP	X										
B. Casillas Holding	SOP	X										
J. Coultrup Seated	SJ/EHS											
E. Gutierrez Seated 1/26	SJ	X										
H. Gutierrez Holding	OC	X										
S. Key Seated 1/26	PP	X										
J. Land Holding	WCIC	X										
A. Leiva Holding	EG	U										
J. Lindgren s/b/seated 1/26	EG	E										
J. Olea s/b/seated 1/26	EG	U										
K. Otter Seated 1/26	SJ	X										
B. Perez Seated 1/26	TR	X										
S. Pierce Holding	SOP	X										
R. Schapira Seated 1/26	CAR	X										
C. Taylor Seated 1/26	PP	X										
A. Torres Holding	SOP	X										
F. Wash Holding	SOP	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 2/12/2021

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 26, 2021
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 26, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the January 26 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, January 26, 2021
11:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 11:02 a.m. Ms. Wash read the thought of the day. The roll was called and a quorum was confirmed.

Members Present:

Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Kara Otter, San Juan USD
Charles Taylor, Past Parent/Community Representative
Henrietta Gutierrez, Past Parent/Community Representative
Donna Bonner, SETA-Operated Program (joined at 11:04 a.m.)
Jamilia Land, Women’s Civic Improvement Club (joined at 11:05 a.m.)
Becca Perez, Twin Rivers Unified School District (joined at 11:09 a.m.)

Members Absent:

Alma Leiva, Elk Grove Unified School District (unexcused)

Members to be Seated:

Kara Otter, San Juan Unified School District
Elizabeth Gutierrez, San Juan Unified School District (joined at 11:06)
Becca Perez, Twin Rivers Unified School District (joined at 11:09 a.m.)

Members to be Seated but Absent:

Jara Lindgren, Elk Grove Unified School District (excused)
Justina Olea, Elk Grove Unified School District (unexcused)
Kelly Batista, Twin Rivers Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the November 24, 2020 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Otter, second/Bonner, to approve the minutes of the November 24, 2020 meeting.

Roll call vote:

Aye:9 (Bonner, Casillas, Land, Otter, Perez, Pierce, Taylor, Torres, Wash)

Nay: 0
Abstentions: 2 (E. Gutierrez & H. Gutierrez)
Absent: 1 (Leiva)

III. Action Items

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

Ms. Denise Lee stated that this is the time of the year, mid-point, to look at the budget to see where we are projected to be underspent; staff has identified things that need to be done which would entail moving funds around. Board approval is required before funds could be requested to be reallocated.

There are two sources of funding projected to be underspent: the Head Start base grant and one-time COVID-19 funding. SETA received COVID funding on August 1 to purchase sanitation supplies related to addressing COVID-19; the funds became available in the 2019-2020 program year and we were able to carry over to the current fiscal year.

The funds will expire July 31, 2021 and we are encouraged to spend the funds on needed items this year. The Northview center is the only one building that is owned by SETA. There are many things in this center that need to be updated. Staff are proposing to update the center with in-class restrooms. It is important for children to be able to wash their hands frequently without actually leaving the classroom, touching many surfaces as they exit. The entire building renovation are estimated to cost around \$1.3 million but the actual bid costs are yet to be determined. Half of the funding will come from underspent COVID-19 funding and the other half will come from underspent base funding, largely from unfilled staff positions.

Ms. Land asked if there is a program targeting youth/families that are directly affected by gun violence? She is working with a family that has experienced issues with young children impacted by gun violence, especially through COVID-19. Ms. Lee reported that staff can explore some ideas and urged Ms. Land to attend the upcoming Budget/Planning Committee meetings. Staff can see if this will be a one-time program or on-going program. Ms. Lee would love to explore this idea further. SETA funds a variety of youth programs throughout the county and staff can see if there are already service providers addressing this concern. There have also been some community program grants awarded by First 5 for projects such as this. Sometimes they have funds available for parents to do outreach to certain communities.

Ms. Elizabeth Gutierrez asked that when the construction begins, will it affect the kids in the classroom? Ms. Lee stated that the construction will begin in June/July and end in December so we will likely need to continue doing remote

teaching until they can return to a new center. Families will be given an opportunity to do in-class learning at other centers or remain in distance learning.

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

Roll call vote:

Aye:10 (Bonner, Casillas, E. Gutierrez, Land, Otter, Perez, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 1 (Leiva)

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

Ms. Gutierrez recommended that this item be tabled until February meeting due to lack of new representatives; we are hoping to get more representatives in the next month to consider taking on the officer positions.

Moved/Wash, second/Bonner, to continue this item to the February meeting.

Roll call vote:

Aye:10 (Bonner, Casillas, E. Gutierrez, Land, Otter, Perez, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 1 (Leiva)

C. Election of Policy Council Community Representatives and Alternates

Ms. Gutierrez reviewed the applications received for the Community Representatives. Ms. Gutierrez withdrew her application for Past Parent to give other members an opportunity to serve.

Applications from Stephen Key and Charles Taylor for Past Parent were read by the Chair. Mr. Key and Mr. Taylor spoke of their interest in continuing to serve the Head Start program.

The application for Community Agency Representative received from Rosemary Schapira was reviewed. Ms. Schapira spoke of her interest to continue serving on the Policy Council.

Moved/Wash, second/Bonner, to approve Mr. Charles Taylor and Mr. Stephen Key as Past Parent Representatives and Ms. Rosemary Schapira as Community Agency Representative.

Roll call vote:

Aye:10 (Bonner, Casillas, E. Gutierrez, Land, Otter, Perez, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 1 (Leiva)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the December fiscal report for the five months; the budget is around 37% spent. This is the first year of a five-year grant so unexpended funds can be requested to carryover for other approved projects. The non-federal share is currently at 10% since the SOP numbers are not currently in. Management will be requesting a non-federal share waiver for the Head Start grant. The Training/Technical Assistance funds will be under-spent since many trainings were canceled due to COVID-19. Many of the no-cost extension upgrades were reviewed. These funds will be spent down since they must be spent by July 31st. The CARES funds were reviewed. The expenditures are low because we have not yet returned to in-person services which resulted in under expended funds. Staff and delegates are brainstorming ways to utilize the funds. The credit card statements were reviewed.
- Community Resources – Ms. Marie Desha reviewed the updated weekly resources calendar. The Virtual Resume Workshop flyer was also reviewed. Board members were urged to share information with their family and friends.

B. Governing Board Minutes for November 5, 2020: No questions.

C. Fiscal Monitoring Reports: No questions.

V. Committee Report

- Executive Committee Meeting: Ms. Gutierrez reported that a new-member orientation will be planned for the near future; we are hoping to recruit some new members. There may be one-on-one training for new members instead of group orientation.

VI. Other Reports

A. Executive Director's Report: Ms. Kathy Kossick reported that staff is working on reopening two of our job centers, Hillsdale and Franklin, on an appointment basis. We are hoping to have the centers open within the next month. Feel free to check the SETA website to locate services.

B. Head Start Deputy Director's Report: Ms. Lee welcomed the members and thanked them for their continued service. There is new funding coming including

a COLA, likely less than 2%. An application will be developed and submitted to the board for approval with implementation on August 1. The COLA is a negotiated item with SETA's union. There are also anticipated increases in the SCERS retirement package that needs to be addressed.

The SETA-operated program was hoping to open by February 1 but that will not happen. A survey was sent on January 5 to enrolled families to determine if families would return to center-based learning if available; Ms. Lee reviewed the results of the survey. Each classroom will host a maximum of 13 children once centers reopen. The survey questions included: are you currently working? If SETA reopens schools, would you allow your children to attend? What is your ZIP code? This survey assists staff to determine where the most need is and allows staff to provide services where needed in priority order. Staff received 923 responses, which is 63% of total surveys sent out. Ms. Lee reviewed the results. The two highest areas of need include South Sacramento area (Franklin/Fruitridge) and Natomas area. These two areas will be targeted when centers reopen. Families will have the option to attend a center that is not in their ZIP code area if slots are available. The survey results will be sent out to board members.

Ms. Lee stated that SETA is postponing classroom reopening for another month to ensure everyone remains safe and have staff available to work in the centers. The school districts are not on the same reopening schedule. Once SOP families are served, slots will be open to delegate parents.

Ms. Henrietta Gutierrez stated that it scares her that the shelter-in-place order was lifted and she is afraid for her children. She acknowledges that staff work diligently to ensure everyone's safety in the classroom.

Ms. Lee thanked the parents that participated in the End-of-Year Parent Appreciation event; it was different doing it virtually but it was an acknowledgement of the parents' hard work over the program year.

The Budget/Planning Committee will begin program planning for the new program year. All ideas are welcome. The meetings are every Friday, starting February 19th at 1 p.m. and everyone is welcome. This helps staff to determine the focus of funding.

- C. Chair's Report: Ms. Gutierrez thanked the Social/Hospitality Committee for their hard work on the End-of-Year Parent Appreciation event. Ms. Gutierrez also stated that she feels refreshed with our new democracy.
- 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: Ms. Griffith reviewed the results of Parent Satisfaction Survey on

- remote services. This helps us improve remote learning. Staff was very pleased that although the provision of services is different, parents showed appreciation for what was available. Ms. Casillas suggested adding a question on future surveys about whether hot spots are available and who needs it. She is using her sister's hot spot. Ms. Griffith stated that she will develop a list of companies offering low/no cost hot-spots in the community.
- ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.
 - E. Open Discussion and Comments: Ms. Elizabeth Gutierrez asked how enrollment priority into classrooms will be determined. Ms. Lee replied that San Juan USD may be doing a return to services differently than SETA, but SETA will have to do it based on its funding source priorities.
 - F. Public Participation: None.
- VII. Adjournment:** The meeting was adjourned at 12:32 p.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

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

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

- Approval of Eligible List for: Accountant III
 - ✓ Report out of closed session

NOTES:

ITEM III-B – ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR 2020-2021

BACKGROUND:

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

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

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

SECTION 3: Duties of Officers

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

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

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

ITEM III-B-ACTION (continued)
Page 2

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

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

RECOMMENDATION:

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

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-C – ACTION

ELECTION OF REPRESENTATIVES AND ALTERNATES TO
THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Ms. Fienishia Wash and Ms. Jara Lindgren were the Head Start representatives from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect two representatives and two alternates to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are held on the second Wednesday of each month at 10:00 a.m., 925 Del Paso Blvd. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Nancy Hogan (Phone 263-3827). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve one-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

- A. Standing Information Items
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
 - Community Resources – Ms. Marie Desha
 - ◆ Low-Income COVID Facts Flyer from SMUD
 - ◆ Powering Futures Scholarships Flyer

NOTES:



We're here to help.

We're here for you

We know many of you may be concerned about paying your bills during these challenging times. While much remains uncertain right now, one thing is for sure: we're here to help you through this with flexible billing options and discount rates.

Not shutting off power for non-payment – through April 30, 2021 at the earliest.

We will not disconnect power due to non-payment and we won't add late fees to your bill during this time. Customers who are behind on payment will still owe SMUD for service, but electric service will remain on at this time.

My Account

You can access your account online 24/7.

- View and pay your bill
- Set up payment arrangements
- Check your usage
- Sign up for outage and billing alerts

Low-income discount

Our Energy Assistance Program Rate (EAPR) provides a monthly bill discount based on household size and income. We've adjusted our requirements to make it easier to qualify, apply and re-certify online.

Flexible payment plans

If you are able, please continue to make your payment on time. For customers experiencing financial hardship, you can set up payment arrangements online or give us a call at **1-888-742-7683**. Assistance is available in additional languages if needed, please just ask.

Learn more about how we're helping at smud.org/HereToHelp.



College scholarships up to \$5,000!

Apply by March 1, 2021

Powering forward. Together.

Policy Council

Page 27



SMUD[®]

Feb. 23, 2021

Powering Futures

Annual scholarship program

At SMUD, we recognize the value of education and the impact it can have on our families and our community. We're proud to offer Powering Futures, a special annual college scholarship program awarding up to \$60,000 to students.

- As many as 21 students may receive up to \$5,000 each in scholarships.
- Applicants must be enrolled or planning to enroll as a full-time undergraduate student at an accredited 2 or 4 year college/university in the U.S. in the fall of 2021.
- Applicants must be a SMUD customer living in SMUD's service area, or have a SMUD customer as a legal guardian.
- Awards will be based on merit and financial need.
- A preference will be given to students with a major relevant to SMUD.
- Some scholarships will include a paid internship.

Applications will be accepted Feb. 1 – March 1, 2021.

To learn more, visit smud.org/Scholarships.

Powering forward. Together.

Policy Council

Page 28



Feb. 23, 2021

ITEM IV-B – INFORMATION
SETA GOVERNING BOARD MINUTES

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, December 3, 2020
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:05 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Chair, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Larry Carr, Councilmember, City of Sacramento (joined the meeting at 10:12 a.m.)

Member Absent:

Jay Schenirer, Vice Chair; Councilmember, City of Sacramento

II. Consent Items

- A. Approval of Minutes of the October 29, 2020 Special Meeting and November 5, 2020 Regular Board Meetings
- B. Approval of Claims and Warrants
- C. Approval of an Appointment to the Sacramento Works Workforce Development Board

The items were reviewed; no questions.

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

- A. Approve the October 29, 2020 and November 5, 2020 minutes.
- B. Approve the claims and warrants for the period 10/28/2020 through 11/23/2020.
- C. Appoint Ms. Amanda Taylor to fill the seat vacated by Mr. Jordan Powell from the Associated General Contractors of California.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Carr & Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of the Agency's Workers Compensation Insurance

Ms. D'et Saurbourne introduced Mr. Ken Johnson from Arthur J. Gallagher. Mr. Johnson reported that the Workers Compensation marketplace overall has experienced an increase of 2.5%; this has nothing to do with what SETA is doing. Over the last few years, there was a dramatic increase of the premium. This year's premium from Guide One is for \$585,000 which is a reduction of 29% over last year. Mr. Johnson reviewed the quote with the various options available to SETA.

Mr. Carr joined the meeting at 10:12 a.m.

Mr. Johnson stated that Guide One is working to establish a relationship with SETA. The team at SETA has done a great job at reducing the workers' compensation claims.

Mr. Nottoli appreciates the work done by staff and Mr. Johnson. In light of the explanation, the resulting premium is a result of the staff working closely with the insurance carriers.

Moved/Nottoli, second/Carr, to authorize the Executive Director to procure Workers Compensation coverage for the calendar year 2021.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

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

Ms. D'et Saurbourne stated that this year the auditors had to do everything remotely and that took much longer than normal. Everyone has extended their audit deadlines; CDE requires audits submitted by the end of November. The final report was sent last night along with the management letter.

Ms. Scherman asked the board what their thoughts are regarding approving the audit. Mr. Nottoli stated that he has not had a chance to review the audit and would prefer continuing this item to a later date. Mr. Carr and Mr. Kennedy agreed as well.

Ms. Kossick said that she is not sure if we will have a January meeting but there is no rush if we take it up in February.

Moved/Carr, second/Kennedy, to continue this item to the next meeting.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specifications and Salary Schedules for Payroll Specialist and Senior Payroll Specialist

Ms. Scherman opened up a public hearing.

Ms. Allison Noren reviewed this item and the reasoning behind the proposed revisions. The Head Start Policy Council reviewed and approved this item at their November 24 meeting.

Moved/Carr, second/Kennedy, to close the public hearing and approve the revised job specifications and salary schedules for Payroll Specialist and Senior Payroll Specialist.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant

1. Approval of Community Services Block Grant Delegate Agency Funding Extension Recommendations for Program Year 2021

No questions or comments.

Moved/Nottoli, second/Carr to approve the extension of CSBG delegate agreements, as noted on the attached table, for an additional year under the same terms, conditions, and funding amounts, with the following stipulation: Staff recommendations are contingent upon continuing levels of program performance throughout the 4th quarter of PY2020.

Roll call vote:

Aye: 4 (Carr, Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

One Stop Services

2. Approval to Renew the Memorandum of Understanding with the City of Sacramento Regarding the Local Hire and Community Workforce Training Program

William Walker reviewed this item and offered to answer questions.

Mr. Carr stated that the City of Sacramento is embarking on several programs to serve underserved populations; it is imperative that those opportunities happen where they are supposed to happen.

Moved/Carr, second/Nottoli, to approve the renewed MOU with the City of Sacramento in the amount of up to \$120,000 for eligibility determination services connected with the Local Hire and Community Workforce Training Program.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. Approval to Submit an Application to the California Employment Development Department (EDD) for the Disability Employment Accelerator (DEA) Funding Opportunity, PY 2020-21, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and any other Documents Required by the Funding Source

Ms. Michelle O’Camb reviewed the staff report. Mr. Carr asked if any matching funds were required and Ms. O’Camb replied that yes, a 40% match is required.

Moved/Carr, second/Nottoli, to approve the submission of an application to EDD for the Disability Employment Accelerator (DEA) grant, PY 2020-21, funding opportunity in the amount of \$350,000, and authorize the SETA Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required by the funding source.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Refugee Services

4. Approval to Augment Funds to Refugee Program Service Providers Under the Refugee Support Services (RSS) COVID-19 Supplemental Grant for the Provision of Housing, Utility and Technology Assistance, Program Year (PY) 2020-21

Ms. O’Camb read an amendment into the record which expands the eligibility for RSS COVID Supplemental services to refugees who have been unable to secure a job or earn a sufficient income due to the pandemic.

Mr. Nottoli inquired how the \$420 per participant was decided. Ms. O’Camb replied that she took the total amount available and divided by the total number of refugees to be served (1,450). Not all refugees will receive \$420 in support services and there always has to be a justification for the services. There is a cap of \$5,000 per family per year.

Moved/Nottoli, second/Kennedy, to approve staff augmentation recommendations under the Refugee Social Services (RSS) COVID-19 Supplemental grant as reflected in the attached funding charts.

Additionally, approve the following stipulations:

1. All other available COVID-19 related emergency assistance must be exhausted prior to the use of the RSS Supplemental funding.
2. Funds can only be utilized to provide relief to RSS participants impacted by COVID-19.
3. Only one adult per household may receive housing and utility assistance on behalf of the entire household.
4. Housing assistance amount per household must be based on Sacramento County’s fair market value.
5. Assistance can only be used for current participant needs and cannot be used to “pre-pay” future housing and/or utility expenses.
6. Assistance can be provided in full or partial payments based on need.
7. Assistance cannot exceed \$5,000 per household per program year.
8. Funds must be spent by September 30, 2021.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Walker received a WARN from Southwest Airlines but only three engineers have been impacted.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Lee reported that Head Start is still in remote services; enrollment is currently at 70% enrolled so there is still space for families. The Early Head Start program is 98% enrolled. Staff is still in the planning process of when to reopen centers. Staff did a survey of parents to determine their

satisfaction of services; Ms. Lee reviewed the parent satisfaction survey. This gives staff great information to move forward and work to ensure children/parents are being served while in distance learning. Ms. Lee stated that providing remote services means more interaction with the parents which has been a whole new way of providing services.

Ms. Scherman expressed that at the end of COVID, the children's eyesight will have suffered a bit. Ms. Lee replied that in general, screen time is limited to no more than 30 minutes per day and children are provided school supplies and activities to lessen the amount of screen time.

V. Reports to the Board

- A. Chair: Ms. Scherman thanked members for wishes and prayers for her recent good news.
- B. Executive Director: Ms. Kossick is pretty sure that there will not be a January meeting; she will let the board members know.

Ms. Kossick called on Mr. Johnson and asked Mr. Johnson to report back on the excess liability insurance with \$20 million coverage. Mr. Johnson reported that the \$20 million in liability insurance coverage, the primary was through Philadelphia and second with AIG. The marketplace is difficult with something associated with a municipality or children. The premium is at \$100,000 with Markel.

Mr. Nottoli stated that the money we are saving on workers' compensation premiums we are spending on liability premiums.

Ms. Kossick wished happy birthday to Mr. Nottoli and Mr. Schenirer. She thanked Mr. Carr for serving on our board for the last four years and for his outstanding service.

Mr. Carr stated that he has been very impressed with SETA; it is the best run organization in this county along with the SMUD and Regional Sanitation. SETA is a good example of a well-run organization.

Mr. Nottoli wished Mr. Carr the best and noted that he has been a real asset on this board.

Mr. Kennedy congratulated Mr. Carr on his retirement.

Mr. Scherman thanked Mr. Carr and stated that he is a true gentleman.

- C. Deputy Directors: None.
- D. Counsel: Mr. Thatch stated that he has been around for 42 years and has seen a lot of board members come and go; he appreciates the rational thinking from Mr. Carr. He will be missed.
- E. Members of the Board: None.
- F. Public: None.

VI. Adjournment: The meeting was adjourned at 10:55 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the most recent fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Jacquie Bonini **DATE:** February 2, 2021
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 5,840,686	8/1/19 – 7/31/20	2/1/20 – 7/31/20
Head Start	T & TA	\$ 31,200	8/1/19 – 7/31/20	2/1/20 – 7/31/20
Head Start	Covid-19	\$ 646,802	8/1/19 – 7/31/20	2/1/20 – 7/31/20

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

Date of review: October 12, 2020

Follow Up: 10/28, 11/1, 11/4, 11/6, 11/9, 11/20, 11/23

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORT

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee report.

ITEM VI

OTHER REPORTS

BACKGROUND:

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

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

- ❖ Monthly Deputy Director's Report

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

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2021

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1756	197	11%	589	92	16%
Twin Rivers USD	140	42	30%	40	2	5%
Elk Grove USD	440	33	8%			
Sac City USD	736	38	5%			
San Juan USD	1052	81	8%	160	9	6%
WCIC	120	6	5%			
EHS CCP				80	21	26%
COUNTY TOTAL	4244	397	9%	869	124	14%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/21	(b) % Actual to Funded
Elk Grove USD	440	273	62
Sacramento City USD	736	343	47
SETA	1,736	1,356	78
San Juan USD	1,044	843	81
Twin Rivers USD	160	169	106
WCIC/Playmate	120	75	63
Total	4,236	3,059	72

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/21	(b) % Actual to Funded
SETA	573	532	93
San Juan USD	163	159	97
TRUSD	56	45	80
Total	792	736	93

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 1/29/21	(b) % Actual to Funded
SETA	80	75	94
Total	80	75	94

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

Head Start, Early Head Start and EHS-CCP

All under-enrolled programs, SETA and delegate agencies:

- Difficulty recruiting families for Distance Learning. Most are seeking in-person services. Some are taking distance learning until centers can re-open. Some asked to be called back when the program re-opens.
- Recruitment efforts have been strengthened, but promoting the program under SIP orders and limited access to community agencies and storefronts has been challenging.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

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.
