

GOVERNING BOARD

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City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

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Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
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Thought of the Day: "Yesterday's the past, tomorrow's the future, but today is a gift. That's why it's called the present."

Author: Bil Keane

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

DATE: Tuesday, July 27, 2021

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/83487147371?pwd=STkxNEt6ZXExdkRxWnBZVDRiN0xEdz09>

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/83487147371?pwd=STkxNEt6ZXExdkRxWnBZVDRiN0xEdz09>; Meeting ID: 834 8714 7371. Passcode: 264743. 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, 83487147371# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/83487147371?pwd=STkxNEt6ZXExdkRxWnBZVDRiN0xEdz09>. 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 on which item you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Policy Council and included in the record.

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

AGENDA

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 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: MONDAY, JULY 19, 2021

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Junior Goris, Elk Grove Unified School District
- _____ Kara Otter, San Juan Unified School District
- _____ Elizabeth Gutierrez, San Juan Unified School District
- _____ 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
- _____ Jessica Coultrup, Early Head Start, San Juan Unified School Dist.
- _____ 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, Twin Rivers Unified School District
- _____ Vacant (Land), WCIC/Playmate Child Development Center
- _____ 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 (Self), Early Head Start (SETA)
- _____ Vacant, Grandparent Representative/Community Representative
- _____ Vacant, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep.

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

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

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

BOARD MEMBER	SITE	1/26	2/23	3/23	4/27	5/25	6/22	7/27	8/24	9/28	10/26	11/23
D. Bonner Holding	SOP	X	X	X	X	X	X					
B. Casillas Holding	SOP	X	X	X	X	X	X					
J. Coultrup s/b/seated 2/23	SJ/EHS		U	X	X	X	X					
J. Goris Seated 5/25	EG					X	X					
E. Gutierrez Seated 1/26	SJ	X	X	X	E	X	X					
H. Gutierrez Holding	OC	X	X	X	X	X	X					
S. Key Seated 1/26	PP	X	X	X	X	X	X					
J. Land Holding	WCIG	X	X	U	X	U	U					
K. Otter Seated 1/26	SJ	X	X	X	X	X	X					
S. Pierce Holding	SOP	X	X	X	U	X	X					
R. Schapira Seated 1/26	CAR	X	X	X	X	X	X					
C. Taylor Seated 1/26	PP	X	X	X	X	X	X					
A. Torres Holding	SOP	X	X	X	X	X	X					
F. Wash Holding	SOP	X	X	X	X	X	E					

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 7/14/2021

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 22, 2021
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 22, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the June 22 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, June 22, 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 11:03 a.m. Ms. Gutierrez read the thought of the day.

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

Members Present:

Junior Goris, Elk Grove Unified School District
Kara Otter, San Juan Unified School District
Elizabeth Gutierrez, San Juan Unified School District
Arianna Torres, SETA-Operated Program
Brenda Casillas, SETA-Operated Program
Shannon Pierce, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Stephen Key, Past Parent/Community Representative
Rosemary Schapira, Community Agency Representative
Jessica Coultrup, Early Head Start, San Juan Unified School District
Henrietta Gutierrez, Outgoing Chair

Members Absent:

Jamilia Land, Women's Civic Improvement Club (unexcused)
Fienishia Wash, Home Base Option (excused)

II. Consent Item

A. Approval of the Minutes of the May 25, 2021 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Goris, to approve the May 25, 2021 minutes.

Roll call vote:

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

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 2 (Land & Wash)

III. Action Items

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

The board went into closed session at 11:07 a.m. At 11:25 a.m., Ms. Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Head Start Cook; Head Start Manager; Personnel Clerk; and Clerk of the Boards.

B. TIMED ITEM 11:00 A.M. AND PUBLIC HEARING: Approval of New Job Specification and Salary Schedule for Children and Family Services Eligibility Coordinator (Supervisory)

Ms. Denise Lee reviewed the responsibilities included in this new supervisory position. This person would be in the ERSEA unit. This person would have two staff reporting to them to maintain and track all of the information sent to the state and federal government. The salary schedule was reviewed.

Ms. Gutierrez opened a public hearing and asked if there were any questions.

Mr. Goris asked if this position requires participation in a bargaining unit? Ms. Lee replied that this position would be included in the Supervisory Unit with AFSCME.

Moved/Goris, second/Bonner, to close the public hearing and approve the new job specification and salary schedule for the Children and Family Services Eligibility Coordinator (Supervisory).

Roll call vote:

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

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 2 (Land & Wash)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the report for ten months into the fiscal year. The non-federal share match is at 24.8%; staff will be requesting a non-federal share waiver. The administrative expenses are at 8%, significantly lower than the maximum of 15%. Mr. Han reviewed the no-cost extension report; most of these funds will be

- utilized. Staff is working with all of the vendors to ensure all funds are spent by June 30. Mr. Han reviewed the credit card statements and answered questions.
- Community Resources – Parents/Staff
 - North Sacramento Parent Resource Center Information: Ms. Gutierrez referred the members to the link to complete a mental health survey. This will provide information to the North Sacramento Family Services mental health needs of the community.
- B. Governing Board Minutes for April 29, 2021: No questions.
- C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting: Ms. Gutierrez reported that the Executive Committee will meet on Friday, June 25, 9 a.m.
- Budget/Planning Committee: The next Budget/Planning Committee meeting is scheduled for Tuesday, July 13, 1 p.m.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick provided information on a survey for the American Rescue Plan funds. Sacramento County is reaching out to the community on ways to address issues that arose from COVID. There are eight areas they are requesting input from the community. If interested in learning, go to Sacramento County American Rescue Plan to file the survey. The survey is due by June 30. This is the first step in getting community input to ensure that the entire county is participating in the process.
- B. Head Start Deputy Director's Report: Ms. Lee reported that the Agency just completed Focus Area 1 federal review. This included a series of interviews about services and a review of documents. The review went very well. It is expected that the report will be received in 45-60 days and will be shared with the board. Ms. Lee stated that as California restores statewide services, Head Start staff and delegates are working to return to full classroom services and restoring pre-COVID services. There are a lot of enrollment opportunities county-wide so please refer friends and family members. Ms. Gutierrez reported that being part of the federal review was intimidating but she found it very interesting and fulfilling.

Ms. Bonner asked about the end-of-year promotion ceremony for children moving to kindergarten. Ms. Lee replied that staff is meeting to discuss this and how to reinstitute it. Right now there are still issues with hosting volunteers in the classrooms. We are waiting for input from community care licensing. Staff will have to figure out what has changed and what will remain in place. Mr. Goris would like to have some form of remote board meetings available to families. Ms. Lee stated that she is waiting for input from the State and Legal Counsel as to the possibility of offering remote board meetings.

- C. Chair's Report: No report.
- D. Head Start Managers' Reports
 - ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
 - ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 12:00 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 Lists for: Associate Teacher/Associate Teacher Infant Toddler; Head Start Cook; Site Supervisor; Family Services Worker II; Family Services Worker III; Home Visitor; and Staff Support Officer
 - ➔ Report out of closed session

NOTES:

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 – Parents/Staff: Ms. Marie Desha
 - North Sacramento Parent Resource Center Information

NOTES:

A vertical poster with a blue background and a yellow wavy top border. The title "POOL OF JOY" is written in large, yellow, hand-drawn letters. Below the title, the text "Invite a friend and dive into some pool safety education" is in black. The date and time "Tuesday, July 27th, 1-2pm" is also in black. Below that, "Free gift upon class completion" is in yellow. A yellow rectangular box contains the text "Who's ready to have a good time?". At the bottom, there are illustrations of a beach umbrella, flip-flops, a red swimsuit, a pair of blue shorts, and a yellow rubber duck.

POOL OF JOY

Invite a friend and dive into some pool safety education

Tuesday, July 27th, 1-2pm

Free gift upon class completion

Who's ready to have a good time?

Learn ways to keep your family safe around water!

[CLICK HERE TO REGISTER](#)



Our new and improved website has a calendar of all of our upcoming Family Resource Center activities and workshops with links to register. You can also learn more about our all of the free services, such as car seat education, safe sleep baby, crisis intervention, and more. We also keep the website updated with community resources.

Visit us at www.NorthSacFRC.org

North Sacramento Family Resource Center

2469 Rio Linda Blvd, Ste. B Sacramento, CA 95815

916-679-3743

Currently we are all still working remotely, but we look forward to seeing you at our Family Resource Center location when it is safe to return!



Community
Welcome



MH 101:
Mental Health
Support
Group



The North Sacramento Family Resource Center has started a support group for mental health awareness and support. We hope to see you there. Trust me it'll be just what you need.

Fridays 3-5pm: July 16th, July 23rd, July 30th

[CLICK HERE TO JOIN](#)

Time to Lego!

Thursdays in July at 3pm

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, June 3, 2021
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:01 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Chair, Public Representative
Eric Guerra, Vice Chair; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Mai Vang, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the April 29, 2021 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Adjust Zones in the Broadband/Performance Policy
- D. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 29, 2021 minutes.
- B. Approve the claims and warrants for the period 4/20/2021 through 5/26/2021.
- C. Approve the adjustment to the salary ranges of Zone 1 to \$76,798 - \$166,468 and Zone 2 to \$58,852 - \$117,705.
- D. Find that 2-1-1 services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement. In addition, approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2021-2022.

Roll call vote:

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

Nay: 0

Abstentions: 0

Ms. Scherman stated that the board will take action items out of order in order to accommodate the numerous public speakers anticipated.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2021-2022

Ms. D'et Saurbourne reviewed the budget; staff is still working to finalize numbers. The HS/EHS looks like a decrease in funding, but we received a 1.22% COLA.

Moved/Nottoli, second/Guerra, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 5, 2021 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California, or via an electronic Board meeting, if necessary.

Roll call vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: No items.

One Stop Services

1. Approval of the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc., Resource Allocation Plan for 2021-2022

Mr. Roy reviewed the Resource Allocation Plan; the Sacramento Works Board reviewed and approved this plan at their May 26 meeting. This plan establishes how funds will support the services and activities within the Sacramento Works Job Center System. Mr. Kim reviewed the breakdown of how the funds will be utilized.

Mr. Thatch stated that this item and III-B-2 require agreement with the Workforce Development Board

Moved/Kennedy, second/Guerra, to approve the Resource Allocation Plan for 2021-22.

Roll call vote:

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

2. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program for Program Year 2021-2022

Ms. Carpenter reviewed the funding recommendations; this is the second year of a three-year procurement. The program serves youth that have significant barriers to employment or education. This program requires 14 elements be available to the youth participants. The funding recommendations are based on the enrollment numbers achieved. This is the first year we will be held accountable for our measurable skills gains; the federal government is not giving us a pass due to the pandemic. The Sacramento Works Board reviewed and approved these funding recommendations at their May 26 meeting.

Moved/Guerra, second/Vang, to approve the staff funding extension recommendations for the WIOA Title I, Youth Program, PY 2021-2022. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

Roll call vote:

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

4. Approval of the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan for Program Years 2021-2024, and Authorize SETA's Executive Director to Make Revisions Required by the State

Mr. Roy Kim reviewed this item. In 2017, the board approved a four-year plan; two years ago the board approved a plan update. This is the new plan required by the State which includes a regional and local plan. The plan was widely distributed among our regional partners and stakeholders. The unsigned plans were submitted by April 30 and the fully executed plans are required by June 30. This item is also requesting authorization for the Executive Director to make changes as required by the state since there will not be time to bring it back for additional approvals.

Moved/Nottoli, second/Scherman, to approve the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan for Program Years 2021-2024, and authorize SETA's Executive Director to make revisions required by the State.

Roll call vote:

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

Nay: 0
Abstentions: 0

Community Services Block Grant

5. Approval of the 2022-2023 Community Services Block Grant Community Action Plan

Ms. Julie Davis-Jaffe reviewed the process by which the community input was received. Every two years the community needs are assessed and the plan is updated. The plan is very involved with the different needs in the community. The Community Action Board met on May 25 to approve this document. A Request for Proposals will be developed and brought to this board for approval in August.

Moved/Nottoli, second/Kennedy, to approve the 2022-2023 Community Services Block Grant Community Action Plan.

Roll call vote:

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

Nay: 0

Abstentions: 0

3. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2021-2022

Ms. Scherman stated that speakers are allowed three minutes for their presentation.

Mr. Roy Kim reviewed the staff funding recommendation. The overall system-wide performance was reviewed; SETA met or exceeded all expectations. Most of the centers were able to continue providing services in spite of the COVID-19 limitations. The Fruitridge Job Center is not being recommended for funding due to poor performance. Pro Youth indicated that they are requesting approval to transfer their responsibilities to Pivot Sacramento; staff is not recommending this request.

Speakers before the Board:

Lisa Miller

Jeffrey Fletcher

Arthurine Ali

Saneeshan Faulkner

Daniela Hurtado

Chesarae Fletcher

Paul Castro

Stephanie Nguyen

Gina Wandell
Staci Anderson

Ms. Scherman closed the public testimony portion of the meeting.

Mr. Nottoli asked Mr. Kim about the cutoff date for operators. May 14 was selected as the cutoff date to evaluate the Job Centers. Mr. Kim replied that the enrollments for the Fruitridge Job Center are now at 31 which is more than the actual enrollments on the May 14 cutoff date.

Mr. Kennedy stated that if the staff recommendation is approved, there will be a desert of services in the Oak Park neighborhood. If approved, would there be services provided in the Oak Park neighborhood under other contracts? Mr. Kim replied that the Mark Sanders Career Center is very near; we have had discussions with the city regarding connection to Aggie Square. There are other ways to deliver services and one of our goals is to invest in impacted communities. There are ways staff can continue to work with Pro Youth and Pivot and if there are opportunities in the future, they can be explored.

Mr. Kennedy asked if there could be repercussions with federal performance standards. Mr. Kim and Ms. Kossick reviewed the process if we do not meet our contracted goals; this would definitely affect whatever extra funding we get.

Mr. Eric Guerra stated that we should do whatever we can to keep the services intact. Mr. Kim stated that SETA is working with the city and county to ensure services continue to be provided in the area.

Mr. Kim stated that SETA funds Pivot under CSBG. We are not recommending closing the organizations. Pro Youth is transferring their role over to Pivot. Mr. Guerra stated that we are moving forward to create a large job center at Aggie Square. Both the city and county will be receiving American Rescue Plan Act (ARP) Funding. If we have to move forward, can we look at putting a path forward for the Fruitridge Center to get resources.

Ms. Kriztina Palone, City of Sacramento Economic Development Department, joined the meeting. Ms. Palone stated that there have been discussions about the ARP funds coming to the community. The concern is the timing when the city and county will determine how the funds will be allocated. Using the Fruitridge location for Aggie Square coalition would be ideal; there is a lot of need in that neighborhood. If the city and county can decide before June 30, then Pivot could potentially receive funds. All of the partners would be included in future conversations.

Ms. Mai Vang stated that it is important to provide direction to staff. In the response to Pro Youth's letter, Ms. Vang asked to explain how the mobile services would be provided. Mr. Kim replied that SETA outstations staff in a

variety of locations. Staff go out in teams with the mobile equipment to enroll and document customers at the career centers; they can be deployed to serve the community. There are designated community centers with open hours; this includes libraries and other locations. A schedule would be established that can be modified as needed. Ms. Vang wants direction to SETA to work with Pivot and Pro Youth to assess the need and be present at the Fruitridge Career Center. There will still be a loss of service but we owe it to the community to ensure some services are available. Ms. Vang asked SETA staff to work with Jeffrey Fletcher at Fruitridge.

Mr. Nottoli stated that the board has the ability to not cancel the staff funding recommendation but to modify the scope of services. Mr. Nottoli is interested in supporting the recommendations for all other organizations but modify the scope of services and continue providing services to the current enrollees.

Ms. Kossick stated that the board would have to identify funding to be placed in that category from other providers. It would be up to the board to reallocate the funding to Pivot and/or Pro Youth.

Ms. Scherman thanked all of the speakers for their passion. Today we have an action that needs to be taken and not to be taken lightly. Her biggest concern is that she does not want to discourage people in their community journey; she does not want to jeopardize our federal funding. It would affect everyone. We have never been under corrective action because we follow what the feds want; we do not deviate from what the feds expect of us. Once the recommendation is made, staff can continue to work to assist Pivot and Pro Youth and counsel them to move along.

Ms. Kossick stated that the July 1 meeting was going to be canceled because the City and County are on summer recess and Ms. Scherman will be out of town. Mr. Nottoli stated that this is important and wants a special meeting. He will make himself available.

Mr. Kennedy clarified that Pro Youth has indicated that they do not want a contract, it will be Pivot only. Mr. Thatch stated that he understands that Pro Youth has been the fiscal agent dealing with the funding; if that service goes away, this needs to be examined.

Ms. Kossick stated that the Agency needs to spend at least 20% of the money in training which is the scholarship pot. It will be difficult to meet that requirement if our scholarship dollars are reduced significantly.

Moved/Nottoli, second/Vang, to authorize funding of all of the recommended applicants, hold the scholarship increases in abeyance and bring back a recommendation with a revised scope of work with Pivot. This will be done at the next meeting.

Roll call vote:
Aye: 3 (Guerra, Nottoli, Vang)
Nay: 2 (Kennedy and Scherman)
Abstentions: 0

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: No questions.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Denise Lee reported that the federal review will begin June 14. The review team will not interview Governing Board members. This review will be done remotely.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that staff will work with Governing Board members to secure a special meeting later in the month.
- C. Deputy Directors: Mr. Kim reported that staff prepared a report on jobs and employer services requested by Councilmember Vang. It will be included in the next agenda packet.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No additional comments.

VI. Adjournment: The meeting was adjourned at 11:55 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the most recent fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Yvonne Wright **DATE:** June 25, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring desk review of Elk Grove Unified School District-Head Start

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,539,436	8/1/2020-7/31/21	8/1/2020-1/31/21
Head Start	T & TA	\$14,040	8/1/2020-7/31/21	8/1/2020-1/31/21
Head Start	Covid-19	\$386,675	8/1/2020-7/31/21	8/1/2020-1/31/21

Monitoring Purpose: Initial Follow-up Special Final

Date of review: April 2021, 5/3, 5/10, 5/19, 5/21, 6/25

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

Program Operator: Elk Grove Unified School District-Head Start

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2020 to March 31, 2021 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Lisa Teal **DATE:** June 8, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$8,855,012	8/1/2020-7/31/21	8/1/2020-1/31/21
Head Start	T & TA	\$33,400	8/1/2020-7/31/21	8/1/2020-1/31/21
Head Start	COVID	\$924,506	8/1/2020-7/31/21	8/1/2020-1/31/21
Early HS	Basic & COLA	\$2,000,193	8/1/2020-7/31/21	8/1/2020-1/31/21
Early HS	T & TA	\$30,912	8/1/2020-7/31/21	8/1/2020-1/31/21
Early HS	COVID	\$140,271	8/1/2020-7/31/21	8/1/2020-1/31/21

Monitoring Purpose: Initial X Follow Up Special Final

Date of Review: April, 2021; 5/4, 5/18, 5/26, 6/2, 6/4

	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	Program Improvement		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2020 to January 31, 2021 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Vasseliki Vervilos **DATE:** June 23, 2021
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 2,228,078	8/1/20 - 7/31/21	8/1/20 - 1/31/21
Head Start	T & TA	\$ 15,930	8/1/20 - 7/31/21	8/1/20 - 1/31/21
Head Start	Covid-CO	\$ 43,606	8/1/20 - 7/31/21	8/1/20 - 1/31/21
Early HS	Basic	\$ 992,898	8/1/20 - 7/31/21	8/1/20 - 1/31/21
Early HS	T & TA	\$ 13,712	8/1/20 - 7/31/21	8/1/20 - 1/31/21
Early HS	Covid-CO	\$ 370	8/1/20 - 7/31/21	8/1/20 - 1/31/21
Early HS	Prog. Imp.	\$ 146,548	8/1/20 - 7/31/21	8/1/20 - 1/31/21

Monitoring Purpose: Initial X Interim Special Final

Date of review: March 12, 2021
Follow up: Follow up: 5/19, 5/25, 5/26

	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: Twin Rivers Unified School District

Findings and General Observations:

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

There are no findings.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee report.

➤ Budget/Planning Committee: Ms. Henrietta Gutierrez

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

June 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	247	14%	589	116	20%
Twin Rivers USD	140	50	36%	40	2	5%
Elk Grove USD	440	43	10%			
Sac City USD	736	43	6%			
San Juan USD	1052	98	9%	160	15	9%
WCIC	120	9	8%			
EHS CCP				80	22	28%
COUNTY TOTAL	4244	490	12%	869	156	18%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *June 2021

June 7th - Part-days open, that includes Bannon Creek, Galt, Parker, and Strizek.

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
22,160	23,468	22,300	0

Total Amount of Meals and Snacks Prepared 67,928

Purchases:

Food	\$79,386.42
Non - Food	\$10,066.31

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$406.07

Vehicle Gas / Fuel: \$1,880.78
Normal Delivery Days 22

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/21	(b) % Actual to Funded
Elk Grove USD	440 (120)	98	82
Sacramento City USD	736	400	54
SETA	1,736	1,594	92
San Juan USD	1,044	891	89
Twin Rivers USD	160	182	113
WCIC/Playmate	120	92	77
Total	4,236 (3,916)	3,257	83

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/21	(b) % Actual to Funded
SETA	573	506	88
San Juan USD	163	163	100
TRUSD	56	52	93
Total	792	721	91

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/30/21	(b) % Actual to Funded
SETA	80	77	96
Total	80	77	96

(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

Reasons for Under-enrollment

- Difficulty recruiting families for Distance Learning. Most are seeking in-person services. Some are taking distance learning until centers can re-open. Some asked to be called back when the program re-opens.
- Recruitment efforts have been strengthened, but promoting the program under SIP orders and limited access to community agencies and storefronts has been challenging.
- Limited/no access to enrollment staff/offices during closures.

Strategies for Addressing Under-Enrollment in the New Program Year

- Engage in regular recruitment and outreach activities upon re-opening
- Expand recruitment and outreach activities (i.e. include registration/enrollment information in program/district-wide communications to families, offer virtual registration, drop off/mail packets, TK/K referrals, reach out to families with siblings, revisit recruitment lists for families who rejected/had limited participation in distance learning, etc.)
- Open on-site registration and educational services
- Track and monitor student rosters and recruitment log/activities weekly
- Recruit through current and past parents
- Place advertisements in various media outlets, targeting special sub-groups
- Recruit through partners and community-based organizations

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

- 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.
