

GOVERNING BOARD

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Thought of the Day: "Successful leaders possess two characteristics. They're well-grounded and well-surrounded."

Author: Scott Hagan

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, August 24, 2021

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/88563202642?pwd=VU12eHdZTmx2eTdIVXpDS0VYY1pKZz09>

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/88563202642?pwd=VU12eHdZTmx2eTdIVXpDS0VYY1pKZz09>; Meeting ID: 885 6320 2642. Passcode: 720022. 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,,88563202642# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/88563202642?pwd=VU12eHdZTmx2eTdIVXpDS0VYY1pKZz09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: monica.newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or monica.newton@seta.net. 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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- A. Executive Director's Report
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 - Public Input on SMUD Rate Increase: Ms. Ashleigh Adams
- C. Chair's Report
- D. Head Start Managers' Reports
 - ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: Wednesday, August 18, 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 Monica Newton: [916] 263-3753) 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	X				
B. Casillas Holding	SOP	X	X	X	X	X	X	X				
J. Coultrup s/b/seated 2/23	SJ/EHS		U	X	X	X	X	U				
J. Goris Seated 5/25	EG					X	X	X				
E. Gutierrez Seated 1/26	SJ	X	X	X	E	X	X	X				
H. Gutierrez Holding	OC	X	X	X	X	X	X	X				
S. Key Seated 1/26	PP	X	X	X	X	X	X	X				
K. Otter Seated 1/26	SJ	X	X	X	X	X	X	U				
S. Pierce Holding	SOP	X	X	X	U	X	X	X				
R. Schapira Seated 1/26	CAR	X	X	X	X	X	X	E				
C. Taylor Seated 1/26	PP	X	X	X	X	X	X	X				
A. Torres Holding	SOP	X	X	X	X	X	X	X				
F. Wash Holding	SOP	X	X	X	X	X	E	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 8/16/2021

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 27, 2021
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 27, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the July 27 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, July 27, 2021
11:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 11:02 a.m. Ms. Gutierrez read the thought of the day.

Ms. Fienishia Wash called the roll; a quorum was met.

Members Present:

Elizabeth Gutierrez, San Juan Unified School District
Arianna Torres, SETA-Operated Program
Brenda Casillas, SETA-Operated Program
Shannon Pierce, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Home Base Option
Henrietta Gutierrez, Outgoing Chair
Junior Goris, Elk Grove Unified School District (joined at 11:04 a.m.)
Stephen Key, Past Parent/Community Representative (joined the meeting at 11:18 a.m.)

Members Absent:

Kara Otter, San Juan Unified School District (unexcused)
Rosemary Schapira, Community Agency Representative (excused)
Jessica Coultrup, Early Head Start, San Juan Unified School District (unexcused)

II. Consent Item

A. Approval of the Minutes of the June 22, 2021 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Casillas, to approve the June 22, 2021 minutes as distributed.

Roll call vote:

Aye: 8 (Bonner, Casillas, Goris, E. Gutierrez, Pierce, Torres, Taylor, Wash)

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 4 (Coultrup, Key, Otter, Schapira)

III. Action Item

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

The board went into closed session at 11:07 a.m. At 11:39 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 Cook; Site Supervisor; Family Services Worker II; Family Services Worker III; Home Visitor; and Staff Support Officer

Mr. Stephen Key joined the meeting at 11:18 a.m.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the fiscal report. This is the first year of a five-year cycle; there are still four more years to go for the cycle. There is a savings in the budget due to the closure of centers over the past year. Staff submitted a waiver request in the amount of just over \$3 million in non-federal share match. The administrative expenses are below the 15% maximum. We may return some of the no-cost extension funds due to some vendors are not willing to provide quotes during the pandemic and increase workload. Staff is hoping to reobligate some of the unexpended CARES Act funds, pending ACF approval; some concrete information is yet to be received. Most of the delegates were working remotely last year so the expenditure of funds is lagging. The credit card statements were reviewed. The next Budget/Planning Committee meeting is scheduled for August 10.
- Community Resources – Parents/Staff: Ms. Marie Desha reviewed information provided for the North Sacramento Family Resource Center. The California central valley hours are Wednesday, 6-7:30 p.m. This is a great opportunity to network and connect with other parents.

B. Governing Board Minutes for June 3, 2021: No questions.

C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting: Ms. Gutierrez reported that the committee will meet on Friday, July 30, 9:00 a.m.
- Budget/Planning Committee: The next meeting is scheduled for Tuesday, August 10, 1 p.m.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Head Start Deputy Director's Report: Ms. Denise Lee introduced Ms. Gricelda Ocegueda, the new manager for Health, Oral Health, Nutrition, Food Services, and Quality Assurance/On-going Monitoring. Ms. Ocegueda has been with the agency for a number of years. She was previously in the Contracts Unit in the Workforce Department prior to joining Head Start.

Ms. Ocegueda introduced herself and is looking forward to working with the board. She was a Head Start child, then a Head Start parent and now a Head Start Manager. Through all of these experiences, she knows Head Start.

- C. Chair's Report: Ms. Fienishia Wash reported out on the July 14 CAB meeting. The Board approved the CSBG Request for Proposals which will be released in August.
- D. Head Start Managers' Reports
 - ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported that Head Start has used some of its COVID-19 funds to partner with the Workforce Development Department and provide a dedicated employee to work with parents at the Early Learning Center for job opportunities; a flyer will be sent out with detailed information. Ms. Wanda Thomas will be working with families and providing workshops for those interested in getting a job and updating their resumes. Parents as Teachers training will begin in August; this training is for home base parents. Parents as Teachers is the new Home-based curriculum for children and families. Ms. Carr stated that updated enrollment cards, with QR codes, are in the process of being printed and will be distributed upon receipt. Ms. Carr reported that we need enrollment in Elk Grove USD, Sacramento City USD and the SOP programs; staff is diligently working to enroll children in Head Start and Early Head Start programs. There is a requirement to qualify income-wise. For those in SOP, the program will continue to have parents sign in/out their children outside due to the COVID-19 upticks. For now, and for the near future, the classrooms will not host parent volunteers in the classroom.
 - ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that the Agency is in the process of getting teaching staff updated annual training on a variety of subjects. The school readiness unit is contacting all delegate agencies and providing trainers and CLASS observations of interactions between teachers and children. Staff received the Focus Area 1 results from the federal review and they were glowing results. There were no areas of non-compliance; lots of areas of strength were identified. Ms. Denise Lee reported that that we will have Focus Area 2 review between January-June, 2022; this will involve a one-week on-site review including group interview of the Policy Council members.
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, and Quality Assurance/On-going Monitoring: Ms. Ocegueda reported that the

Food Services unit currently has 134 special diets requests. Special diets will be resuming once we start the program year. Ms. Ocegueda reported that we recently had a very successful TB clinic for staff; resulting in over 100 staff received TB tests.

- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 12:12 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: Associate Teacher / Associate Teacher Infant Toddler; Site Supervisor; Head Start Cook; Head Start Lead Cook (Non-Supervisory); CFS Eligibility Coordinator (Supervisory); and Head Start/Early Head Start Coordinator (Health-Nutrition) (Supervisory)

- ✓ Report out of closed session

NOTES:

ITEM III-B – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY
COUNCIL JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity to discuss and approve a joint parent activity with the Parent Advisory Committee.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that according to federal regulations, the expenditure of grant funds solely for entertainment purposes is prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

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. Rosemary Schapira
 - North Sacramento Resource Center

NOTES:

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, July 1, 2021
10:00 a.m.

I. Call to Order/Roll Call

Mr. Guerra called the meeting to order at 10:01 a.m. The roll was called.

Members Present:

Eric Guerra, Vice Chair; Councilmember, City of Sacramento

Mai Vang, Councilmember, City of Sacramento

Don Nottoli, Member, Board of Supervisors (joined at 10:04 a.m.)

Members Absent:

Sophia Scherman, Chair, Public Representative

Patrick Kennedy, Member, Board of Supervisors

While awaiting a quorum, the Information Items were reviewed.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Employer Success Stories and Activity Report: No questions.

C. Dislocated Worker Update: Mr. William Walker provided additional information on services provided in the county.

Mr. Nottoli joined the meeting at 10:04 a.m. and a quorum was achieved.

D. Unemployment Update/Press Release from the Employment Development Department: No questions.

E. Head Start Reports: No questions.

F. Employer Outcomes and Employer Services: Mr. Roy Kim provided an overview of the employer outcomes and the employer services provided by SETA. Mr. William Walker reviewed the city projects and the ways SETA assists local employers.

Ms. Vang thanked Mr. Kim and Mr. Walker for the presentation and will do a follow-up on the data.

II. Consent Items

- A. Approval of Minutes of the June 3, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of an Appointment to the Sacramento Works Board

Mr. Nottoli noted a correction on the staff report for Item II-C.

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

- A. Approve the June 3, 2021 minutes.
- B. Approve the claims and warrants for the period 5/27/2021 through 6/23/2021.
- C. Approve the appointment of Ms. Lisa Hutchinson from Revere Packing LLC to fill the seat vacated by Mr. Larry Booth.

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Scherman)

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Specification and Salary Schedule for Children and Family Services Eligibility Coordinator (Supervisory)

Mr. Guerra opened a public hearing and asked if there were questions.

Ms. Noren offered to review the staff report; there were no questions.

Moved/Vang, second/Nottoli, 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: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Scherman)

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: No items.

Community Services Block Grant: No items.

One Stop Services

1. Approval of Funding Extension Recommendation for the Fruitridge Job Center Under the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2021-2022

Mr. Kim reported that at the last meeting, this board approved extensions and set aside scholarship and support services funding. The Board asked staff to negotiate with Pivot Sacramento and Pro Youth, the host organizations for the Fruitridge Job Center. The recommendation is to extend Fruitridge Job Center for the reduced amount of \$150,000, agree to transfer Pro Youth's roles and responsibilities to Pivot Sacramento, and allocate \$10,000 for scholarships and support services.

Mr. Thatch asked that the staff funding extension recommendation be modified to approve funds for Pivot Sacramento to operate the Fruitridge Job Center.

Mr. Kim reported that a recent performance report showed they had increased their enrollments to 41. Staff has worked to provide technical assistance and will evaluate their performance monthly.

Mr. Nottoli thinks the corrective action is necessary due to the low performance expectations. He is hoping they will continue to receive supportive services and exceed their goals.

Moved/Vang, second/Nottoli, to approve the staff funding extension recommendation for the Fruitridge Job Center under the WIOA Title I, Adult/Dislocated Worker Programs as follows:

1. Extend the Fruitridge Job Center at \$150,000 to provide Career Services for 774 "Registered" and 77 "Enrolled" customers.
2. Agree with the request received from Pro Youth and Families to assign its Job Center responsibilities to Pivot Sacramento.
3. Allocate \$10,000 for Scholarships and supportive services.
4. Standard terms and conditions of the agreement will remain unchanged.

Roll call vote:

Aye: 3 (Guerra, Nottoli, Vang)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Scherman)

C. CHILDREN AND FAMILY SERVICES: None.

V. Reports to the Board

- A. Chair: Councilman Guerra requested that SETA staff work with Economic Development staff at the City and County to align American Rescue Plan (ARP)

funds. This effort is to pull together resources with local workforce programs to help to decide how to use the ARP funds. Ms. Kossick reported that SETA is already working closely with the city and will reach out to the county.

- B. Executive Director: Ms. Kossick wished everyone a Happy Fourth of July.
- C. Deputy Directors: Ms. Denise Lee reported that SETA concluded its recent Focus Area 1 Federal review. This was a virtual, benchmark review that was largely interview focused with various document reviews. The program also finished a State review in April and received a follow-up letter clearing everything with the exception of one item in eligibility paperwork. Staff will receive a follow-up visit to verify the fixes. Head Start centers are up and running and currently at 66% enrolled. Ms. Lee asked Board members to let her know of any newsletters or e-mail blasts to encourage enrollment. Mr. Guerra suggested that staff perhaps follow up with the City of Sacramento's Public Information Officer to get the family notice out in different languages.
- D. Counsel: None.
- E. Members of the Board: No reports.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:34 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Aida Buelna-Valenzuela **DATE:** July 21, 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	\$ 6,153,276	8/1/20 – 7/31/21	8/1/20 – 1/31/21
Head Start	T & TA	\$ 31,200	8/1/20 – 7/31/21	8/1/20 – 1/31/21
Head Start	Covid-19	\$ 646,802	8/1/20 – 7/31/21	8/1/20 – 1/31/21

Monitoring Purpose: Initial X Follow-Up Special Final

Date of review: March 19, 2021
Follow Up: 5/12, 5/13, 5/18, 5/19, 6/1

	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 REPORTS

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee report.

➤ Budget/Planning Committee: Ms. Henrietta Gutierrez

➤ Social/Hospitality 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
- ❖ Public Input on SMUD Rate Increase: Ms. Ashleigh Adams

- 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.



JULY 2021

MONTHLY PROGRAM Information Report

RESTORING HEAD START/EARLY HEAD START SERVICES FOR PROGRAM YEAR 2021-2022



On May 5, 2021, the Office of Head Start published a Program Instruction (ACF-PI-HS-21-04) outlining the expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. Virtual and remote services for children are considered an interim strategy in the presence of an emergency or disaster and will not be approved as a Locally Designed Option (LDO).

All SETA and delegate agency centers will re-open as scheduled on the following dates:

<p><u>SETA OPERATED PROGRAM</u> All centers are open with exception of four (4) locations which are in the licensing process</p>	<p><u>ELK GROVE USD</u> Head Start - August 12th</p>	<p><u>SAN JUAN USD</u> Head Start - August 30th Early Head Start - August 2nd and August 16th</p>
	<p><u>SACRAMENTO CITY USD</u> Year-Round Head Start - August 1st All other Head Start - September 7th and September 13th</p>	
<p><u>WOMEN'S CIVIC IMPROVEMENT CLUB/PLAYMATE</u> Head Start – September 13th</p>		<p><u>TWIN RIVERS USD</u> Head Start - August 17th Early Head Start - August 17th</p>

SETA and its delegate agencies/partners are committed to high quality health and safety practices to reduce the risk of spreading COVID-19. These protocols include, but are not limited to, health screenings upon entering the center, mask required indoors and outdoors, social distancing, increased cleaning/disinfecting protocols, reduced number of adults entering the center by signing in/out at the entrance, restricted staff in the classroom and pre-plated meal service to reduce cross-contamination. Management recognizes that some of the listed protocols exceed CDC and/or Community Care Licensing guidelines, however, SETA remains committed to reducing the spread of COVID-19 and other contagious infections.

Register NOW

OPEN ENROLLMENT

(916) 263-3804

Online Application:
www.headstart.seta.net/enroll/





UPDATE FROM THE CALIFORNIA DEPARTMENT OF EDUCATION (STATE PRESCHOOL/CSPP)

Guidance Regarding Requirements for Re-opening, Reimbursement, and Distance Learning
Issued on: 7/27/2021

The CDE, ELCD is currently developing guidance regarding requirements for reopening, reimbursement, and distance learning for California State Preschool Programs (CSPP) contractors for Fiscal Year (FY) 2021–22. This guidance will implement the requirements set forth in the FY 2021–22 Budget Trailer Bill for Child Development Programs (Assembly Bill [AB] 131, Section 263).

AB 131, Section 263 specifies that for Fiscal Year (FY) 2021–22, CSPP contractors are to be reimbursed the lesser of 100 percent of the contract Maximum Reimbursable Amount (MRA) or net reimbursable program costs when the contractor is either:

- Physically open to provide early education services for all enrolled families by the start date of the contracting agency’s FY 2021–22 approved program calendar, and remain open and offer services through the FY 2021–22 program year; or
- Not physically open due to a written state or local public health order related to the Coronavirus Disease 2019 (COVID-19) pandemic that is specific to early education or childcare, or
- Physically open by the start date of the contracting agency’s FY 2021–22 approved program calendar, with any future days of closure related to the COVID-19 pandemic being due to a state or local public health order related to the COVID-19 pandemic that is specific to early education or childcare.

Contractors that do not reopen by the start date of the contracting agency’s FY 2021–22 approved program calendar without a state or local public health order related to the COVID-19 pandemic that is specific to early education or childcare, as defined above, will not be reimbursed for any period of time that the program is not physically open.

UPDATES FROM THE OFFICE OF HEAD START

Group Health Insurance Plan Premiums for Furloughed Employees
ACF-IM-HS-21-02
Issued on: 6/2/2021

As a result of the COVID-19 pandemic, some programs have implemented furloughs in addition to their usual summer closures. The American Rescue Plan Act, 2021, includes COBRA premium assistance. This tax credit is available to eligible employers for the cost of premium assistance provided for periods of health coverage on or after April 1, 2021, through September 30, 2021.

Grantees may, subject to supportive policies and procedures, pay the partial or entire cost of group health premiums for employees subject to furlough for up to 90 days. Failure of a furloughed employee to return to work when recalled by the employer does not render costs paid for their group health premiums unallowable. This policy applies to covered furloughs in general and is not specific to COVID-19 or time-limited in relation to COVID-19.

For more information, please visit the ECLKC website at: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-02>

Fiscal Year (FY) 2022 Monitoring Process for Head Start and Early Head Start Grantees
ACF-IM-HS-21-03
Issued: 7/27/2021

In FY 2022, OHS will resume on-site monitoring reviews and Classroom Assessment Scoring System (CLASS®) reviews. On-site reviews will begin in January 2022, as local conditions allow. While on-site, monitors will follow U.S. Centers for Disease Control and Prevention (CDC) health and safety guidelines. Further, OHS is committed to partnering with grantees when preparing for on-site reviews to maintain a safe environment for children, families, and staff within the program. If local conditions do not allow for an on-site review, OHS reserves the right to conduct an off-site review.

For more information, please visit the ECLKC website at: <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-21-03>





SETA, IN PARTNERSHIP WITH UC DAVIS NURSING PROGRAM, HOSTS TB SCREENING CLINIC FOR STAFF

TB testing is required annually for all Head Start/Early Head Start staff to keep safe from infectious diseases. Due to the pandemic, many routine medical services were paused, resulting in staff falling behind on TB testing. As part of the summer UC Davis nursing program, student nurses administered 122 TB PPD skin tests to SETA staff in a two-day period, as well as provided education about the disease, prevention and intervention. For a full story, visit the UC Davis website at: <https://health.ucdavis.edu/health-news/nursing/uc-davis-nursing-students-bring-life-saving-tb-screenings-to-a-community-organization/2021/07>

COVID-19 VACCINE EDUCATION FOR STAFF AND PARENTS

The Children and Family Services Department continues its campaign to share up-to-date information, resources and data regarding Coronavirus-19 (COVID-19) with parents and staff. This month:

- UC Davis student nurses hosted tabling events to provide COVID-19 vaccination information including free COVID-19 vaccination access, disease awareness, prevention and management. More than 200 informational brochures were disseminated.
- SETA registered nurse consultants provided COVID-19 informational webinars including free COVID-19 vaccination access, disease awareness, prevention and management to the home-based parents and staff.
- The CFS Manager/Health and Nutrition provided one-on-one follow-up with families of exposed children, answering questions and helping to navigate access to free COVID-19 testing.
- COVID-19 vaccination information was sent to each center that had a positive COVID-19 exposure to educate staff and families on how to access a free COVID-19 vaccination and to learn more about the disease, prevention and intervention.
- The SETA Human Resources Chief sent routine email messages to staff regarding free COVID-19 vaccinations, disease awareness, prevention and management. She also presented up-to-date information on positivity rates for Sacramento County and SETA staff to SETA Management Team, CFS Leadership Team and Site Supervisors. Protocols for positive cases and/or staff not feeling well were reviewed and discussed.

WHAT DOES ASSEMBLY BILL 131 MEAN FOR CALIFORNIA'S CHILDREN AND FAMILIES?

In mid-July, the Governor passed Assembly Bill 131 with unrepresented support for early learning and care in California and historic investments in Transitional Kindergarten. Assembly Bill (AB) 131, the Budget Trailer Bill that specifies childcare funding in the FY 21-22 State Budget, contains the following:

Child Care

- Family fees for subsidy-funded child care are waived until June 30, 2022.
- Many more families will receive child care subsidies; legislative announcements indicate 120,000 new child care spaces.
- All child care providers and programs licensed as of June 25, 2021 will receive a flat-rate, one-time stipend.
- Increased Subsidy Payment Rates to Child Care Providers:
- All subsidy payment rates to child care providers will increase to 75% of the 2018 regional market rate survey.
- All subsidy payments for family, friend and neighbor providers will increase to 70% of the 2018 regional market rate survey.
- Child care providers will receive a subsidy payment supplement until June 2022.
- Provision of one-time funds for early childhood mental health consultation to support child care providers in addressing children's social-emotional development, using trauma-informed practices, and promoting health and wellbeing for children and families impacted by the pandemic

Mental, dental and Physical Health

- Five-year extension of Medi-Cal eligibility for postpartum individuals to 12 months after birth
- Creation of a Medi-Cal dyadic care benefit to improve preventive care for young children and their parents/caregivers, address social-emotional needs, and support maternal mental health
- Addition of doula services as a covered Medi-Cal benefit
- Addition of Community Health Workers to provide culturally responsive care to Medi-Cal clients
- Creation of a Children & Youth Behavioral Health Initiative to reimagine mental and behavioral health supports for individuals ages 0-25
- Continuation of financial support to work across systems to address adverse childhood experiences
- Managed Care Dental will continue in Sacramento and LA Counties through 2022 and, according to the CA Department of Health Care Services, there are no plans currently to move to Fee for Service.

Developmental Screening and Services

- Extension of Early Start services for children with developmental delays up to age 5
- Continuation of Prop. 56 supplemental payments that incentivize well-child visits and screenings for ACEs and developmental delays

Family Strengthening and Supports

- Extension of the current 60%-70% wage replacement for paid family leave for low-income families until the end of 2022
- Dedication of a total of \$12 billion in Golden State Stimulus payments that will reach two-thirds of Californians, with \$600 direct payments to all taxpayers who make up to \$75,000/year and didn't receive a first payment; and additional direct payments for families with dependents, including undocumented families
- Increase of the CalWORKs Maximum Aid Payment

Children in Foster Care

- \$37 million augmentation of the Emergency Child Care Bridge Program for Foster Children to connect caregivers and parenting youth in foster care to child care
- \$80 million to support children and youth in foster care (through a \$1,500 pandemic stipend)
- \$100 million in additional resources for prevention services that strengthen families, reduce racial inequities, and reduce entries into foster care.



COVID-19 VACCINE EDUCATION

Is getting the COVID-19 vaccine safe?

Yes, it is a safe and effective vaccine at preventing COVID-19 disease and death and reducing the risk of people spreading the virus.

How would I feel after receiving the vaccine?

You may experience some side effects, which are normal vaccine responses. The symptoms indicate that your body is building immunity. The most common side effects may include pain, redness, and soreness at the injection.

The vaccine was released so quickly...not much information is known about this vaccine, is it really safe?

The vaccine is safe. The COVID-19 is not an experimental vaccine and has gone through all the required clinical trial stages. Due to the severity of the virus an emergency effort was made to release the vaccine early. Nearly 3 million have received it world wide without any complications.





COVID-19 Vaccine for Children and Teens

CDC recommends vaccination for everyone 12 years and older to help protect against COVID-19.

Why does my child need a COVID-19 vaccine?

COVID-19 vaccines help protect kids from getting COVID-19. Getting a COVID-19 vaccine will also help keep them from getting seriously ill even if they do get COVID-19.

When should my child be vaccinated?

All children who are 12 years and older should get a COVID-19 vaccine. If your child hasn't gotten their vaccine yet, talk to their doctor about getting it as soon as possible.

Are COVID-19 vaccines safe for my child?

Yes. COVID-19 vaccination provides safe and effective protection against the virus that causes COVID-19. COVID-19 vaccines have been used under the most intensive safety monitoring in U.S. history.

The Pfizer-BioNTech COVID-19 Vaccine is now available for everyone ages 12 years and older. In the clinical trial for children 12 through 15 years old, no safety concerns were identified with the Pfizer-BioNTech COVID-19 Vaccine.

The clinical trial also showed that the Pfizer-BioNTech vaccine was 100% effective at preventing COVID-19 with symptoms in children 12 through 15 years old. In addition, children's immune systems responded to the vaccine in a way similar to that of older teens and young adults. To get the most protection, your child will need 2 shots given 3 weeks (21 days) apart.

Before, during and after your child's vaccination

- Tell the doctor or nurse about any allergies your child may have.
- Comfort your child during the appointment.
- To prevent fainting and injuries related to fainting, your child should be seated or lying down during vaccination and for 15 minutes after the vaccine is given.
- After your child's COVID-19 vaccination, you will be asked to stay for 15-30 minutes so your child can be observed in the

Can my child get a COVID-19 vaccine during the same visit with other vaccines?

Yes. Your child can get a COVID-19 vaccine and other vaccines at the same visit. Experience with other vaccines has shown that the way our bodies develop protection after getting vaccinated (immune response) and possible side effects of vaccines are generally the same when given alone or with other vaccines. Talk with your healthcare provider to learn more.

All authorized and recommended COVID-19 vaccines:



- are safe,
- are effective
- help protect from severe illness



What are the side effects?

Your child may have some side effects, which are normal signs that their body is building protection. These side effects may affect your child’s ability to do daily activities, but they should go away in a few days. Some people have no side effects. Side effects from the second shot may be more intense than after the first shot.

Possible side effects after COVID-19 vaccination include:

On the arm where you got the shot:	Throughout the rest of your body:
<ul style="list-style-type: none"> ■ Pain ■ Redness ■ Swelling 	<ul style="list-style-type: none"> ■ Tiredness ■ Headache ■ Muscle pain ■ Chills ■ Fever ■ Nausea 

The benefits of COVID-19 vaccination far outweigh any potential risk of side effects. COVID-19 vaccination will help protect your child from getting COVID-19.

Contact your child’s healthcare provider:

- If the redness or tenderness where the shot gets worse after 24 hours.
- If the side effects are worrying you or do not seem to be going away after a few days.

Who is paying for COVID-19 vaccines?

The federal government is providing COVID-19 vaccines free of charge to all people living in the United States, regardless of their immigration or health insurance status. COVID-19 vaccination providers **cannot**:

- Charge you for the vaccine
- Charge you directly for any administration fees, copays, or coinsurance
- Deny vaccination to anyone who does not have health insurance coverage, is underinsured, or is out of network
- Charge an office visit or other fee to the recipient if the only service provided is a COVID-19 vaccination
- Require additional services in order for a person to receive a COVID-19 vaccine.

Where can I learn more?

Talk to your child’s doctor or nurse to learn more about COVID-19 vaccines and other vaccines that your child may need.

You can also find out more at www.cdc.gov/coronavirus.



SETA Head Start Food Service Operations Monthly Report *July 2021

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
23,108	24,316	23,139	0

Total Amount of Meals and Snacks Prepared 70,563

Purchases:

Food	\$75,411.43
Non - Food	\$18,637.37

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$32.00

Vehicle Gas / Fuel:	\$1,981.59
Normal Delivery Days	21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/30/21	(b) % Actual to Funded
Elk Grove USD	440 (0) ¹	N/A	N/A
Sacramento City USD	736 (32) ³	26	81
SETA	1,736 (1,396) ₂	1,337	96
San Juan USD	1,044 (0) ²	N/A	N/A
Twin Rivers USD	160 (0) ²	N/A	N/A
WCIC/Playmate	120 (0) ²	N/A	N/A
Total	4,236 (1,428)³	1,363	95

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/30/21	(b) % Actual to Funded
SETA	573	523	91
San Juan USD	164 (150) ²	154	94
TRUSD	56 (0) ¹	N/A	N/A
Total	792 (723)³	677	92

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/30/21	(b) % Actual to Funded
SETA	80	74	93
Total	80	74	93

¹ Closed during summer

² Some classes/centers closed during the summer. Reduced funded enrollment.

³ Total funded enrollment in the summer months.

(a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Under-enrollment

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	254	14%	589	140	24%
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	24	30%
COUNTY TOTAL	4244	497	12%	869	181	21%

AFE: Annual Funded Enrollment

ITEM VI – OTHER REPORTS (continued)

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- 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.
