

GOVERNING BOARD

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Thought of the Day: "I can't change the direction of the wind, but I can adjust my sails to always reach my destination."

Author: Jimmy Dean

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, September 28, 2021

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/84245246576?pwd=SUptYUpaVHArSjVJWS8yZXk0Z3FDUT09>

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/84245246576?pwd=SUptYUpaVHArSjVJWS8yZXk0Z3FDUT09>; Meeting ID: 842 4524 6576. Passcode: 885338. 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,,84245246576# US (San Jose). Dial by your +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/84245246576?pwd=SUptYUpaVHArSjVJWS8yZXk0Z3FDUT09>. 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.

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E. Open Discussion and Comments

F. Public Participation

VII. **Adjournment**

DISTRIBUTION DATE: Monday, September 20, 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	X			
B. Casillas Holding	SOP	X	X	X	X	X	X	X	X			
J. Coultrup s/b/seated 2/23	SJ/EH S		U	X	X	X	X	U	X			
J. Goris Seated 5/25	EG					X	X	X	X			
E. Gutierrez Seated 1/26	SJ	X	X	X	E	X	X	X	X			
H. Gutierrez Holding	OC	X	X	X	X	X	X	X	X			
S. Key Seated 1/26	PP	X	X	X	X	X	X	X	X			
K. Otter Seated 1/26	SJ	X	X	X	X	X	X	U	X			
S. Pierce Holding	SOP	X	X	X	U	X	X	X	X			
R. Schapira Seated 1/26	CAR	X	X	X	X	X	X	E	X			
C. Taylor Seated 1/26	PP	X	X	X	X	X	X	X	X			
A. Torres Holding	SOP	X	X	X	X	X	X	X	X			
F. Wash Holding	SOP	X	X	X	X	X	E	X	X			

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council
Business

E/PCB: Excused, Policy Committee
Business

OGC: Outgoing Chair

RS: Reseat

*****: Special Meeting

Current a/o 9/15/2021

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 24, 2021
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 24, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the August 24 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, August 24, 2021
11:00 a.m.

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

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

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

Members Present:

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

II. Consent Item

Approval of the Minutes of the July 27, 2021 Meeting

Minutes were reviewed; no questions or corrections.

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

Roll call vote:

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

Nay: 0

Abstentions: 1 (Ms. H. Gutierrez)

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

III. Action Items

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

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

B. Approval of the PC/PAC Joint Parent Activity

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

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

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

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

Roll call vote:

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

Nay: 0

Abstentions: 1 (Ms. H. Gutierrez)

IV. Information Items

A. Standing Information Items

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Governing Board Minutes for July 1, 2021

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

V. Committee Reports

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

➤ Social/Hospitality Committee: Ms. H. Gutierrez

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

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

VI. Other Reports

A. Executive Director's Report

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

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

B. Head Start Deputy Director's Report

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Chair's Report: None

D. Head Start Managers' Reports

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

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

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

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

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

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

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

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

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

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

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

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

E. Open Discussion and Comments: None

F. Public Participation: None

Resources will be forwarded via email.

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

ITEM 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, Head Start Teacher, Infant Toddler Lead Teacher, Site Supervisor, Head Start Cook (Tier V Supervisory), CFS Facilities Coordinator, Accountant II (Supervisory), Information Systems Network Engineer, Typist Clerk III (Front Desk Receptionist)
 - ✓ 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
 - End of Year Parent Appreciation Drive-Through Event
 - Community Resources – Parents/Staff: Ms. Marie Desha

NOTES:

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

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

“Our Kids Reaching For the Stars”



**LOCATION:
SETA Administrative Building
Parking Lot**

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

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

CDC COVID-19 pandemic guidelines must be followed.

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

Social distancing (6 feet apart)

No food allowed

Hand sanitizer on site (hands must be kept clean)

RSVP BY THURSDAY, OCTOBER 14, 2021

MONICA NEWTON AT : MONICA.NEWTON@SETA.NET

SOUTHSIDE PLAY DATE

City of
SACRAMENTO
Youth, Parks, & Community Enrichment



25 Southside Play Dates

Sep
(Sat)

Sacramento's Largest Fully Accessible Playground

Time: 10:00 am – 12:00 pm **Venue:** Southside Park Club House **City:** Sacramento **Cost:** Free



10 Autism Speaks Walk

Head Start Policy Council

Page 20 Wednesday, September 28, 2021

Oct
(Sun)

Register. Recruit. Results.

Time: 09:00 am – 12:00 pm **Venue:** Sutter Health Park **City:** West Sacramento **Cost:** Free



05 -07
Nov (Sun)
(Fri)

Sacramento Arts Festival

American Head Start Policy Council Craft Page 27 Wednesday, September 28, 2021

Time: Time Varies **Vonuo:** SAFE Credit Union Convention Center **City:** Sacramento **Cost:** \$0 - \$8

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, August 5, 2021
10:00 a.m.

I. Call to Order/Roll Call

Ms. Scherman called the meeting to order at 10:00 a.m. The roll was called and a quorum confirmed.

Members Present:

Patrick Kennedy, Member, Board of Supervisors
Eric Guerra, Vice Chair; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Sophia Scherman, Chair, Public Representative
Mai Vang, Councilmember, City of Sacramento (joined the meeting at 10:06 a.m.)

II. Consent Items

- A. Approval of Minutes of the July 1, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of the One Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2021-2022 and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

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

- A. Approve the July 1, 2021 minutes.
- B. Approve the claims and warrants for 6/24/2021 through 7/28/2021.
- C. Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$911,743, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Vang)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2021-2022

Ms. Scherman opened the public hearing.

Ms. D'et Saurbourne reviewed the final budget and stated that there have been some changes since the recommended budget. There were some increases in the California Department of Education and California Department of Social Services standard reimbursement rates. The WIOA funding pool numbers have decreased.

Moved/Nottoli, second/Guerra, to close the public hearing and adopt the Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2021-2022.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Vang)

2. Approval of Agreement with ADP for Human Resources Information System (HRIS) and Authorization for Executive Director to Execute Final Agreement

Ms. Vang joined the meeting at 10:06 a.m.

Ms. Saurbourne reported that an RFP for a Human Resources Information System was approved and released after the March meeting. Two vendors submitted proposals. SETA legal counsel has worked with the legal counsel from ADP who presented a proposal stipulating the use of a Master Services Agreement. Staff is recommending ADP as the vendor of choice to transition the payroll system.

Moved/Nottoli, second/Guerra, to (1) approve the Master Services Agreement with ADP for a services contract for an initial term of three (3) years, with the option for multiple year extensions; and (2) authorize the Executive Director to execute the Master Services Agreement, substantially in the form provided under separate cover.

Roll call vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services

1. Approval of Application to the U.S. Department of Labor for National Dislocated Worker Grant Funds and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modification and Any Other Documents Required to Implement a Successful Program

Ms. Julie Davis-Jaffe reported that on June 28, the Department of Labor announced the availability of \$43 million for the Comprehensive and Accessible Reemployment through Equitable Employment Recovery (CAREER) National Dislocated Worker Grants (NDWGs), with award amounts of up to \$3 million. Each area can get up to \$3 million for up to two years. These funds will support and enhance comprehensive employment services, and allow for supporting digitalization of services to unemployed job seekers as well as the data systems necessary to connect the unemployed to reemployment.

Moved/Nottoli, second/Vang, to approve the submission of an application to the U.S. Department of Labor for up to \$3 million in CAREER NDWG funds and authorize the Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required to implement a successful program.

Roll call vote:

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

Nay: 0

Abstentions: 0

Community Services Block Grant

2. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2022 Program Year

Ms. Julie Davis-Jaffe reported that SETA goes through a procurement process every two years for CSBG funding. Staff has yet to learn of the allocation from the State but staff is estimating around \$900,000 will be going into the community. Ms. Davis-Jaffe reviewed the various services that will be provided with priority given to low-income families. The CAB approved the release of this RFP at their July 14 meeting.

Mr. Guerra asked if the RFP has a metric system on how the program funds are linked to other programs? Ms. Davis-Jaffe replied that staff is working on this with our providers and community agencies; everyone needs to work together. The providers are working with the job centers to get to the end goal. Wrap around services are greatly needed. Mr. Guerra wants to meet with staff to figure out ways to align with city services.

Moved/Guerra, second/Vang, to approve the CSBG 2022-2023 Request for Proposals.

Roll call vote:

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

Nay: 0

Abstentions: 0

Refugee Services

3. Approval to Augment the Slavic Assistance Center, Inc. Under the Refugee Support Services (RSS) Set-Aside Grant, Program Year (PY) 2020-21

Ms. Michelle O’Camb stated that the primary focus of these funds is to work with refugees 60 and older. This has been a very successful program. In July, the Slavic Assistance Center (SAC) reported that they met their contracted goal and an additional allocation is being recommended. In addition, staff is also seeking sole source approval since SAC is the sole provider funded under the RSS Set-aside program.

Mr. Thatch read the following finding into the record:

“The Board finds that Slavic Assistance Center, Inc. is the only RSS Set-aside program operator currently providing services whose contract can be augmented from additional funds made available under the August, 2020 State allocation due to some counties declining State funding and SETA’s award being \$20,249 more than originally anticipated. Consistent with Federal Refugee Resettlement Program Regulations and the OMB Uniform Guidance 2 CFR 200.320, non-competitive procurement is appropriate in such circumstances when the services are available from only a single source.”

Ms. O’Camb will report back on the population metrics of the refugees served.

Moved/Guerra, second/Vang, to approve the augmentation of the Slavic Assistance Center, Inc. (SAC) Refugee Social Services (RSS) Set-aside funds, with the sole source finding, in the amount of \$10,000 to serve an additional 25 older refugees for PY 2020-2021.

Roll call vote:

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

Nay: 0

Abstentions: 0

- C. **CHILDREN AND FAMILY SERVICES:** No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Kennedy stated that Siemens has been awarded a number of contracts. He recently met with Siemens staff and they are having difficulty hiring people. Mr. Kennedy asked if SETA is working closely with Siemens to assist in their staffing? Mr. William Walker replied yes; we have worked with them for the past 15 years. Ms. Christine Laster, one of their senior staff, is on the Sacramento Works Board. Welders are the hardest group to get; Siemens requires a specific type of welding for their train production.

Mr. Guerra stated that on the city side, he has worked with Charles A. Jones Center and Sacramento Valley Manufacturing Alliance to create a manufacturing center. The biggest cost an employer has is training people. As we work with ARP funding, this is an area we should have a higher focus on. The welding jobs are high wage jobs that do not require a college degree.

Mr. Nottoli commented that SETA already has relationships with most of the school districts. When there are jobs for people right out of high school, it seems that it would be wise to put more training dollars into those programs. There are some high schools that have welding programs and that would be a great resource for Siemens.

- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Ms. Denise Lee introduced the new manager, Gricelda Ocegueda, who will be overseeing Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring.

Ms. Lee reported that we are slowly reopening centers, but continue to have an uptick in COVID-19 cases. More positive tests were seen in July and August than previous months. The delegate agencies are not up and running yet they will be in the next couple of weeks.

Ms. Lee reported that the program received the final Focus Area 1 federal review report with no findings. The board will receive a copy of the final report. A Focus Area 2 review is expected sometime during this program year, likely between January and June 2022; staff will receive a 45-day notice of the review.

The program is still ramping up for enrollment. Staff are working with SETA's contracted marketing firm to attract more families and expand awareness of services so full enrollment can be achieved by January. This includes the addition of a QR code that can be used to direct parents to the Head Start enrollment page.

Mr. Guerra will assist in whatever way to get families vaccinated. Ms. Ocegueda reported that every year, nurses from U. C. Davis assist in the program with target projects. This year they hosted table events to educate staff and parents on the importance of vaccines.

V. Reports to the Board

- A. Chair: Ms. Scherman asked everyone to continue to be careful; this will be a very trying time for the next couple of months.
- B. Executive Director: Ms. Kossick recognized Ms. Scherman and wished her a Happy Birthday. SETA is working on coordinating a discussion of workforce providers on the American Rescue Plan funds. On July 28, the Sacramento Works Board had both city and county economic development directors give updates on how they are coordinating efforts.

Ms. Kossick introduced SETA's new Clerk of the Boards, Ms. Monica Newton. Ms. Newton will take over when Nancy Hogan retires at the end of September.

We are working carefully with our regional partners on federal and state grant opportunities. These are good opportunities to bring in more workforce dollars into the region. Mr. Roy Kim is working to identify partners.

- C. Deputy Directors: Mr. Kim reported that earlier this week, the state department began processing 2,500 Afghan special immigrants that assisted the United States military. It is estimated that 1,000 special immigrants will be resettled to Sacramento. Ms. Michelle O'Camb is the County Refugee Coordinator and she's working with the local service providers on the resettlement services. Ms. O'Camb is working on an augmentation that will go before the board in September. With special immigrants, in general, English skill levels tend to be higher along with education and marketable job skills. Staff will provide updates as things progress.
- D. Counsel: No report.
- E. Members of the Board: Mr. Guerra asked Denise Lee to follow up and look at new developments in different parts of the city/county to set up more child care centers. Get metrics on the costs to get a center up and running.
- F. Public: Mr. Kennedy is interested in metrics on how we determine the success of our programs. He wants a discussion at the staff level of how we can do a better job of figuring out how well our programs are doing. He would like to have the public better know what our successes are; this will help with contract renewal. We can do a better job of reporting our successes.

VI. Adjournment: The meeting was adjourned at 11:03 a.m.

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

- 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.



SETA Head Start Food Service Operations Monthly Report *August 2021

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
34,260	30,344	30,160	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$101,529.66
Non - Food	\$19,042.70

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$78.61

Vehicle Gas / Fuel: \$1,970.32
Normal Delivery Days 22

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/21	(b) % Actual to Funded
Elk Grove USD	440 ²	342	78
Sacramento City USD	736 (32) ³	19	59
SETA	1,736	1,100	63
San Juan USD	1,044	642	61
Twin Rivers USD	160	151	94
WCIC/Playmate	120 (0) ¹	N/A	N/A
Total	4,236 (3,412)³	2,254	66

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/21	(b) % Actual to Funded
SETA	653 ⁴	559	86
San Juan USD	163	163	99
TRUSD	56	51	91
Total	872	773	89

¹ Closed during summer.

² Some classes/centers closed during the summer.

³ Total funded enrollment in the summer months.

⁴ EHS-CCP funded enrollment (80) has merged with standard Early Head Start (573) beginning 8/1/21.

(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

- Centers/classes within communities with high number of Covid-19 cases are experiencing low interest in enrollment. Families are taking precautions due to Covid-19 exposure to variants.

- Limited/no access to enrollment staff/offices during closures.
- Staff turnover/retention affecting opening of classes.
- Families decision to end services due to frequent class closures due to Covid-19 exposure and center/class quarantine.

Strategies for Addressing Under-Enrollment in the New Program Year

- Programs will continue to monitor and be diligent in health practices to prevent spread of illness.
- 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.).
- 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

August 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	89	5%	589	74	13%
Twin Rivers USD	140	26	19%	40	7	18%
Elk Grove USD	440	17	4%			
Sac City USD	736	NA*	0%			
San Juan USD	1052	71	7%	160	5	3%
WCIC	120	NA*	0%			
EHS CCP				80	8	10%
COUNTY TOTAL	4244	203	5%	869	94	11%

*Program not open

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.
