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Thought of the Day: "Success isn't always about greatness. It's about consistency. Consistent hard work gains success. Greatness will come."

~ Dwayne Johnson

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, October 26, 2021

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/83399953102?pwd=ZTFhOUc0WktySmtDWWs0L1VuRXpqZz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Policy Council (PC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/83399953102?pwd=ZTFhOUc0WktySmtDWWs0L1VuRXpqZz09>; Meeting ID: 833 9995 3102. Passcode: 409936. 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: +-16699006833,83399953102# US (San Jose). Dial by your +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kpni08ZX6>. 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.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

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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- C. Chair's Report
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- D. Head Start Managers' Reports
 - ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - ✓ Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments
 - ✓ 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, October 20, 2021

Head Start Policy Council meeting hosted by:
Henrietta Gutierrez (Chair)

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		
B. Casillas Holding	SOP	X	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	X		
J. Goris Seated 5/25	EG					X	X	X	X	X		
E. Gutierrez Seated 1/26	SJ	X	X	X	E	X	X	X	X	X		
H. Gutierrez Holding	OC	X	X	X	X	X	X	X	X	X		
S. Key Seated 1/26	PP	X	X	X	X	X	X	X	X	X		
K. Otter Seated 1/26	SJ	X	X	X	X	X	X	U	X	X		
S. Pierce Holding	SOP	X	X	X	U	X	X	X	X	X		
R. Schapira Seated 1/26	CAR	X	X	X	X	X	X	E	X	E		
C. Taylor Seated 1/26	PP	X	X	X	X	X	X	X	X	X		
A. Torres Holding	SOP	X	X	X	X	X	X	X	X	X		
F. Wash Holding	SOP	X	X	X	X	X	E	X	X	X		

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council
Business

E/PCB: Excused, Policy Committee
Business

OGC: Outgoing Chair

RS: Reseat

*****: Special Meeting

Current a/o 10/14/2021

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 28, 2021
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 28, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the September 28 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, September 28, 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 11:00 a.m. Ms. H. 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

Kara Otter, San Juan Unified School District *(joined at 11:28 am)*

Members Not Present:

Rosemary Schapira, Community Agency Representative *(Excused)*

II. Consent Item

A. Approval of the Minutes of the August 24, 2021 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Wash, second/Bonner, to approve the August 24, 2021 minutes as distributed.

Roll call vote:

Aye: 10 (E. Gutierrez, Torres, Casillas, Pierce, Bonner, Taylor, Wash, Goris, Key, Coultrip)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Otter, Schapira)

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 11:38 a.m., Ms. H. Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: 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, and Typist Clerk III (Front Desk Receptionist).

IV. **Information Items**

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the Head Start and Early Head Start August expenditures report. This month's expenditures were projected estimates based on where they should be at this time. Next month we will have actual numbers to report on. The administrative expenditure cost is at four percent. The close out is close to being done, we are waiting on a few delegate invoices.

The CARES Act funds were reviewed. We cannot re-obligate the funds to the current five-year cycle. However, we were permitted to request another twelve month no-cost extension through July 2022. The American Rescue Plan Act (ARP) funds are available from April 1, 2021 to March 31, 2023. These funds will start to be spent once the CARES Act funds have been exhausted. The Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds are also available from April 1, 2021 to March 31, 2023; like the ARP funds these too will be spent once the all CARES Act funds are exhausted. With in-person services resuming, we expect more to be spent this year than last year.

H. Gutierrez asked if the SOP parent services remaining budget was correct.

Mr. Han clarified there were extra decimals, however the number is correct. The Child Care Partnership (CCP) grant was reviewed. The American Express credit card statement was reviewed, nothing was out of the ordinary. The Citi credit card statement was reviewed, there was nothing out of the ordinary.

Ms. Brenda Casillas left the meeting at 11:25 a.m.

Ms. Kara Otter joined the meeting at 11:28 a.m.

E. Gutierrez asked about the children's masks charge, if it was covered under the corona virus plan.

Mr. Han clarified this it is covered, we do not have a specific vendor agreement or number.

➤ End of Year Parent Appreciation Drive-Through Event

H. Gutierrez reviewed the flyer. Requested all to RSVP to Ms. Monica Newton by Thursday, October 14, 2021.

➤ Community Resources – Parents/Staff

H. Gutierrez reviewed the community resource, which were the Autism Speaks Walk and the Sacramento Arts Festival.

B. Governing Board Minutes for August 5, 2021

➤ Executive Committee Meeting: Ms. Henrietta Gutierrez

- Community Action Board Report

The next meeting will be held on Thursday, September 30, 2021 at 9:00 a.m.

➤ Budget/Planning Committee: Ms. Henrietta Gutierrez

The next meeting will be held on Tuesday, October 12 at 1:00 p.m.

➤ Social/Hospitality Committee: Ms. Henrietta Gutierrez

The next meeting will be held on Wednesday, October 6, 2021 at 3:00 p.m.

VI. Other Reports

A. Executive Director's Report

Ms. Kossick recognized that today was Ms. Nancy Hogan's last Policy Council meeting.

Ms. Kossick updated the council on the Afghan refugee impact on the Sacramento area. Sacramento is expecting at least 2,000 refugees to arrive in the area. There is a temporary restriction in place stating that refugees need to have a direct connection in Sacramento, as in a family member. This is due to the current house crisis Sacramento is facing. In addition to the 2,000 refugees, the city is expecting about 5,500 additional refugees in the next fiscal year. About fifteen percent of the refugee families arriving are large families with children ranging in age of zero to five years old.

B. Head Start Deputy Director's Report

Ms. Lee reviewed the COVID-19 support funds that have been received by Head Start. The first funds received was the CARES Act COVID-19 funds in June of 2020, which was one month before our fiscal year ended. We are able to carry over the funds into the new grant period. Due to prolonged closures during 2020-2021, the program was unable to expend all funds. As a result, we have requested a no-cost extension for an additional 12-months. There was not enough time to add an emergency agenda item to today's meeting. The carry over request is due by Friday; the Chair agreed to sign a preliminary approval pending board action on the 26th of October. The no-cost extension will be formally brought to the Policy Council (PC) at the next meeting on October 26th for review and final approval. There are two separate requests, the first is the Child Care Partnership, Early Head Start partnership grant for approximately \$45,000. The second is the Head Start and Early Head Start grant which is a little more than \$2.5 million. The CARES Act funds will be spent before the funds from the American Recovery Act or other state funding are spent, as we have an additional year to spend those funds.

Ms. Goris asked how much notice does the board need in order to add an emergency item to the agenda.

Mr. Lee replied the minimum is twenty-four hours for an emergency item to be added to the agenda, which we could not meet for today's meeting agenda.

Ms. Goris moved for an emergency meeting on Friday.

Ms. Lee clarified we are not able to take formal action but instead the Chair will sign for submission and the PC will take formal action next month.

H. Gutierrez stated she will sign the form today, to make sure the funds are not lost.

Ms. Lee stated that President Biden made a mandate for all Head Start staff to receive the COVID-19 vaccine, with the estimated target for complete compliance in January 2022. Currently we have a fifty-five percent vaccination rate in Head Start. We could potentially lose staff temporarily if staff do not become vaccinated by the deadline. Per the mandate a COVID-19 test every couple of days is not an alternative option to getting vaccinated. More details will be forth-coming.

federal register language for a clear definition and final rule making. We moved forward to notify staff because if we wait until the whole process takes place staff may not have enough time complete the series (or one dose Johnson and Johnson) for the January deadline.

Mr. Goris expressed concern regarding issues with filling staff vacancies.

Ms. Lee responded that Head Start is struggling to attract talent and staff, which could impact that issue. We will start to collect vaccination statuses from our staff, which could raise our vaccination rate. We will continue the dialog going forward and in the next budget/planning meeting. Another challenge we are facing is there are more and more positive cases or potential exposures in our classrooms, which are leading to temporary classrooms closures.

The California Governor did sign an extension on the continuation of virtual board meetings through Dec 31, 2021. One provision that has been added is the board must approve this action each month.

Mr. Key asked if vaccine status could be added as an interview question.

Ms. Elizabeth Garcia replied that putting a question regarding vaccine status on an application or interview would be in violation of discrimination laws. Asking about medical information in an interview could lead to legal repercussion.

Ms. Otter asked if we could add COVID-19 vaccination in the job description?

Ms. Garcia answered that when vaccination does become mandated, at that point we could list it on the job announcement. It will always be at the onboarding portion of the hiring process, not in the interview phase.

C. Chair's Report

- PC Recruitment
- Discuss PC Community Agencies for Program Year

H. Gutierrez requested that council members e-mail Ms. Monica Newton with updated contact information. A lot of mail has been returned to the Agency as undeliverable. The Chair thanked Ms. Nancy Hogan for all of her support through the years.

D. Head Start Managers' Reports

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

Ms. Carr passed on reporting due to limited time.

- ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: No Report
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

Ms. Ocegueda announced there is a new health coordinator starting on Monday. The health and nutrition department is working with Family Service Workers and Home Base workers to do refreshers on health screenings and data collection. We are working with the Sacramento Department of Public Health to reduce risk of exposure to COVID-19, by providing nurses with content meetings on how to better assess for COVID-19 exposure.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 12:17 p.m.

ITEM III-A- ACTION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR COUNCIL MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has recently extended until December 31, 2021 the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. Recently the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Council Meetings, provided necessary procedures are followed. The Head Start Policy Council on October 26, 2021 will be the first council meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Council Agenda.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Council meeting to be held by teleconference procedures consistent with AB 361, the Council must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

ITEM III-A-ACTION (continued)

Page 2

- i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
- ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Head Start Policy Council meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Legal Counsel

ITEM III-B - 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**

- Associate Teacher / Associate Teacher Infant Toddler, Head Start Teacher, Site Supervisor, Program Analyst, Head Start Home Visitor, Family Services Worker 2, Family Services Worker 3, Head Start Cook (Tier V Supervisory)
 - ✓ 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 Reports: Ms. Henrietta Gutierrez
 - Community Resources – Parents/Staff: Ms. Henrietta Gutierrez

NOTES:

Accessing Oral Healthcare for Individuals with Intellectual and Developmental Disabilities



Wednesday, October 27, 2021 4:00 pm - 6:00 pm

Please click on this Zoom link to pre-register: <https://bit.ly/3m85mcz>

You will then receive an email with your personalized link to the Zoom workshop

This workshop is designed for Regional Center clients, their family members & care providers, however all are welcome!

Topics:

1. Home based behavioral strategies to prepare for the dental visit
2. Tips for caregivers and what to expect at the dental visit

6. The role of the Regional Center in accessing dental care
7. A parent's perspective on accessing dental care

Bring your questions and join us for this important discussion!
This training will be recorded

The workshop will be in English with Closed Captioning and simultaneous Spanish translation. If you have questions or need an accommodation, please contact Sonya Bingaman at least 5 days in advance of the training at sonya.bingaman@scdd.ca.gov or 916-715-7057.

Here's the link to the recording of the workshop held June 16, 2021: https://youtu.be/Bm_T5k8HoKs



Acceso a la atención de la salud bucal para personas con discapacidades de Desarrollo e Intelectuales



Cuando: miércoles, octubre 27, 2021 ~ 4:00 pm - 6:00 pm

**Por Zoom aquí este el link para registrarse: <https://bit.ly/3m85mcz>
luego recibirá un correo electrónico con su enlace personalizado para entrar a Zoom**

Este taller está diseñado para los clientes del Centro Regional, sus familiares y proveedores de atención, sin embargo, ¡todos son bienvenidos!

Temas:

1. Estrategias de comportamiento basadas en el hogar para prepararse para la visita al dentista
2. Consejos para los cuidadores y qué esperar en la visita al dentista
3. Actualización sobre el desarrollo de recursos dentales en la región de Sacramento
4. Cómo su defensa aumenta el acceso a la atención y los servicios dentales
5. Diagramas de flujo para acceder a su tarifa por servicio y seguro de atención dental administrada
6. El papel del Centro Regional de Alta California en apoyar su acceso a la atención de la salud bucal
7. La perspectiva de los padres sobre el acceso a la atención dental

¡Traiga sus preguntas y únase a nosotros para esta importante discusión!

Esta formación se grabará

El taller será en inglés con subtítulos y traducción simultánea al español.

Si tiene alguna pregunta o necesita una adaptación, comuníquese con Sonya Bingaman al menos 5 días antes de la capacitación en sonya.bingaman@scdd.ca.gov or llame al 916-715-7057.

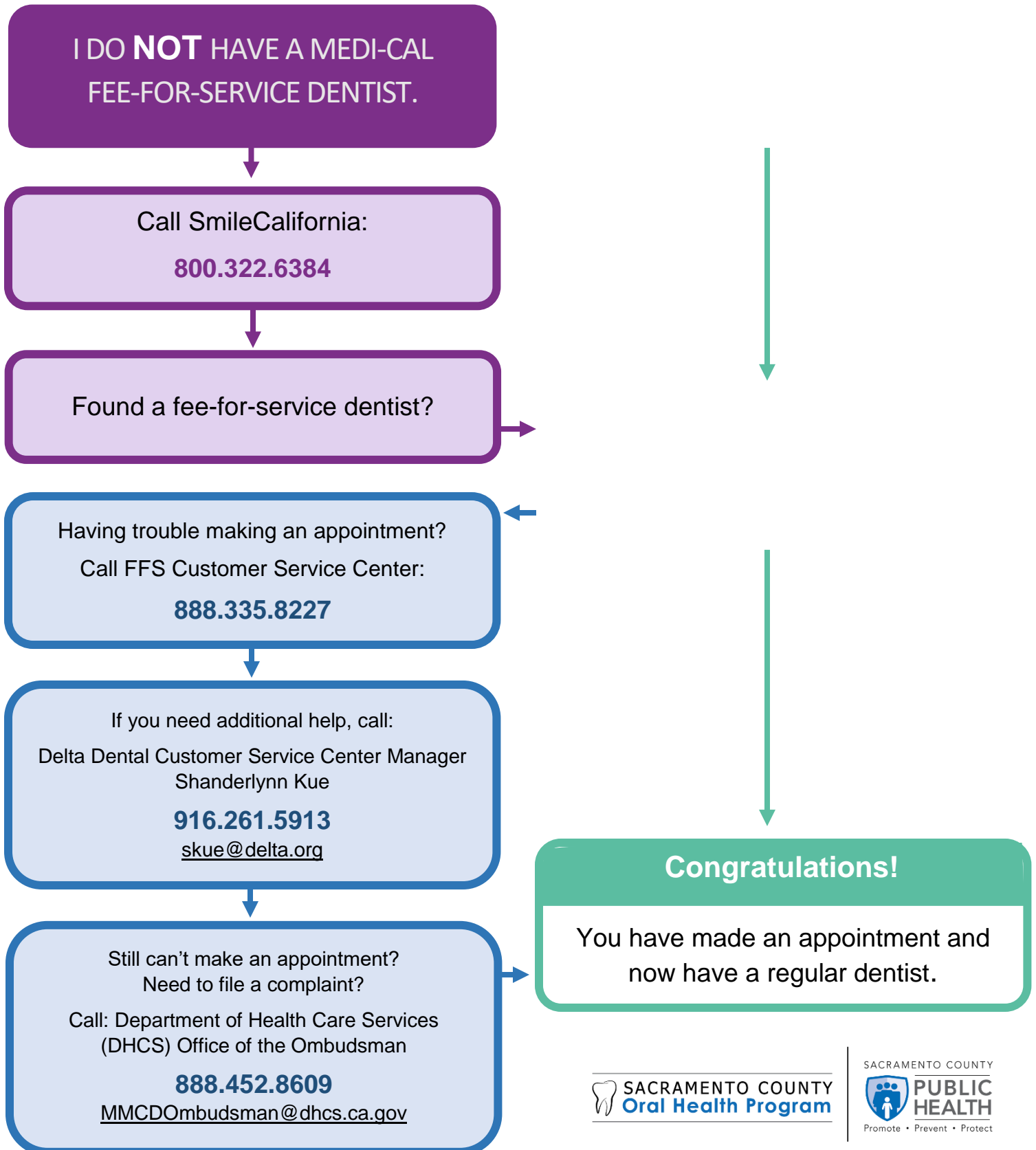
Aquí está el enlace a la grabación del taller realizado el 16 de junio de 2021:

https://youtu.be/Bm_T5k8HoKs



HOW TO MAKE AN APPOINTMENT WITH A FEE-FOR-SERVICE MEDICAL DENTIST

If you have health coverage through Medi-Cal, you also have dental coverage!



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.

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, September 2, 2021
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance

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

Members Present:

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

Customer Success Story

Mr. William Walker provided an overview of Mr. Karlin Ricks-Chambers' background. Mr. Chambers attended a five-week pre-apprentice training program and will receive his certificate in October. Currently Mr. Chambers is a bricklayer and mason. Mr. Chambers has been to the joint apprenticeship training school three times. Due to technical difficulties, it was decided to continue with the meeting, and Mr. Chambers would speak when he was able to join.

B. Approval of Claims and Warrants

The consent items were reviewed; no questions or corrections.

Moved/_Guerra, second/_Vang, to approve:

- A. Approval of Minutes of the August 5, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants for the period of 7/29/2021 through 8/24/2021

Roll call vote:

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

Nay: 0

Abstention: 0

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

1. Approval to Accept Measure U Funds from the City of Sacramento and Authorize the Executive Director to Execute the Agreement and any other Documents Required by the Funding Source

Ms. Terri Carpenter stated the funds will provide support to the Pathways Partnership Program in the amount of \$38,936. The goal is to improve the youth worker and employer level outcomes using an approach that addresses systemic equity issues, and increases access to workforce opportunities for underserved youth. SETA's support of this program will help improve the workforce ecosystem for the youth workforce development in the Sacramento area.

Moved/Guerra, second/Vang, to approve the acceptance of Measure U Funds from the City of Sacramento and authorize the Executive Director to execute the agreement and any other documents required by the Funding Source.

Roll call vote:

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

Nay: 0

Abstention: 0

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: None

One Stop Services: None

Ms. Michelle O'Camb addressed the staffing needs for the increased refugee support needed for the Afghanistan refugees. In addition, the augmentations lay the foundation for the increase in numbers of refugees to be served next year, resulting from the Afghanistan refugee crisis.

The recommendations are based on cost per participant, provider performance, remaining provider fund balance, and need for additional funds for services. The augmentation amount reflected has been prorated to align with the remaining months of this program year, which ends September 30th. There are two providers who are not included in this augmentation recommendation, as they declined the funds.

Mr. Thatch read the following sole source finding and asked to include this finding if the board were to adopt Item-III-B-1 and Item-III-B-2.

“Consistent with Federal Refugee Resettlement Program Regulations, OMB Uniform Guidance 2 CFR 200.320, and SETA’s procurement policies, non-competitive procurement is appropriate when a public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation. On September 1, 2021, the California Department of Social Services (DSS) determined that the evacuation and resettlement of Afghan Special Immigrant Visa (SIV) holders/refugees presents a humanitarian crisis and authorized implementation of streamlined administrative and programmatic processes to expedite use of RSS funds, including necessary emergency actions like augmenting existing RSS program providers to facilitate seamless, uninterrupted services. A copy of this letter is attached to these findings. Consistent with the DSS letter, the Executive Director has determined that emergency procurement through augmentation and extension of current RSS funding items as set forth in the November 2, 2021 Governing Board Agenda - Items III-B-1 and III-B-2 is authorized and appropriate. Based on the DSS and Executive Director’s emergency determinations, the Board finds that non-competitive procurement for RSS funding augmentation and extension is appropriate due to the existing emergency situation described above. A copy of this finding and the Board Items shall be retained with the procurement documentation for all contracts funded under these agenda items.”

Mr. Notolli asked about the estimated number of refugees anticipated to settle in the Sacramento area, and whether the refugees will be eligible for services provided. With the difficult housing market, what are the opportunities of services for refugee housing?

Ms. O’Camb answered that we were anticipating about 1,000 refugees as troops withdrew from Afghanistan; we did not anticipate the number of refugees arriving in such a truncated period of time. The proposed resettlement number approved by Population Refugee Migration (PRM) for next year was 2,500 to Sacramento prior to the crisis. SETA was then notified that there would be an additional 1,700- 2,000 refugees arriving by September 30th. The resettlement agencies established that the Sacramento area does not have enough transitional housing for the additional refugees. Fire evacuees are impacting the availability in hotels and motels that would normally be utilized. The moratorium on evictions is also impacting the housing crisis, due to the lack of flow in and out of apartments. The resettlement agencies said that Sacramento is unable to take more than the initial 1,000 refugees by September 30th. Resettlement agencies have reached out to retired military bases and colleges for possible housing options.

There is a temporary formal restriction by PRM that if a refugee does not have a direct connection in Sacramento (sibling, parent, spouse, or child) then their case will not be considered for immediate initial placement.

Mr. Nottoli asked that the board be kept apprised of any opportunity where members can be of assistance.

Ms. O’Camb mentioned there may be additional emergency funding for California to address the needs of the incoming Afghan refugees.

Moved/Guerra, second/Vang, to approve the below items and the sole source finding from counsel.

1. Approve the funding augmentation recommendations for Refugee Support Services (RSS) Programs, Program Year (PY) 2020-21
2. Approve the funding extension recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, Program Year (PY) 2021-22

Nay: 0

Abstention: 0

Elk Grove Councilmember, Stephanie Nguyen, spoke on how the community has come together and is stepping up to help with the incoming refugees from Afghanistan.

Mr. Ricks-Chambers joined the meeting. He spoke on his customer success story. Mr. Chambers was recently paroled after serving fifteen years in prison. He has participated in the MP3 apprenticeship and graduated from the program. He is now a level three bricklayer.

2. Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, Program Year (PY) 2021-22

Ms. O’Camb stated that the approval of the funding extension recommendations for the refugee program are for program providers offering employment and acculturation services. The program year runs from October 1st through September 30th. Preliminary estimates indicate that funds available for allocation will be approximately \$5.7 million to serve a little over 2,100 refugees. Those refugee numbers include children, elderly parents, and individuals over the age of 60. We anticipate receiving the awarded funds from the state before the end of September. Geographic diversification is included in the funding recommendations. We want to make sure that the funding extensions ensure that services are located in areas where priority populations have access.

Ms. O’Camb added that the funding allocation anticipated increase is thirty percent of this year’s allocation. This is the standard increase.

Mr. Thatch recommended that the findings from the previous item should be adopted for this item as well.

3. Approval to Award Refugee Support Services (RSS) Covid-19 Supplemental Grant Funds to Refugee Program Service Providers for the Provision of Housing, Utility and Technology Assistance, Program Year (PY) 2021-22

Ms. O’Camb stated that we received this funding last year and it totaled about \$700,000. It was in response to the pandemic, funding was allocated to all counties, and it was intended to be used for housing, technology and utility supports. This funding was to be used specifically for refugees who had experienced job loss or disruption because of COVID-19, or who had been unable to secure employment as a result of the pandemic. The individual awards on the funding charts are based on the numbers of refugees expected to be served next year.

Moved/ Notolli, second/ Guerra, to approve the award of Refugee Support Services (RSS) COVID-19 Supplemental Grant Funds to Refugee Program Service Providers for the Provision of Housing, Utility and Technology Assistance, Program Year (PY) 2021-22

Roll call vote:

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

Nay: 0

Abstention: 0

- C. **CHILDREN AND FAMILY SERVICES:** None

IV. Information Items

- A. SETA Children and Family Services Department and the UC Davis Betty Irene Moore School of Nursing Partnership Presentation

Ms. Gricelda Ocegueda reviewed the summer program with UC Davis Betty Irene Moore School of Nursing. This year the program had a group of sixteen students participate in the program. Different projects are covered each year depending on needed services and environmental changes. This year the program had Tuberculosis testing sites, tabling for oral health care, and tabling for COVID-19 vaccination awareness for both staff and families. Participant nurses hosted webinars for oral health care, childhood obesity prevention, nutrition, and physical activity. The program also partnered with Elica Health Centers for Tuberculosis testing and materials, and 122 employees were TB screened. Staff/nurse participants provided 143 families with oral health care information and promotional items. The Coordinated Approach to Child Health (CATCH) activity was conducted with 443 children in the early learning centers. Through the CATCH webinar staff were able to provide education to the Home

Base program families. Medication and special diet monitoring checks continue to be done each quarter through this partnership.

- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions
- E. Head Start Reports

Ms. Denise Lee updated on COVID-19 in the program. The centers are experiencing more positive cases at various centers. These exposures are coming from inside the home or family environment. The program has not had a positive case from direct exposure at the SETA facilities. To date, the program has had to close 30 classrooms; the range has been from one day to a maximum of 10 days of closure.

Mr. Guerra asked if the program requests proof of vaccination from parents or household members. He also asked if the program is providing parents with educational information about the vaccine and where to get vaccinated.

Ms. Lee replied that we do not collect vaccination status from parents as a requirement, until the center is notified of a positive exposure in the home or family life. At that point, staff provide guidance for what to do after the exposure. Staff also make personal one-on-one calls with parents to educate on vaccination. Staff have also been doing tabling events as Ms. Ocegueda spoke about earlier.

V. Reports to the Board

- A. Chair: No reports.
- B. Executive Director

Ms. Kossick reviewed publicly made claims by the Greater Sacramento Economic Council (GSEC); these claims are misleading about the performance outcomes of SETA's workforce programs. Ms. Kossick reviewed the slide that was presented at the public meeting by GSEC and provided additional factual information on SETA's workforce program performance.

- C. Deputy Directors: No Report
- D. Counsel: No Report
- E. Members of the Board

Ms. Kossick recognized Ms. Nancy Hogan for her 40 years of service to SETA; this is her last board meeting as she is retiring at the end of September.

F. Public –

Mr. Mack Ross commented that there is a concern that SETA is not focusing on job placements, that the focus is instead on job trainings. The concern is there are numerous job opportunities that are being missed.

VI. **Adjournment:** The meeting adjourned at 11:18 a.m.

ITEM V

COMMITTEE REPORTS

- Executive Committee: Ms. Henrietta Gutierrez

- Budget/Planning Committee: Ms. Henrietta Gutierrez

- Community Action Board (CAB): 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
- ❖ Countywide 2020-2021 Program Information Report (PIR)

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.

- ❖ PC Recruitment



SETA Head Start Food Service Operations Monthly Report *September 2021

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
37,814	31,024	30,490	0

Total Amount of Meals and Snacks Prepared 99,328

Purchases:

Food	\$98,793.04
Non - Food	\$21,693.02

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$311.37

Vehicle Gas / Fuel: \$2,113.28
Normal Delivery Days 21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(9/31/21)</i>	(b) % Actual to Funded
Elk Grove USD	440	404	92
Sacramento City USD	736	333	45
SETA	1,736	1236	71
		689	66
Twin Rivers USD	160	157	98
WCIC/Playmate	120	73	61
Total	4,236	2,892	68

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(9/31/21)</i>	(b) % Actual to Funded
SETA	653	562	86
San Juan USD	163	152	93
TRUSD	56	53	95
Total	872	767	88

- (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 85%, agency includes corrective plan of action.

Reasons for Under-enrollment

- Recruitment and Enrollment efforts not producing high turnout of interested families that meet federal income guidelines.
- Families are taking precautions of Covid-19 due to living in multi-generational households.
- Parents fear of children exposure to Covid-19 variants.
- Parent frustration with lack of understanding on public health ordinance for school safety guidelines.
- Frequent class closures due to lack of staff retention.

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.
- 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.
- Place advertisements in various media outlets, targeting special sub-groups.
- Host Child Development Job Fairs, for recruitment of school/center staff positions.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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	95	5%	589	80	14%
Twin Rivers USD	140	29	21%	40	7	18%
Elk Grove USD	440	26	6%			
Sac City USD	736	14	2%			
San Juan USD	1052	71	7%	160	5	3%
WCIC	120	2	2%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	237	6%	869	102	12%

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, Mental Health Services, and Facilities/Safe Environments
 - 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.
