

GOVERNING BOARD

ERIC GUERRA
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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

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

Thought of the Day: "Action without vision is only passing time, vision without action is merely day dreaming, but vision with action can change the world."

~ Nelson Mandela

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

DATE: Tuesday, November 23, 2021

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/81393192355?pwd=MUJMakhHby9NbHhEUhdDUUnN3NkQrUT09>

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/81393192355?pwd=MUJMakhHby9NbHhEUhdDUUnN3NkQrUT09>; Meeting ID: 813 9319 2355. Passcode: 041523. 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,,81393192355# US (San Jose). Dial by your +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kdsTOsQnbY>. 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.

AGENDA

PAGE NUMBER

- | | | |
|-------------|---|-------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the October 26, 2021 Meeting | 4-9 |
| III. | <u>Action Items</u> | |
| A. | 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 (Deputy Director) | 10-11 |
| B. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u> | 12 |
| | ➤ Approval of Eligible List for Associate Teacher / Associate Teacher Infant Toddler Head Start Teacher, Site Supervisor, Accountant I, CFS Maintenance/ Courier
➔ Report out of closed session | |
| C. | Ratify the No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022 (Deputy Director) | 13 |
| D. | Ratify the No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022 (Deputy Director) | 14-15 |
| E. | Approval of Budget Modification, Carryover Request and Submission of a Revised 1303 Facilities Renovation and Repair Application for Head Start and Early Head Start | 16-17 |
| IV. | <u>Information Items</u> | 18-29 |
| A. | Standing Information Items | |
| | ➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han | |
| | ➤ Parents/Staff Recognition-Perfect Attendance: Ms. Henrietta Gutierrez | |
| | ➤ Regional Head Start Association Family Engagement Conference Report: Ms. Henrietta Gutierrez | |
| | ➤ Community Resources – Parents/Staff: Ms. Marie Desha | |
| | ➤ Seating of New Policy Council Members (2021-2022) | |

IV. **Information Items** (continued)

- Introduction of Policy Council Members: Ms. Henrietta Gutierrez
- Officer Elections will be held on Thursday, December 16, 2021: Ms. Henrietta Gutierrez

B. Governing Board Minutes for October 7, 2021 30-38

III. **Action Items** (continued)

F. Election of Policy Council Community Representatives Past Parents and Alternates 39-40

G. Election of Policy Council Community Agency Representatives 41

V. **Committee Reports** 42

- Executive Committee Meeting: Ms. Henrietta Gutierrez
- Budget/Planning Committee: Ms. Henrietta Gutierrez
- Community Action Board (CAB): Ms. Henrietta Gutierrez

VI. **Other Reports** 43-48

A. Executive Director's Report

B. Head Start Deputy Director's Report

- Deputy Director's Monthly Report

C. Chair's Report

- PC Recruitment

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, November 17, 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	X	X	X	X	
B. Casillas Holding	SOP	X	X	X	X	X	X	X	X	X	X	
J. Coultrup s/b/seated 2/23	SJ/EHS		U	X	X	X	X	U	X	X	X	
J. Goris Seated 5/25	EG					X	X	X	X	X	X	
E. Gutierrez Seated 1/26	SJ	X	X	X	E	X	X	X	X	X	X	
H. Gutierrez Holding	OC	X	X	X	X	X	X	X	X	X	X	
S. Key Seated 1/26	PP	X	X	X	X	X	X	X	X	X	X	
K. Otter Seated 1/26	SJ	X	X	X	X	X	X	U	X	X	X	
S. Pierce Holding	SOP	X	X	X	U	X	X	X	X	X	X	
R. Schapira Seated 1/26	CAR	X	X	X	X	X	X	E	X	E	X	
C. Taylor Seated 1/26	PP	X	X	X	X	X	X	X	X	X	X	
A. Torres Holding	SOP	X	X	X	X	X	X	X	X	X	X	
F. Wash Holding	SOP	X	X	X	X	X	E	X	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
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 11/15/2021

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the October 26 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

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

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

Ms. Henrietta Gutierrez called the meeting to order at 11:02 a.m. Ms. 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
Stephen Key, Past Parent/Community Representative
Kara Otter, San Juan Unified School District
Rosemary Schapira, Community Agency Representative
Jessica Coultrup, Early Head Start, San Juan Unified School District

Members Absent: None

II. Consent Item

Approval of the Minutes of the September 28, 2021 Meeting

Minutes were reviewed; with corrections.

Mr. Goris had edits, not listed on attendance and listed as Ms. Goris on page 4 of minutes.

Moved/Bonner, second/Key, to approve the September 28, 2021 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstentions: 3 (H. Gutierrez, Shapira, Taylor)

III. Action Items

- A. 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

Ms. Lee reviewed the new extended executive order from Governor Newsom. Each meeting, the board must take action and approve to continue virtually. If there are technical difficulties the board will be unable to take action.

Moved/Wash, second/Goris, to approve the (insert recommendation language)

Roll call vote:

Aye: 12 (Goris, E. Gutierrez, Casillas, Shannon, Torres, Bonner, Wash, Taylor, Key, Coultrup, Shapira, Pierce)

Nay: 0

Abstention: 1 (H. Gutierrez)

B. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The board went into closed session at 11:15 a.m. At 11:41 a.m., Ms. Henrietta Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher / Associate Teacher Infant Toddler, Head Start Teacher, Site Supervisor, Program Analyst, Head Start Home Visitor, Family Services Worker 2, Family Services Worker 3, Head Start Cook (Tier V Supervisory)

IV. Information Items

- A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account:

Mr. Han reviewed the fiscal reports. The program is on pace at or below 16.7 percent expenditures. The administrative expense is below the maximum fifteen percent at 6.6 percent.

CARES Act funds were reviewed, it is the priority to spend these funds first since they expire first. Mr. Han encouraged Delegate Agency Policy Committee members to ask their program staff how the CARES Act is being spent. The American Rescue Plan Act (ARPA) funds and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds do not have a lot of activity, due to the CARES Act funds are being spent first. Twin Rivers USD is the only Delegate Agency that has fully spent their CARES Act funds. Under the Head Start expenditures the publications amount is a slightly higher due to the DMV advertisement. Child Care Partnership (CCP) grant

was reviewed. The American Express and Citi credit card statements were reviewed, there was nothing out of the ordinary.

H. Gutierrez asked if the employee uniform charge on the Citi credit card statement was for staff shirts.

Mr. Han replied yes, possible for restocking for staff needing new uniforms.

Ms. Shapira asked what the ASQ annual subscription is.

Ms. Karen answered ASQ is the Ages and Stages Questionnaire, is the developmental screen we use for children. In the last year the program moved to an online model, ASQ handles all the data for the Agency.

H. Gutierrez asked what the \$7,777.80 Revamp Set Digital charge on the Citi credit card statement was for.

Ms. Karen answered it is a supplemental curriculum called I Am Moving, I Am Learning. This stems from an initiative that came out years ago to ensure children are engaged in physical activity, learning about health and nutrition health. We had to buy all new materials to revamp the IMIL.

Ms. Brenda Casillas left the meeting at 11:42 a.m.

➤ End of Year Parent Appreciation Reports:

H. Gutierrez spoke on the event and her experience, and felt very appreciated. She thanked the Social/Hospitality Committee for all their work, and Ms. Desha for all her work and time.

Ms. Bonner spoke on her experience at the event. She stated the event was nice, and Ms. Wash did a wonderful job on her poem. She also gave appreciation to Ms. H. Gutierrez. She thanked Ms. Desha for all her support as well. Ms. Bonner ended saying it was one of the best days ever.

H. Gutierrez. thanked Ms. Rosemary Shapira for the book and resource donations.

➤ Community Resources – Parents/Staff:

H. Gutierrez reviewed the community resources, including Accessing Oral Health Care for individuals with intellectual and developmental disabilities. It is a Zoom call taking place tomorrow.

Ms. Jessica Coultrup commented there is a dentist in Fair Oaks that specializes in treating patients with Autism.

B. Governing Board Minutes for September 2, 2021

IV. Committee Reports

➤ Executive Committee Meeting:

The next meeting will be held on Thursday, October 28th at 9:00 a.m.

➤ Budget/Planning Committee:

The next meeting will be held on November 9th at 1:00 p.m.

➤ Community Action Board (CAB):

Ms. Wash reviewed the October 13th CAB meeting. There were presentations from the Community Service Block Grant (CSBG) recipients, including the Salvation Army and My Sister's House. Sacramento Emergency Rental Assistance (SERA2) is still accepting applications for rental and utilities assistance.

VI. Other Reports

A. Executive Director's Report: None

B. Head Start Deputy Director's Report

- Monthly Program Information Report
- Countywide 2020-2021 Program Information Report (PIR)

Ms. Lee reviewed the PIR. The federal government requires the Agency to submit an annual report on the services that are provided and the types of demographics of our clients during the program year. The number of children served compared to the number of children we are funded to serve is greater as the children who dropped and were replaced with new children.

COVID-19 impacted our in-person related services, this is shown in some percentages not reflecting our historic scores. The state and national averages are shown as a comparison, they too reflect the impact COVID-19 had across the board. There is a report for Head Start, Early Head Start, and Early Head Start Child Care Partnership (CCP), which is a smaller group of infants and toddlers under separate funding. The CCP report will be combined with Early Head Start in next year's report.

Ms. Lee welcomed Ms. Athena McQuarry, Program Specialist for the Elk Grove Unified School District.

Ms. Lee thanked the board for all their participation this year and encouraged those who are eligible to return next year.

C. Chair's Report

H. Gutierrez encouraged members to share their stories participating on the board and encourage others to apply and to recruit.

D. Head Start Managers' Reports

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

Ms. Carr thanked Ms. Henrietta Gutierrez for her service. Ms. Carr reviewed the monthly enrollment report. We are usually higher this time of year. Early Head Start is at 88 percent for this program year. We are out of over-income waivers. The only waivers available are 101-130% of over-income. We are consulting with a marketing company to do a saturation with local TV stations and digital media advertisements, such as Facebook, Pandora, YouTube, Sirius radio, etc. November 1st is the start of the new curriculum for the Home-base program for River Oak Center for Children and SCOE. San Juan Unified School District and SETA pre-schools are finishing their training and will start the new curriculum on January 1, 2022. The Agency is working with a job coach, reaching out to parent enrolled with the SETA operated programs for those who are interested in getting a job, apprenticeship, upgrading job, etc.

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

Ms. Griffith thanked everyone for their service to the board. Ms. Karen spoke on closures, we are all in the same boat being affected by COVID-19 closures and staffing. We had a job fair where we had 17 candidates turn out. We are working on more information sessions and job fairs to bring in more candidates. There were a couple of closures due to the big storm over the weekend. Ms. Karen is now overseeing the Facilities Department. We are coming to the end of the first child assessment period of the school year. Children will be getting their ratings on the California Desired Results Developmental Profile (DRDP), which is the assessment tool used by SETA and our delegate agencies.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring – No Report

E. Open Discussion and Comments: None

F. Public Participation: None

VII. **Adjournment:** The meeting was adjourned at 12:16 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 November 23, 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:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:

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: Deputy Director

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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**

- Approval of Eligible List for: Associate Teacher / Associate Teacher
Infant Toddler Head Start Teacher, Site Supervisor, Accountant I,
CFS Maintenance/ Courier
 - ✓ Report out of closed session

NOTES:

ITEM III-C- ACTION

RATIFY THE NO COST EXTENSION REQUEST FOR EARLY HEAD START-CHILD CARE PARTNERSHIP GRANT FOR FISCAL YEAR 2021-2022

BACKGROUND:

On June 29, 2020, ACF approved and awarded SETA one-time CARES Act COVID-19 supplemental funds in the amount of \$70,305 for the Early Head Start-Child Care Partnership (EHS-CCP) program. These funds were specifically allocated to help SETA prevent, prepare for and respond to COVID-19. The funds are to be spent on supplies (cleaning supplies, personal protective equipment, classroom supplies, etc.) and equipment, as needed, to allow SETA to continue to provide services during the pandemic.

The Office of Head Start (OHS) required that funds be obligated by end of the fiscal year, July 30, 2021, and that all obligations be liquidated by October 29, 2021. Due to the pandemic, a local public health order, and site closures throughout the year, SETA was unable to complete all OHS-approved projects prior to July 30, 2021.

SETA requested to extend the carryover funds through July 31, 2022. It is anticipated that all no-cost extension funds will be expended by this date. The carryover request is to allow for flexibilities on spending the funds for an additional 12-months.

Carryover was requested for the Early Head Start-Child Care Partnership (EHS-CCP) program in the amount of **\$45,945**.

Supplemental COVID-19 Funds (Supplies/Others) - \$45,945

These supplemental funds will be used to prepare for, prevent and respond to COVID-19. The funds will be used to purchase various items, such as classroom/distance learning teaching supplies, sanitizing supplies, masks/social distancing supplies, and training to prepare and educate staff for situations related to the pandemic.

Non-Federal Share (NFS)

SETA notes that the CARES Act funds do not require a Non-Federal Share (NFS) match.

RECOMMENDATION:

Ratify the No Cost Extension Request for Early Head Start-Child Care Partnership Grant

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D- ACTION

RATIFY THE NO-COST EXTENSION REQUEST FOR HEAD START AND EARLY
HEAD START GRANT FOR FISCAL YEAR 2021-2022

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) submitted a request for a Head Start and Early Head Start No-Cost Extension in the amount of **\$2,572,138** for projects and purchases that the program was unable to complete due to the closure and impact of the COVID-19 pandemic. Included in the no-cost extension are the one-time CARES Act funds awarded by the Office of Head Start (OHS) to prevent, prepare for and respond to COVID-19. The no-cost extension is being requested for an additional 12-month period for the grantee, its delegate agencies, and partners for Head Start and Early Head Start, through July 31, 2022.

Details of the No-Cost Extension are provided below.

HS - \$2,108,220 and EHS - \$463,918

SETA requested a No-Cost Extension for one-time CARES Act supplemental COVID-19 funds. These funds were to be spent to prepare for, prevent and respond to COVID-19. This request is to allow for flexibility to spend the remaining under-spent funds for an additional 12-months, ending on July 31, 2022. The funds will be used to continue to purchase items, such as classroom supplies, sanitizing/disinfecting supplies, masks and social distancing supplies, and training to prepare and educate staff for situations relating to the pandemic. The funds will also be used to complete the Northview Early Learning Center major renovation project (\$650,000). The total request for Head Start and Early Head Start will be up to \$2,108,220 and \$463,918, respectively.

Agency	Head Start COVID-19	Early Head Start COVID-19
SETA	\$1,114,120	\$364,496
Elk Grove USD	\$239,202	-
Twin Rivers USD	-	-
Sac City USD	\$274,213	-
San Juan USD	\$478,671	\$95,450
W.C.I.C.	\$2,014	-
River Oak	-	-
S.C.O.E.	-	\$3,972
Total	\$2,108,220	\$463,918

ITEM III-D-ACTION (continued)
Page 2

Non-Federal Share

SETA notes that the CARES Act funds do not require a non-federal share match.

RECOMMENDATION

Ratify the No-Cost Extension Request for the Head Start and Early Head Start Grant for 2021-2022 as noted above.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E– ACTION

APPROVAL OF BUDGET MODIFICATION, CARRYOVER REQUEST AND
SUBMISSION OF A REVISED 1303 FACILITIES RENOVATION AND REPAIR
APPLICATION FOR HEAD START AND EARLY HEAD START

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a Head Start and Early Head Start budget modification and carryover request and to submit a 1303 Facilities Renovation and Repair Application to the Administration for Children and Families (ACF) for program year 2020-21. Specifically,

- 1) **Budget Modification (\$1,471,333)** - a Budget Modification is being requested for underspent funds in:
 - a. PY' 2020-2021 Head Start/Early Head Start Base Grant (\$971,333)
 - b. PY' 2021-2022 No-Cost Extension Funds for the Head Start and Early Head Start CARES Act funds (\$500,000)

- 2) **Carryover Request (\$1,621,333)** - a Carryover is being requested for the budget modification funds identified in #1 above. This includes \$150,000 of CARES Act funding.

- 3) **1303 Facilities Renovation and Repair Application (revised)** – SETA submitted a 1303 Facilities Renovation and Repair Application during the 2020-2021 program year, However, due to inflation and increased costs, SETA is required to submit a revised 1303 application.

The Head Start/Early Head Start budget modification is being requested to repurpose underspent funds in the program year 2020-2021 Head Start and Early Head Start base grants and the 2021-2022 CARES Act funds that is currently on a 12-month No-Cost Extension through July 2022.

During the 2020-2021 program year, the SETA Operated Program (grantee) was unable to complete the Northview Early Learning Center tenant improvement project. Additionally, Twin Rivers Unified School District, a SETA delegate agency, was unable to complete various play yard projects at the Morey Avenue and Rio Linda centers.

In addition to the budget modification. SETA is requesting to carryover funds to the 2021-2022 program year in the amount of **\$1,621,333**, to complete these projects.

Details of the Budget Modification and Carryover Request are provided under separate cover.

Staff will present information and be available to answer questions.

ITEM III-E-ACTION (continued)
Page 2

RECOMMENDATION:

Approve a budget modification, in the amount of \$1,471,333, for Head Start and Early Head Start and carryover request, in the amount of \$1,621,333, and to submit a revised 1303 Facilities Renovation and Repair Application to the Office of Head Start/Administration for Children and Families.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION
STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Parents/Staff Recognition-Perfect Attendance: Ms. Henrietta Gutierrez
- Regional Head Start Association Family Engagement Conference Report: Ms. Henrietta Gutierrez
- Community Resources – Parents/Staff: Ms. Marie Desha
- Seating of New Policy Council Members (2021-2022)
- Introduction of Policy Council Members: Ms. Henrietta Gutierrez
- Officer Elections will be held on Thursday, December 16, 2021: Ms. Henrietta Gutierrez

NOTES:



THE ONLY CHILDCARE PROGRAM THAT WILL HELP YOU GET A JOB

WHEN YOU ACHIEVE, SO DOES YOUR CHILD

SETA Head Start is joining forces with Sacramento Works, a program providing employment and training services to help you find a new job when you're ready. **Discover more things that make us different at our website.**

**SIGN UP AT HEADSTART.SETA.NET
OR CALL NOW (916) 263-7892**

HEAD START IS FREE FOR ELIGIBLE FAMILIES



WANDA THOMAS-JOHNSON
Workforce Development Professional III
Wanda.Thomas@seta.net • DIRECT (916) 263-7892 • CELL (916) 584-4828



SACRAMENTOWORKS

JOB CENTER
7000 Franklin Boulevard, Suite 540 • Sacramento, CA 95823
PHONE (916) 563-5151 • FAX (916) 262-3202 • www.sacramentoworks.org



Child Development Virtual Sessions Every Thursday at 11am

**The North Sacramento Family Resource Center presents:
FREE, VIRTUAL OPPORTUNITIES TO LEARN
ABOUT CHILDREN'S DEVELOPMENT**

Thursdays
11:00-11:30am

In partnership with
Yuba College

Thursday Nov. 4th
Playtime Alternatives

Thursday Nov. 18th
Technology for Tots - Yes or No?

Thursday Dec. 2nd
Promoting Healthy Sleep



Get a **free Children's
book** for every session
you attend



[CLICK HERE TO REGISTER](#)



We Need Client Care Coordinators!

Passionate about working with the homeless community? Work with us!

Client Care Coordinators help clients in their journey toward self sufficiency and permanent housing through role modeling and trauma-informed support using the values, principles, and tools of the Housing First model and other industry best practices by:

1. Coordinating the basic needs, health, and welfare of program participants;
2. Assisting participants in developing healthy basic living skills;
3. Providing engagement, basic assessment screenings, and resource and referral information related to education, employment, housing, mainstream benefits, physical/behavioral healthcare, and other needs as identified; and
4. Assisting with community integration and transportation needs.

Apply today!

Head Start Policy Council Page 12 Tuesday, November 23, 2021

www.fourthandhope.org



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, October 7, 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 (*joined the meeting at 10:02 a.m.*)
Don Nottoli, Member, Board of Supervisors
Mai Vang, Councilmember, City of Sacramento
Sophia Scherman, Chair, Public Representative

Members Absent: None

Ms. Scherman requested to move Item III-A-2 **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Revised Job Specification for Executive Director to the November meeting agenda.

Moved/Guerra, second/Vang, to approve to moved Item III-A-2 **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Revised Job Specification for Executive Director to be moved to the November meeting agenda.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Kennedy)

II. Consent Items

- A. Approval of Minutes of the September 2, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2022
- E. Appointment of Youth Committee Members

- F. Approval to Add Language World Services, Inc. to SETA's Vendor Services List

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

- A. Approval of Minutes of the September 2, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants for 8/24/2021 through 9/28/2021
- C. Approval to Amend Appendix of the Conflict of Interest Code for the Sacramento Employment and Training Agency
- D. Approval of Retiree Medical Insurance Subsidy for Calendar Year 2022
- E. Appointment of Youth Committee Members
- F. Approval to Add Language World Services, Inc. to SETA's Vendor Services List

Roll call vote:

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

Nay: 0

Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Mr. Thatch reviewed the new teleconferencing guidelines set forth by Governor Newsom. The current state of emergency is due to expire December 31, 2021. Action will need to be taken at today's meeting, the November and December meetings. Findings will need to be made at each meeting; these are included in the staff recommendation. If for any reason the public cannot participate, including technical difficulties, then no action can be taken by the board.

Moved/Guerra, second/Vang, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

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

Nay: 0

Abstention: 0

- 3. Approval of the Submission of an Application to the California Employment Development Department for Workforce Innovation and Opportunity Act (WIOA)

Discretionary Funds and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements and Any Other Documents Required by the Funding Source

Mr. Roy Kim noted the Employment Development Department released a solicitation that combines a number of previous solicitations for special groups of customers. SETA is in the process of preparing the application, which is due by November 1, 2021 at 3:00 p.m. The target populations are the homeless and out-of-school youth.

Moved/Nottoli, second/Kennedy, to approve the Submission of an Application to the California Employment Development Department for Workforce Innovation and Opportunity Act (WIOA) Discretionary Funds and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements 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

Refugee Services: None

One Stop Services: None

1. Approval to Transfer Workforce Innovation and Opportunity Act Dislocated Worker Funds to Adult Funds, Program Year 2021-2022, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Ms. Michelle O’Camb reviewed the transfer of Workforce Innovation and Opportunity Act (WIOA) funding. Under the WIOA and state policy, up to 100 percent of the formula funds can be transferred between the adult and dislocated worker programs. SETA is seeking approval to transfer up to eighty percent of this year’s dislocated worker formula allocation to the adult formula allocation, which is approximately \$2.5 million. The transfer of dislocated worker funds allows for flexibility in responding to labor market demands or changes. This request was approved by the Sacramento Works Board in September. If approved by the Governing Board, the request will then go to the Employment Development Department for approval.

Moved/Vang, second/Kennedy, to approve the Transfer Workforce Innovation and Opportunity Act Dislocated Worker Funds to Adult Funds, Program Year 2021-2022, and Authorize Staff to Submit a Request to the State of California, Employment Development Department

Roll call vote:

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

C. CHILDREN AND FAMILY SERVICES:

1. Approval of No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022

Ms. Denise Lee reviewed the request to ensure the original CARES Act funding for the Early Head Start-Child Care Partnership program that was not spent in total will be carried over for an additional twelve months. We were unable to spend approximately \$45,945 due to prolonged center closures during the pandemic.

Moved/Guerra, second/Nottoli, to approve the No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022

Roll call vote:

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

2. Approval of No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022

Ms. Lee stated that for Head Start and Early Head Start grants, grantee and delegate agencies, we have under-spent \$2.5 million in CARES Act funding due to prolonged closures during the pandemic. Staff is requesting to carryover these funds for an additional twelve months.

Moved/Guerra, second/Vang, to approve the No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022

Roll call vote:

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

IV. Information Items

- A. Fiscal Monitoring Reports: No questions
- B. Summary of Youth Initiatives

Ms. Kathy Kossick acknowledged Ms. Terri Carpenter's efforts with the youth initiatives and the impact on the community.

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

Ms. Lee reviewed the vaccine mandate for Head Start and Early Head Start that President Biden released on September 9, 2021. A notification was sent to Head Start and Early Head Start staff, apprising them that while there are many unanswered questions, we know the vaccine mandate deadline will be January 2022. We are awaiting official legislative language for more details including the exact date of the January deadline. With the holidays quickly approaching there is a need to give as much notice to staff as possible, to allow time to receive all required vaccine doses. There is an anticipated impact on staffing shortages, which we are already facing. Head Start is experiencing staffing shortage across the nation. There continues to be COVID-19 exposure in the classrooms. These exposures are coming from children or staff bringing in the virus as a positive test. Our response to an exposure is to close classrooms for a period of time, no more than ten days in most cases. Closure timelines are in line with CDC guidelines and exposures for child care centers.

Ms. Lee introduced Ms. Judy Lima, the new Health and Nutrition Coordinator.

Mr. Nottoli asked how the rising fuel and food costs have affected the Head Start budget.

Ms. Lee said that costs have increased overall, including gas, maintenance, food, construction projects, etc. The American Rescue Plan (ARP), Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds, and the approved carryover extension will all help to cover increased costs through March 2023. If costs do not return to normal the budget will need to be re-assessed. Working and advocating through our funders will be helpful in the months ahead.

Mr. Guerra said there are several challenges we are facing in working to get people back to work, as well as, available and affordable childcare. One of those challenges is maintaining staffing levels. Mr. Guerra discussed with Ms. Kossick, Mr. Kim, and Ms. Lee prior to the board meeting how to tackle this issue facing the Sacramento area. There is an opportunity for SETA to lead as a city and

county joint powers authority, working with both the workforce and childcare components. Mr. Guerra read a statement:

“I request that SETA lead/convene an Early Childhood Education/Childcare sector initiative with partners and community stakeholders to develop solutions that improve access to affordable and quality childcare, particularly for working parents, and to increase access to self-sufficient career pathways in the Early Childhood Education/Childcare sector.”

We have a tremendous challenge in staffing our programs, keeping them staffed, getting in-home providers, and partnerships with schools. Mr. Guerra said a city taskforce is reporting on the feedback coming in from the public regarding these challenges. Mr. Guerra said he would like to request that SETA be the convening body, as the Agency has the tools and expertise to carry out the proposal.

Mr. Kennedy stated that he agreed with Director Guerra, if it is legally possible and we can identify funding to do so. It seems that of all the agencies in the Sacramento area, SETA is the clear Agency to house this activity due to the crossover of multi-jurisdictions, including private and public sector, education communities, both community college level and K-12. Those are all relationships SETA already has, particularly in this subject area. Mr. Kennedy agreed with Councilmember Guerra and supports the proposed initiative.

Mr. Thatch said there are different options of moving forward with this proposed initiative. One option is to give certain direction to the Executive Director. Another option is to bring back the proposed initiative as an item on the next meeting agenda for a formal motion.

Mr. Guerra stated he would like to bring the proposed initiative back for a formal vote at the next board meeting. He would also like to know if any of the \$2.51 million and the \$45,000 would be available to help support staff in following through on the initiative.

V. Reports to the Board

A. Chair:

Ms. Scherman reminded the board the new Chair and Vice Chair will be elected at the November meeting.

B. Executive Director:

Ms. Kossick mentioned the Employment Development Department has started to release solicitations for programs. SETA will be actively pursuing any programs that best fit the Agency's program needs.

C. Deputy Directors:

Mr. Kim handed the report to Ms. O'Camb.

Ms. O’Camb said the refugee resettlement stakeholders are meeting on a bi-weekly basis to discuss any changes. The reported arrival information shows California has received about 3,000 refugees and SIVs; 2,100 of those are settling in the Sacramento area. These numbers are for the initial resettlement, it is unknown the number of secondary migrants; those who come to Sacramento after initially arriving in another state. California will be resettling 12,779 refugees in the new program year, which started October 1, 2021. This is the standard reception and placement that was approved in July 2021. Sacramento is scheduled to resettle 5,500 of the 12,000 refugees arriving in California. We were informed last week that 300 of the 5,500 refugees could be resettled in Yuba and Sutter counties. Humanitarian parolees do not have immigration status that qualifies them for the benefits currently being offered. The number of humanitarian parolees arriving in California is about 5,000. Of that number, 2,000 will be resettling in Sacramento under the Afghan Placement Assistance Program. Reception and placement services will be provided from September 1, 2021 through March 31, 2022. The refugees arriving as humanitarian parolees will have access to limited services. The state legislature and Governor Newsom recently approved the use of the Trafficking Crime and Victim Assistance Program (TCVAP) to provide services to the humanitarian parolees. Under this program and the State Bill 170, humanitarian parolees will have access to cash assistance, medical, and food services.

SETA is waiting to hear whether the humanitarian refugees will be eligible for our refugee service program. The challenge is the humanitarian parolees, at this point, do not have the right to work for the first 150 days and lack a social security number. There will be an all-county welfare directors letter released in the future providing guidance on the use of the TCVAP funding. It is possible the number of humanitarian parolees arriving in California will increase from the 5,000, potentially doubling or tripling by the end of the year. The Population Refugee Migration (PRM) program developed a new database called Humming Bird to track humanitarian parolees, allowing for data to be reported in real time. This will give states and counties advance notice to prepare resources.

Mr. Kennedy commented that the County approved for the board to set aside \$5 million for this issue specifically, as a reserve fund.

Ms. O’Camb said at this time we are sufficiently funded in regards to the SETA refugee program.

Mr. Nottoli stated his concern of the impact from secondary migrants.

Ms. O’Camb explained the potential high volume of secondary migrants is expected. We know a large number of refugees will initially arrive in Wisconsin. They will be there for about a month, then some will find their way to California, specifically Sacramento. On an annual basis a report is sent to the state, which

continues on to the federal level with the actual number of refugees served. Additionally, a medical report is sent that tracks any access to cash benefits. The annual allocations a state receives from the Office of Refugee Resettlement is based on the initial arrival number that is documented in advance. This allocation is then adjusted for those who are granted asylum and the secondary migrants not captured in the initial allocation.

- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comment.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:40 a.m. At 11:06 a.m., Ms. Scherman called the meeting back into open session and reported that there was nothing to report.

Public Comment:

Mr. Mack Ross spoke on his dialogue with Mr. Walker and Mr. Kim.

VII. Adjournment: The meeting adjourned at 11:08 a.m.

ITEM III-F – ACTION

ELECTION OF POLICY COUNCIL COMMUNITY REPRESENTATIVES
AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2021-2022. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: B. Community Representatives

Additional PC members shall include:

- Two (2) Past Parent Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent

Four applications have been received and will be shared with members at the board meeting. Staff will be available to answer questions.

ITEM III-F – ACTION (continued)
Page 2

RECOMMENDATION:

That the Policy Council elect four Community Representatives and four Alternates.

Past Parent Representatives:

Alternates:

Grandparent Representative:

Alternate:

Foster Parent Representative:

Alternate:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-G – ACTION

ELECTION OF POLICY COUNCIL COMMUNITY AGENCY REPRESENTATIVE

BACKGROUND:

Head Start Policy Council bylaws provide an opportunity for two community agencies to serve on the board. Community agency representatives serve as a conduit between the board members and the community.

Last month, letters were sent out to several local community agencies soliciting representatives.

Currently no applications have been received. A copy of any received applications will be shared via screen at the November 23 meeting.

RECOMMENDATION:

Review the applications and elect two community agency representatives.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

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

- 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.

- ❖ PC Recruitment



SETA Head Start Food Service Operations Monthly Report *October 2021

Comments:

October 4th – Galt, Walnut Grove and Grizzly Hollow were closed due to unforeseen matter.
 October 14th – Nedra was closed due to COVID-19 safety protocols and reopened on October 26th.
 October 14th – Home Base had a field trip to Swanston Park we provided meals for 160 count for the children and parents.
 October 19th – North Ave classroom R and P were closed due to COVID-19 safety protocols and reopened on October 26th.
 October 21st – Norma Johnson classroom U was closed due to COVID-19 safety protocols and reopened on October 29th.
 October 22nd – Elkhorn classroom C was closed due to COVID-19 safety protocols and reopened on November 1st.
 October 25th— Galt classroom Q was closed due to COVID-19 safety protocols and reopened on November 1st.
 October 27th - Home Base had a field trip to Keema’s Pumpkin Patch we provided meals for 180 count for the children and parents.

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
38,108	31,348	32,982	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$97,808.81
Non - Food	\$17,309.31

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$109.19

Vehicle Gas / Fuel: \$1,983.18
 Normal Delivery Days 21

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(10/31/21)</i>	(b) % Actual to Funded
Elk Grove USD	440	407	93%
Sacramento City USD	736	372	51%
SETA	1,736	1,299	75%
San Juan USD	1,044	689	66%
Twin Rivers USD	160	156	98%
WCIC/Playmate	120	83	73%
Total	4,236	3,006	71%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment <i>(10/31/21)</i>	(b) % Actual to Funded
SETA	653	568	87%
San Juan USD	163	152	93%
TRUSD	56	56	100%
Total	872	776	89%

- (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 Program Under Enrollment

SETA

- Families are not consistent in following through with enrollment process and appointments.
- The need to cap classrooms due to staffing shortage at selected sites has restricted full enrollment capacity within those locations. Job fair hosted.
- There is still hesitancy with families enrolling children due to Covid-19 exposure.
- Interested families are exceeding the income guidelines and need over income waivers.

Sacramento City USD

- Interested families are exceeding the income guidelines and need over income waivers.

San Juan USD

- Inquiring families on waitlist are over income.
- Child Development staffing shortage. Hosted three (3) job fairs for teacher positions, low turnout of candidates.

WCIC/Playmate

- Unable to perform traditional recruitment practices of potential families for 21-22 program year due to Covid-19 restraints.
- Parents not ready for their children to enroll for in-person classes, families hesitant to enroll for the 2021-2022 school year due to Covid-19.

Summary of Strategies/Action Step(s) for Head Start & Early Head Start Countywide

To address the Child Development teaching staff shortage, Job Fairs were hosted to recruit candidates for various vacant teacher positions.

There is still hesitancy with families enrolling children due to Covid-19 exposure. Efforts have been made to provide families with resources on community Covid-19 testing and vaccination locations, site staff continue to monitor health and safety practices to prevent spread of illness within sites.

For recruitment opportunities of eligible families, the following community events were attended: Independent Living Program & Extended Foster Care Advisory Meeting; Community Engagement Center-Network Café; Celebrando Nuestra Salud-Free Health Screening; Halloween Extravaganza; Healthy Sacramento Day; Mutual Assistance Network Harvest Festival. SETA is in the process of working on a countywide marketing campaign to advertise in various media outlets to boost awareness and enrollment.

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 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	103	6%	589	88	15%
Twin Rivers USD	140	31	22%	40	7	18%
Elk Grove USD	440	35	8%			
Sac City USD	736	15	2%			
San Juan USD	1052	71	7%	160	5	3%
WCIC	120	2	2%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	257	6%	869	110	13%

AFE: Annual Funded Enrollment

ITEM VI – OTHER REPORTS (continued)

Page 2

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education, Mental Health Services and Facilities/Safe Environment
 - 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.
