

GOVERNING BOARD

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Thought of the Day: "You don't always need a plan. Sometimes you just need to breathe, trust, let go, and see what happens."

~Mandy Hale

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

DATE: Thursday, December 16, 2021

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/86175067101?pwd=RzhaMGxhWWd5WUxiQ3ZEemlvZUxIZz09>

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/86175067101?pwd=RzhaMGxhWWd5WUxiQ3ZEemlvZUxIZz09>; Meeting ID: 861 7506 7101. Passcode: 775644. 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, 86175067101# US (San Jose). Dial by your +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kd2YvvoWy4>. 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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DISTRIBUTION DATE: Friday, December 10, 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:

- _____ 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

Members to be Seated:

- _____ Kara Long, San Juan Unified School District
- _____ Savita Taneja, SETA-Operated Program

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.
- _____ Vacant, (Goris) Elk Grove Unified School District
- _____ Vacant (E. Gutierrez) San Juan Unified School District
- _____ Vacant (Casillas) SETA-Operated Program
- _____ Vacant (Pierce) SETA-Operated Program
- _____ Vacant (Torres) SETA-Operated Program
- _____ Vacant (Wash) Home Base Option

**** 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 2021-2022**

The **2021-2022** Board was seated on **November 23, 2021**

BOARD MEMBER	SITE	11/23	12/16	1/25	2/22	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
D. Bonner Holding	SOP	X												
B. Casillas Holding	SOP	X												
J. Coultrup s/b/seated 2/23	SJ/EHS	X												
J. Goris Seated 5/25	EG	X												
E. Gutierrez Seated 1/26	SJ	X												
H. Gutierrez Holding	OC	X												
S. Key Seated 1/26	PP	X												
K. Otter Seated 1/26	SJ	X												
S. Pierce Holding	SOP	X												
R. Schapira (Holding) Seated 1/26	CAR	X												
C. Taylor Seated 1/26	PP	X												
S. Taneja S/B Seated 11/23	SOP	U												
A. Torres Holding	SOP	X												
F. Wash Holding	SOP	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 12/9/2021

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 23, 2021

REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 23, 2021 regular meeting.

RECOMMENDATION:

That the Policy Council approve the November 23 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, November 23, 2021
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:02 a.m. Ms. Gutierrez read the thought of the day.

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

Members Present:

Elizabeth Gutierrez, San Juan Unified School District *(joined at 9:10)*
Arianna Torres, SETA-Operated Program
Brenda Casillas, SETA-Operated Program *(joined at 9:45)*
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

II. Consent Item

Approval of the Minutes of the October 26, 2021 Meeting

Minutes were reviewed; there were no corrections.

Moved/Goris, second/Otter, to approve the October 26, 2021 minutes as distributed.

Roll call vote:

Aye: 10 (Torres, Pierce, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup)

Nay: 0

Abstentions: 1 (H. Gutierrez)

Absent: 2 (Casillas, E. Gutierrez)

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 this item. Action must be taken every 30 days to continue holding meetings in a virtual platform.

Moved/Goris, second/Bonner, to approve the 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

Roll call vote:

Aye: 10 (Torres, Pierce, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, E. Gutierrez)

Ms. Elizabeth Gutierrez joined the meeting at 9:10 a.m.

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

The board went into closed session at 9:12 a.m. At 9:26 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, Accountant I. There was no eligible list to review/approve for the CFS Maintenance/Courier position.

- C. Ratify the No-Cost Extension Request for Early Head Start-Child Care Partnership Grant for Fiscal Year 2021-2022 (Deputy Director)

Ms. Lee presented Item C and D together but action will be taken separately. Ms. Lee reviewed that in late June of 2020 CARES Act funds to address COVID-19 needs were approved. The Agency received the funds shortly before the end of the 2019-2020 Program Year (PY), and was able to roll the funds over to PY 2020-2021 due to limited time to spend before the end of the fiscal year. We were also unable to spend down all of the CARES Act funds in 2020-2021. Funds are allowed to be carried over one more year, to PY 2021- 2022. Action taken today is for the Early Head Start -Child Care Partnership Grant (CCP), and the Head Start/Early Head Start Grant. The Early Head Start CCP is just over \$45,000, and the Head Start/EHS CCP grant is just

over \$2.5 million. This will be the last year the Agency will be allowed to extend this funding. If all the funds are not spent, then the funds will be returned to the Federal Government. Ms. Lee reminded board members who represent a delegate agency to make sure to track and monitor this funding closely in their respective agencies. This item is ratified because the Agency had to submit the carryover to the Federal Government already, and now requires the board to recognize the action of the submission. The Federal Government has already approved the carryover submission, we have through July 31, 2022 to spend down the funds.

H. Gutierrez commented the board had previously reviewed this item as an informational item; the board is now taking action on the item.

Mr. Goris asked if there is a plan in place to spend the money to keep it in the County.

Ms. Lee answered yes, each delegate agency plan was sent to Mr. Han for final review and approval.

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

Roll call vote:

Aye: 10 (Torres, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup, E. Gutierrez)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, Pierce)

- D. Ratify the No-Cost Extension Request for Head Start and Early Head Start Grant for Fiscal Year 2021-2022 (Deputy Director)

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

Roll call vote:

Aye: 10 (Torres, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup, E. Gutierrez)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, Pierce)

- 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
Ms. Lee stated that Head Start has underspent funds from the 2021 program year. We are allowed to reprogram and carryover funds. SETA is working on the Northview Early Learning Center tenant improvement project, which was reviewed in January 2021 with an estimated cost of \$1.3 million. The cost of the project has

increased to an estimated \$2.3 million. This increase is due to inflation, cost of supplies/materials, increased wages and high demand for contractors. Carryover funds cannot be used for personnel or fringe in the new program year, they must be reprogrammed. Some of the funds will be used for the Northview project. This is a budget modification of funds that were underspent in the Head Start and Early Head Start grants, as well as CARES Act funds which were carried over and now need to be reprogrammed from supplies and construction. The second part of this funding is sitting in last year's allocation, and needs to be carried forward to the PY 2021-2022. We made minor updates to the 1303 facilities renovation application, which was submitted in July 2021. Some updates include changes in some of the floor plans, costs, and valuation. The budget modification is \$150,000 less than the carryover due to CARES Act funding, which is already in the correct cost category and was carried over to the new program year. We have released an Invitation for Sealed Bids for general contractor services. The proposals are due December 16, 2021. Once we have the proposals we will have a better sense of the actual cost of the Northview project. Construction could start as early as February 2022, and by September 1, 2022 the center should be ready for children.

Moved/Goris, second/Bonner, to approve the 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.

Roll call vote:

Aye: 10 (Torres, E. Gutierrez, Bonner, Taylor, Wash, Goris, Key, Otter, Schapira, Coultrup)

Nay: 0

Abstention: 1 (H. Gutierrez)

Absent: 2 (Casillas, Pierce)

IV. Information Items

A. Standing Information Items

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

Mr. Han reviewed the fiscal reports. We are on budget at 22.6 percent for expenses. Nutrition Services will catch up once we receive reimbursements. It takes approximately two months to receive the reimbursements.

Mr. Goris asked about the two-month reimbursement delay.

Mr. Han replied the process takes that long from start to finish. We have to wait for program numbers to come in, which arrive in batches, once the numbers are submitted we have to wait for the State to cut and send a check.

Mr. Goris asked for clarification that they are program reimbursements, not personal reimbursements.

Mr. Han answer correct, they are for the programs.

Mr. Han reviewed CARES Act funds. Some agencies have spent down their funds, while other agencies have not. This does skew the budget numbers slightly. A lot of delays have held some of the agencies from spending down the funds. The American Rescue Plan Act (ARP) funds were reviewed.

Mr. Goris asked if it is a one-time fund or recurring funds.

Mr. Han answered it is a one-time fund, we have until March 2023 to spend down the CRRSA and ARP funds.

Ms. Lee commented the management team met with the labor union and reached an agreement, the Agency will use a portion of the ARP funding to pay employees the week of closure between Christmas Eve and New Year's. Normally during this closure time, staff use their accrual time. For this, SETA will use approximately \$500,000 of the ARPA funding.

Mr. Han reviewed the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds. Child Care Partnership grant was reviewed, it has been consolidated with the Head Start & Early Head Start grant. All funds are being allocated properly. We do not expect the need to apply for a non-federal share waiver. The American Express and Citi credit card statements were reviewed, nothing was out of the ordinary.

H. Gutierrez commented it is good to see charges, showing services are returning to normal.

➤ Parents/Staff Recognition-Perfect Attendance

H. Gutierrez thanked the board and recognized Ms. Bonner, Ms. Casillas, Ms. Torres, Mr. Key, Mr. Taylor, and her herself for perfect attendance. A certificate will be mailed.

➤ Regional Head Start Association Family Engagement Conference Report:

Ms. Wash shared her experience attending the conference. There were a lot of different topics covered and the workshops were interactive. There were experience base stories shared. She enjoyed interacting with others and hearing their stories.

Mr. Goris shared is experience attending the conference. He found the educational portion of the conference was the most interesting, especially the focus on dental health.

Ms. Brenda Casillas joined the meeting at 9:54 a.m.

H. Gutierrez shared her experience attending the conference. One aspect of the conference that stood out was learning about the push for support for our families and children in trauma informed care. A story was shared about a man whose teacher continually encouraged him to achieve his potential; the man is now a doctor after turning his life around after incarceration.

➤ Community Resources – Parents/Staff

Ms. Desha reviewed the community resources. Head Start and the SETA Workforce Development Department have a joint program to provide employment and training services to help Head Start and Early Head Start families to find a job. Ms. Wanda Thomas Johnson, Professional III, (916) 263-7892, Workforce Development Department is the point of contact. The North Sacramento Family Resource Center is having a virtual child development session on Thursday, December 2nd. Fourth & Hope is seeking Client Care Coordinators, this is a great opportunity to work with the homeless community.

H. Gutierrez commented the homeless population has risen in Sacramento, and asked board members to share this information with anyone in the community with interest in helping.

➤ Seating of New Policy Council Members (2021-2022)

H. Gutierrez reviewed the members stepping down, which are: Ms. Casillas, Ms. Pierce, Ms. Torres, Ms. Bonner, Ms. Wash, Mr. Key, Mr. Goris, Mr. Taylor, and Ms. Elizabeth Gutierrez. She thanked them all for their dedication to the board.

Ms. Savita Taneja, elected to represent the SETA-Operated PAC, was not present to be seated.

➤ Introduction of Policy Council Members:

New members will be introduced at the next meeting.

➤ Officer Elections will be held on Thursday, December 16, 2021

H. Gutierrez reviewed this item, and read the bylaws to understand each position's role and responsibilities.

Ms. Bonner asked what time the meeting will be held.

H. Gutierrez answered the meeting will be held at 9:00 a.m.

Ms. Desha stated the next PAC meeting will be at 9:00 a.m. on December 16th, the PC meeting will start after the PAC meeting.

B. Governing Board Minutes for October 7, 2021: No Questions

III. **Action Items** (2021-2022 Policy Council)

H. Gutierrez established the quorum was lost. The below items will be tabled to next meeting:

- F. Election of Policy Council Community Representatives Past Parents and Alternates
- G. Election of Policy Council Community Agency Representatives

IV. **Committee Reports**

➤ Executive Committee Meeting

The next meeting will be held today after the PAC meeting. The December meeting date and time is to be determined.

➤ Budget/Planning Committee:

The next meeting will be held on Tuesday December 14, at 1 p.m.

➤ Community Action Board (CAB): No Report

VI. **Other Reports**

A. Executive Director's Report:

Ms. Kossick thanked the board for their dedication. She encouraged them to continue to share their passion for helping our families. Ms. Kossick will be retiring on Friday, December 3, 2021. Ms. Lee has been named interim executive director.

H. Gutierrez thanked Ms. Kossick for guidance over the years.

B. Head Start Deputy Director's Report

- Monthly Program Information Report

Ms. Lee thanked Ms. Kossick for her years of support and dedication. Ms. Lee updated board on the vaccine mandate for staff and some consultants, which deadline is January 31, 2022. The Agency continues to wait for full clarity and formal language from the Federal Government. Currently our compliance is approximately 62 percent vaccinated. Staff who have not given vaccination documentation were sent a letter requesting their updated information. The Agency will be reaching out to parents to let them know there could be impacts due to vaccine mandates and staffing shortages. Regular COVID-19 testing is not an available alternate option, unless the staff member has an exemption.

H. Gutierrez asked about staff shifts, does that mean staff will be moving in order to keep sites open?

Ms. Lee answered that is correct, we will try to maximize the staff we have and minimize the movements.

H. Gutierrez inquired if some are shifted from one location to another; what will happen to those staff members?

Ms. Lee said staff shifts could lead to a domino effect, but we hope to have minimal moves.

Ms. Griffith said we will work with staff to keep them in the same or close geographic area.

Ms. Lee said staff received a January 14, 2022 deadline date which was prior to receiving the January 31 date from the Office of Head Start. The Agency will move forward in accordance with the Federal mandate. She wished everyone a happy Thanksgiving.

C. Chair's Report

H. Gutierrez spoke on recruitment. The PC needs more members for the new program year.

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: None

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

Ms. Griffith said we are working with staff in anticipation of what closures may come and how we can serve as many children as possible. The first Desired Results Development Profile (DRDP) of the year has finished, parents should be receiving individual child information. We are starting Class Observation Scoring System (CLASS), which looks at teacher-child interactions, measuring emotional support, classroom organization, and instructional support. These observations are completed by certified observers.

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

Ms. Ocegueda reviewed the vaccine clinic that was held at the SETA Administrative building. The clinic was open to public and staff for initial doses, boosters, child vaccines, and COVID-19 tests. Another clinic is in the works for December 3rd or 22nd. Weekly COVID-19 vaccine and information updates are sent to delegates and parents. We partner with the school districts updating on CDC guidance's provided by nurses. The board was updated on the October Lead Awareness Week. We received informational brochures to distribute to parents, on testing, 2,600 brochures were distributed. Information was

distributed electronically as well. Head Start is partnering with the Department of Oral Health to plan the next five-year cycle on how we can provide better services.

E. Open Discussion and Comments: None

F. Public Participation: None

H. Gutierrez wished everyone a happy Thanksgiving.

VII. Adjournment: The meeting was adjourned at 10:36 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 December 16, 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, Family Services Worker II, Family Services Worker III, CFS Maintenance/Courier
 - ✓ Report out of closed session

NOTES:

ITEM III-C – ACTION

ELECTION OF 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.
- 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 alternate position.

Candidates will address the board. Staff will be available to answer questions.

ITEM III-C-ACTION (continued)
Page 2

RECOMMENDATION:

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

Past Parent Representatives:

Alternates:

Grandparent Representatives:

Alternates:

Foster Parent Representatives:

Alternates:

Community Agency Representatives:

Alternates:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

ELECTION OF COMMUNITY ACTION BOARD REPRESENTATIVES AND ALTERNATES

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County. Attached for your review is a CAB overview.

In the past, Ms. Fienishia Wash and Ms. Shannon Pierce served as the Head Start representatives from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect two representatives and two alternates to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COMMUNITY ACTION BOARD OVERVIEW

The Community Action Board (CAB) is a twelve-person board representing a number of public, private and low-income interests. SETA, as the designated Community Action Agency for Sacramento County, receives Community Services Block Grant (CSBG) and funds from the U. S. Department of Health and Human Services through California's Department of Community Services and Development. SETA administers CSBG programs with the advice of the tri-partite Community Action Board.

The SETA CAB was established as an advisory body to the SETA Governing Board and is entrusted with a mission to make the entire community respond to the needs and interests of the poor. Its members assess the needs of the low-income community, receive and review proposals for CSBG funding, and made recommendations to the Governing Board to fund programs which most effectively address those needs.

The long-range objective of the CSBG program is to enable individuals to deal with the problems of poverty and attain self-sufficiency. Because the social needs in SETA's service delivery area are diverse - from drug abuse among youth to the problems of seniors - and because funding for programs is relatively scarce, Board members exercise great care in setting program priorities, allocating funds and evaluating program performance.

MEETING SCHEDULE

Regular meetings of the Community Action Board are currently held via Zoom on the second Wednesday of each month at 10:00 a.m.. In-person meetings, when resumed, will be held at, 925 Del Paso Blvd., Sacramento, CA 95815. Meetings seldom exceed one hour in length with the exception of annual funding meetings.

COMPOSITION OF THE COMMUNITY ACTION BOARD

The Community Action Board is composed of twelve members with four members representing each of three constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low Income Sector, or representatives of the poor residents within the Community Action Board jurisdiction.

SECTOR PROFILES

Public - Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interests of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low Income - Representatives of the poor are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs -- and the positive effects those programs can have on the community.

Private - Representatives of the private sector provide good decision-making capabilities. They normally have business, management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Board by representing the remainder of the community.

APPLICATION/APPOINTMENT PROCESS

Those wishing to apply for membership on the CAB are asked to fill out an application form available at 925 Del Paso Blvd., Sacramento, CA 95815, Attention: Monica Newton (Phone 916-263-3753). Completed applications should be returned to SETA. These applications go through an application/appointment process for each sector. CAB members serve three-year terms beginning in January of each year.

CONFLICT OF INTEREST

Upon appointment, each applicant is required to submit a completed Statement of Conflict of Interest (form provided by SETA).

ITEM III-E-ACTION

ELECTION OF MATERNAL, CHILD AND ADOLESCENT HEALTH ADVISORY BOARD REPRESENTATIVE AND ALTERNATE

BACKGROUND:

This item provides the Policy Council an opportunity to elect a representative to sit on the Sacramento County Maternal, Child and Adolescent Health Advisory Board.

The purpose of the Sacramento County Maternal, Child, and Adolescent Health Advisory Board (MCAHAB) is to improve coordination and promote an integrated health system serving mothers and children. The role of the MCAHAB is to advise the Board of Supervisors and the Department of Health and Human Services (DHHS) on local programs and services affecting the health of mothers, children, and adolescents.

The Sacramento County Maternal, Child and Adolescent Health Advisory Board has requested one representative and one alternate to serve from Head Start. Current health issues are addressed, providing an opportunity for Head Start parents to contribute in the discussion and receive valuable information for Head Start. The committee meets five times a year on the second Tuesday of the month. The upcoming meetings in 2022: January 11, 2022, March 8, 2022, May 10, 2022, September 13, 2022, and November 8, 2022. The meetings are currently being held via Zoom, from 8:00 – 10:00 a.m. In-person meetings will be held at, 9616 Micron Ave. Suite 900, Conf. Room 1, Sacramento, CA 95827.

RECOMMENDATION:

Elect one representative to serve on the Sacramento County Maternal, Child and Adolescent Health Advisory Board and one alternate.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-F– ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE
TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE
APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee’s involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-G– ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2021-2022. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

ITEM III-G -ACTION (continued)

Page 2

- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

Secretary:

Parliamentarian:

Vice Chair:

Treasurer:

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
- Community Resources – Parents/Staff: Ms. Marie Desha
- Parent/Staff Recognitions:
- PC/PAC Orientation and Officer Training

NOTES:

**STANFORD SETTLEMENT PRESENTS:
OPERATION CRATCHIT 2021**

**AN ANNUAL CHRISTMAS BASKET PROGRAM
DRIVE-THRU PICK UP**

**PARKING LOT OF STANFORD SETTLEMENT
450 WEST EL CAMINO AVE. SACRAMENTO, CA 95833**

**FOR RESIDENTS OF ZIP CODES:
95815, 95833, 95834, 95835, & 95838**

**NO IN-PERSON REGISTRATION THIS YEAR!
PLEASE REGISTER FOR YOUR APPOINTMENT
TIME BY CALLING 916-927-1303**

Visit www.stanfordsettlement.org for more info.



**STANFORD
SETTLEMENT**
Neighborhood Center

**450 West El Camino Ave. Sacramento CA, 95833
www.stanfordsettlement.org · 916-927-1303**



Food Distribution Locations

Follow the link below for a list of agencies that are committed to distributing food and will have our direct support in staying open during COVID-19.

<https://www.sacramentofoodbank.org/emergency-response-agencies>

Contact us

(916) 456-1980

<https://www.sacramentofoodbank.org/>

Locate us

Family Services Campus

3333 Third Avenue
Sacramento, CA 95817

Food Bank Campus

1951 Bell Avenue
Sacramento, CA 95838

Holly Jolly Holiday Event!

FREE family event at our location on Saturday, December 18th! 10am-1pm



[Register for our Holly Jolly Holiday Event](#)

Family Survey

What do you want to see at our Family Resource Center? Please complete our family survey so we can build programs for you and your children.

North Sacramento Family Resource Center

FAMILY SURVEY

We want your opinion! What workshops and activities would you like to see at North Sacramento FRC?

**PLEASE
COMPLETE THE
SURVEY**

Queremos su opinion! Que talleres y actividades le gustaria ver en el Centro de Recursos Familiares de North Sacramento?

**POR FAVOR
COMPLETE LA
ENCUESTA**



SCAN ME

We want to hear from our North Sacramento Families!

[CLICK HERE TO COMPLETE A BRIEF SURVEY](#)

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, November 4, 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

II. Consent Items

- A. Approval of Minutes of the October 7, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Use of Fund Balance

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

- A. Approval of Minutes of the October 7, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants for 9/29/2021 through 10/25/2021
- C. Approval of Use of Fund Balance

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 this item. The board will have to take action each month, through the end of the year 2021, to continue virtual meetings.

Moved/Guerra, second/Kennedy, 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

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**

Approval of Revised Job Specification for Executive Director

Ms. Scherman opened the public hearing.

Ms. Noren reviewed this item. The job specification was revised from the previous version from 1994. The Agency worked with the City and the County to update the job specification. The clean and redline job specifications were included in the packet to review changes.

Mr. Nottoli commented that the updated job specification encompasses all that the Executive Director position entails.

Moved/Guerra, second/Kennedy, to close the public hearing and adopt the resolution approving the Revised Job Specification for Executive Director

Roll call vote:

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

Nay: 0

Abstention: 0

Mr. Nottoli asked what the recruitment process and projected timeline is.

Ms. Kossick answered now that the job specification has been approved, the City Manager and County Executive will work together with a recruiting firm to find candidates. The approximate time for the process is three months.

Mr. Nottoli asked what will happen in the intervening time; will Ms. Kossick bridge the time or will there be an Interim Executive Director appointed.

Ms. Kossick answered there have been internal interviews with the City Manager and the County Executive, and they will bring forward an internal candidate for an Interim assignment.

Mr. Nottoli commented it would be prudent to keep the Board apprised of the process. Mr. Nottoli asked if legal counsel has provided any advice on the topic.

Mr. Thatch replied he has had minimal involvement in the process.

Ms. Scherman expressed concern of the impact of the interim. She requested for Mr. Thatch to keep the board updated from a legal standpoint.

Mr. Thatch commented it has been awhile since the Agency has gone through the process of a new Executive Director. In the past the City Manager and County Executive have met with the Board in closed session to review the process. Mr. Thatch offered to connect with the City Manager and County Executive to arrange a closed session meeting to discuss the process of appointing a new Executive Director.

Mr. Guerra supported Mr. Thatch's suggestion to meet in closed session.

Mr. Kennedy, Mr. Nottoli, and Ms. Vang agreed to meet with the City Manager and County Executive in closed session.

3. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick explained the rotation of the Chair position is between the City and County on an annual basis. In keeping with this rotation, Mr. Guerra would become Chair and Mr. Kennedy would be Vice Chair.

Moved/Guerra, second/Vang, to elect Eric Guerra as Chair and Patrick Kennedy as Vice Chair for a one-year term to begin on November 5, 2021.

Roll call vote:

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

Nay: 0

Abstention: 0

4. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Ms. D'et Saurbourne reviewed this item and introduced Mr. Ken Johnson from Arthur J. Gallagher.

Mr. Johnson reviewed the commercial insurance. He noted the amount of natural disasters the world is experiencing have impacted the insurance industry.

Mr. Johnson reviewed the insurance quotes from Philadelphia and Hanover Insurance Company. Mr. Johnson has not yet evaluated Hanover's professional liability, and molestation and abuse forms. Once Mr. Johnson reviews those policies, Ms. D'et Saurbourne and the Executive Director will need to review the policies. Philadelphia maintains \$10 million for primary liability. Philadelphia's excess liability quote of \$5 million is a firm price. For the exorbitant liability, there is not yet a firm price. Mr. Johnson is looking for other providers, aiming for quotes around \$70,000-\$75,000. The crime and earthquake insurance renewed flat. Flood insurance has seen a significant increase; the renewal is 21 percent higher. The Agency added a new facility, which was not covered under the grandfathered National Flood Insurance Program (NFIP). The new warehouse facility was almost \$1 million to cover outside the NFIP. Accident and medical went down. Cyber liability is challenging, with insurance companies imposing minimum protections. The Workers Compensation insurance total cost will be significantly reduced.

Ms. Saurbourne said Arthur J. Gallagher is still working on the market to get the best pricing for SETA.

Moved/Nottoli, second/Kennedy, to approve the delegation of procurement authority to the Executive Director to purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

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

Refugee Services: None

1. Ratify the Submission of an Application to the California Employment Training Panel and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and Any Other Documents Required to Implement the Program

Ms. Kossick reviewed the item; there were no questions.

Moved/Guerra, second/Nottoli, to ratify the submission of an Application to the California Employment Training Panel and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and Any Other Documents Required to Implement the Program

Roll call vote:

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

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES:

1. Approval to Launch an Early Childhood Education and Childcare Sector Initiative and Authorize Staff to Identify and Pursue Funding, Execute Agreements, and Take Other Necessary Action in Furtherance of the Initiative

Ms. Denise Lee reviewed this item, which was developed from Mr. Guerra's proposed initiative at the previous board meeting. The Agency has engaged with multiple stakeholders as a preliminary step, reaching out to the Center of Excellence and Valley Vision in regards to a labor market assessment. Additionally, staff met with the ECE taskforce and multiple large stakeholders in the community to gather information on what is happening in the childcare sector and how we can move forward to be prepared as a region. The Agency also has been working closely with the new City Child Care Manager.

Mr. Guerra introduced Ms. Janine Cooper, the new City Child Care Manager, who is the additional staff support for the initiative.

Moved/Guerra, second/Nottoli, to approve to Launch an Early Childhood Education and Childcare Sector Initiative and Authorize Staff to Identify and Pursue Funding, Execute Agreements, and Take Other Necessary Action in Furtherance of the Initiative

Roll call vote:

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

Nay: 0

Abstention: 0

2. Approval to Release an Invitation for Sealed Bids

Ms. Lee reviewed this item for sealed bids for general contractor services for the Northview Early Learning Center tenant improvement project. The Agency is anticipating to release the Invitation for Sealed Bids on November 15th, pending a significant amount of feedback and approval from the City of Sacramento Planning Department. This is the second round of feedback. We anticipate final

feedback by mid-December, and then start construction by February 1st. Ms. Lee acknowledged Mr. Cody Capino, the lead project manager from Brailsford and Dunleavy.

Mr. Thatch clarified we are awaiting feedback from the City Building Department, not the Planning Department.

Moved/Nottoli, second/Scherman, to approve the Release of an Invitation for Sealed Bids.

Roll call vote:

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

Nay: 0

Abstention: 0

The board went into closed session at 10:47 a.m. At 11:01 a.m., Ms. Scherman called the meeting back into open session and reported there was nothing to report.

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report: No questions

C. Dislocated Worker Update No Questions

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

E. Head Start Reports

Mr. Kennedy asked if there is a reason why Sacramento City Unified School District (SCUSD) Head Start enrollment is at 45 percent of actual funding, which is far lower than Elk Grove Unified School District (EGUSD) and others.

Ms. Lee answered SCUSD, like most Head Start programs, has been struggling to bounce back after the COVID-19 pandemic. They have been put on corrective action, along with other delegate agencies who are under-enrolled. It is not uncommon for SCUSD to be under-enrolled, with enrollment usually around 80-90 percent. They did reach out to SETA for support with a more global marketing campaign and recruitment fair giveaways.

Ms. Lisa Carr commented that SCUSD is down staff and children. The grantee is working with them on recruitment.

Mr. Kennedy asked if SETA still has a connection to their board.

Ms. Lee answered we do not. SETA is currently doing a corrective action plan without holding funds for all delegate agencies. Starting in January 2022, SETA will start holding funds because flexibilities will end and the federal expectations for full compliance will begin. They will start counting four months of under-enrollment. If by April the Sacramento County total remains under-enrolled below 98 percent, SETA would be put on a 12-month corrective action plan with the regional office. This is a national issue, not specific to Sacramento City.

Mr. Kennedy suggested for SETA to give a briefing to the SCUSD board. He offered his assistance as well.

Mr. Nottoli asked about the oral health care, referencing the need of dental treatment and dental treatment received. He noted Elk Grove district was a higher percentage at 40 percent compared to the 10-20 percent in other areas. Was there an anomaly and is there a concerted effort to see that those parents and children receive the appropriate dental, oral health care they need?

Ms. Lee replied she will follow up with Supervisor Nottoli on why the number is much larger as it relates to the total number of children needing care. She noted overall we struggled getting treatment completed due to the limitations of being in proximity and in-person services largely stopped. The Agency did a large dental fair in Sacramento in a variety of locations and may have identified more children that needed dental follow-up than in previous years.

F. SETA Children and Family Services Department Year-In-Review Presentation

This item was tabled, to be added on the December meeting agenda.

V. **Reports to the Board**

A. Chair: Ms. Scherman congratulated the new Chair and Vice Chair.

B. Executive Director

Ms. Kossick wished Mr. Kennedy a Happy Birthday. She thanked Ms. Scherman for her leadership during her tenure as Chair.

C. Deputy Directors – No report

D. Counsel – No report

E. Members of the Board

Mr. Nottoli thanked Ms. Scherman for her service and leadership as Chair, and congratulated Mr. Guerra and Mr. Kennedy.

Ms. Vang thanked Ms. Scherman for her leadership.

Ms. Kennedy thanked Ms. Scherman for her unwavering dedication.

F. Public – No report

VI. **Adjournment:** The meeting adjourned at 11:18 am.

ITEM V

COMMITTEE REPORTS

- Executive Committee: Ms. Henrietta Gutierrez

- Budget/Planning Committee: Ms. Henrietta Gutierrez

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. INTERIM 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 *November 2021

Norma Johnson – Classroom U closed from 11/3/2021-11/11/2021 and reopened on 11/12/2021 due to safety protocols from Covid-19

Norma Johnson – Classroom B closed from 11/3/2021-11/5/2021 and reopened on 11/8/2021 due to safety protocols from Covid-19

Elkhorn – Classrooms C & D closed from 11/5/2021-11/11/2021 and reopened on 11/12/2021 due to safety protocols from Covid-19

Sharon Neese- Classroom V closed on 11/16/2021 due to staffing shortages

Bannon Creek- Opened the 4th classroom on 11/29/2021 (last of 4)

Lunch	PM Snack	Breakfast	Field Trips
32,258	25,078	27,538	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$85,777.17
Non - Food	\$11,472.90

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$16.00

Vehicle Gas / Fuel:	\$1,947.41
Normal Delivery Days	20

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (11/30/21)	(b) % Actual to Funded
Elk Grove USD	440	411	93%
Sacramento City USD	736	401	54%
SETA	1,736	1,343	77%
San Juan USD	1,044	687	66%
Twin Rivers USD	160	157	98%
WCIC/Playmate	120	83	69%
Total	4,236	3,082	73%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (11/30/21)	(b) % Actual to Funded
SETA	653	567	87%
San Juan USD	163	147	90%
TRUSD	56	54	96%
Total	872	768	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 Program Under Enrollment

SETA

- Families continue to be hesitant to enroll due to possible exposure and changing variants of COVID-19.
- Waiting list is exhausted at 7 centers, there are limited number of families that are income eligible on waitlists, families are being contacted by multiple sites/agencies for enrollment.
- Waivers allocated for enrollment of 10% over income families is met or exceeded at this time, over income waivers capped.
- Classes capped due to limited staffing at the following sites: Bannon Creek; Bright Beginnings; Franklin; Fruitridge; Nedra Court; North Ave; Solid Foundations; Strizek Park- totaling 130 vacant enrollment slots, Spinelli and Florin were recently licensed- 80 enrollment slots are vacant. Combined: 210 enrollment slots account for 12% of the total enrollment.
- Families contacted for Part-day slots are requesting to remain on waitlist until Full-day option is available.

Sacramento City USD

- All sites with the exception of Bear Flag, Golden Empire, Martin Luther King, and Woodbine are under enrolled due to COVID-19.
- Exhausted waiting list at 8 sites. Families are not consistent in following through with enrollment process, appointments and/or paperwork.
- Increased need for over-income waivers due to families exceeding income eligibility guidelines (Over income waivers are capped countywide).
- Limited accessibility to sites for families to receive enrollment packet.

San Juan USD

- Due to lack of teachers/subs classes were capped at half capacity at Garfield, General Davie and Ralph Richardson, one class at Coleman is closed completely, and temporally paused on enrollment of new families until the end of November at these sites.
- With increase numbers of COVID-19 cases, families want to keep children at home from risk of being exposed to new variants.
- Income guidelines are lower than the average family income applying for enrollment, the program needs over-income waivers.
- The uncertainty on the format of educational learning dictated the recruitment and enrollment schedule for the 21-22 program year, which started approximately three months later than usual due to COVID-19 restrictions.
- Many four-year-old applicants went to Transitional Kindergarten.

WCIC/Playmate

- Parents continue to express concern with enrolling children due to fear of COVID-19 exposure.
- Few families on waiting list.

Strategies/Action Step(s) for Under Enrollment

SETA

- Provide families and staff with COVID-19 resources and information on mobile vaccination clinics and rapid response testing. SETA hosted a vaccination clinic in collaboration with Mobil Med Work Health Solutions on November 5th.

- Engage in outreach for recruitment of eligible families with the following community partners: Volunteer of America; Rancho Cordova Library; Galt Public Library; Sacramento Works Career Center- Galt, and Child Action.
- List employment postings/virtual recruitment, including job announcements on SETA's career web page for various continuous filing vacancies.

Sacramento City USD

- Attended community events as outreach to recruit families for the program.
- In order increase accessibility for parents, explore ways to refine the on-line application.
- Revamp flyers and brochures to include a QR code so families can be immediately directed to our on-line application.
- Ensure that recruitment banners are visible at locations.

San Juan USD

- Provide flexible registration opportunities to meet parents schedule and offer on-line registration.
- Registration packets and enrollment materials are printed and available in multiple languages (English, Spanish, Dari/Farsi/Pashto and Arabic).
- Attended district wide fairs and enrollment events to recruit eligible families for preschool program.
- Placed preschool program flyers and advertisements about the program in local establishments such as libraries, laundry rooms of apartment complexes, grocery and thrift stores in lower income areas; and via social media (Facebook, Instagram), SJUSD media (District wide publications to parents and announcement on school marquees) and third-party media sites (such as Craigslist).
- Employment postings to recruit candidates for numerous classified and certified positions.

WCIC/Playmate

- Staff conduct recruitment of eligible families once a week with local family community resource agencies: Oak Park Christine Center; Well Space Health; WIC; Well Springs Women's Center.

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 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.
