

GOVERNING BOARD

ERIC GUERRA
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County of Sacramento

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Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
Public Representative

MAI VANG
Councilmember
City of Sacramento

ADMINISTRATION

DENISE LEE
Interim Executive 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: "The struggle you're in today is developing the strength you need for tomorrow. Don't give up."

~Robert Tew

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

DATE: Tuesday, February 22, 2022

TIME: 11:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/83134268445?pwd=QjZZNVNVR1BadFlaZzFNRUUxdFpaQT09>

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/83134268445?pwd=QjZZNVNVR1BadFlaZzFNRUUxdFpaQT09>. Meeting ID: 831 3426 8445. Passcode: 762742. 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, 83134268445# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/kc5XiEPx6y>. 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 which item you would like to participate on. 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: Wednesday, February 16, 2022

Head Start Policy Council meeting hosted by:
Charles Taylor (Chair) & Kara Long (Vice Chair)

ITEM I - CALL TO ORDER/ROLL CALL

A member of the Policy Council will call the roll for the following members:

- _____ Donna Bonner, Foster Parent Representative/Community Representative
- _____ Charles Taylor, Chair, Past Parent/Community Representative
- _____ Jessica Coultrup, Early Head Start, San Juan Unified School Dist.
- _____ Lesly Lainez Carballo, SETA-Operated Program
- _____ Diana Ferreyra, WCIC/Playmate Child Development Center
- _____ Kahmaria Holleman, WCIC/Playmate Child Development Center
- _____ Stephen Key, Past Parent/Community Representative
- _____ Kara Long, San Juan Unified School District
- _____ Carissa Salee, San Juan Unified School District
- _____ Rosemary Schapira, Community Agency Representative
- _____ Savita Taneja, SETA-Operated Program
- _____ Fienishia Wash, Grandparent Representative/Community Representative

Seats Vacant:

- _____ Vacant, San Juan Unified School District
- _____ Vacant (E. Gutierrez) 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 (Wash) Home Base Option
- _____ Vacant (Sanders), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant (Pierce) 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, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep.
- _____ Vacant, (Goris) Elk Grove Unified School District
- _____ Vacant (Wash) Outgoing Chair

**** Please call your alternate, Policy Council Chair (Charles Taylor: [916] 870-9167), 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 & December 16, 2021, January 25, 2022

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 Seated 12/16	PP-FP	X	X	X										
J. Coultrup Holding	SJ/EHS	X	E	X										
D. Ferreyra Seated 1/25	WCIC	-	-	X										
K. Holleman Seated 1/25	SOP	-	-	X										
S. Key Seated 12/16	PP	X	X	X										
L. Lainez Carballo Seated 1/25	SOP	-	-	X										
K. Long Seated 12/16	SJ	X	X	X										
C. Salee Seated 1/25	SJ	-	-	X										
R. Schapira Holding	CAR	X	U	X										
C. Taylor Seated 12/16	PP	X	X	X										
S. Taneja Seated 12/16	SOP	U	X	U										
F. Wash Seated 12/16	PP-GP	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 1/25/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 25, 2022
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the January 25, 2022 regular meeting.

RECOMMENDATION:

That the Policy Council approve the January 25 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, January 25, 2022
9:00 a.m.

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

Mr. Charles Taylor called the meeting to order at 9:00 a.m. and read the thought of the day. Mr. Taylor called the roll; a quorum was met.

Members Present:

Donna Bonner, Foster Parent/Community Representative
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Grandparent/Community Representative
Stephen Key, Past Parent/Community Representative
Jessica Coultrup, Early Head Start, San Juan Unified School District
Kara Long, San Juan Unified School District
Rosemary Schapira, Community Agency Representative

Members to be Seated Present:

Diana Ferreyra, WCIC/Playmate Child Development Center
Carissa Salee, Early Head Start, San Juan Unified School District
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program

Members Not Present:

Savita Taneja, SETA-Operated Program (*unexcused*)

II. Consent Item

A. Approval of the Minutes of the December 16, 2021 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Long, to approve the December 16, 2021 minutes as distributed.

Roll call vote:

Aye: 9 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Lainez Carballo, Holleman)

Nay: 0

Abstention: 2 (Taylor, Schapira)

Absent: 1 (Taneja)

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. The Governor extended the executive order to operate in a virtual platform during a declared state of emergency. The board must approve this item every 30 days if emergency conditions still exist.

Moved/Bonner, second/Key, 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 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Lainez Carballo, Holleman, Schapira)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Taneja)

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

The board went into closed session at 9:16 a.m. At 10:06 a.m., Mr. Taylor called the meeting back into open session and reported that the following eligible lists were approved in closed session: Approval of Eligible List for: Associate Teacher/Associate Teacher Infant Toddler, Head Start Teacher, Family Services Worker II, Family Services Worker III, Administrative Assistant, Children and Family Services Maintenance/Courier, Head Start Cook, Human Resources Manager, Information Technology Services Facilitator

Ms. Lesly Lainez Carballo left the meeting at 10:11 a.m.

- C. Election of Community Agency Representatives and Alternates

Mr. Taylor reviewed this item and nomination information.

Ms. Shapira shared what North Sacramento Family Resource Center (NSFRC) does and its impacts of the community.

Moved/Bonner, second/Key, to approve Ms. Rosemary Schapira as a Community Agency Representative.

Roll call vote:

Aye: 9 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Holleman, Schapira)

Nay: 0
Abstention: 1 (Taylor)
Absent: 2 (Taneja, Lainez Carballo)

D. Election of Policy Council Officers for 2021-2022

Mr. Taylor reviewed this item and the accompanying bylaws. He asked for a motion to table this item, as there were no nominations.

Moved/Bonner, second/Key, to table the election of Policy Council officers:
Secretary, Treasurer, Parliamentarian

Roll call vote:

Aye: 9 (Bonner, Wash, Key, Coultrup, Long, Ferreyra, Salee, Holleman, Schapira)
Nay: 0
Abstention: 1 (Taylor)
Absent: 2 (Taneja, Lainez Carballo)

IV. Information Items

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the Head Start/Early Head Start expenditure reports. The CARES Act funds were reviewed, the majority of the remaining funds will go towards the Northview Project. The American Rescue Plan (ARP) Act and Corona Virus Response and Relief Supplemental Appropriation (CRRSA) Act funds were reviewed.

Mr. Taylor asked if the attendance rate for Sacramento City would affect how they spend their funds.

Ms. Lee replied attendance does not affect funding. The majority of the expenses are still happening, such as personnel, utilities, etc. Some of the supplies and materials are last longer, they may have some underspent funds at the end of the year. They could request to reprogram those funds toward other project at the end of the year.

Mr. Han reviewed the SETA-Operated Program expenditure report for Head Start and Early Head Start. Advertising costs are over budget due to a new marketing/awareness campaign to boost enrollment. The Child Care Partnership grant was reviewed. The American Express and Citi credit card statements were reviewed, nothing was out of the ordinary.

➤ Community Resources – Parents/Staff

Ms. Shapira stated there will be monthly sessions on COVID-19 vaccine information hosted in English and Spanish. More information can be found on the North Sacramento Family Resource Center (NSFRC) website and Facebook pages where workshops and activities are shared. Participants can sign up on the website, <http://www.northsacfrfc.org/>, to receive monthly e-mail updates about free workshops and resources at NSFRC. More information will be sent out on the COVID-19 Vaccine, along with a Question and Answer session that will be held, with a \$25 Walmart gift card incentive to attend.

B. Governing Board Minutes for December 2, 2021 – No Questions

V. Committee Reports

➤ Executive Committee Meeting:

The next meeting will be held on Monday January 31, 2022, at 9:00 a.m., via Zoom.

➤ Budget/Planning Committee:

The next meeting will be held on Tuesday, February 8, 2022 at 1:00 p.m., via Zoom.

VI. Other Reports

A/B. Interim Executive Director's Report/HS Deputy Directors Report

Ms. Lee shared latest COVID-19 surge has highly impacted Head Start and services to parents/children. For the vaccine mandate, Head Start is at 91 percent compliant for SETA-Operated Programs, 80 percent compliant for the County. It is estimated about 10 individuals may move departments or leave Head Start due to the vaccine mandate. Ms. Lee welcomed the new board members.

C. Chair's Report

Mr. Taylor encouraged recruitment. There will be a Joint PC/PAC meeting Tuesday, February 22, 2022 from 9:00 – 11:00 a.m. for ethics training. He welcomed the new board members.

Ms. Ferreyra, Ms. Salee, and Ms. Holleman gave brief self-introductions.

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services – No Report

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

Ms. Griffith stated COVID-19 has impacted the first couple weeks coming back from winter break. She addressed why there is a difference of when elementary schools and pre-schools are able to return to class after COVID-19 exposures. They are under two different regulatory agencies, quarantines look different due to availability of the vaccine to those age groups. There have been 57 closures since the new year. We are finishing the second assessment for California Desired Results Developmental Profile (DRDP). Teachers assess the children on different measures of growth from fall to winter to show progress of learning. Meetings with parents will be scheduled in February to discuss their child's academic growth. She welcomed the new board members.

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

Ms. Ocegueda welcomed the new board members. The focus has been on working with families to help them understand the process and procedures for COVID-19 prevention. The County has provided testing kits for Head Start to distribute among the program. Staff are working on an initiative with the Center for Health and Sacramento County to promote oral health services, targeting children four-year olds and younger.

Ms. Long thanked the SETA Head Start/Early Head Start management team for COVID-19 kits.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. **Adjournment:** The meeting was adjourned at 10:53 a.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 March 31, 2022 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 February 22, 2022 was 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.

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, Head Start Cook, Typist Clerk III (Front Desk Receptionist), Accountant I
 - ✓ Report out of closed session

NOTES:

ITEM III-C – ACTION

APPROVAL OF THE HEAD START COVID-19 VACCINE MANDATE POLICY

BACKGROUND:

In September 2021, President Biden announced a plan to require all Head Start/Early Head Start staff and certain contractors to be fully vaccinated for COVID-19 by January 31, 2022.

On November 30, 2021, the Office of Head Start (OHS) published an Interim Final Rule (IFC) to protect the health and safety of Head Start staff, children, and families; to mitigate the spread of the virus that causes COVID-19, SARS-CoV-2, in Head Start programs; and to help more programs and early childhood centers safely remain open.

As outlined in the IFC, programs are required to develop a vaccine mandate policy and procedure. SETA staff worked with the Union to develop the attached vaccine policy and procedure for board review and approval.

Due to tight timelines, this policy was reviewed and approved by the SETA Governing Board on February 3, 2022.

RECOMMENDATION:

Approve the Head Start COVID-19 Vaccine Mandate Policy and Procedure.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Head Start COVID-19 Vaccine Mandate

Section 11.19

Purpose:

As part of President Biden's COVID-19 Action Plan, the Office of Head Start (OHS) published an Interim Final Rule (IFC) on November 30, 2021, requiring all staff to be vaccinated for COVID-19 by January 31, 2022. The purpose of this IFC is to protect the health and safety of Head Start staff, children, and families; to mitigate the spread of the virus that causes COVID-19, SARS-CoV-2, in Head Start programs; and to help more programs and early childhood centers safely remain open.

Policy:

All Head Start staff and staff whose salaries are paid with Head Start funds, must be fully vaccinated or have an approved exemption effective January 31, 2022 as a term and condition of employment. This includes all staff on a leave of absence. All staff are required to report their vaccination status and to provide proof of vaccination to Human Resources.

Staff may request an exception from this mandatory vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Staff may also request an exemption from this policy if getting vaccinated is a conflict with a sincerely held religious belief, practice, or observance. All such requests will be handled in accordance with applicable laws and regulations and SETA's Reasonable Accommodation Policy.

All new staff are required to comply with the vaccination requirements outlined in this policy and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

Procedure:

All vaccinated staff are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted to Human Resources or covid@seta.net.

Acceptable Proof of Vaccination Status is:

1. A copy of the record of immunization from a healthcare provider or pharmacy;

2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of a digital record with QR code from <https://myvaccinerecord.cdph.ca.gov/>; or
6. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Time Off for Vaccination Appointments

An employee may take up to two hours of paid time per dose to travel to the vaccination site, receive a vaccination, and return to work if their appointment is during work hours. Staff getting their vaccines out of work hours will not be compensated for the time.

Requesting a Medical or Religious Exemption

Staff must submit a Medical or Religious Exemption Request Form available on the SETA Staff Resources website.

Medical exemptions for the COVID-19 vaccine will be considered if the employee provides a written certification by a licensed, treating medical provider [a physician (MD or DO), nurse practitioner (NP), or physician's assistant (PA)], of one of the following:

1. The applicable CDC contraindication for the COVID-19 vaccine; or
2. The applicable contraindication found in the manufacturer's package insert for the COVID-19 vaccine; or
3. A statement that the physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe, indicating the probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

This written certification can be found on the second page of the Medical Exemption Request Form or a separate document on the medical professional's letterhead.

Religious exemptions for the COVID-19 vaccine will be considered if the employee provides a written explanation on the Religious Exemption Request Form as to why their sincerely held religious belief, practice, or observance conflicts with getting the COVID-19 vaccine.

Weekly Testing Requirements for Approved Exemptions

All staff who have an approved medical or religious exemption will be required to get tested for COVID-19 on a weekly basis. Testing will take place every Monday (or first workday after a holiday or leave) starting on February 7, 2022 and will be on paid time.

Weekly required testing will be conducted with rapid tests upon arrival to work with a supervisor (or designee) to verify results. Should the onsite testing method not be available, testing will occur in one of the following ways and is subject to approval by the Agency:

1. Rapid test at a testing location determined by the Agency; or
2. Rapid test at a testing location determined by the staff member.

All test results should be sent to covid@seta.net, or any other test result collection method determined by the Agency. Documentation of the test results submitted must include the staff name, date of test, and proof of test result.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to covid@seta.net.

ITEM IV-A – 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, January 6, 2022
10:00 a.m.

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

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

Members Present:

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

II. Consent Items

- A. Approval of Minutes of the December 2, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of an Appointment to the Sacramento Works Board

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

- A. Approval of Minutes of the December 2, 2021 Regular Board Meeting
- B. Approval of Claims and Warrants for 11/24/2021 through 12/20/2021
- C. Approval of an Appointment to the Sacramento Works Board

Roll call vote:

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

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

Moved/Scherman, 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 (Nottoli, Vang, Scherman, Guerra, Kennedy)

Nay: 0

Abstention: 0

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2021

Ms. D'et Saurbourne introduced Mr. Chris Ng, the audit manager. There are no findings this year. The net position of the Agency decreased to -\$51,751,225, due to how we account for pension liability. Just over \$102 million expenditures for the year.

Moved/Scherman, second/Nottoli, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2021

Roll call vote:

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

Nay: 0

Abstention: 0

3. Approval to Release a Request for Proposals for Head Start Janitorial Services

Ms. Scherman asked if we found anything to upgrade in the last contract.

Ms. Lee replied nothing specific was found. She noted Head Start has added several centers since 2017; there are more centers listed for this RFP than previously. Product items remain the same.

Mr. Guerra asked what has been the conversation for procurement in the scope we send out; are we competitive?

Ms. Lee answered there has been a minimum wage increase. There is a provision in the contract, not to renegotiate, but to look at consumer price index in order to determine if an increase can be applied to the contactors. We anticipate price increases based on wages and cost of supplies.

Moved/Scherman, second/Vang, to approve the release of a Request for Proposals for janitorial services for Head Start

Roll call vote:

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

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Ratification of the Submission of a Workforce Accelerator Application to the California Workforce Development Board and Authorize the Executive Director to Execute the Agreement, Subgrantee Agreements, and Any Other Documents Required by the Funding Source

Ms. Terri Carpenter said March is when the Agency should receive notice of funding. If funded, the program will start July 1, 2022.

Moved/Scherman, second/Vang, to approve to ratify the submission of a Workforce Accelerator Fund 10 grant application requesting \$250,000 to the California Workforce Development Board and authorize the Executive Director to execute the agreement, subgrantee agreements, and any other documents required by the funding source

Roll call vote:

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

Nay: 0

Abstention: 0

Mr. Guerra thanked staff. He would like to follow up with staff in the future.

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Selection of General Contractor for Tenant Improvement and Site Work Services for the Northview Early Learning Center

Ms. Lee stated this item is the result from the solicitation for sealed bids. We received three sealed bids, which were opened on December 16, 2021. PNP Construction, Inc. has been selected to move forward as the lowest qualified bidder.

Mr. Guerra commented this is a community with great need. The more we improve those areas, it will help the community move forward.

Moved/Nottoli, second/Vang, to approve to authorize the Executive Director to finalize and execute the agreement with PNP Construction, Inc. in the amount of \$1,661,000 to provide tenant improvements and site work at the Northview Early Learning Center

Roll call vote:

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

Nay: 0

Abstention: 0

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report:

Mr. Guerra asked what are we hearing from employers in the new year regarding workforce challenges.

Mr. Walker stated we are constantly receiving requests for postings and hiring. Currently the trucking industry is seeing difficulty hiring drivers. A flyer was sent out for companies willing to hire, train, and house employees. Warehouses are currently hiring. Across the board there is a demand for employees. There is an exodus of people leaving lower paying jobs for higher paying jobs. We expect to see the tax industry start hiring for tax preparers soon.

Mr. Guerra offered to help distribute hiring information.

Mr. Walker stated prior to the break in December, Kaiser Permanente was hiring for the call center, 30 positions for the Sacramento region. Four thousand individuals signed up for the virtual job fair. Two thousand of those individuals were from the Sacramento region. The pay was originally set at \$26 per hour; it increased to \$31 per hour once posted.

C. Dislocated Worker Update: No Questions

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

E. Head Start Reports

Ms. Lee spoke on the November meeting request to address childcare shortages. Working on this project with Ms. Lee are Mr. Roy Kim, Ms. Janine

Cooper with the City of Sacramento, Ms. Kriztina Palone, Ms. Renee John and various other child care experts in Sacramento. The Agency met with California Capital Women's Business Center to discuss new and small business opportunities in childcare, how to create childcare homes and facilities, and how to facilitate workforce training and career pathways. The Agency also met with Valley Vision and Los Rios Center for Excellence regarding the new labor market study, which will take approximately five to six months to complete. The Agency met with the City of Rancho Cordova to discuss their childcare shortages and strategies. Head Start has been collaborating with the Transitional Kindergarten (TK) partners and State and Federal funders to join comprehensive services into the expansion of TK opportunities for four-year olds. The SETA ECE apprenticeship program plan was finalized. This will forge the way for other partners in the community to have a Department of Industrial Relations (DIR) approved apprenticeship for childcare.

Mr. Guerra commented on infant care, it is a consistent issue. He introduced Ms. Janine Cooper, the new Childcare Manager in the Office of Economic Development for the City of Sacramento.

Ms. Lee spoke on the Head Start vaccine mandate. We expect to meet the January 31st deadline. It is estimated that approximately one percent of staff will leave Head Start due to the mandate, which equates to six to twelve individuals in total.

Mr. Guerra asked if the mandate is a federal requirement.

Ms. Lee answered that is correct, it is a federal requirement. She also noted COVID-19 has hit Head Start hard, just as it has the rest of the community. Providing services has been hugely affected and staffing shortages have only exacerbated the situation. Ms. Karen Griffith and team are balancing the days to keep services running. She wished everyone a happy new year.

V. Reports to the Board

A. Chair:

Mr. Guerra commented on the childcare initiative and being able to bridge the gap.

B. Interim Executive Director:

Ms. Lee thanked her leadership team during the transition.

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Ms. Scherman thanked Ms. Lee, and applauded her leadership team.

F. Public: None

VI. **Adjournment:** The meeting adjourned at 10:29 a.m.

ITEM V

OTHER REPORTS

- A. 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

- B. 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.

- C. 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.



SETA Head Start Food Service Operations Monthly Report *January 2022

- 01/03/2022 - Alder Grove Preschool closed due to staff being sick
Freedom Park AM Class closed due to staffing, Fruitridge closed due to facility concerns
Norma Johnson Class B closed for the day

- 01/10/2022 - Norma Johnson Class B, Freedom Park Class B, Grizzly Class A, Marina Vista Class R,
Bannon Creek Class D, Galt Class Q, all closed until 1/18/22 due to COVID safety protocols

- 01/11/2022 - CPH Class X, Fruitridge Class V, Phoenix Park Class X, Mather Class B, Freedom Park Classes U
And M, all closed until 1/18/22 due to COVID safety protocols

- 01/12/2022 - Laverne Class V closed until 1/18/22 due to COVID safety protocols

- 01/18/2022 - Hillsdale Class X and R, Elkhorn Class A, Freeport Class X, all closed until 1/24/22 due to COVID
safety protocols

- 01/20/2022 - Bret Harte Class X, 16th Class X, Fruitridge Class V, all closed until 1/31/22 due to COVID
safety protocols

- 01/24/2022 - Capital City Class X, Sharon Neese Class X, Hopkins Class V, all closed until 1/31/22 due to
COVID safety protocols

- 01/25/2022 - Mather Class A closed until 2/2/22 due to COVID safety Protocols

Lunch	PM Snack	Breakfast	Field Trips
30,856	24,636	26,441	0

Total Amount of Meals and Snacks Prepared **81,933**

Purchases:

Food	\$85,383.47
Non - Food	\$12,480.06

Building Maintenance and Repair: **\$0.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair : **\$6,032.20**

Vehicle Gas / Fuel: **\$1,944.44**
 Normal Delivery Days **18**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

January 2022

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	122	7%	589	108	18%
Twin Rivers USD	140	40	29%	40	8	20%
Elk Grove USD	440	43	10%			
Sac City USD	736	36	5%			
San Juan USD	1052	118	11%	160	20	13%
WCIC	120	3	3%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	362	9%	869	146	17%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
January 2022**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (1/31/22)	(b) % Actual to Funded
Elk Grove USD	440	408	93%
Sacramento City USD	736	438	60%
SETA	1,736	1,383	80%
San Juan USD	1,044	744	71%
Twin Rivers USD	160	156	98%
WCIC/Playmate	120	79	66%
Total	4,236	3,208	76%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (1/31/22)	(b) % Actual to Funded
SETA	653	565	87%
San Juan USD	164	132	80%
TRUSD	56	54	96%
Total	873	751	86%

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

SETA

- Although there was an increase in combined Head Start and EHS enrollment by 4% from previous month. Challenges continue with enrollment, families are hesitant to enroll children due to surge in Covid-19 cases within Sacramento County.
- Sites in area code of 95824, 95820 and 95690 are reporting waitlist with 0 or < 10 families.
- Classrooms capped due to limited staffing at the following sites: 16th Ave; Hiram Johnson; North Ave; Solid Foundation; Walnut Grove - totaling 52 enrollment slots. Spinelli and Florin pending license- 80 enrollment slots vacant.
- Waivers allocated for enrollment of 10% over income families has been met at this time, over income waivers capped. With the exception of currently enrolled children transitioning from Early Head Start to Head Start.

Elk Grove USD

- Still unable to open class at Prairie and William Daylor due to limited staffing and significantly low interest in enrollment at these sites.
- Waiting list at Prairie and William Daylor continue to be depleted.
- The 95823-zip code continues to experience low enrollment, although staff engaged in community recruitment efforts.
- Some families have dropped to receive services from Special Education classes.

Sacramento City USD

- There has been an increase in interested families with the start of Kindergarten registration. Several sites have enrollments in process.
- Limited amount of Enrollment Technicians, which affects enrollment processing and accessibility to sites for families to receive enrollment packet.
- Exhausted waiting list at the following sites: Edward Kimble, Golden Empire, James Marshall, Oak Ridge, Peter Burnett, Susan B. Anthony.
- Increased need for over income waivers due to families exceeding income eligibility guidelines.

San Juan USD

- Difficulty staffing open positions for Teachers and Child Development Assistants.
- Classroom at Coleman and Davie remain closed due to staffing.
- Surge in Covid-19 cases continue to have families want to keep children at home from risk of being exposed.

Twin Rivers USD

- Delay in filling 3 Head Start inclusion spots are due to documentation of medical condition/diagnosis from medical provider.
- Experience classroom closures due to Covid-19 cases, children delayed to start until after quarantine period.

WCIC/Playmate

- Continue to experience exhausted waiting list.

Strategies/Action Step(s) for Under Enrollment

SETA

- In efforts to fill vacancies and open classes, SETA has launched a Childcare Apprenticeship program, targeted to Head Start parents that are seeking an opportunity to work in the classroom with children and receive Early Childhood Education course units.
- Engage in outreach for recruitment of eligible families with the following community partners: Network Café and Independent Living Advisory Committee.
- Continue to monitor health and safety practices to prevent spread of illness within sites. Following CDC and SETA protocols during staff and child exposures.
- Provide staff and families with Covid-19 resources and information on Covid-19 vaccination clinic and Antigen at Home rapid response testing.
- Launched social media campaign on Facebook and Google to increase awareness and boost enrollment.

Elk Grove USD

- Countywide recruitment efforts include the following: post on their social media platforms, recruitment flyers mailed to zip codes with low enrollment.

Sacramento City USD

- Continue to revamp recruitment flyers, brochures and website.
- Continue to look at registration process and possible ways to streamline enrollment process for families.
- Countywide recruitment efforts include the following: post on their social media platforms, recruitment flyers mailed to zip codes with low enrollment.

San Juan USD

- Registration team is working with the Family and Community Engagement Office on outreach at family events across the district to share awareness open positions.
- Program flyers have been updated and translated into different languages to be posted at all school where there is a preschool classroom.
- Advertising the program to attract possible enrollment on social media platforms and mailing of specific zip code flyers.

Twin Rivers USD

- Countywide recruitment efforts include the following: post on their social media platforms, recruitment flyers mailed to zip codes with low enrollment.

WCIC/Playmate

- Community outreach on Fridays to recruit with local family community resource agencies: Sacramento Food Bank
- Contacting families that were hesitant, explaining how the program is participating in safe practices to encourage families to enroll.