

**GOVERNING BOARD**

**LARRY CARR**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

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

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

***THOUGHT OF THE DAY:** "You don't have to control your thoughts. You just have to stop letting them control you."*

*~ Dan Millman*

**REGULAR MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE**

**DATE:** Tuesday, July 21, 2020

**TIME:** 9:00 a.m.

**LOCATION:** <https://us02web.zoom.us/j/81992150626>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Parent Advisory Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/81992150626>. 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 dialing any of the following telephone numbers and entering in the Meeting ID: 819 9215 0626: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). This meeting will be closed captioned. Public comments will be accepted until the adjournment of the meeting, distributed to the PAC, and included in the record.

This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- |      |   |      |
|------|---|------|
| A.   | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b> | 1-5  |
|      | ➤ PAC Meeting Attendance Update   |      |
| II.  | <b><u>Consent Item</u></b>  |      |
| A.   | Approval of the Minutes of the June 16, 2020 Meeting                    | 6-10 |
| III. | <b><u>Action Item:</u></b> None.  |      |

**IV. Information Items**

- A. SETA Children and Family Services Department and U.C. Davis/  
School of Nursing Partnership Presentation 11-13
- B. Standing Information Items 14-20
- Fiscal Monthly Report/Corporate Card Monthly Statement of  
Account – Mr. Victor Han
  - Community Resources – Parents/Staff: Mr. Robert Silva
    - ✓ La Familia
    - ✓ Career Incentive Program (CIP)
- C. Policy Council Minutes: May 26, 2020 21-26

**V. Committee Reports**

I

- Executive Committee Meeting Critique: Ms. Fienishia Wash 27

**VI. Other Reports**

28-29

- Chair's Report
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

**VII. Center Updates**

30

**VIII. Discussion**

30

**IX. Public Participation**

30

**X. Adjournment**

**DISTRIBUTION DATE: TUESDAY, JULY 14, 2020**

Parent Advisory Committee meeting hosted by:  
Fienishia Wash (Chair), Donna Bonner (Vice Chair), Shannon Pierce (Secretary),  
Earlene McBryde (Treasurer), Vacant (Parliamentarian).

ITEM I - A – ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- \_\_\_ **Yolanda Peaks, Alder Grove I Head Start**
- \_\_\_ Vacant, Alder Grove II Head Start
- \_\_\_ Vacant, American Legion Head Start
- \_\_\_ **Donna Bonner, Bannon Creek Head Start**
- \_\_\_ Vacant, Bret Harte Head Start
- \_\_\_ Vacant, Capital City Head Start
- \_\_\_ Vacant, CP Huntington Head Start
- \_\_\_ **Maria Levert, Crossroad Gardens Head Start**
- \_\_\_ **Alisha Givehchi, Early Head Start (Home Base)**
- \_\_\_ **Stephen Key, Elkhorn Head Start**
- \_\_\_ Vacant, Franklin Head Start
- \_\_\_ Vacant, Freedom Park Head Start
- \_\_\_ Vacant, Freeport Head Start
- \_\_\_ **Arianna Torres, Fruitridge Head Start**
- \_\_\_ Vacant, Galt Head Start
- \_\_\_ Vacant, Grizzly Hollow
- \_\_\_ Vacant, Hillsdale Head Start
- \_\_\_ Vacant, Hiram Johnson Head Start
- \_\_\_ Vacant, Preschool Home Based Head Start
- \_\_\_ **Fienishia Wash, Pre-School (Home Base)**
- \_\_\_ Vacant, Home Base Early Head Start
- \_\_\_ Vacant, Hopkins Park Head Start
- \_\_\_ Vacant, Illa Collin Head Start
- \_\_\_ Vacant, Job Corps Head Start
- \_\_\_ Vacant, Kennedy Estates Head Start
- \_\_\_ Vacant, LaVerne Stewart Head Start
- \_\_\_ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- \_\_\_ Vacant, Marina Vista Early Learning Center
- \_\_\_ Vacant, Mather Head Start
- \_\_\_ Vacant, Nedra Court Head Start
- \_\_\_ Vacant, Norma Johnson Head Start
- \_\_\_ Vacant, North Avenue Head Start
- \_\_\_ **Jasmine Bonilla, Northview Head Start**
- \_\_\_ Vacant, Parker Head Start
- \_\_\_ Vacant, Phoenix Park Head Start
- \_\_\_ **Lisa Cleveland, River Oak Center for Children**
- \_\_\_ Vacant, Sacramento County Office of Education
- \_\_\_ **Earlene McBryde, Sharon Neese Early Learning Center**
- \_\_\_ Vacant, Solid Foundation Head Start
- \_\_\_ **Shannon Pierce, Strizek Park Head Start**
- \_\_\_ **Brenda Casillas, Walnut Grove Head Start**
- \_\_\_ Vacant, 16<sup>th</sup> Avenue Head Start
- \_\_\_ Vacant, Past Parent Representative
- \_\_\_ **Henrietta Gutierrez, Past Parent Representative**
- \_\_\_ Vacant, Grandparent Representative
- \_\_\_ Vacant, Outgoing Chair

**ITEM I-A – ROLL CALL**

(Continued)

**Program Year 2019-2020 - New Representatives to be seated**

<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Galt Head Start	<input type="checkbox"/> Vacant, SCOE
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start	<input type="checkbox"/> Vacant, Sharon Neese Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start	<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Hiram Johnson Head Start	<input type="checkbox"/> Vacant, Early Head Start (Home Base)
<input type="checkbox"/> Vacant, Home Base Head Start	<input type="checkbox"/> Vacant, Grandparent Representative
<input type="checkbox"/> Vacant, Hopkins Park Head Start	<input type="checkbox"/> Vacant, Outgoing Chair
<input type="checkbox"/> Vacant, Illa Collin Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, Kennedy Estates Head Start	<input type="checkbox"/> Vacant, Parent Ambassador
<input type="checkbox"/> Vacant, LaVerne Stewart Head Start	<input type="checkbox"/> Vacant, 16 <sup>th</sup> Avenue Head Start
<input type="checkbox"/> Vacant, (Marie Cleveland's) Bright Beginning Head Start	<input type="checkbox"/> Vacant, Past Parent Representative

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 19, 2019 and December 17, 2019  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM  
YEAR 2019-2020**

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 NM	3/17 NM	4/24 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
<b>Yolanda Peaks Seated 11/19</b>	AG I	X	E	X			X	E	X					
Vacant Seated	AG II		X	E										
Vacant Seated	AL													
<b>Donna Bonner Seated 11/19</b>	BC	X	X	X			X	X	X					
Vacant Seated	BH													
<del><b>Christine Salas Seated 4/24</b></del>	<del>CP</del>						<del>X</del>	<del>U</del>	<del>U</del>					
Vacant Seated	CPH													
<b>Maria Levert Seated 11/19</b>	CR	X	X	X			X	X	X					
<b>Alisha Givehchi Seated 11/19</b>	EHS/HB	X	E	X			X	X	X					
<b>Stephen Key Seated 11/19</b>	EL	X	E/AP	X			X	X	X					
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
<b>Arianna Torres Seated 11/19</b>	FT	X	X	X			X	X	X					
Vacant Seated	<b>G</b>													
Vacant Seated	GH													
Vacant Seated	H													
<b>Fenishia Wash Seated 11/19</b>	HB	X	X	X			X	X	X					
Vacant Seated	HB													
Vacant Seated	HI													
<del><b>Keri Felau Seated 12/17</b></del>	<del>HP</del>		<del>X</del>	<del>X</del>			<del>X</del>	<del>U</del>	<del>U</del>					
<b>Briana Jones S/B/Seated 5/19</b>	<b>IG</b>							<b>U</b>	<b>U</b>					
Vacant Seated	HP													
Vacant Seated	JC													
Vacant Seated	K													
Vacant Seated	LVS													

COMMITTEE MEMBER	CENTER	11/19	12/17	1/21	2/25 NM	3/17 NM	4/24 #	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant Seated	MCBB													
Vacant Seated	MV													
Vacant Seated	M													
Vacant Seated	NA													
Vacant Seated	NC													
<del>Elizabeth Martinez-Mojia</del> S/B/Seated 5/19	NJ							U	U					
Vacant Seated	NV													
Jasmine Bonilla Seated 5/19	NV							X	X					
Vacant Seated	PA													
Vacant Seated	PP													
Lisa Cleveland Seated 12/17	RO		X	X			X	E	E					
<del>Marcher Smith</del> Seated 11/19	SCOE	X	E	X			X	E	E					
Vacant Seated	SF													
Earlene McBryde Seated 11/19	SN	X	X	X			X	X	E					
Shannon Pierce Seated 11/19	SP	X	X	X			X	X	X					
Brenda Casillas Seated 11/19	WG	X	X	U/AP			X	E	X					
Vacant Seated	16A													
Vacant Seated	FPR													
Vacant Seated	AMB													
Vacant Seated	AMB													
Vacant Seated	CR/PP													
Henrietta Gutierrez Seated 11/19 holding	CR/PP	X	X	X			X	X	X					
Vacant Seated	CR/GP													
Vacant Seated	OGC													

**Members: If you cannot attend a meeting and are going to be absent, you must:**

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at (916) 263-4082; and
3. Third, please call the PAC Chair, Ms. Fienishia Wash, at (510) 228-5499, or the Clerk of the Boards, Ms. Nancy Hogan, at (916) 263-3827.

**\*\* Ethics training with Policy Council**

**# Special meeting**

**NM: No meeting**

**PARENT ADVISORY COMMITTEE - MEETING  
ATTENDANCE UPDATE PROGRAM YEAR 2018-2019  
(Continued)**

**Head Start Center Abbreviations**

<b>AG I</b>	Alder Grove Early Learning Ctr.	<b>HP:</b>	Hopkins Park
<b>AG II:</b>	Alder Grove Infant/Toddler	<b>IC:</b>	Illa Collin
<b>AL:</b>	American Legion	<b>JC:</b>	Job Corps
<b>BC:</b>	Bannon Creek	<b>K:</b>	Kennedy Estates
<b>BB:</b>	Bright Beginnings	<b>LVS:</b>	LaVerne Stewart
<b>BH:</b>	Bret Harte	<b>MV</b>	Marina Vista Early Learning Center
<b>CP:</b>	Capital City	<b>M:</b>	Mather
<b>CPH:</b>	CP Huntington	<b>MCBB</b>	Marie Cleveland's Bright Beginnings
<b>CR:</b>	Crossroad Gardens	<b>NJ:</b>	Norma Johnson
<b>EHS:</b>	Early Head Start	<b>NA:</b>	North Avenue
<b>EL:</b>	Elkhorn	<b>NC:</b>	Nedra Court
<b>FA:</b>	Franklin	<b>NA</b>	North Avenue
<b>FP:</b>	Freedom Park	<b>NV:</b>	Northview
<b>FPT:</b>	Freeport	<b>PA:</b>	Parker Avenue
<b>FT:</b>	Fruitridge	<b>PP:</b>	Phoenix Park
<b>G:</b>	Galt	<b>RO:</b>	River Oak
<b>GH:</b>	Grizzly Hollow	<b>SCOE:</b>	Sacramento County Office of Education
<b>H:</b>	Hillsdale	<b>SF:</b>	Solid Foundation
<b>HB:</b>	Home Based	<b>SN:</b>	Sharon Neese
<b>HI:</b>	Hiram Johnson	<b>SP:</b>	Strizek Park
		<b>WG:</b>	Walnut Grove

**Representative Abbreviations**

<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>AMB:</b>	Parent Ambassador

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>PC:</b>	PAC Board Business
<b>R:</b>	Resigned
<b>S/B:</b>	Should be, or should have been (seated)
<b>CD:</b>	Child Dropped.
<b>RS:</b>	Reseat

current a/o: 6/29/2020 10:23 AM

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JUNE 16, 2020 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the June 16, 2020 meeting.

RECOMMENDATION:

Approve the minutes of the June 16, 2020 meeting.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_



## **REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

*(Minutes reflect the actual progress of the meeting.)*

**LOCATION:** meeting held electronically

Tuesday, June 16, 2020  
9:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 9:03 a.m. and read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

#### **Members Present:**

Yolanda Peaks  
Christine Salas  
Maria Levert  
Alisha Givehchi  
Stephen Key  
Arianna Torres  
Fienishia Wash  
Jasmine Bonilla  
Shannon Pierce  
Brenda Casillas  
Henrietta Gutierrez  
Donna Bonner (joined the meeting at 9:11 a.m.)

#### **Members Absent:**

Kori Folau (unexcused)  
Lisa Cleveland (unexcused)  
Marcheri Smith (excused)  
Earlene McBryde (unexcused)

#### **Members to be seated but absent:**

Elizabeth Martinez Mejia (unexcused)  
Brianna Jones (unexcused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the May 19, 2020 Special Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Gutierrez, to approve the May 19, 2020 minutes.

Roll call vote:

Aye: 11 (Bonilla, Bonner, Casillas, Givehchi, Gutierrez, Key, Levert, Peaks, Pierce, Salas, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 4 (Cleveland, Folau, McBryde, Smith)

### **III. Action Item**

#### **A. Approval of Modifications to the Reimbursement Policies and Procedures**

of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

Ms. Gutierrez asked about the specific hours listed in the policy. She remembers doing screenings outside of the hours. How did the hours come about? Ms. Lee replied that staff needed to make sure the reimbursement was for a meal so the hours were chosen around meal time. Ms. Lee continued that there is no 'time stamp' so the hours can be flexible; it is essential that the reimbursement be utilized for food.

Moved/Gutierrez, second/Levert, to approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Roll call vote:

Aye: 11 (Bonilla, Bonner, Casillas, Givehchi, Gutierrez, Key, Levert, Peaks, Pierce, Salas, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 4 (Cleveland, Folau, McBryde, Smith)

**IV. Information Items**

**A. Standing Information Items**

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report. The Agency is currently into the 10th month of the program year so it is expected that the budget would be close to 83% spent. We are currently underspent and the managers reviewed deferred maintenance items to use the under-spent funds. A budget modification was approved to move funds from Personnel to other cost categories. Program managers identified deferred maintenance projects they wanted to complete. Some of these include a new play structures, replacement vehicles for Facilities and Food Services, replacement appliances (refrigerators/dishwashers/washers and dryers), new tuff sheds, and the installation of artificial turf. There was also savings in EHS/CCP so they are upgrading play structures with under-spent funds. Staff has requested a low-cost 12-month extension to complete the projects. The requested budget modification will be around \$6 million. Staff will be requesting a waiver for the non-federal share match requirement due to COVID19.

➤ Community Resources – Parents/Staff: Mr. Robert Silva: Mr. Silva reviewed some services available at the North Sacramento Family Resources Center.

B. Policy Council Minutes: April 28, 2020: No questions.

**V. Committee Reports**

➤ Executive Committee Meeting: No report.

## VI. Other Reports

- Chair's Report: Ms. Fienishia Wash thanked the board members for their participation in meetings. She asked how members were doing.
- Ms. Gutierrez said her family is doing well. She's looking for creative ways to entertain her children.
- Ms. Bonner thanked the Head Start program for having a summer school program; she thanked SCOE for providing classes for kids out of school. Ms. Bonner's family is taking an eight-week course through SCOE. Ms. Bonner thanked Head Start for the virtual summer school.
- Ms. Bonilla said she and her three children are doing well; they are slowly opening their house to visiting families and it is going well.

Board members were asked to let her know if they do not receive their Walmart food gift card or e-card. Ms. Bonner said that it will come in an e-mail as "Delivery", not SETA. Ms. Desha explained that there was an issue with the Walmart website link so some gift cards had to be purchased at Walmart.

Ms. Wash talked about census information that will be distributed.

- Head Start Deputy Director's Report – Ms. Denise Lee reported that Ms. Kossick sent out an e-mail to staff reiterating SETA's support of Black Lives Matter; this is a trying time and people have a lot of thoughts and feelings. SETA/HS has a Facebook page that has resources for families. Resources are also being provided to staff so when children return, we can engage the children in conversation.

Ms. Lee will reach out to Census 2020 Trusted Messengers regarding outreach to parents of enrolled children via Live Messenger.

Ms. Lee stated that staff is excited to reopen. Two groups of staff at Sharon Neese and Crossroad are preparing for the return of children; these two centers will reopen on June 22. Staff will determine, after feedback, how to improve on reopening; after July 6, there will be a rolling reopening of additional centers each week. Each classroom is open to only 10 children so we are prioritizing four-year olds who will be leaving for Kindergarten in fall.

Staff are working remotely to support the reopening of classrooms. All SETA staff are required to participate in two mandatory trainings: one training hosted by Human Resources on the expectations of staff returning to work; the second training is specific to Head Start school sites and what staff can expect upon

return. While SETA is not requiring face masks, face masks will be required in Head Start centers.

Management is working on a remote work policy that will be shared with the board. This will provide guidance to staff that continue to work from home. Staff have a variety of federally paid time off due to child care, age, or risks of potential exposure during COVID19. Management is working diligently to ensure everyone's safety.

Ms. Bonilla asked if there is a timeline for reopening. Ms. Lee replied that staff is working on that timeline now; more centers will open after July 6 and more centers will roll out from there. However, a schedule could change from day-to-day depending upon CDC guidelines and the Governor's orders. Staff will call families and give them a 2-3 week heads up on when their centers will reopen.

✓ Monthly Head Start Report

➤ Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr stated that children in center-based care must have an up-to-date physical, all of the vaccinations required, and an updated health care plan if required.

Staff will be meeting county-wide to discuss home base services. Staff are still thinking about approaches to providing services in the Home Base program. One thought is perhaps having the families meet in a park and have limited socialization.

Ms. Wash suggested that for Home Base families, perhaps have a Zoom or some sort of virtual meeting for families not participating. Ms. Carr replied that this is being considered and staff is working on guidelines.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: No report.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reported that staff is working on reopening of the centers. The kitchen staff is gearing up to provide meals for the reopening centers. Mr. Call stated that the QA team has a plan in place to continue the monitoring of centers even if they are not able to actually visit.

**VII. Discussion:** No questions.

**VIII. Public Participation:** None.

**IX. Adjournment:** The meeting was adjourned at 10:08 a.m.

ITEM IV-A – INFORMATION

SETA CHILDREN AND FAMILY SERVICES DEPARTMENT  
AND UC DAVIS/SCHOOL OF NURSING PARTNERSHIP PRESENTATION

BACKGROUND:

This agenda item provides the opportunity for the Head Start/Early Head Start Health/Nutrition Coordinator, Gricelda Ocegueda, to introduce the UC Davis/Betty Irene Moore School of Nursing students and share success stories of collaboration projects and upcoming projects for this summer.

PRESENTER: Gricelda Ocegueda

**SETA Head Start**

**Summer NRS 427 Fostering Healthy Communities**

Mondays 0800-1700

**Clinical Instructor Contact Information**

Sheila Scroggins

(530) 218-6255

sscroggins@ucdavis.edu



7/9, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, 8/24

	Hannah Davis		Ahmad Mashal		Ronald Sen
	Amanda Jernstrom		Bayan Odeh		Sydney Sohl
	Jon Allen Madarang		Michele Puente		

**Course Objectives**

**At the end of this ten-week course, students will:**

- Discuss how social, political, economic and environmental factors create health disparities in vulnerable populations in California, the U.S. and in global communities.
- Explore emerging roles for community-based registered nurses who are needed to meet the growing demand for primary and population-based care.
- Critically analyze the adverse impact of health policies on communities and populations in order to develop strategies to advocate for change.
- Develop health promotion resources and educational programs for diverse populations that are culturally sensitive and attend to issues of health literacy.
- Use population-based data to determine the health needs of communities and populations and design intervention strategies to promote health equity.
- Integrate the knowledge from previous courses in nursing and the social and natural sciences in order to conduct and interpret an assessment of needs for a defined community or population and develop a plan of care that promotes health equity.
- Analyze the effects of one's own attitudes, beliefs and values upon clinical decision-making when working with disenfranchised or marginalized communities.
- Demonstrate value for one's responsibility in improving the health of communities and populations and promoting social justice, especially for those groups who are disenfranchised or marginalized.
- Access and critique evidence-based resources that may be helpful when designing population-based services and programs.

**SETA Head Start**

**Clinical Instructor Contact Information**

**Summer NRS 427 Fostering Healthy Communities**

Mondays & Thursdays 0800-1700









Jennifer Jarin

(301) 648-1920

jjarin@ucdavis.edu



**7/9, 7/13, 7/16, 7/20, 7/23, 7/27, 7/30, 8/6**

	Danielle Elam		Alexandra Perrone		Jason Tran
	Alexis Garcia		Sierra Sheeper		Austin Van Bruggen
	Marissa Gonzales		Gulnazbanu Siddiqui		

**Course Objectives**

**At the end of this ten-week course, students will:**

- Discuss how social, political, economic and environmental factors create health disparities in vulnerable populations in California, the U.S. and in global communities.
- Explore emerging roles for community-based registered nurses who are needed to meet the growing demand for primary and population-based care.
- Critically analyze the adverse impact of health policies on communities and populations in order to develop strategies to advocate for change.
- Develop health promotion resources and educational programs for diverse populations that are culturally sensitive and attend to issues of health literacy.
- Use population-based data to determine the health needs of communities and populations and design intervention strategies to promote health equity.
- Integrate the knowledge from previous courses in nursing and the social and natural sciences in order to conduct and interpret an assessment of needs for a defined community or population and develop a plan of care that promotes health equity.
- Analyze the effects of one's own attitudes, beliefs and values upon clinical decision-making when working with disenfranchised or marginalized communities.
- Demonstrate value for one's responsibility in improving the health of communities and populations and promoting social justice, especially for those groups who are disenfranchised or marginalized.
- Access and critique evidence-based resources that may be helpful when designing population-based services and programs.

ITEM IV-B – INFORMATION

STANDING INFORMATION

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
- Community Resources – Parents/Staff: Mr. Robert Silva
  - ✓ La Familia
  - ✓ Career Incentive Program (CIP)

**NOTES:**



ITEM IV-C – INFORMATION  
POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the May 26, 2020 meeting.

**NOTES:**

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

*(Minutes reflect the actual progress of the meeting.)*

Meeting Held Electronically

Tuesday, May 26, 2020  
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:00 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

#### **Members Present:**

Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Donna Bonner, SETA-Operated Program  
Rebecca Perez, Twin Rivers Unified School District  
Fienishia Wash, Home Base Option  
Rosemary Schapira, Community Agency Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Brenda Casillas, SETA-Operated Program  
Charles Taylor, Past Parent/Community Representative  
Kara Otter, San Juan USD (seated at 9:03 a.m.)  
Jara Lindgren, Elk Grove Unified School District (seated at 9:10 a.m.)

#### **Members Absent:**

Diana Angulo, Sacramento City Unified School District (unexcused)  
Alma Leiva, Elk Grove Unified School District (unexcused)  
Kanade Oishi, San Juan Unified School District (unexcused)

### **II. Consent Item**

#### **A. Approval of the Minutes of the April 28, 2020 Policy Council Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Otter, to approve the April 28 minutes.

Roll call vote:

Aye: 9 (Bonner, Casillas, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Angulo, Leiva, Oishi)

### **III. Action Items**

#### **A. TIME ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Changes to the SETA Personnel Policies and Procedures Sections 4 and 5**

Ms. Noren reviewed modifications to the Policies and Procedures.

Ms. Gutierrez opened a public hearing.

Ms. Jara Lindgren joined at 9:10 a.m.

Moved/Wash, second/second/Bonner, to close the public hearing and approve the updated Personnel Policies and Procedures Sections 4 and 5.

Aye: 10 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 3 (Angulo, Leiva, Oishi)

B. Approval of Budget Modification and Low Cost Extension for Head Start and Early Head Start Program Year 2019-2020

Mr. Victor Han reviewed this item requesting a budget modification. This allows staff to move funds around to ensure all funds are spent. Staff developed a list of deferred maintenance items for the under-spent funds. Staff reached out to the delegates asking if they wished a budget modification and Elk Grove USD and Twin Rivers USD agreed. Any budget modification over \$250,000 must be reviewed by the Policy Council and the SETA Governing Board for approval.

Mr. Han stated that the low cost extension requests to extend funds for an additional 12 months for pre-approved projects. This allows us extra time to procure the projects and get the work done. SETA received approximately \$875 per enrollment slot to be put toward COVID19 issues. These funds are specifically earmarked for activities to prevent, prepare for, and respond to COVID19. Ms. Gutierrez asked for an explanation of what will be purchased with the COVID funds. Ms. Lee replied that ACF has given flexibility for how the funds can be utilized. Some purchases will include hand sanitizer, wipes, masks, iPads for the sign in system, no touch thermometers, and sanitizing sprayers, plexi-glass shields, social distancing signs.

Mr. Taylor asked about the play structure at Morey Avenue. Mr. Han replied that the Agency wants to make sure that students with disabilities can access the play structure at Morey Avenue. Ms. Lee added that there will be a playground upgrade and new shade structure at Morey Avenue.

Moved/Lindgren, second/Bonner, to approve a budget modification for Head Start and Early Head Start in Personnel, Fringe Benefits and Other and submit a Low-Cost Extension to the Office of Head Start/Administration for Children and Families for the SETA Operated Program for the 2019-2020 program year.

Aye: 10 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Shapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)  
Absent: 3 (Angulo, Leiva, Oishi)

#### **IV. Information Items**

##### **A. Standing Information Items**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the monthly fiscal report as of April; the budget is 71% spent. Twin Rivers looks low but the duration carryover funds were approved so the funds will be spent this month. Non-federal share amount is at 26% in total. Staff will request a non-federal share modification waiving the requirements of the non-federal share match due to the COVID19 closures.

Mr. Han reviewed the CCP program report which is a work in progress. There will be movement later in the year. The AMEX card report was reviewed which is much less than normal due to the closure of centers.

##### ➤ **Community Agency Reports**

- **Sacramento Children's Home:** Ms. Schapira works at the North Sacramento Family Resource Center; there are nine centers in the collaborative. Their office recently moved to 2469 Rio Linda Blvd. All staff are working remotely and still providing services. Anyone seeking information can go to their website at: [www.northsacfrc.org](http://www.northsacfrc.org). They continue to provide circle time, parent training, and weekly home visits through Zoom or telephone; they have a crisis intervention specialist to provide assistance. They partner with the Sacramento Food Bank; the North Sacramento Family Resource Center provides diaper distribution for the county. Anyone interested in services can call 916-679-3743 which will be sent directly to staff cell numbers.
- **Community Resources:** Mr. Robert Silva will distribute a list of hot lines and help lines. There are also food distribution lists. Mr. Silva reminded board members of the Career Incentive Program (CIP) and he offered to assist board members. The career centers are open and available to give information. Mr. Silva asked parents to let him know what they want to know. Ms. Gutierrez asked for information on mental health resources. Ms. Lindgren asked for more information on the CIP. Next month Mr. Silva will present information on the CIP as well as mental health resources.

- ##### **B. SETA Governing Board Minutes: February 6 and March 5, 2020 Meetings: No questions.**

#### **IV. Committee Reports**

- **Executive Committee Meeting: Ms. Henrietta Gutierrez: No report.**

## VI. Other Reports

- A. Executive Director's Report: Ms. Kossick stated that there are several job centers operating remotely; three are actually meeting with people by appointment only. There is a list on the webpage to find out the job center closest to for assistance in employment or training. Under the federal CARES Act, SETA will receive \$2.1 million in CSBG to be used for safety-net services for emergency services. A Request for Proposals will be released in July; the CAB will be discussing ideas at their June meeting. The funds will be distributed throughout the county for safety net and family self-sufficiency. Funding will be from August 2020 to May 2022.
- B. Head Start Deputy Director's Report: Ms. Lee stated that even though center based services are not open, there is still mental health services available and board members are urged to reach out to management for referrals and contact information.

Ms. Lee talked about the COVID 19 funds; the Office of Head Start has been incredibly flexible. The COVID 19 funds will be available to programs soon. Management will make sure staff will be prepared to face the risks and deal with them. Ms. Lee reviewed a list of things that will be changing. The districts are working to develop their own reopening procedures. SOP is working to reopen services toward the latter part of June. Staff is working on a plan to bring centers back while ensuring the safety of children and staff. Ms. Lee reviewed restrictions that will be in place. No staff will return without training. Volunteers will not be allowed in the classrooms. Classrooms will be restricted to two adults at a time. Daily sign-in of children will take place outside the classroom, in the entry/common area. Childrens' meals will be served in individual plates and bowls. Classrooms will be reorganized to encourage social distancing. Children will have individual goodie bags with classrooms supplies to ensure there is no cross contamination. Facilities staff will fog the play structures in the morning and teachers will do the same between classes.

Classrooms will have 10 children, prioritizing four-year olds and special needs children. The three-year olds will then be served. Home base will continue to be virtual; staff will be working on how to do visits in person with social distancing guidelines. Not all centers will open on the same day; center reopenings will be staggered.

Ms. Bonner stated that she and her daughter are overdue with their home visit with Alex; Ms. Griffith replied that home visits are not currently being done. Visits and check ins are being done on Zoom or by phone. The state is suspending their assessment requirements at this time.

Next month, staff will be bringing an adapted reimbursement policy in light of the COVID19 issue. Staff will present a different way to provide support by providing a \$25.00 food card to ensure food will be provided for children while participating

in the meeting. A Walmart gift card will be sent electronically from Mr. Han for participating board members. The card is expected to be used for food.

C. Chair's Report: None.

D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr stated that Family Services Workers (FSWs) are reaching out to parents with children in the SETA-Operated Program; the home visitors are also reaching out. Centers will soon be reopened in the center based program. There will be a partners meeting next week including Home Based visitors. Attendees will be talking about how to offer Home Based services to ensure everyone is safe. FSWs will be reaching out to families in center based programs that need physical exams and will be requiring that children be update with their shots and physicals. This is especially for children with autoimmune issues and those with asthma.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that teachers across the county have been learning to become more 'techie'. Staff is working on adaptations to the curriculum. Management has been writing policies and procedures on how the new set up will look. Staff is also looking for trauma-informed care for families and getting resources. A lot of the teachers have utilized the remote time to do staff development including book studies and on-line coaching.

Ms. Gutierrez asked how trauma informed care is going forward with teachers and how training will be done? Ms. Griffith replied that each delegate is doing it differently. The Teaching Pyramid is very closely aligned with the trauma informed care approaches. Staff will be connecting with a trauma informed care expert. There will be a multi-pronged approach to the issue. A lot of the resource agencies across the nation have been very responsive and providing information that will assist in reopening the centers.

- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reported that staff are preparing for reopening. The QA team has been working on how to do the QA monitoring with the new CDC guidelines in place. Staff needs to be flexible on how to visit and monitor the centers.

D. Open Discussion and Comments: No comments.

E. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 10:23 a.m.

ITEM V – COMMITTEE REPORT

COMMITTEE REPORT

➤ Executive Committee

Ms. Fienishia Wash will provide the Executive Committee report.

## ITEM VI

### OTHER REPORTS

#### BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report
- Head Start Deputy Director's Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report
- Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts

#### NOTES:



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**June 2020**

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
<b>SETA operated</b>	1756	189	<b>11%</b>	589	114	<b>19%</b>
<b>Twin Rivers USD</b>	140	30	<b>21%</b>	40	3	<b>8%</b>
<b>Elk Grove USD</b>	440	59	<b>13%</b>			
<b>Sac City USD</b>	736	87	<b>12%</b>			
<b>San Juan USD</b>	1052	157	<b>15%</b>	160	12	<b>8%</b>
<b>WCIC</b>	120	12	<b>10%</b>			
<b>EHS CCP</b>				80	13	<b>16%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>534</b>	<b>13%</b>	<b>869</b>	<b>142</b>	<b>16%</b>

*AFE: Annual Funded Enrollment*

## ITEM VII – DISCUSSION

### BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

### NOTES:

## ITEM VIII – PUBLIC PARTICIPATION

### BACKGROUND:

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

### NOTES: