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THOUGHT OF THE DAY: "Adapt yourself to the life you have been given; and truly love the people with whom destiny has surrounded you."

Author: Marcus Aurelius

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

DATE: Tuesday, August 18, 2020

TIME: 9:00 a.m.

LOCATION: <https://us02web.zoom.us/j/81513865906>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Head Start Parent Advisory Committee (PAC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/81513865906>. 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 by dialing (for higher quality, dial a number based on your current location): US: +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. Webinar ID: 815 1386 5906. International numbers available: <https://us02web.zoom.us/j/81513865906>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@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 Parent Advisory Committee and included in the record.

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, AUGUST 12, 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:

- ___ Vacant, 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
- ___ Vacant, River Oak Center for Children
- ___ Vacant, Sacramento County Office of Education
- ___ **Erlene McBryde, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ **Shannon Pierce, Strizek Park Head Start**
- ___ **Brenda Casillas, Walnut Grove Head Start**
- ___ Vacant, 16th 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 I Head Start	<input type="checkbox"/> Vacant, Marina Vista Head Start
<input type="checkbox"/> Vacant, Alder Grove II Head Start	<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, American Legion Head Start	<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Bret Harte Head Start	<input type="checkbox"/> Vacant, Norma Johnson Head Start
<input type="checkbox"/> Vacant, Capital City Head Start	<input type="checkbox"/> Vacant, North Avenue Head Start
<input type="checkbox"/> Vacant, CP Huntington Head Start	<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Franklin Head Start	<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Freedom Park Head Start	<input type="checkbox"/> Vacant, Pre-School (Home Base)
<input type="checkbox"/> Vacant, Freeport Head Start	<input type="checkbox"/> River Oak Center for Children
<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 th 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
Yolanda Peake Seated 11/19	AG I	X	E	X			X	E	X	E				
Vacant Seated	AG II		X	E										
Vacant Seated	AL													
Donna Bonner Seated 11/19	BC	X	X	X			X	X	X	X				
Vacant Seated	BH													
Christine Salas Seated 4/24	CP						X	U	X	X				
Vacant Seated	CPH													
Maria Levert Seated 11/19	CR	X	X	X			X	X	X	U				
Alisha Givehchi Seated 11/19	EHS/HB	X	E	X			X	X	X	X				
Stephen Key Seated 11/19	EL	X	E/AP	X			X	X	X	X				
Vacant Seated	FA													
Vacant Seated	FP													
Vacant Seated	FPT													
Arianna Torres Seated 11/19	FT	X	X	X			X	X	X	X				
Vacant Seated	G													
Vacant Seated	GH													
Vacant Seated	H													
Fenishia Wash Seated 11/19	HB	X	X	X			X	X	X	X				
Vacant Seated	HB													
Vacant Seated	HI													
Vacant Seated	HP													
Vacant Seated	IC													
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													
Vacant Seated	NJ													
Vacant Seated	NV													
Jasmine Bonilla Seated 5/19	NV							X	X	X				
Vacant Seated	PA													
Vacant Seated	PP													
Lisa Cleveland Seated 12/17	RO		X	X			X	E	E	E				
Vacant Seated	SCOE													
Vacant Seated	SF													
Earlene McBryde Seated 11/19	SN	X	X	X			X	X	E	X				
Shannon Pierce Seated 11/19	SP	X	X	X			X	X	X	X				
Brenda Casillas Seated 11/19	WG	X	X	U/AP			X	E	X	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	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

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

Representative Abbreviations

OGC:	Out Going Chair
PPR:	Past Parent Representative
GPR:	Grandparent Representative
AMB:	Parent Ambassador

Attendance Record Abbreviations

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

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

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JULY 21, 2020 REGULAR MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the July 21, 2020 meeting.

RECOMMENDATION:

Approve the minutes of the July 21, 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, July 21, 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 9:04 a.m. and read the thought of the day. Ms. Wash called the roll; a quorum was achieved.

Members Present:

Christine Salas
Alisha Givehchi
Stephen Key
Arianna Torres
Fienishia Wash
Jasmine Bonilla
Shannon Pierce
Earlene McBryde
Brenda Casillas
Henrietta Gutierrez
Donna Bonner

Members Absent:

Lisa Cleveland (excused)
Maria Levert (unexcused)
Yolanda Peaks (excused)

II. Consent Item

A. Approval of the Minutes of the June 16, 2020 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Gutierrez, second/Casillas, to approve the June 16, 2020 minutes.

Roll call vote:

Aye: 10 (Bonilla, Bonner, Casillas, Givehchi, Gutierrez, Key, McBryde, Pierce, Salas, Torres)

Nay: 0

Abstentions: 1 (Wash)

Absent: 3 (Cleveland, Levert, Peaks)

III. Action Item: None.

IV. Information Items

A. SETA Children and Family Services Department and U.C. Davis/ School of Nursing Partnership Presentation

Ms. Gricelda Ocegueda, Head Start Health/Nutrition Coordinator, introduced Ms. Jennifer Jarin clinical instructor at UC Davis. Ms. Jarin provided an overview of the UC Davis Student Nurse rotation that occurs every summer July-August. This program consists of 16 student nurses, working 1-2 days a week, 8 hours each day. A number of services were provided at Head Start staff, children and families.

B. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han reviewed the June fiscal report. The budget should be 91% but currently at 86%; a budget modification has been submitted to ACF for approval. The under-spent funds will be utilized to purchase additional vehicles, play structures and deferred maintenance for some of the centers. The low-cost extension will allow an additional 12 months to utilize the under-spent funds. A non-federal share waiver has been submitted although the county numbers look okay.

Mr. Han stated at the last meeting he was asked about the high publications/marketing costs; this was due to a new program called Early Intel. This is a company where we upload our data and then we can run comprehensive reports and compare data with other data sources and other Head Start programs; there was also a lot of printing due to SETA's participation in the Census 2020 campaign.

Mr. Han reviewed the credit card statement; there were no questions.

- Community Resources – Parents/Staff: Mr. Robert Silva
 - ✓ La Familia: Mr. Silva stated that this service provider has a lot of programs available to the public including mental health services for children.
 - ✓ Career Incentive Program (CIP) Mr. Silva reviewed this program which provides for \$600 per program year to reimburse parents for school expenses.

C. Policy Council Minutes: May 26, 2020: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: Ms. Wash the committee will meet Friday at 9 a.m.

VI. Other Reports

- Chair's Report: Ms. Wash thanked all board members for their participation at the meeting.

- Head Start Deputy Director's Report – Ms. Denise Lee thanked Ms. Jennifer Jarin and Ms. Gricelda Ocegueda for their presentation. She thanked the UC Davis nursing program for entering into a valued partnership with SETA.

Ms. Lee stated that the Agency opened sites beginning June 15. We are on week 3 and so far 9 centers were opened when the program was running short on sanitation supplies. This delayed re-opening by one week. Then the Sacramento County Superintendent of Public Instruction announced his recommendation that children not return to in-school services in fall. The responsibility is put on each school district to determine their reopening policy. Management surveyed Head Start/Early Head Start staff to confirm availability and willingness to work in-person. At this point 90% of staff responses have been received and management will be meeting with the union to discuss. The facilities coordinator found additional sanitation supplies, including using bleach and water again. It is necessary to have all of the staff and sanitation supplies in place to ensure the safety of staff and children.

Ms. Pierce asked when classes will resume at the Strizek center. Ms. Griffith answered that this center was originally scheduled to open but they are now delaying opening. Decisions will be made after discussion with the union and consideration of the governor's request to delay.

Ms. Lee reported that management is considering opening limited locations, called "flagship sites," for in-person services that will focus on meeting working families' needs. However, it is necessary to find out whether staff desire to work in-person or virtual. The survey will help determine the programs ability to offer in-person services.

- Head Start Managers' Reports
 - ✓ Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reviewed the food service reports for March and June 2020.
 - ✓ 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 provided a presentation on Managing Stress During COVID-19. Ms. Gutierrez reminded board members that we have to take care of ourselves in order to take care of others.

VII. Center Updates: None.

VIII. Discussion: None.

IX. Public Participation: None.

X. Adjournment: The meeting was adjourned at 10:29 a.m.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - SETA Children and Family Services Department and UC Davis/School of Nursing Partnership Presentation Report(s) - Ms. Fienishia Wash
 - Mental Health Presentation Report(s) - Ms. Fienishia Wash
 - La Familia Presentation Report(s) - Ms. Fienishia Wash
 - Career Incentive Program (CIP) – Mr. Robert Silva
 - ✓ Board member feedback on presentations
 - Community Resources– Parents/Staff - Mr. Robert Silva

NOTES:

ITEM IV-B – INFORMATION

POLICY COUNCIL MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council minutes of the June 23, 2020 meeting.

NOTES:

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, June 23, 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 9:05 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
Henrietta Gutierrez, Past Parent/Community Representative
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Kara Otter, San Juan USD (seated at 9:08 a.m.)
Jara Lindgren, Elk Grove Unified School District (seated at 9:09 a.m.)

Member Absent:

Rosemary Schapira, Community Agency Representative (excused)

Member to be Seated:

Jamilia Land, Women's Civic Improvement Club

II. Consent Item

A. Approval of the Minutes of the May 26, 2020 Policy Council Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wash, second/Bonner

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

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Schapira)

III. Action Items

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

Ms. Gutierrez reported that the Policy Council met before the public meeting to review the Closed Session items. The Closed Session began at 8:47 a.m. and was adjourned at 8:59 a.m. The following eligible lists were approved in Closed Session: Head Start Coordinator (Education)(Supervisory); CFS Program Specialist; Family Services Worker III; and Head Start Health/Nutrition Specialist.

B. 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 reviewed this item which recommends modification to the policy and procedure to allow Walmart gift cards to be provided as reimbursement for missed meal(s) for parent virtual meeting participation.

Moved/Lindgren, second/Bonner, 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: 10 (Bonner, Casillas, Land, Lindgren, Otter, Perez, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Schapira)

C. Election of Representative and Alternates to the Community Action Board

Ms. Gutierrez reviewed this item which seeks one representative and two alternates to represent the Policy Council on the CAB. Ms. Lindgren stated that she would be interested in serving as a representative. Ms. Gutierrez and Ms. Pierce both stated that they would like serve as alternates.

Moved/Wash, second/Bonner, to elect Ms. Lindgren as a representative and Ms. Gutierrez and Ms. Pierce as alternates to serve as Low-Income Sector representatives to the Community Action Board.

Roll call vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Schapira)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report for the 10-months of the fiscal year; around 81% of the budget has been spent so far. Staff is working on a plan to utilize the under-spent funds; these funds will be utilized to do deferred maintenance projects. Staff is also expecting to have the low cost extension proposal approved next week; these funds will be used to complete projects within 12 additional months. The Agency is at 31% of the non-federal share; staff requested a non-federal share waiver in case it does not maintained the required 25%. Some of the sites that rely on parent participation were no longer able to capture in-kind hours. The administrative percentage is at 9% which is significantly lower than the 15% allowed.

There was a question about why publishing and printing so high. Mr. Han will review and report back on this expense. The reply will be sent via e-mail. Ms. Gutierrez stated that perhaps more printing has been done since children are home and more printed materials were needed.

The American Express statement was reviewed; there was a very large purchase of touchless thermometers. The City Card was reviewed; there were no questions.

- Community Agency Reports
 - Sacramento Children's Home: No report.
 - Community Resources: Mr. Robert Silva
 - ✓ Career Incentive Program (CIP): Mr. Robert Silva provided an overview of this program and explained the procedure parents would utilize to be reimbursed.

B. SETA Governing Board Minutes: April 2, 2020 Meeting: No questions.

V. **Committee Reports**

- Executive Committee Meeting: Ms. Gutierrez thanked the board for their attendance and participation. Some board members have not received their Walmart gift cards; those that have yet to receive their gift cards were asked to be in touch with staff. The Executive Committee will be Friday, July 26 at 9 a.m.

VI. **Other Reports**

- A. Executive Director's Report: Ms. Kossick stated that staff is working on a process for reopening our job centers. Some centers are doing in-person meetings but most are still virtual. It is hoped that all of the centers will open in the next 30-45 days. The Community Action Board will be meeting soon to receive input on a Request for Proposals to seek service providers for \$2 million in CARES Act funding.

- B. Head Start Deputy Director's Report: Ms. Lee reported that staff is in the process of slowly re-opening the SOP centers. Two centers opened on Monday. She thanked the managers for working with staff to reopen the centers. Staff is very excited to reopen and it is expected that staff will return to the office in the next 30 days or so.

Ms. Gutierrez asked if families eager to return or are they fearful? Ms. Carr replied that it depends; families have questions so staff developed a Q & A sheet. The fear could be because there has been an uptick in COVID but staff is working to reassure parents that we are doing everything to ensure their child's safety.

All licensed child care facilities must have a maximum of 10 children per classroom to ensure social distancing.

- C. Chair's Report: Ms. Gutierrez announced that the next Executive Committee meeting will be held Friday, July 31, 9:00 a.m.

- D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr spoke of the return of some children to the centers. In order for children to return to center-based care, they must be fully vaccinated and have a current health plan. Regarding CIP, Los Rios Community College District is not doing in-person classes so it is not known how signatures will be received. Ms. Gutierrez asked if there were any issues with kids getting their updated vaccines and Ms. Carr replied that there have not been many issues.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith provided a presentation on mental wellness strategies and resources available for parents during the pandemic closure. There are a variety of coping strategies parents can use to deal with the stressors. Even though the Agency is closed, staff is still available to provide assistance to parents.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reported some good news that we were able to get the lease signed and approved for Center Joint Unified School District at Dudley Elementary School. Staff will be working on the center licensing. This center will serve 20 full-day Head Start children.
 - Quality Assurance Report for Sacramento City USD: Mr. Call reviewed the QA report; there were no issues.

- E. Open Discussion and Comments: None.

- F. Public Participation: None.

- VII. **Adjournment**: The meeting was adjourned at 10:07 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:



SETA Head Start Food Service Operations Monthly Report *March 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
20,820	16,640	17,420	520

Total Amount of Meals and Snacks Prepared 55,400

Purchases:

Food	\$47,752.78
Non - Food	\$6,844.74

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,214.04

Vehicle Gas / Fuel: \$1,108.84
Normal Delivery Days 11



SETA Head Start Food Service Operations Monthly Report *June 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
560	560	560	0

Total Amount of Meals and Snacks Prepared 1,680

Purchases:

Food	\$5,309.39
Non - Food	\$0.00

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$0.00

Vehicle Gas / Fuel: \$0.00
Normal Delivery Days 7

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

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

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: