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**ADMINISTRATION**

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Executive Director

**DENISE LEE**  
Deputy Director

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*Thought of the day: "From what we get, we can make a living; What we give, however, makes a life."*

*Author: Arthur Ashe*

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

**DATE:** Tuesday, November 26, 2019

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

**LOCATION:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. 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).

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**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 20, 2019**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Kao Yee Xiong, Elk Grove Unified School District
- \_\_\_\_\_ Adeola Adedipe, Elk Grove Unified School District
- \_\_\_\_\_ Maria Martinez, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Kerynn Jetton, Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Claudett Sanders, Grandparent Representative/Community Representative
- \_\_\_\_\_ Charles Taylor, Past Parent/Community Representative
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Past Parent/Community Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant (Sanders), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Valenzuela), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Christian), Sacramento City Unified School District
- \_\_\_\_\_ Vacant (Cerniglia), San Juan Unified School District
- \_\_\_\_\_ Vacant (Pierce), San Juan Unified School District
- \_\_\_\_\_ Vacant (Barrios), SETA-Operated Program
- \_\_\_\_\_ Vacant (Schurr), SETA-Operated Program
- \_\_\_\_\_ Vacant (Cisneros), SETA-Operated Program
- \_\_\_\_\_ Vacant (Melvin), SETA-Operated Program
- \_\_\_\_\_ Vacant (Smith), SETA-Operated Program
- \_\_\_\_\_ Vacant (Lopez), SETA-Operated Program
- \_\_\_\_\_ Vacant (Galvin), WCIC/Playmate Child Development Center
- \_\_\_\_\_ Vacant (Estrella), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (Schoemig), Twin Rivers Unified School District
- \_\_\_\_\_ Vacant (McCracken), Home Base Option
- \_\_\_\_\_ Vacant, Home Base Option
- \_\_\_\_\_ Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
- \_\_\_\_\_ Vacant, Early Head Start, Sacramento City Unified School Dist.
- \_\_\_\_\_ Vacant (Self), Early Head Start (SETA)
- \_\_\_\_\_ Vacant (Altameemi), Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Vacant, Community Agency Representative
- \_\_\_\_\_ Vacant (Stone Smith) Community Agency Rep, Sac. Children’s Museum
- \_\_\_\_\_ Vacant (Hamm), Sacramento Public Library
- \_\_\_\_\_ Vacant (Castex), Outgoing Chair

**\*\* Please call your alternate, Policy Council Chair (Henrietta Gutierrez: (916) 599-7722), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. \*\***

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE  
PROGRAM YEAR 2018-2019**

The 2018-2019 Board was seated on **November 27, 2018** and  
**December 19, 2018**

BOARD MEMBER	SITE	11/27	12/19 *	1/22	2/26	3/26	4/23	5/8	5/28	6/25	7/23	8/27	9/24	10/15 *	11/26
A. Adedipe Seated 11/27	EG	X	X	X	X	X	X	U	X	X	X	X	X	E	
<del>E. Barrios</del> <del>Seated 11/27</del>	<del>SOP</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	
S. Burrell Seated 5/8	Alt SOP							X							
A. Chenault Seated 11/27	CR		X/AP	X/AP											
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X	X	X	X	X	
<del>C. Hamm</del> <del>Seated 12/19</del>	<del>CAR</del>		<del>X</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>E</del>	
K. Jetton Seated 7/23	EHS/ SOP										X	X	X	U	
M. Martinez Seated 3/26	WCIC					X	X	U	X	X	X	X	X	X	
<del>C. Sanders</del> <del>Seated 11/27</del>	<del>SAC</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>E</del>	<del>X</del>			
C. Sanders Re-seated 9/24	CR												X	X	
C. Taylor Seated 2/26	CR				X	X	X	X	X	X	X	X	X	X	
K. Xiong Seated 11/27	ELK	X	X	X	X	X	X	E	X	E	X	X	X	X	

## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

**X:** Present

**E:** Excused

**R:** Resigned

**U:** Unexcused Absence

**S/B/S:** Should be Seated

**H:** Holiday

**AP:** Alternate Present

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

**OGC:** Outgoing Chair

**RS:** Reseat

**∗:** Special Meeting

*Current a/o 11/18/2019*

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Cami Pullen, San Juan Unified School District
- \_\_\_\_\_ Karade Oishi, San Juan Unified School District
- \_\_\_\_\_ Jamila Land, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Antione Montgomery, WCIC/Playmate Child Development Center
- \_\_\_\_\_ Brenda Casillas, SETA-Operated Program
- \_\_\_\_\_ Shannon Pierce, SETA-Operated Program
- \_\_\_\_\_ Claudett Sanders, SETA-Operated Program
- \_\_\_\_\_ Martha Torres, SETA-Operated Program
- \_\_\_\_\_ Arianna Torres, SETA-Operated Program
- \_\_\_\_\_ Jeremy Rathbone, Early Head Start, San Juan Unified School District
- \_\_\_\_\_ Fienishia Wash, Home Base Option

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE  
PROGRAM YEAR 2019-2020**

The 2019-2020 Board was seated on **November 26, 2019**

BOARD MEMBER	SITE	11/26	12/18 *	1/28	2/26	3/24	4/28	5/26	6/23	7/28	8/25	9/22	10/27	11/24
A. Casillas Seated	SOP													
J. Land Seated	WCIC													
A. Montgomery Seated	WCIC													
K. Oishi Seated	SJ													
S. Pierce Seated	SOP													
C. Pullen Seated	SJ													
C. Sanders Seated	SOP													
A. Torres Seated	SOP													
M. Torres Seated	SOP													
F. Wash Seated	HB													



## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
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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

**AP:** Alternate Present

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

**OGC:** Outgoing Chair

**RS:** Reseat

**\*:** Special Meeting

*Current a/o 11/20/2019*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 15, 2019  
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 15, 2019 special meeting.

RECOMMENDATION:

That the Policy Council approve the October 15 minutes.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**JOINT MEETING OF THE HEAD START POLICY COUNCIL AND  
PARENT ADVISORY COMMITTEE**

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

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Tuesday, October 15, 2019  
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. The Pledge of Allegiance was recited. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

**Members Present:**

Kao Yee Xiong, Elk Grove Unified School District  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Claudett Sanders, Grandparent Representative  
Maria Martinez, Women's Civic Improvement Club (seated at 9:07 a.m.)

**Members Absent:**

Adeola Adedipe, Elk Grove Unified School District (excused)  
Evangalina Barrios, SETA-Operated Program (excused)  
Kerynn Jetton, Early Head Start (SOP) (unexcused)  
Christie Hamm, Sacramento Public Library (excused)

**Parent Advisory Committee:**

Ms. Chenault read the Thought of the Day, called the roll, and confirmed that a quorum was established.

**Members Present:**

Stephen Key  
Angel Chenault  
Henrietta Gutierrez  
Spring Burrell (seated at 9:04 a.m.)  
Alisha Givehchi (seated at 9:05 a.m.)

**Members Absent:**

Evangalina Barrios (excused)

**Policy Council:**

**II. Consent Item**

**A. Approval of the Minutes of the September 24, 2019 Meeting**

There were no questions or corrections.

Moved/Xiong, second/Sanders, to approve the September 24, 2019 minutes.

Show of hands vote:

Aye: 3 (Sanders, Taylor, Xiong)

No: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Adedipe, Barrios, Hamm, Jetton, Martinez)

**Parent Advisory Committee:**

**II. Consent Item**

**A. Approval of the Minutes of the September 17, 2019 Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Givehchi, to approve the September 17, 2019 minutes.

Show of hands vote:

Aye: 4 (Burrell, Givehchi, Gutierrez, Key)

Nay: 0

Abstentions: 1 (Chenault)

Absent: 1 (Barrios)

**Policy Council:**

**III. Action Items**

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

The board went into closed session at 9:08 a.m. Ms. Gutierrez called the meeting back into open session at 9:18 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher; Associate Teacher/Infant Toddler; Infant Toddler Lead Teacher; Head Start Teacher; Site Supervisor; and Head Start Cook/Driver.

**B. Ratification of the SETA Early Head Start-Child Care Partnership Health and Safety Screener and Governance/Leadership and Oversight Screener Summary Report**

Ms. Gutierrez reviewed the board item. Ms. Denise Lee reviewed this item which is a ratification.

Moved/Taylor, second/Martinez, to approve the ratification of the SETA Early Head Start-Child Care Partnership Health and Safety Screener and Governance/Leadership and Oversight Screener Summary Report.

Show of hands vote:

Aye: 4 (Martinez, Sanders, Taylor, Xiong)

No: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Adedipe, Barrios, Hamm, Jetton)

#### **IV. Information Item**

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

- Introduction of 2018-2019 End-of-Year Parent Appreciation Keynote Speaker, Mr. Victor Bonanno by Ms. Henrietta Gutierrez, PC Chair: Ms. Gutierrez introduced Mr. Bonanno who gave a wonderful speech entitled “Lead from Where You Are.”
- Key Note Speaker Recognition: Ms. Gutierrez and Ms. Chenault gave Mr. Bonanno a token of appreciation for his presentation.
- PC Recognitions: Ms. Gutierrez presented recognition to: Claudett Sanders, Secretary; Kao Yee Xiong, Treasurer; Charles Taylor; and Maria Martinez.
- PAC Recognitions: Ms. Angel Chenault presented awards to: Alisha Givehchi; Spring Burrell; Stephen Key; and Henrietta Gutierrez, as PC Chair. Ms. Gutierrez presented Ms. Chenault with a plaque for her PAC Chair.
- Staff Recognitions: Ms. Gutierrez presented appreciation to: Denise Lee, Karen Griffith, Lisa Carr, Kaleb Call, Allison Noren, Elizabeth Garcia, Nancy Hogan, Robert Silva, Jackie Bates, Dan Bates, Anzhelika Simonenkova, Jaime Serrano, Jose Diaz, Connie Otwell, Julie M. Davis-Jaffe, Pamela Moore, Michelle O’Camb, Victor Han, Rachel Sattel, Fina Dempsey, Rosa Ramirez Galvez, and Marie Desha. Ms. Desha encouraged parents to be a voice for all children and remember all they learned while at SETA Head Start.

#### **V. Other Reports**

##### **A. Head Start Deputy Director’s Report: Written report was distributed.**

- ❖ Quality Assurance Report for Elk Grove Unified School District
- ❖ Quality Assurance Report for Twin Rivers Unified School District
- ❖ Program Information Summary Reports for Head Start, Early Head Start, and Early Head Start-Child Care Partnership Programs

##### **B. Public Participation: None.**

#### **VI. Adjournment: The meeting was adjourned at 9:55 a.m.**

ITEM III-A - 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 Lists for: Personnel Clerk; Infant Toddler Lead Teacher; Head Start Teacher; and Associate Teacher/Associate Teacher Infant Toddler
  - ➔ Report out of Closed Session

NOTES:

ITEM III-B- ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: SECOND READING AND APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED HEAD START/EARLY START POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee 2018-2019 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by ***bold italic*** type with green highlighting, deletions are indicated by ~~strikethrough~~ with orange highlighting.

The Chair opened a public hearing on these modifications at the September 24 meeting.

RECOMMENDATION:

Hear any additional testimony and take action to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

# **BYLAWS OF THE SACRAMENTO COUNTY**

## **HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

Policy Council First Reading: 9/24/19  
Policy Council Final Approval:  
Governing Board Approval:



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**BYLAWS FOR THE SACRAMENTO COUNTY  
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

**ARTICLE I**

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.  
  
45 Code of Federal Regulations (CFR) 1305.2: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

**Section 2: Powers, Duties and Functions**

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  3. Written procedures for program planning.
  4. Strategic long-term goals and measurable objectives for program in funding application.
  5. The selection of delegate agencies and their service areas.
  6. The composition of the PC and the procedures by which policy group members are chosen.
  7. Criteria for defining recruitment, selection, and enrollment priorities.
  8. Participate in the annual self-assessment of the Grantee's progress by carrying out the programmatic and fiscal intent of its grant application, including planning or other corrective actions that may result from the review of the annual audit and findings from the Federal monitoring review.
  9. Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.
- 10. ~~Program personnel policies and subsequent changes to those policies, in accordance with Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1), including standards of conduct for program staff, consultants, volunteers and hiring and firing criteria for program staff~~ **the Policy Council shall approve and submit to the governing body decisions about personnel policies and decisions**

**regarding the employment of program staff, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.**

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency will be in accordance with SETA Personnel Policies and Procedures. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
  13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
  15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

### **ARTICLE III**

#### **Membership**

#### **Section 1: Election/Appointment of Members**

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The ~~Male Involvement Representative~~ **Parent Ambassador Representative** shall be elected by the ~~SOP Men's Activities Affecting Children Committee (MAACC)~~ **Parent Ambassador Committee**.

## Section 2: Parent Representatives

A. The Parent Membership shall consist of:

- Six (6) Representatives elected from the SOP PAC
- Two (2)** ~~Three (3)~~ Representatives from Sacramento City Unified School District
- Three (3)** ~~Two (2)~~ Representatives from San Juan Unified School District
- Two (2) Representatives from Elk Grove Unified School District
- Two (2) Representatives from Twin Rivers Unified School District
- Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- Two (2)** ~~One (1)~~ Representatives from EHS - SOP
- ~~One (1) Representative from EHS - Sacramento City Unified School District~~
- One (1) Representative from EHS - San Juan Unified School District
- One (1) Representative from EHS - Twin Rivers Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

## B. Community Representatives

Additional PC members shall include:

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

Community members desiring to be reappointed must apply for membership on a yearly basis.

## Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
  - 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
  - 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
  - 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

#### Section 4: Other Provisions

- A. A majority of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

## Section 5: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

## Section 6: Attendance

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

- D. **Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

## Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

## **ARTICLE IV** Meetings

### Section 1: Meetings

#### A. Annual Meeting

The annual meeting of the PC shall be held on the 4<sup>th</sup> Tuesday in November of each year.

#### B. Regular Meetings

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

#### C. Special Meetings

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

#### D. Quorum

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority 41% of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum.

### Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

#### A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.



**B. Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

**C. Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

**D. Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

**Section 3: Open Meetings**

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

**Section 4: Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

## **Section 5: Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

## **Section 6: Nominations/Elections**

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

## **Section 7: Voting**

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

## **Section 8: Meeting Reimbursement**

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

A. Members will receive reimbursement for the actual cost of child care (not to exceed \$40 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:

1. PC (regularly scheduled, annual, emergency and special meetings)
2. Interview/screening/exam panels

3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
  4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
  5. Program Area Committees
  6. Health Services Advisory Committee (HSAC)
  7. Ad Hoc (special) Committee meetings
  8. Community Action Board meetings (CAB)
  9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
  10. Workforce Development Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
  11. Maternal, Child and Adolescent Health Advisory Board
  12. Sacramento Medi-Cal Dental Advisory Committee
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

## **ARTICLE V**

### **Officers**

#### **Section 1: Officers**

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

#### **Section 2: Election and Term of Office**

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.
- C. A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

### Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

### Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.

- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

## **ARTICLE VI** **Committees**

There is hereby created standing committees of the PC. No committee meeting shall have a majority of PC members present without proper public notice.

### **Section 1: Standing Committees**

#### **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

#### **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

#### **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

#### **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

### **Parent Ambassador Committee**

Parent Ambassador Committee shall be composed one (1) staff member, former parents, and other members who shall be selected after each annual meeting of the PC. The Parent Ambassador Committee representatives shall oversee the committee. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, childrens' and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

### **Section 2: Program Area Committees**

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

### **Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

## **ARTICLE VII**

### Required Reports

#### Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report
- Monthly Average Daily Attendance Report

## **ARTICLE VIII**

### Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

*PC Board approved: October 23, 2018*

ITEM III-C - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULES FOR ASSOCIATE TEACHER TIER I, ASSOCIATE TEACHER TIER II, ASSOCIATE TEACHER TIER III, HEAD START COOK/DRIVER, HEAD START FAMILY PLACEMENT WORKER, HEAD START TEACHER ONE, HEAD START TYPIST CLERK II, AND TYPIST CLERK II**

**BACKGROUND:**

This agenda item provides the opportunity for the Policy Council to approve revisions to eight (8) job classifications to align with new minimum wage rates that became effective January 1, 2017. New legislation (SB3), was signed into law on April 4, 2016, raising California's minimum wage to \$15.00 per hour effective January 1, 2022. The law requires increases to the minimum wage in a series of steps:

1. On January 1, 2017, the minimum wage increased to \$10.50 per hour.
2. On January 1, 2018, the minimum wage increased to \$11.00 per hour.
3. On January 1, 2019, the minimum wage increased to \$12.00 per hour.
4. On January 1, 2020, the minimum wage will increase to \$13.00 per hour.
5. On January 1, 2021, the minimum wage will increase to \$14.00 per hour.
6. On January 1, 2022, the minimum wage will increase to \$15.00 per hour.

Compliance with the law will require revisions to eight (8) Agency job classifications including: Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II. The Policy Council and SETA Governing Board previously took action to adjust 2017, 2018, and 2019 rates. Below are the classifications that are affected by the minimum wage increase.

The current pay ranges are as follows:

<b>Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
Associate Teacher Tier I	\$12.42	\$13.05	\$13.70	\$14.38	\$15.10	\$15.86
Associate Teacher Tier II	\$13.67	\$14.35	\$15.06	\$15.82	\$16.60	\$17.43
Associate Teacher Tier III	\$14.99	\$15.75	\$16.52	\$17.35	\$18.21	\$19.12
Head Start Cook/Driver	\$14.32	\$15.04	\$15.80	\$16.61	\$17.42	\$18.29
Head Start Family Placement Worker	\$14.94	\$15.70	\$16.47	\$17.30	\$18.14	\$19.05
Head Start Teacher One	\$13.23	\$13.89	\$14.58	\$15.34	\$16.09	\$16.90
Head Start Typist Clerk II	\$13.83	\$14.50	\$15.22	\$15.99	\$16.80	\$17.63
Typist Clerk II	\$13.83	\$14.50	\$15.22	\$15.99	\$16.80	\$17.63



ITEM III-C – ACTION (continued)

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The pay ranges effective January 1, 2020 are as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher Tier I	\$13.00	\$13.65	\$14.33	\$15.05	\$15.80	\$16.59

The pay ranges effective January 1, 2021 are as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher Tier I	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Associate Teacher Tier II	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Head Start Teacher One	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Head Start Typist Clerk II	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87
Typist Clerk II	\$14.00	\$14.70	\$15.44	\$16.21	\$17.02	\$17.87

The pay ranges effective January 1, 2022 are as follows:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher Tier I	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Associate Teacher Tier II	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Associate Teacher Tier III	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Cook/Driver	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Family Placement Worker	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Teacher One	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Head Start Typist Clerk II	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14
Typist Clerk II	\$15.00	\$15.75	\$16.54	\$17.36	\$18.23	\$19.14

**RECOMMENDATION:**

Open a Public Hearing, receive input, close the public hearing and approve the new salary schedules for the Associate Teacher Tier I, Associate Teacher Tier II, Associate Teacher Tier III, Head Start Cook/Driver, Head Start Family Placement Worker, Head Start Teacher One, Head Start Typist Clerk II, and Typist Clerk II from January 1, 2020 through January 1, 2022.

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM III-D – ACTION

RATIFY THE APPOINTMENT OF GRANDPARENT REPRESENTATIVE

BACKGROUND:

At the September 24 Policy Council meeting, Policy Council Chair Henrietta Gutierrez, seated Ms. Claudett Sanders as a Community Representative/ Grandparent representative. The PC bylaws (Article V, Section 3, A) allow the Chair to appoint positions with the ratification of the Board.

RECOMMENDATION:

Ratify the appointment of Ms. Claudett Sanders as a Community Representative/ Grandparent representative.

NOTES:

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

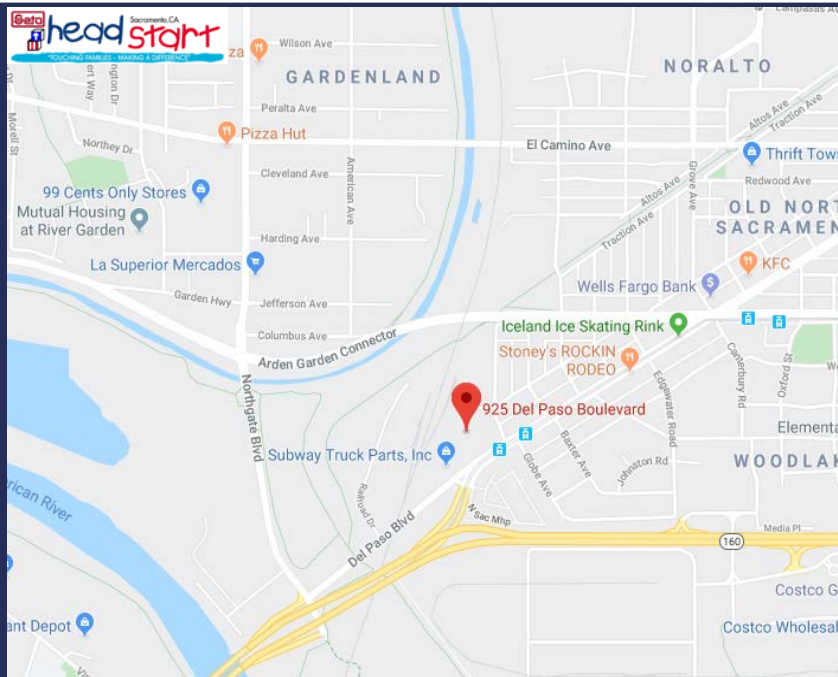
## ITEM IV-A- INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. Standing Information Items
- Parent/Staff Recognition: Ms. Henrietta Gutierrez
    - ✓ PC Meeting Perfect Attendance Recognition
  - Committee Reports: Ms. Henrietta Gutierrez
    - ✓ Executive Committee: Ms. Henrietta Gutierrez
  - Seating of New Policy Council Members (2019-2020)
  - Introduction of Policy Council Members: Ms. Henrietta Gutierrez
  - Introduction of Staff
  - How to Present and Make Motions: Ms. Henrietta Gutierrez
  - Fiscal Monthly Report/Corporate Card Monthly Statement of Account
  - Board Procedures
    - ✓ Reimbursements & Budget/Planning: Mr. Victor Han
    - ✓ Personnel: Ms. Allison Noren & Ms. Elizabeth Garcia
    - ✓ Conflict of Interest: Ms. Nancy Hogan
  - Officer Elections will be held on Wednesday, December 18, 2019:  
Ms. Henrietta Gutierrez
  - PC/PAC Calendar of Events: Ms. Henrietta Gutierrez
  - Community Resources: Parents/Staff: Mr. Robert Silva

#### **NOTES:**



SETA's office building is located at  
925 Del Paso Blvd., Sacramento, CA  
95815 across the street from Globe Light  
Rail Station at the corner of Del Paso  
Blvd. and Acoma Street.



## SETA Head Start/Early Head Start

PC/PAC  
*Meet and Greet*  
*Breakfast*

Please join us for breakfast  
to meet the 2019-2020  
PC/PAC board members and staff

RSVP by calling Nancy Hogan at (916) 263-3827

Monday, December 2, 2019 by 4:00 p.m.

\* Please, no children or significant other.

PC/PAC Representatives and Alternates only.



PC



Invitations open to currently enrolled parents  
interested in the possibility of joining PAC or PC.

**Brunch hosted by:**

*The executive committee of PAC and PC*

*When: Friday, December 13<sup>th</sup>  
9:00-10:30 a.m.*

*Where: SETA Sequoia Room  
925 Del Paso Blvd.,  
Sacramento, CA 95815*

## COMMITTEE REPORTS

### ➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the October 15, 2019 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for your review of the Ratification of the SETA Early Head Start Child Care Partnership Health and Safety Screener and Governance/Leadership and Oversight Screener Summary Report.
Thank you, Mr. Victor Bonanno, for an exceptional message on leadership.
Thank you, Ms. Wendy Tanner and Mr. Sasha Atoyán, for your assistance with set-up for the End-of-Year Parent Appreciation Brunch.
Thank you, board members, for your commitment to the board this last program year.
<b>NEEDS IMPROVEMENT</b>
No side barring.
Please be recognized by the Chair by raising your hand before speaking.
**Please turn off all electrical devices, i.e., phones.**
Please refrain from TEXTING!!
Attendance.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
<b>REMINDERS</b>
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

## PC/PAC Calendar of Events

<u>EVENT</u>	<u>DATE</u>
PAC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Friday, November 22, 2019 9:00 - 10:30 a.m. Camellia Room
PC Executive Committee <i>(Chair only-all other officer positions null and void)</i>	Thursday, December 5, 2019 9:00 – 10:00 a.m. Camellia Room
PC/PAC Budget/Planning Committee	No December Meeting January 14, 2020 1:00 – 2:00 p.m. Camellia Room
PC/PAC Meet and Greet Breakfast	Friday, December 13, 2019 9:00 – 10:30 a.m. Sequoia Room
PC/PAC New Member Orientation	Friday, January 10, 2020 9:00 a.m. – 1:00 p.m. Registration & refreshments: 8:30 a.m. Redwood Room Training: 9:00 a.m. – 1:30 p.m. Board Room
County-wide Officer Training	Friday, January 17, 2020 Registration: 8:30 a.m. Training: 9:00 a.m. – 1:00 p.m. Redwood Room

ITEM III-E – ACTION (continued)

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

BACKGROUND:

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

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

RECOMMENDATION:

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

NOTES:

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

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



ITEM III-F – ACTION (continued)

ELECTION OF POLICY COUNCIL COMMUNITY AGENCY REPRESENTATIVE

BACKGROUND:

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

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

One application was received from the Sacramento Children’s Home; a copy of this application will be distributed to board members at the November 26 meeting.

RECOMMENDATION:

Review the application and elect one community agency representative.

**NOTES:**

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

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the September 18, 2019 Governing Board minutes. Staff will be available to answer questions.

NOTES:

**SPECIAL MEETING OF THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
GOVERNING BOARD**  
Minutes/Synopsis

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Thursday, September 18, 2019  
10:00 a.m.

**I. Call to Order/Roll Call**

Mr. Nottoli called the meeting to order at 10:00 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Don Nottoli, Vice Chair; Member, Board of Supervisors  
Sophia Scherman, Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Larry Carr, Chair; Councilmember, City of Sacramento

➔ **Recognition of long-term employees:**

- **LaRee LaRose**, Workforce Development Professional III: Ms. Diana Douglas congratulated Ms. LaRee LaRose for her 20 years of service to SETA. Ms. LaRose began as a temporary employee and rose through the ranks. She also recently retired from the Agency.
  
- **Shondell Williams**, Family Services Worker III: Ms. Veronica Jones thanked Ms. Williams for her 20 years of service to SETA. Ms. Williams has worked in a variety of positions at SETA and has touched many lives with her compassion.

**II. Consent Items**

- A. Approval of Minutes of the August 1, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Designation of Public Official to Serve on the Community Action Board
- D. Approval of Amended SETA Travel Policies and Procedures
- E. Approval of Retiree Medical Subsidy for Calendar Year 2020
- F. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

The consent items were reviewed; no questions or comments.

Mr. Thatch asked the board to include a sole source finding for item II-F and read the item into the minutes as follows: "Federal regulations and the SETA procurement policies permit non-competitive procurement when services are available from only a single source. The 2-1-1 Sacramento Human Services Database is only available through the County of Sacramento's central resources database administered under a County Master Agreement by the Community Link Capital Region and this vital service is used extensively by SETA to develop Community Service Assessment data for grant applications. Therefore, the Governing Board finds that these services, provided under the County's Master Agreement, are only available from a single source and justifies SETA's 25% contribution for its share of costs to administer the Master Agreement."

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

- A. Approve the August 1, 2019 regular meeting minutes.
- B. Approve the claims and warrants for the period 7/24/19 through 9/10/19.
- C. Approve the designation of Kristin Gibbons as an appointive public official to serve on the Community Action Board.
- D. Approve the amended Sacramento Employment and Training Agency Travel Policies and Procedures effective October 1, 2019.
- E. Approve Option A, to maintain the current subsidy for 17 individuals, for the next calendar year effective January 1, 2020.
- F. Approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2019-20. The funding will be administered through the County of Sacramento Master Agreement. This action includes adoption of the sole source finding.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Job Specifications for Workforce Development Professional II & III and Workforce Development Analyst

Ms. Kossick offered to answer questions.

Mr. Nottoli opened a public hearing; there was no public testimony.

Moved/Schenirer, second/Scherman, to close the public hearing and approve the revised specifications for Workforce Development Professional II and III and Workforce Development Analyst.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

One Stop Services: None.

Community Services Block Grant: None.

### Refugee Services

1. Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, Program Year (PY) 2019-20

No questions or comments.

Moved/Kennedy, second/Schenirer, to approve the funding extensions for the RSS and RSS Set-aside programs for PY 2019-20 effective October 1, 2019 as indicated in the attached charts. Additionally, approve the following funding stipulations:

1. PY 2019-20 funding will be subject to satisfactory year-end program performance and fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
3. VESL/ES, ES Stand Alone, VESL/ES, and ELL Workforce Navigator service providers must allocate a minimum of 5% of their awards for supportive services.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2019, through September 30, 2020.
5. If the final allocations for the new RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
6. If the final allocations for new RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation after the first quarter of the program year and contingent upon provider performance.
7. If guidance from ORR indicates that the RSS Set-aside grant is eliminated for PY 2019-20, the SA&CO Older Refugee program may be funded from the PY 2019-20 RSS allocation, contingent upon the final RSS allocation.

8. Participants in Match Grant employment services provided by the International Rescue Committee (IRC) and World Relief are not eligible to participate in IRC's or World Relief's new RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

## **C. CHILDREN AND FAMILY SERVICES**

1. Approval to Submit a Request to Carry Over Program Year 2018-2019 Head Start Funds

Mr. Nottoli inquired whether staff was confident the funds would be expended and Ms. Kossick said yes.

Ms. Scherman asked if there was a backup plan if we are not awarded the additional funds. Ms. Kossick replied that when we come to the end of the year, we are allowed to request this and it is always approved. It is a routine process we have to go through.

Moved/Schenirer, second/Kennedy, to approve the submission of a carryover request for Program Year 2018-2019 in an amount not to exceed \$1,379,123.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

2. Approval to Submit an Application for Relinquished Funds for Fiscal 2019-20 to the California Department of Education

Ms. Lee stated that the money is available and the funds will be used to support personnel, fringe benefits and a variety of operating costs.

Moved/Schenirer, second/Scherman, approve the submission of the application for relinquished funds for fiscal year 2019-2020 to the California Department of Education with a maximum reimbursement amount not to exceed \$700,000.

Roll call vote:

Aye: 4 (Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Carr)

**IV. Information Items**

- A. Sacramento Bee Article on SETA Success Story: No questions.
- B. The Future of Work: Valley Vision Article: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: No questions.
- F. Unemployment Update/Press Release from the Employment Development Department: No questions.
- G. Head Start Reports: Ms. Lee thanked board members for attending the Hopkins open house and Mr. Nottoli for his eloquent words. Ms. Lee stated that staff is continuing to work on opening classrooms for the transitioning of the Sacramento City USD children. It is hoped that full enrollment will be achieved by October 1. Mr. Kennedy asked for a list of the sites. Ms. Lee asked board members to spread the word on the availability of infant/toddler slots.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that there will not be an October meeting. The next meeting of the Governing Board will be November 7.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

**VI. Adjournment: The meeting was adjourned at 10:32 a.m.**

ITEM IV-C – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:



**MEMORANDUM**

**TO: Ms. Yvonne Wright                      DATE: October 14, 2019**

**FROM: Tracey Anderson, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Elk Grove Unified School District-Head Start**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,296,934	8/1/18-7/31/19	8/1/18-7/31/19
Head Start	T & TA	\$14,040	8/1/18-7/31/19	8/1/18-7/31/19

**Monitoring Purpose:    Initial    Follow-up    Special    Final X**

**Date of review: 9/16-9/18/19, 9/25, 9/30, 10/10**

	<u>AREAS EXAMINED</u>	<u>COMMENTS RECOMMENDATIONS</u>			
		<u>SATISFACTORY</u>		<u>YES</u>	<u>NO</u>
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records		X		
2	Internal Control		X		
3	Bank Reconciliation's		X		
4	Disbursement Control		X		
5	Staff Payroll/Files		X		
6	Fringe Benefits		X		
7	Participant Payroll		X		
8	Indirect Cost Allocation		N/A		
9	Adherence to Budget		X		
10	In-Kind Contribution		X		
11	Equipment Records		N/A		

**Program Operator: Elk Grove Unified School District-Head Start**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2018 to July 31, 2019 for the Head Start programs have been traced to the delegate agency records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Kathleen Willard **DATE:** November 18, 2019  
**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$455,740	8/1/18 - 7/31/19	3/1/19 - 7/31/19

**Monitoring Purpose:** Initial      Follow-up      Special      Final X  
**Date of review:** September 27, 2019

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

**Program Operator:** River Oak Center for Children

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Early Head Start program from March 1, 2019 to July 31, 2019 have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Jacquie Bonini **DATE:** October 28, 2019  
**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early HS	Basic	\$ 1,828,697	8/1/18 – 7/31/19	2/1/19 – 7/31/19
Early HS	T & TA	\$ 27,564	8/1/18 – 7/31/19	2/1/19 – 7/31/19
EHS CCP	Basic	\$ 738,439	8/1/18 – 7/31/19	2/1/19 – 7/31/19
EHS CCP	T & TA	\$ 17,500	8/1/18 – 7/31/19	2/1/19 – 7/31/19
Head Start	Basic	\$ 8,881,698	8/1/18 – 7/31/19	2/1/19 – 7/31/19
Head Start	T & TA	\$ 31,200	8/1/18 – 7/31/19	2/1/19 – 7/31/19

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X

**Date of review:** September 23 – 25, 2019

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	Davis Bacon Act		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

The total costs as reported to SETA have been traced to the delegate's fiscal records. The records were verified and appear to be in order.

There are no findings.

**Recommendations for Corrective Action:**

There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Edenaugseyboye Davis **DATE:** October 15, 2019

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,026,605	8/1/18-7/31/19	1/1/19-7/31/19
Head Start	T & TA	\$11,700	8/1/18-7/31/19	1/1/19-7/31/19
Head Start	Duration	\$239,996	3/1/19-7/31/19	3/1/19-7/31/19

**Monitoring Purpose:** Initial Follow-up Special Final X

**Date of review:** 9/23-9/25/19, 9/30, 10/4, 10/10

	<u>AREAS EXAMINED</u>	<u>COMMENTS RECOMMENDATIONS</u>			
		<u>SATISFACTORY YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation’s	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT-Contracts/Files/Payment	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

**Program Operator: Women's Civic Improvement Club**

**Findings and General Observations:**

- 1) We have reviewed the Head Start, T & T/A and Duration programs from January 1, 2019 to July 31, 2019. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board



ITEM V

OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- ❖ Monthly Head Start Report (attached)
- ❖ Program Information Summary Reports for:
  - Head Start, Early Head Start and Early Head Start-Child Care Partnership Programs

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- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

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# SETA Head Start

## Food Service Operations Monthly Report

### \*October 2019

- October 4th** - Sharon Neese had a Field Trip to Perry Pumpkin Patch  
Sack lunch and Snack Provided 20 Guests  
Mather had a Field Trip to Roemer Pumpkin Farm Sack lunch & Snack Provided 40 guest.
- October 15th** - Bright Beginnings had a Field Trip to Roemer Pumpkin Patch  
Sack lunch & Snack Provided 40 guest
- October 17th** - Northview had a Field Trip to Perry's Pumpkin Patch Sack lunch & Snack Provided 40 guest.
- October 18th** - Norma Johnson had a Field Trip to Perry's Pumpkin Patch  
Sack lunch & Snack Provided 70 guest.
- October 21st** - Phoenix Park had a Field Trip to Roemer Pumpkin Patch  
Sack lunch & Snack Provided 50 guest.
- October 22nd** - Elkhorn had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 60 guest.  
Fruitridge had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 40 guest.  
Mather had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 80 guest.  
Crossroads had a Field Trip it was on Site Sack lunch & Snack Provided 40 guest.  
Parker had a Field Trip to Roemer Pumpkin Patch Sack lunch & Snack Provided 20 guest.
- October 24th** - Kennedy Estates had a Field Trip to Keema's Pumpkin Farm  
Sack lunch & Snack Provided 20 guests.  
Strizek had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 40 guests.  
Northview had a Field Trip to Perry's Pumpkin Patch Sack lunch & Snack Provided 40 guests  
Elkhorn had a Field Trip to Pumpkin Farm Sack lunch & Snack Provided 20 guests.
- October 25th** - Galt had a Field Trip to Fog Willow Farms Sack lunch & Snack Provided 40 guests.  
Home Base PSHB had a Field Trip to Goblin Gardens Pumpkin Farm  
Sack lunch & Snack Provided 80 guests.  
Home Base EHS had a Field Trip to Perry's Pumpkin Farm  
Sack lunch & Snack Provided 100 guests.  
Freedom Park had a Field Trip to Pumpkin Patch Sack lunch & Snack Provided 80 guests.  
Northview had a Field Trip to Perry's Pumpkin Farm Sack Lunch & Snack Provided 20 guests.
- October 31st** - Nedra Court had a Field Trip Pumpkin Patch Sack lunch & Snack Provided 40 guests.  
Galt had a Field Trip to Fog Willow Farms Sack lunch & Snack Provided 40 guests.  
Job Corps had a Field Trip on site Sack lunch & Snack Provided 50 guests.

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
41,805	33,305	34,035	1730

**Total Amount of Meals and Snacks Prepared** 110,875

**Purchases:**

**Food** \$87,793.35

**Non - Food** \$18,046.17

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

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

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

**Vehicle Maintenance and Repair :** \$2,291.56

**Vehicle Gas / Fuel:** \$2,204.06  
Normal Delivery Days 23

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**October 2019**

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	159	9%	589	101	17%
<b>Twin Rivers USD</b>	140	20	14%	40	3	8%
<b>Elk Grove USD</b>	440	28	6%			
<b>Sac City USD</b>	736	62	8%			
<b>San Juan USD</b>	1052	127	12%	160	8	5%
<b>WCIC</b>	120	6	5%			
<b>EHS CCP</b>				80	11	14%
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>402</b>	<b>9%</b>	<b>869</b>	<b>123</b>	<b>14%</b>

*AFE: Annual Funded Enrollment*

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2019-2020**

**Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
Elk Grove USD	96	89	89									
Sacramento City USD	64	90	89									
SETA	84	86	85									
San Juan USD	97	88	80									
Twin Rivers USD	96	92	89									
WCIC/ Playmate	N/A	74	81									
<b>TOTAL</b>	<b>87</b>	<b>87</b>	<b>86</b>									

**Early Head Start**

<b>Agency</b>	<b>August ADA %</b>	<b>Sept ADA %</b>	<b>October ADA %</b>	<b>Nov ADA %</b>	<b>Dec ADA %</b>	<b>January ADA %</b>	<b>February ADA %</b>	<b>March ADA %</b>	<b>April ADA %</b>	<b>May ADA %</b>	<b>June ADA %</b>	<b>July ADA %</b>
SETA	83	85	92									
San Juan USD	90	89	76									
Twin Rivers USD	96	93	89									
<b>TOTAL</b>	<b>90</b>	<b>89</b>	<b>86</b>									

**SETA - County Monthly Average Daily Attendance (ADA)  
Program Year 2019-2020**

**EHS-CC Partnership/Expansion**

<b>Agency</b>	<b><u>August</u> ADA %</b>	<b><u>Sept</u> ADA %</b>	<b><u>October</u> ADA %</b>	<b><u>Nov</u> ADA %</b>	<b><u>Dec</u> ADA %</b>	<b><u>January</u> ADA %</b>	<b><u>February</u> ADA %</b>	<b><u>March</u> ADA %</b>	<b><u>April</u> ADA %</b>	<b><u>May</u> ADA %</b>	<b><u>June</u> ADA %</b>	<b><u>July</u> ADA %</b>
<b>SETA</b>	86	86	84									
<b>TOTAL</b>	86	86	84									

A summary of individual agency Attendance Action Plan(s) are provided below after any three (3) consecutive months of ADA below 85%

**Attendance Action Plan(s):**

**Comment(s):**

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
October 2019**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/19	(b) % Actual to Funded
Elk Grove USD	440	439	99
Sacramento City USD	736	710	96
SETA	1,756	1,737	99
San Juan USD	1,052	971	92
Twin Rivers USD	140	140	100
WCIC/Playmate	120	120	100
<b>Total</b>	<b>4,244</b>	<b>4,117</b>	<b>97</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/19	(b) % Actual to Funded
SETA	589	516	88
San Juan USD	160	160	100
TRUSD	40	40	100
<b>Total</b>	<b>789</b>	<b>716</b>	<b>91</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 10/31/19	(b) % Actual to Funded
SETA	80	89	100
<b>Total</b>	<b>80</b>	<b>89</b>	<b>111</b>

- (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.

Head Start

- EGUSD: Vacancy to be filled by end of November (1)
- SETA: 1 center closed due to lost lease agreement. No new location identified yet. (Auberry Park (40))
- SCUSD: Reserved for Full Inclusion (8), enrollments in process (12), contacting families from wait list (6)
- SJUSD: Increase of more than 380 enrollment slots, full enrollment expected by end of November.

Early Head Start

- SETA: 3 Home Visitors not hired (36). 5 classes are delayed opening due to licensing/fire clearance (Hillsdale (8), Galt (16) and Freedom Park (16))





## **Program Information Report (PIR) Overview**

### **Background and Purpose.**

In 1978, the national Head Start Bureau (aka OHS) began the first uniform collection of Head Start program data to describe the nation's program. By the mid-1980s, the Head Start Program Information Report, commonly referred to as the "PIR," was the "principal source of basic information about the operating characteristics of Head Start programs and the services they provide" (Ellsworth 1978). The PIR is an extensive survey that all Head Start and Early Head Start programs are required to complete on an annual basis. Data collected through the PIR is used for a variety of purposes:

- to describe varied program design and staffing patterns
- to report funded and actual enrollment levels
- to describe and quantify the services delivered by each program, and
- to identify demographic and social trends among the children and families served.

The PIR also provides summary data at the national, regional, state, city and zip code levels. Selected areas of the reports are used to inform national policy decisions and provide timely information in response to Congressional and public inquiries about the program.

### **2018-2019 PIR Reports.**

There are three charts attached - one Head Start chart which represents services to preschool aged children and two Early Head Start charts which represent services to infants, toddlers and pregnant woman. These summary charts are not inclusive of all questions included in the PIR but instead focus on key indicators for program quality and threshold comparisons.

### **Summary of Results and Corrective Plans.**

- Overall, Sacramento County Head Start and Early Head Start programs performed on par with previous years.
- Sacramento County tends to show higher enrollment turnover in the first 45 days than its national, regional and state counterparts.
- Nearly all enrolled children have an identified medical home and medical insurance.
- The percentage of children completing all medical screenings has declined from last year and falls below national, regional, and state averages.
  - To count as medically complete, a child must be up-to-date on ALL of the following screenings: hearing, vision, blood pressure, height/weight, physical exam, blood lead, and TB.

- Data analysis showed that 836 out of 2,683 children were missing a Blood Lead Screening provided by their primary physician. This represents 23% of all grantee enrolled children during the program year. Delegate agencies largely reported the same trends.
- In 2019-2020, the grantee will work collaboratively with its delegate agencies, partners, regional office staff, the public health office, and the Health Services Advisory Committee to develop strategies:
  - to address missing Blood Lead Screenings (BLS);
  - to partner with local medical providers to complete age-required BLS as an important element of wellness for young children and in accordance with the pediatric periodicity table, Bright Futures;
  - to educate parents on the importance of advocating for a BLS;
  - to explore/develop partnerships with local medical providers to perform on-site BLS for children as needed.
- 97% of children received follow-up medical treatment as needed. This is higher than SETA's national, regional and state counterparts.
- The percentage of children completing a dental examination has slightly declined from last year and is slightly lower than regional and state counterparts, but on par nationally.
  - In 2019-2020, the grantee will work collaboratively with its delegate agencies, partners, and dental consultants to develop strategies:
    - to re-visit center locations where absent children may have missed the original dental visit;
    - to increase parent education on the importance of dental hygiene and annual dental examinations;
    - to seek formal partnerships with public dental van agencies to increase on-site dental examinations where results tend to be lower.
- Staff have assisted more than 190 families experiencing homelessness during the program year.
- 192 enrolled children were in foster care at some point during the program year, representing 2.6% of the total cumulative enrollment for the year.
- Nearly 82% of all Head Start teachers hold a Bachelor's degree or higher, outpacing national, regional and state counterparts.

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
<b>Enrollment</b>					
Actual Enrollment	5,655	5,432	755,791	101,140	80,449
# Enrolled < 45 days	7.52%	5.01%	3.89%	4.78%	4.80%
<b>Family Demographics</b>					
# of Families	5,185	5,048	703,020	95,230	75,891
% families receiving HS Services	76.91%	77.34%	65.42%	75.19%	74.98%
% of homeless/acquired housing	39.60%	47.42%	29.29%	28.12%	26.68%
<b>Child Health Services</b>					
Children with medical home	99.27%	95.89%	97.02%	98.79%	99.04%
Children with health insurance	99.36%	97.35%	96.93%	98.87%	99.49%
Med. Screenings Complete	67.92%	79.99%	83.84%	83.37%	82.69%
Needing Med. Treatment	9.92%	9.00%	9.80%	10.56%	11.90%
Rec'd Med. Treatment	96.85%	93.09%	92.02%	94.18%	94.30%
Up to date on oral health care	80.23%	84.13%	79.86%	83.47%	83.46%
Needing Dental Treatment	16.66%	18.21%	15.90%	22.95%	23.72%
Dental Treatment Rec'd	78.31%	77.16%	70.75%	76.70%	76.84%
<b>Immunization</b>					
Complete/up to date/exempt					
....at enrollment	98.71%	98.09%	94.92%	98.35%	98.61%
....at end of program year	98.74%	98.40%	96.99%	99.15%	99.29%
<b>Disabilities</b>					
% Diagnosed	10.50%	10.62%	13.20%	12.84%	13.40%
<b>Staff Qualifications</b>					
# of Teachers with BA or higher	81.59%	78.89%	72.63%	64.60%	68.07%
# of ATs with permit or higher	98.35%	97.33%	88.51%	93.49%	93.95%

2018-2019 PIR Indicator Report - Early Head Start (comparison)

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
<b>Enrollment</b>					
Actual Enrollment	1,267	1,218	224,325	38,879	25,780
# Enrolled < 45 days	11.21%	6.40%	5.81%	6.22%	5.85%
<b>Family Demographics</b>					
# of Families	1,124	1,077	200,896	35,236	23,522
% families receiving HS Services	76.33%	75.77%	72.88%	76.99%	79.71%
% of homeless/acquired housing	27.94%	30.26%	30.72%	26.44%	25.14%
<b>Child Health Services</b>					
Children with medical home	99.13%	97.70%	96.17%	97.97%	98.14%
Children with health insurance	99.45%	98.69%	97.31%	98.76%	99.17%
Med. Screenings Complete	49.25%	61.58%	72.63%	72.21%	73.13%
Needing Med. Treatment	5.77%	3.20%	7.48%	8.39%	8.00%
Rec'd Med. Treatment	91.67%	83.33%	93.42%	94.86%	95.49%
<b>Immunization</b>					
Complete/up to date/exempt					
....at enrollment	86.42%	84.24%	90.01%	90.27%	88.73%
....at end of program year	84.69%	83.33%	92.23%	94.04%	93.49%
<b>Disabilities</b>					
% Diagnosed	13.58%	11.41%	13.89%	14.50%	16.12%
<b>Staff Qualifications</b>					
% of Teachers with CDA/Permit+	100.00%	100.00%	85.94%	92.05%	95.37%

	County Totals	2017-2018	Nat'l Avg	Reg Avg	State Avg
<b>Enrollment</b>					
Actual Enrollment	138	132	172,796	8,488	6,434
# Enrolled < 45 days	10.14%	3.79%	5.72%	7.52%	6.79%
<b>Family Demographics</b>					
# of Families	132	121	155,381	7,596	5,816
% families receiving HS Services	54.55%	73.55%	74.51%	69.14%	73.83%
% of homeless/acquired housing	16.67%	50.00%	30.87%	25.46%	22.19%
<b>Child Health Services</b>					
Children with medical home	97.10%	94.70%	96.19%	98.44%	99.36%
Children with health insurance	97.83%	96.97%	97.16%	98.83%	99.27%
Med. Screenings Complete	45.65%	53.79%	73.77%	69.44%	69.97%
Needing Med. Treatment	4.76%	8.45%	7.53%	8.47%	9.57%
Rec'd Med. Treatment	66.67%	50.00%	93.51%	93.59%	94.66%
<b>Immunization</b>					
Complete/up to date/exempt					
....at enrollment	99.28%	93.94%	89.84%	94.89%	94.95%
....at end of program year	99.28%	91.67%	92.24%	96.68%	96.74%
<b>Disabilities</b>					
% Diagnosed	13.04%	8.33%	14.60%	11.02%	12.12%
<b>Staff Qualifications</b>					
% of Teachers with CDA/Permit+	100.00%	60.87%	91.00%	87.15%	90.20%



## SOP Center/Classroom

Below is an update on the status of newly opening centers/classrooms. Delayed openings will likely result in SETA reporting under-enrollment for the month of November.

### Opened During October

**Bret Harte EHS**

**CP Huntington EHS**

**American Legion EHS**

**Franklin Head Start**

### Delayed Opening

#### ***American Legion EHS (8)***

One EHS class pending staff to be hired.  
Anticipated start date will be  
December 2019.  
For enrollment information contact:  
Patricia at 916.395.4880

#### ***Auberry Park (40)***

##### ***(replacement location needed)***

Due to a lost lease agreement, SETA is seeking a new location to host 40 part-day Head Start (preschool) enrollment slots. No new space has been identified at this time.

#### ***Freedom Park (16)***

All preschool classes remain open.  
Two (2) new EHS (infant/toddler) classes are pending.  
Licensing visit completed on October 25th.  
Target start date: Mid November  
Two classrooms = 16 enrollment slots  
For enrollment information contact:  
Conrada at 916.563.5024 or  
Faisal at 916.563.5123

### Delayed Opening (continued)

#### ***Galt (16)***

All preschool classes remain open.  
Two (2) new EHS (infant/toddler) classes are pending licensing clearance for new age group.  
Target start date: Late November  
Two classrooms = 16 enrollment slots  
For enrollment information contact:  
Jocelyn at 209.745.6050 or Ana at 209.745.6458

#### ***Hillsdale (8)***

All preschool classes remain open.  
One (1) new EHS (infant/toddler) class is pending licensing clearance for new age group.  
Target start date: Late November  
One classroom = 8 enrollment slots  
For enrollment information contact:  
Christina at 916.563.5361 or Cartearra at 916.563.5360

#### ***Hiram Johnson (8)***

Three (3) EHS (infant/toddler) classes are open and operating.  
One additional EHS class is pending due to staff vacancies.  
Target start date: December 2019  
For enrollment information contact:  
Anaceli at 916.395.5506 Ext 0

#### ***Home Base/Early Head Start (48)***

Four staff vacancies. Hiring offers accepted.  
Pending clearances to start.  
Maximum 48 enrollment slots.  
Positions are posted. Eligibility List should go to PC for action on November 26th with anticipated December hiring.



# Updates from the Office of Head Start

ACF-IM-HS-19-04

10/10/2019

Accounting Simplification for Head Start and Early Head Start operation and Service

This Information Memorandum (IM) is to inform grantees of a simplified accounting procedure that will go into effect beginning in fiscal year (FY) 2020. Currently, the Office of Head Start's (OHS) accounting structure includes two separate Common Accounting Numbers (CANs) for Head Start and Early Head Start operations. OHS will streamline the current structure by transitioning to the use of a single CAN for operations, inclusive of both Head Start and Early Head Start service funds. This change is meant to lessen administrative burdens grantees face when operating both programs. These CANs are known as Program Accounts 4122 and 4125 for Head Start and Early Head Start, respectively.

Starting in FY2020, all Head Start and Early Head Start operations amounts will be funded from CAN 4122. This change does not affect Program Accounts 4120 and 4121, the Head Start and Early Head Start training and technical assistance (T/TA)

CANs, due to statutory requirements placed on those funds. This change only applies to traditional Head Start and Early Head Start grants and has no impact on Early Head Start-Child Care Partnership/Early Head Start Expansion grants. Furthermore, this accounting change does not affect annual funding and enrollment levels for Head Start or Early Head Start and does not change the processes for programs seeking to convert slots.

This accounting structure change has no impact on how a grantee will continue to submit program-level funding requests or requests for conversion of slots, nor will it have an impact on the under-enrollment process. Funding guidance letters will continue to be provided with annual funding and enrollment levels for Head Start and Early Head Start along with instructions on how grantees will apply for funding.

## Deputy Director, HS Manager and Health/Oral Health Partners Speak to UC Davis Students

On October 30<sup>th</sup>, Deputy Director/Denise Lee, Manager/Lisa Carr, and partners from Access Dental Plan/Martha Cisneros Campos and the Center for Oral Health/Early Smiles Sacramento/Mira Yang RDH spoke to UC Davis under-graduate and graduate students. The purpose of the panel presentation was to introduce students to the Head Start/Early Head Start program and share information and data about health and oral health

issues for children and families in poverty. The presentation was well received with thoughtful questions and short discussions following the presentation. The opportunity to present continues to strengthen SETA's working relationship with the University and to broaden its partnerships to new UCD departments/staff. It was a very positive experience for all.



# Harvest

# Festival Fun!

Head Start celebrates harvest festival at the Early Learning Centers





# Harvest Festival Fun!

(continued)



# Harvest Festival Fun!

(continued)



Sacramento  
Metro Fire visits  
the children and  
staff at Laverne  
Stewart

ITEM V – OTHER REPORTS (continued)  
Page 2

- D. 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.

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- E. 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.

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