

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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

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

*THOUGHT OF THE DAY: "The greatest glory in living lies not in never failing, but in rising every time we fail."
– Nelson Mandela*

REGULAR MEETING OF THE HEAD START/EARLY HEAD START POLICY COUNCIL

DATE: Tuesday, July 23, 2019

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
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.

AGENDA

PAGE NUMBER

- | | | |
|------|--|-----|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u>
➤ PC Meeting Attendance Update | 1-3 |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the June 25, 2019 Meeting | 4-8 |
| III. | <u>Action Items</u> | |
| A. | <u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u>
➔ Approval of Eligible Lists for: Associate Teacher and Associate Teacher/Infant Toddler; Infant Toddler Lead Teacher; Head Start Intervention Specialist; CFS Quality Assurance Analyst; Head Start Cook/Driver; Personnel Clerk; and Senior Personnel Analyst
➔ Report out of Closed Session | 9 |

B.	<u>TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:</u> Approval of Revisions to the Salary Schedule for Associate Teacher/Infant Toddler (Incentive Pay)	10
C.	Election of Policy Council Parliamentarian for Program Year 2018-2019	11
IV.	<u>Information Items</u>	
A.	Standing Information Items	12-18
➤	PC/PAC Calendar of Events – Ms. Henrietta Gutierrez	
➤	Parent/Staff Recognitions – Ms. Henrietta Gutierrez	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han	
➤	Head Start/Early Head Start Recruitment Reports	
▪	Community Health Fair	
▪	Community Resource Fair	
➤	Community Resources – Parents/Staff: Mr. Robert Silva	
➤	PC/PAC Parent Participation Survey: Ms. Marie Desha	
B.	Governing Board Minutes – April 25, 2019	19-25
C.	Fiscal Monitoring Reports	26-30
•	River Oak Center for Children	
•	San Juan Unified School District	
V.	<u>Committee Reports</u>	31-32
➤	Executive Committee Meeting Critique: Ms. Henrietta Gutierrez	
➤	Personnel/Bylaws Committee: Ms. Henrietta Gutierrez	
➤	Social/Hospitality Committee: Ms. Henrietta Gutierrez	
➤	Sacramento Medi-Cal Dental Advisory Committee: Ms. Henrietta Gutierrez	
➤	Community Action Board: Ms. Yamilka Estrella	
VI.	<u>Other Reports</u>	33-45
A.	Executive Director's Report	
B.	Chair's Report	
C.	Head Start Deputy Director's Report	
D.	Head Start Managers' Reports	
▪	<u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
▪	<u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
▪	<u>Kaleb Call</u> – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts	
E.	Open Discussion and Comments	
F.	Public Participation	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: TUESDAY, JULY 16, 2019

Policy Council meeting is hosted by:
Henrietta Gutierrez (Chair), Yamilka Estrella (Vice Chair), Claudett Sanders (Secretary),
Kao Yee Xiong (Treasurer), vacant (Parliamentarian).

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
- _____ Jovita Galvin, WCIC/Playmate Child Development Center
- _____ Maria Martinez, WCIC/Playmate Child Development Center
- _____ Claudett Sanders, Sacramento City Unified School District
- _____ Yamilka Estrella, Twin Rivers Unified School District
- _____ Evangelina Barrios, SETA-Operated Program
- _____ Christie Hamm, Sacramento Public Library
- _____ Charles Taylor, Past Parent/Community Representative
- _____ Henrietta Gutierrez, Chair, Past Parent/Community Representative

Seats Vacant:

- _____ 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 (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 (Schoemig), Twin Rivers Unified School District
- _____ Vacant, 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 (Givehchi), Early Head Start/Home Base (SOP)
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant (Altameemi), Early Head Start, San Juan Unified School District
- _____ Vacant, Grandparent/Community Representative
- _____ Vacant, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep, Sac. Children's Museum
- _____ 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	10/22	11/26
A. Adedipe Seated 11/27	EG	X	X	X	X	X	X	U	X	X					
E. Barrios Seated 11/27	SOP	X	X	X	X	X	X	E	X	E					
S. Burrell Seated 5/8	Alt SOP							X							
A. Chenault Seated 11/27	CR		X/AP	X/AP											
Y. Estrella Seated 1/22	TR			X	X	X	X	X	X	X					
J. Galvin Seated 2/26	WCIC				X	X	U	X	E	X					
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X					
C. Hamm Seated 12/19	CAR		X	X	E	X	X	X	X	X					
M. Martinez Seated 3/26	WCIC					X	X	U	X	X					
D. McCracken Seated 11/27	HB	X	X	X	X	X	X	X	X	E	R				
C. Sanders Seated 11/27	SAC	X	X	X	X	X	X	X	X	E					
S. Stone Smith Seated 12/19	CAR		X	X	X	E	X	U	X	E					
C. Taylor Seated 2/26	CR				X	X	X	X	X	X					
K. Xiong Seated 11/27	ELK	X	X	X	X	X	X	E	X	E					

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 7/15/2019

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 25, 2019
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 25, 2019 regular meeting.

RECOMMENDATION:

That the Policy Council approve the June 25 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, June 25, 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 9:07 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:

Adeola Adedipe, Elk Grove Unified School District
Yamilka Estrella, Twin Rivers Unified School District
Jovita Galvin, Women's Civic Improvement Club
Maria Martinez, Women's Civic Improvement Club
Charles Taylor, Past Parent/Community Representative
Christie Hamm, Sacramento Public Library
Henrietta Gutierrez, Past Parent/Community Representative

Members Absent:

Kao Yee Xiong, Elk Grove Unified School District (excused)
Claudett Sanders, Sacramento City Unified School District (excused)
Evangalina Barrios, SETA-Operated Program (excused)
Devon McCracken, Home Base Option (excused)
Sharon Stone Smith, Sacramento Children's Museum (excused)

II. Consent Item

A. Approval of the Minutes of the May 28, 2019 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Hamm, second/Martinez, to approve the May 28, 2019 minutes.

Show of hands vote:

Aye: 6 (Adedipe, Estrella, Galvin, Hamm, Martinez, Taylor)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Barrios, McCracken, Sanders, Stone Smith, Xiong)

IV. Information Items

A. Presentation: Trauma Informed Care (ACES): Carolyn Rich Curtis, Ph.D.

Dr. Carolyn Rich Curtis provided an overview of a variety of ways to mitigate traumatic experiences. Dr. Rich Curtis ran the attendees through a variety of procedures to lower stress levels.

C. Community Action Board Presentation

Ms. Julie Davis-Jaffe and Ms. Pam Moore provided an overview of the Community Action Board. Ms. Yamilka Estrella is the Policy Council representative on the CAB. The CSBG funds are different in that the distribution of funds is done locally, not nationally.

III. **Action Items**

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

The board went into closed session at 10:09 a.m. Ms. Gutierrez called the meeting back into open session at 10:22 a.m. and reported that the Policy Council approved the following eligible lists: Associate Teacher & Associate Teacher/Infant Toddler; Facilities Supply Clerk; Family Services Worker II; Family Services Worker III; and Administrative Assistant.

B. Election of Policy Council Parliamentarian for Program Year 2018-2019

Ms. Gutierrez stated that only two board members are eligible to run for Parliamentarian: Ms. Galvin and Ms. Martinez. Neither were able to work this into their schedules.

Moved/Taylor, second/Estrella, to table the election of a Policy Council Parliamentarian to the next meeting.

Show of hands vote:

Aye: 6 (Adedipe, Estrella, Galvin, Hamm, Martinez, Taylor)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 5 (Barrios, McCracken, Sanders, Stone Smith, Xiong)

Ms. Estrella was excused at 10:26 a.m.

IV. **Information Items** (continued)

B. Standing Information Items

➤ PC/PAC Calendar of Events: Ms. Gutierrez reviewed the calendar of events.

➤ Parent/Staff Recognitions: None.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han provided the fiscal report for the 10 months into the fiscal year. Staff is working hard to ensure the entire budget is spent before the end of the fiscal

year. Staff has received more requests to spend the Training/Technical Assistance funds. The non-federal share is doing well and Mr. Han expects the 25% minimum to be reached. The credit card statement was reviewed; most of the larger charges are due to conference attendance.

- Toastmasters Training: Ms. Sanders attended the last training. This training will be brought back in the next program year.
- Community Resources – Parents/Staff: Mr. Robert Silva reported that the Firehouse Community Center (Mutual Assistance Network) on Grand Avenue is offering water safety training events, June 13, July 11, and August 8. This will provide information on water safety and participants will receive free life jackets. Sacramento County requires children 13 years of age and under to wear life jackets when in public water.
- Head Start/Early Head Start Recruitment Events – Mr. Robert Silva

Mr. Silva spoke of the Parent Ambassador Committee; the committee's new focus will be advocacy. There are three events are coming up and board members are asked to consider participating in these recruitment events. Parents working at these recruitment events are asked to be on time and fully participate in recruitment.

Ms. Christie Hamm left at 10:45 a.m.

Mr. Silva stated that recruitment is very important. Board members were asked to serve a minimum of two hours.

- 15th Annual International Kids Festival Reports: Mr. Charles Taylor enjoyed the festival; there were a lot of resources available. It was good to interact with people and tell them about Head Start.

- D. Governing Board Minutes – April 4, 2019: No questions.
- E. Fiscal Monitoring Reports: Mr. Han explained that any construction done with Head Start funds must pay the workers at prevailing wages.

V. Committee Reports

- Executive Committee Meeting Critique: No additional report.
- Personnel/Bylaws Committee: Ms. Gutierrez the next meeting is July 12. Recommendations from this committee will be brought to the board for review and approval. If board members have input on the bylaws, please attend the meeting.
- Social/Hospitality Committee: Ms. Henrietta Gutierrez was the only attendee at the last meeting. The next meeting is July 10, 9:00 a.m.
- Sacramento Medi-Cal Dental Advisory Committee: No report.
- Community Action Board: No report.

VI. Other Reports

- A. Executive Director's Report: No report.
- B. Chair's Report: Ms. Gutierrez asked Board members to consider participating in upcoming HR recruitment/screening opportunities.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Reports: No reports.
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
- E. Open Discussion and Comments: No comments.
- F. Public Participation: Ms. Gutierrez stated that there were speaker cards and asked speakers to keep their comments to three minutes.

Speakers before the board:

- ✓ Ms. Nikki Mileski read works provided by Ms. Natasha Thomas, Sacramento City Unified School District PC representative for Bret Hart. Ms. Thomas stated that they were notified that 250 slots will be sent to San Juan USD. Ms. Thomas is concerned that 250 slots are going to San Juan.
- ✓ David Alman: Mr. Alman stated that he works with Sac City USD as the preschool social worker. He was employed for over 21 years. Mr. Alman expressed concern about how decisions were made without input from parents.
- ✓ Nikki Mileski, First Vice President, Sacramento City Teacher's Association, School Psychologist, Sacramento City Unified School District: Ms. Mileski feels that the Sacramento City USD Parent Committee 'rubber stamped' the staff recommendation without full disclosure from staff.

- VII. Adjournment: The meeting was adjourned at 11:11 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: Associate Teacher and Associate Teacher/Infant Toddler; Infant Toddler Lead Teacher; Head Start Intervention Specialist; CFS Quality Assurance Analyst; Head Start Cook/Driver; Personnel Clerk; and Senior Personnel Analyst

NOTES:

ITEM III- B –ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF REVISIONS TO THE SALARY SCHEDULE FOR ASSOCIATE TEACHER/INFANT TODDLER (INCENTIVE PAY)

BACKGROUND:

In order to remain competitive and maintain talent, the Agency is proposing to increase the Salary Schedule for the Associate Teacher/Infant Toddler (Incentive Pay).

The Agency currently has two degreed Associate Teacher classifications: Associate Teacher IV and Associate Teacher /Infant Toddler (Incentive Pay). Employees in both classifications hold an Associate’s Degree or higher in ECE or a related field. Employees have been voluntarily leaving or declining job offers in the infant/toddler classrooms in pursuit of higher pay in the preschool classrooms.

The Agency is proposing a 2.2% increase to the Associate Teacher/Infant Toddler (Incentive Pay) classification effective August 1, 2019 to keep the salary schedules equivalent in preschool and infant/toddler and ensure the Agency’s capabilities to staff all classrooms with highly qualified teachers.

The current salary ranges, which include the previously approved 1% COLA that is effective August 1, 2019, are:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher IV	\$16.49	\$17.32	\$18.17	\$19.08	\$20.03	\$21.03
Associate Teacher/Infant Toddler (Incentive Pay)	\$16.14	\$16.94	\$17.83	\$18.69	\$19.62	\$20.60

The proposed salary ranges are:

Title	Step A	Step B	Step C	Step D	Step E	Step F
Associate Teacher IV	\$16.49	\$17.32	\$18.17	\$19.08	\$20.03	\$21.03
Associate Teacher/Infant Toddler (Incentive Pay)	\$16.49	\$17.32	\$18.17	\$19.08	\$20.03	\$21.03

The Governing Board will take action at their August 1, 2019 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, and take action to close the public hearing and approve the revised salary schedule for Associate Teacher/Infant Toddler (Incentive Pay).

PRESENTER: Allison Noren

ITEM III-C – ACTION

ELECTION OF POLICY COUNCIL PARLIAMENTARIAN
FOR 2018-2019

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect a Parliamentarian for Program Year 2018-2019. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

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

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

SECTION 3: Duties of Officers

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

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

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Policy Council elect a Parliamentarian.

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

- B. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Henrietta Gutierrez
 - Parent/Staff Recognitions – Ms. Henrietta Gutierrez
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han
 - Head Start/Early Head Start Recruitment Reports
 - Community Health Fair
 - Community Resource Fair
 - Community Resources – Parents/Staff: Mr. Robert Silva
 - PC/PAC Parent Participation Survey: Ms. Marie Desha

NOTES:

EVENT

DATE

PAC Executive Committee	Friday, July 19, 2019 9:00 a.m. Camellia Room
PC Executive Committee	Thursday, July 25, 2019 9:00 a.m. Camellia Room
PC/PAC Personnel/Bylaws Committee	Friday, August 9, 2019 9:00 a.m. – 10:30 a.m. Olympus Room
PC/PAC Social/Hospitality Committee	Wednesday, August 14, 2019 9:00 a.m. – 11:00 a.m. Olympus Room

NOTE:

- **Budget/Planning Committee** meetings have been canceled from June until August.
- **Parent Ambassador Committee** meetings have been canceled in July and August.

ITEM IV-B – INFORMATION
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the April 25, 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, April 25, 2019
10:00 a.m.

I. Call to Order/Roll Call

Mr. Carr 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:

Larry Carr, Chair; Councilmember, City of Sacramento
Jay Schenirer, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Patrick Kennedy, Member, Board of Supervisors
Don Nottoli, Vice Chair; Member, Board of Supervisors (arrived at 10:04 a.m.)

- Recognition of Long-term employee: Ms. Lauren Mechals congratulated Ms. Wanda Thomas Johnson for her 20 years of service to SETA. Ms. Thomas Johnson acknowledged her son Tory who is continuing her legacy by working with foster children.

II. Consent Items

- A. Minutes of the April 4, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs
- D. Approval of Out-of-State Travel to Attend the 20th Annual WIPFLI National Training Conference

The consent items were reviewed; no questions or comments.

Moved/Nottoli, second/Scherman, to approve the consent items as follows:

- A. Approve the April 4 minutes.
- B. Approve the claims and warrants for the period 3/28/19 through 4/17/19.
- C. Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County
- D. Approve out of state travel to the 20th Annual WIPFLI National Training Conference in Las Vegas, Nevada in July.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0
Abstentions: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Sacramento Employment and Training Agency 2018-2019 Budget

Ms. Kossick offered to answer questions.

Mr. Carr opened a public hearing on this item; no comments.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the revised Agency Budget for Fiscal Year 2018-2019.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Harassment Policy and Complaint Procedure and Creation of Reasonable Accommodation Policy

Mr. Carr opened a public hearing; no comments.

Moved/Scherman, second/Nottoli, to close the public hearing and approve the updated Harassment Policy and Complaint Procedure and creation of a Reasonable Accommodation policy.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revision to the Job Specification for Head Start Coordinator (Education) (Supervisory)

Mr. Carr opened a public hearing.

Mr. Nottoli stated that there were quite a few changes and asked why. Ms. Allison Noren replied that the majority of modifications were clarifying responsibilities for center-based and home-based positions.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the revised job specification for Head Start Coordinator (Education) (Supervisory).

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)
Nay: 0
Abstentions: 0

4. Approval of an Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick clarified that the actual vacated seat was Peter Tateishi. Three applicants were submitted for review. The Sacramento Works Executive Committee recommends the selection of Mr. Jordan Powell since he represents the construction industry.

Moved/Kennedy, second/Schenirer, to appoint Mr. Jordan Powell to fill the seat vacated by Mr. Peter Tateishi.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

5. Ratification of Participation in the California Employment Development Department's Application to the U.S. Department of Labor, Office of Disability Employment Policy (ODEP), for the Retaining Employment and Talent After Injury/Illness Network (RETAIN) Demonstration Project Funding, and Authorize the Executive Director to Execute Funding Agreement and any Modifications or Documents Required by the Funding Source

Mr. Nottoli asked if SETA was partnering with San Diego and Ms. O'Camb replied that the State EDD chose two workforce development areas. San Diego and Sacramento were asked to participate and both workforce development areas have participated in these initiatives. There is a boot camp training that the state is paying for; no out-of-travel expenses.

Moved/Nottoli, second/Kennedy, to ratify SETA's participation in Phase 1 of EDD's California RETAIN Demonstration Project, as well as the acceptance of the accompanying funding in the amount of \$150,000, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

6. Approval of Compensation Package for Executive Director

No questions or comments.

Moved/Schenirer, second/Kennedy, to adopt a Resolution tying the Executive Director's compensation package to the Federal Executive Level II Cap, but retaining the requirement that the Executive Director shall continue to contribute the appropriate employee contribution to the pension plan (currently 5.55%, but subject to annual actuarial adjustment).

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Retroactive Approval to Fund Community Link with Community Services Block Grant (CSBG) Funds and CSBG Discretionary Funds

No questions or comments.

Moved/Schenirer, second/Kennedy, to retroactively approve the use of \$30,000 of CSBG Discretionary funds and \$7,650 in CSBG funds to support Community Link operations of the 211 Human Services Information System Database.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

One Stop Services

2. Approval of Application for Subsequent Local Area Designation and Local Board Recertification, PY 2019-2021

No questions or comments.

Moved/Scherman, second/Nottoli, to approve the submission of an application for subsequent local workforce development area designation and Local Board recertification to the California Workforce Development Board.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES

Mr. Thatch stated that the Board could take action on items 2-6 as a block but item 1 must be acted upon separately.

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Budget Modification for Head Start/Early Head Start Fiscal Year 2018-2019

Mr. Carr opened a public hearing; no questions or comments.

Moved/Schenirer, second/Scherman, to close the public hearing and approve a Head Start/Early Head Start modification in the amount of **\$819,516**.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

2. Approval of Annual Self-Assessment for 2018-2019 and Resulting Program Improvement Plan SETA-Operated Program
3. Approval of Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Refunding Applications
4. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2019-2020
5. Approval of the 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Program Options and Center Locations for Sacramento County
6. Approval of 2019-2020 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee offered to answer questions.

Moved/Nottoli, second/Kennedy, to approve items 2-6 as follows:

2. Approve Program Year 2018-2019 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership/Expansion program.
3. Approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care /Partnership/Expansion Refunding Applications.
4. Approve the Program Year 2019-2020 Head Start, Early Head Start, and Early Head Start Child Care Partnership/Expansion Budgets for Basic, Cost of Living Adjustment (COLA), and Training and Technical Assistance funds.
5. Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership/ Expansion countywide program options and center locations for the 2019-2020 program year.
6. Approve the Program Year 2019-2020 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership/Expansion Training/Technical Plans as aligned with established five-year goals and objectives.

Roll call vote:

Aye: 5 (Carr, Kennedy, Nottoli, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Ms. Kossick thanked Ms. Lee and all Head Start staff as well as fiscal staff for their work on the Head Start documents.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Head Start Reports: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked the board for attending today's special meeting and reminded them that the next meeting will be June 6. Ms. Kossick also recognized Ms. Nancy Hogan and thanked her for her hard work on the many agendas that have been prepared.
- C. Deputy Directors: No additional report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Nottoli thanked Ms. Lee for the list of garden field trips for the Head Start programs.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 10:29 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:

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 August 1, 2018 to February 28, 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: Mr. Jim Walters **DATE:** June 28, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$5,328,488	8/1/18-7/31/19	8/1/18-3/31/19
Head Start	T & TA	\$23,400	8/1/18-7/31/19	8/1/18-3/31/19
Early HS	Basic & COLA	\$1,759,343	8/1/18-7/31/19	8/1/18-3/31/19
Early HS	T & TA	\$30,912	8/1/18-7/31/19	8/1/18-3/31/19
Duration		\$191,287	3/1/19-7/31/19	3/1/19-3/31/19

Monitoring Purpose: Initial Follow Up Special Final X
Date of Review: 5/13-5/15/19

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2018 to March 31, 2019 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) An expense of \$19.43 was incurred in HS grant 2017/2018 but reimbursed from HS grant 2018/2019. When the error was brought to the attention of the sub-grantee, the \$19.43 was refunded to SETA from another source by a budget transfer. According to 2CFR section §200.309 – Period of Performance, “A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance (except as described in §200.461 Publication and printing costs) and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity.”

Recommendations for Corrective Action:

- 1) We recommend the sub-grantee carefully review expenses to ensure they are charged to the proper program year.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

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 June 25, 2019 Policy Council meeting.

GOOD!!!
Thank you, Ms. Allison Noren, for providing information on the eligibility lists.
Thank you, Mr. Victor Han, for reviewing the fiscal report.
Thank you Mr. Robert Silva, for shared community resources.
Thank you, Dr. Carolyn Rich Curtis, for your exceptional presentation on Trauma Informed care.
Thank you, Ms. Julie Davis-Jaffe and Ms. Pam Moore (Workforce Development manager and supervisor) for your extensive presentation on the Community Action Board.
NEEDS IMPROVEMENT
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.
REMINDERS
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.

ITEM V - Committee Report (continued)
Page 2

▶ Social/Hospitality Committee

▶ Sacramento Medi-Cal Dental Advisory Committee

▶ Community Action Board Report

ITEM VI

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.

- B. 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.

- C. 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)



SETA Head Start Food Service Operations Monthly Report *June 2019

June 6th- Last Day Calendar B Traditional Classes - Auberry Park will not reopen in the fall.

June 7th- Minimum Day Preschool and EHS Full Day Classes

June 10th- New Regular Cook/Driver Anthony Cruz started.

June 11th- WCIC Classes last day for the summer

June 20th- Home Base delivered Supplies for their End of the Year Festivities

June 21st- Some Classes Closed for Teacher Training at Strizek and Freedom Park

June 24th- Hopkins Park Opens 1 Preschool Class
Galt Classroom 1234C reduced to 10 students and 1234D reduced to 9

June 25th- Hillsdale 1 AM class reduced to 10 children

June 28th- Some Classes Closed for Teacher Training at North Avenue and Norma Johnson

- Meetings & Trainings:**
- New Regular Cook/Driver Anthony Cruz attended SETA's New Employee Orientation on 06/10/19
 - Head Cook Celia Limones attended the Getting Started with Excel Class on 06/20/19 and SETA's AB 1825 Mandatory Supervisor/Management Harassment Prevention Training on 6/25/19

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
32,930	22,720	23,210	620

Total Amount of Meals and Snacks Prepared 79,480

Purchases:

Food	\$75,206.17
Non - Food	\$13,481.20

Building Maintenance and Repair: \$118.75

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$5,861.24

Vehicle Maintenance and Repair : \$325.96

Vehicle Gas / Fuel: \$1,445.23
 Normal Delivery Days 20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 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
SETA operated	1836	255	14%	439	147	33%
Twin Rivers USD	180	28	16%	16	1	6%
Elk Grove USD	440	61	14%			
Sac City USD	1139	144	13%	152	20	13%
San Juan USD	668	120	18%	160	22	14%
WCIC	100	10	10%			
EHS CCP				120	15	13%
COUNTY TOTAL	4363	618	14%	887	205	23%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/28/19	(b) % Actual to Funded
Elk Grove USD	440 (160)	(160)	100
Sacramento City USD	1,139	1,068	94
SETA	1,836	1,949	106
San Juan USD	668	663	99
Twin Rivers USD	180	180	100
WCIC/Playmate	100	100	100
Total	4,363	4,120	94

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/28/19	(b) % Actual to Funded
Sacramento City USD	152	88	58
SETA	439	466	106
San Juan USD	160	178	111
TRUSD	16	16	100
Total	767	748	98

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 6/28/19	(b) % Actual to Funded
SETA	40	43	108
Sacramento City USD	40	31	78
Total	80	74	93

- (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.

Sacramento City USD

Challenge(s):

- 2 classes capped due to a majority of 3 year olds enrolled, leaving up to 10 vacant slots at any given time due to capping
- Other reasons such as no wait list for some centers and enrollments in process
- 62 vacancies not replaced at centers that will be closing due to reduction in slots after this year

Action Step(s):

- ACF is aware of the challenges of capped classes which are out of the control of the program

San Juan USD

Challenge(s):

- Families declined to enroll so close to the end of the year

Action Step(s):

- Will continue to recruit and enroll up until the last day of the year

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Elk Grove USD	91	89	88	86	84	86	84	87	88	89	86	
Sacramento City USD	73	90	88	85	85	86	84	84	86	85	81	
SETA	78	87	85	83	83	81	80	83	83	85	76	
San Juan USD	N/A	76	88	90	89	88	92	88	83	75	TBD	
Twin Rivers USD	93	90	88	78	86	89	86	89	90	87	78	
WCIC/ Playmate	N/A	68	83	87	92	89	74	75	88	100	85	
TOTAL	84	83	87	85	87	87	83	84	86	87	81	

Early Head Start

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	82	92	91	76	88	89	89	82	67	77	81	
SETA	80	86	87	82	83	81	81	85	85	81	83	
San Juan USD	83	84	89	87	90	88	90	86	87	75	TBD	
Twin Rivers USD	91	88	88	88	86	91	89	81	87	90	78	
TOTAL	84	88	89	83	87	87	87	84	82	81	81	

**SETA - County Monthly Average Daily Attendance (ADA)
Program Year 2018-2019**

EHS-CC Partnership/Expansion

Agency	August ADA %	Sept ADA %	October ADA %	Nov ADA %	Dec ADA %	January ADA %	February ADA %	March ADA %	April ADA %	May ADA %	June ADA %	July ADA %
Sacramento City USD	74	80	78	64	72	72	77	79	71	84	61	
SETA	84	82	84	77	77	77	74	82	79	86	81	
TOTAL	79	81	81	71	75	75	76	81	75	95	71	

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):

SETA Operated Program:

- Classrooms with attendance below 85% for any month are required to submit a Classroom Attendance Improvement Plan.

hello SUMMER!

Monthly Program Information Report
June, 2019

Update on California's Budget Affecting Services to Children Zero to Five

On June 27th, Governor Newsom signed the 2019-2020 budget that provides significant increases and investments for early learning initiatives. Highlights from the early education budgets:

Highlights from the early education budget:



Access to child care and preschool

- Subsidized child care slots: **\$130.5 million**
- Full-year childcare for families beginning CalWORKS: **\$60.6 million**
- Preschool slots: **\$31 million**
- Emergency child care for foster children: **\$10 million**

Facilities and providers

- Full-day kindergarten and TK classrooms: **\$300 million**
- Child care facilities: **\$245 million**
- Child care facilities on California State University campuses: **\$239 million**
- Provider training and coursework: **\$195 million**

Data and planning

- Data collection and organizing: **\$20 million**
- Master Plan for Early Education: **\$5 million**

Other services

- Developmental and trauma screenings: **\$155 million**
- Child savings accounts: **\$50 million**
- 8-week paid family leave: uses reserves



**New SETA Operated Centers
Opening this Summer**

SETA is pleased to announce the opening of eight (8) new early learning centers in collaboration with Sacramento City USD. New schools opening include:

- **American Legion** (opening in August)
- **Bret Harte** (opening on July 8th)
- **Capital City** (opening on July 8th)
- **CP Huntington** (opening on July 8th)
- **Freeport** (opening in August)
- **Franklin** (opening in August)
- **Hiram Johnson** (opening on July 8th)
- **Hopkins Park** (reopening on June 17th)

For enrollment information, visit SETA Head Start's website at headstart.seta.net or call 916.263.3804.

Now Enrolling – Early Head Start

SETA is opening five new full-day, year-round infant/toddler locations, starting in August 2019. Location and enrollment information can be found at:

Bret Harte

2761 9th Avenue
Sacramento, CA 95818
916.395.5195 Ext 1
Ask for Shondell

Freedom Park

6015 Watt Avenue, Suite #5
Sacramento, CA 95660
916.563.5024
Ask for Conrada

CP Huntington

5917 26th Street
Sacramento, CA 95822
916.433.2795
Ask for Patricia

Galt

615 2nd Street
Galt, CA 95632
209.745.6458
Ask for Ana

Hillsdale

5665 Hillsdale Avenue,
Building 4
Sacramento, CA 95842
916.563.5361
Ask for Cartearra

You May Have Seen Us in the Community / Recruitment Events April - August

It has been a busy four months for the recruitment staff and Parent Ambassadors Committee (PAC/PC members recruiting in partnership with staff) who have participated in various community events from April through August. The purpose of attending events is community outreach, strengthening community partnerships, marketing the Head Start/Early Head Start program and spreading the word that SETA is open for summer/fall enrollment. Events included:

- | | |
|-------------------------|---|
| April 11 th | Kids Day at the Capitol / West lawn of State Capitol |
| April 14 th | Rio Linda Rummage Sale and Car Show / The Key Shop |
| April 18 th | Oak Park Block Party / Esther's Park |
| April 20 th | Spring Fling Community Egg Hunt / Freedom Park |
| April 26 th | Sutter Spring into Health Fair / Fruitridge Community Collaborative Auditorium |
| April 27 th | Kids Day at the Park / Hagan Park |
| April 30 th | Dia de Los Ninos / North Lawn of the State Capitol |
| May 25 th | International Kids Festival / William Land Park |
| June 1 st | Sacramento Black Book Fair / The Brickhouse Art Gallery |
| June 1 st | Community Carnival / South Natomas Community Park |
| June 8 th | World Refugee Day Celebration / Soccer Tournament |
| June 20 th | Summer Kick-off Resource Fair / The Theater Pavilion |
| June 27 th | Department of Human Assistance Annual Community Resource Fair |
| June 28 th | Sacramento Summer Night Lights / Valley Hi Community Center |
| July 26 th | Sacramento Summer Night Lights / Valley Hi Community Center |
| August 2 nd | ESL Fall Orientation and Family Fair / Sacramento Food Bank and Family Services |
| August 23 rd | Sacramento Summer Night Lights / Valley Hi Community Center |



A Community Thank You – Coming Together in a Time of Need

While the ever popular quote “*It Takes a Village*” is used to showcase the deep commitment of many to make things happen, it has never rung so true as it has in the past three months here in Sacramento County.

Deputy Director, Denise Lee, would like to graciously thank the many people and organizations it took to ensure the transition of SCUSD-SETA Head Start/Early Head Start services continued to children and families. As a result, families were able to continue full day, year-round services uninterrupted while they go to work and/or attend school daily.

A big thank you to:

SETA Governing Board, Policy Council and Parent Advisory Committee – for their unwavering support and commitment to children and families; for their planning, feedback and participation in this significant change in programming.

SETA Executive Director - for her patience, understanding, calm demeanor and unwavering support, each and every day, and for making my job easier and more enjoyable.

Sacramento City USD ECE Leadership Team – for their precise planning, open communication and patience during the transition. Each championed through the tough times with character and professionalism.

SETA Managers/Education/Family Engagement/Facilities/Food Services/IT/Fiscal Teams – for pulling it off in record time; for doing it with a smile and can-do attitude; and for always focusing on children, families and staff.

SETA Human Resources Team – for posting, interviewing, and hiring more than 80 new staff positions within the department in unprecedented timelines.

Administration for Children and Families (ACF) – for their unwavering support, guidance and commitment working with the grantee during the transition and each day thereafter.

California Community Care Licensing (CCL) – for dedicating time, attention and staff resources to ensure updated licenses were in place and services were uninterrupted for children and families.

California Department of Education/Early Learning and Care Division – for ensuring relinquished funding was re-invested in the community and made available for programs to apply and continue services, despite the tight timelines.

Sacramento County Office of Education – for coordinating a convening of Local Education Agencies (LEAs) in short time-lines to learn of the potential funding opportunities and program models that leverage funding and expand comprehensive services for children and families.

SETA Delegate Agencies and EHS Partners – for their willingness to take on new enrollment slots, hire displaced staff and serve the community where need was most prevalent. Also, for transitioning families smoothly and effortlessly to reduce the risk of lost services in home-based or center-based programs.



Census 2020 – Every Child Counted (Presented by First 5)

What It Is

Since 1790, the United States has undertaken a count of population once every decade, as required by the U.S. Constitution. The 2020 Census aims to count total population and housing.

Why It Matters

1. It draws congressional and state legislative districts, school districts and voting precincts
2. Ensures Appropriate representation among states
3. Determines federal dollars distributed to states
4. Informs planning decisions of federal, tribal, state and local government
5. Informs organizational decisions (e.g., where to locate, size of market, etc.) of businesses and non-profits

What is at Stake for Kids?

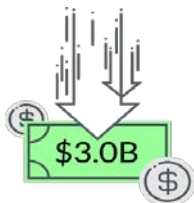
Allocation of funds from 55 large Federal Spending Programs, including:

- \$55.5B in Medi-Cal funding
- \$7.2B in SNAP
- 3.7B in TANF
- \$\$3.5B in Section 8
- \$2B in SCHIP
- \$1.3B in Special Education
- \$1.2B in Head Start
- \$303M in CCDBG

\$74.7

How Much Could We Lose?

- The California Department of Finance estimated that the **2010 census failed to count 1.5 million** state residents.
- For **every resident** not counted in the 2010 census, **California lost more than \$2,000** in federal funding.¹
- An undercount **could cost California more than \$3.0B** across all Federal programs, including those on slide #6



How Hard Is It to Count California?

- Of the 5 largest states in the nation, only **California did worse on the MPR** (mail-in participation rate) in 2010, than in 2000
- CA had the **highest estimated rate of 0-5 undercount of any state**, and LA County had the highest estimated rate of 0-5 undercount of any county.
- Research shows that children, homeless, lower income, lower education, English language learners, undocumented immigrations, and racial/ethnic minorities are least likely to be enumerated properly.

Since the 2020 census will be conducted mostly online, households with no internet access or poor internet access will likely also be undercounted.

The Issue: In 2010, 93% of children 0-5 were counted.

The Goal: In 2020, 100% of children 05- will be counted.

What is Different in 2020?

The Bureau plans to implement several “innovations” to the 2020 Census, which includes the following:

- Using geographic information systems, aerial imagery, administrative records, and third-party data to update the Master Address File, instead of sending Census Bureau employees to walk and physically check 11 million census blocks;
- Using the internet as the primary response option for the 2020 Census questionnaire, instead of primarily relying on paper responses;
- Expanding the use of administrative records and third-party data to develop targeted advertising, validate respondent addresses, and help guide in-person follow-up the Bureau conducts with individuals who do not initially submit on-line or paper questionnaires; and
- Reducing the number of staff involved in various field activities, and centralizing many census operational components.



Census 2020 – Every Child Counted (continuing)

2020 Opportunities

- \$90.3M allocated state funding to support the census + \$50M proposed for the upcoming budget
- Foundations are focusing and investing on ensuring a complete count
- Increased engagement within local jurisdictions

2020 Challenges

- First digital census – With an emphasis on online self-response
- Less federal funding and shift in priorities
- CA’s diverse population - hard to count and low responding
- Negative view of census

Federal Timelines



FEDERAL TIMELINE

PHASE 1	PHASE 2	PHASE 3	PHASE 4
EDUCATION	AWARENESS	MOTIVATION	REMINDER
JAN 2018 - MAR 2019	APR 2019 - FEB 2020	MAR 2020 - MAY 2020	JUN 2020 - JUL 2020
Focus on developing and preparing to execute field outreach plans with partners and communities	Focus on public education and consciousness raising about the census	Focus on ramping up the intensity of outreach and providing direct support to community residents	Focus on educating residents about the Census Bureau’s Nonresponse Followup Operation (NRFU) and providing targeted outreach to geographies with low response rates

ITEM VI-OTHER REPORTS (continued)
Page 2

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
-
-
-

- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.
-
-
-

- F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
-
-
-