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**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

*THOUGHT OF THE DAY: "Make a difference about something other than yourselves."*

*— Toni Morrison*

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

**DATE:** Tuesday, August 27, 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](http://www.seta.net).

**AGENDA**

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- B. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Hiring of Head Start Grantee Operated Program Staff Policy 11-15

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  - WEAVE Report (handout) – Ms. Henrietta Gutierrez
  - Head Start/Early Head Start Recruitment Events – Ms. Henrietta Gutierrez
    - ESL Fall Orientation & Family Fair Report
    - Summer Night Lights (August 23) 7:00 – 10:00 p.m.
    - Rio Linda County Fair (Saturday, September 21), 6730 Front Street, Rio Linda, 8:00 a.m. – 4:00 p.m.
    - Festival Latino (Sunday, September 22), 2143 Hurley Way, Suite 110, Sacramento, 11:00 a.m. – 5:00 p.m.
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- Sacramento Medi-Cal Dental Advisory Committee: Ms. Henrietta Gutierrez
- Community Action Board: Ms. Yamilka Estrella

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- A. Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
  - Karen Griffith - School Readiness, Special Education and Mental Health Services
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts
- E. Open Discussion and Comments
- F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: TUESDAY, AUGUST 20, 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
- \_\_\_\_\_ Kerynn Jetton, Early Head Start/Home Base (SOP)
- \_\_\_\_\_ 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 (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	X				
E. Barrios Seated 11/27	SOP	X	X	X	X	X	X	E	X	E	X				
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	X				
J. Galvin Seated 2/26	WCIC				X	X	U	X	E	X	X				
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X	X				
C. Hamm Seated 12/19	CAR		X	X	E	X	X	X	X	X	E				
K. Jetton Seated 7/23	EHS/ SOP										X				
M. Martinez Seated 3/26	WCIC					X	X	U	X	X	X				
C. Sanders Seated 11/27	SAC	X	X	X	X	X	X	X	X	E	E				
C. Taylor Seated 2/26	CR				X	X	X	X	X	X	X				
K. Xiong Seated 11/27	ELK	X	X	X	X	X	X	E	X	E	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 8/19/2019*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 23, 2019  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the July 23, 2019 regular meeting.

RECOMMENDATION:

That the Policy Council approve the July 23 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, July 23, 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:**

Adeola Adedipe, Elk Grove Unified School District  
Kao Yee Xiong, Elk Grove Unified School District  
Jovita Galvin, Women’s Civic Improvement Club  
Maria Martinez, Women’s Civic Improvement Club  
Yamilka Estrella, Twin Rivers Unified School District  
Evangelina Barrios, SETA-Operated Program  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative  
Kerynn Jetton, Early Head Start (SOP) (seated at 9:03 a.m.)

**Members Absent:**

Claudett Sanders, Sacramento City Unified School District (excused)  
Christie Hamm, Sacramento Public Library (excused)

**II. Consent Item**

**A. Approval of the Minutes of the June 25, 2019 Meeting**

The minutes were reviewed; no questions

Moved/Taylor, second/Martinez, to approve the June 25, 2019 minutes.

Roll call vote:

Aye: 7 (Adedipe, Barrios, Estrella, Galvin, Martinez, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Hamm and Sanders)

Ms. Kerynn Jetton arrived and was seated at 9:03 a.m. Ms. Jetton provided a brief overview of her family. She is an Early Head Start representative.

III. **Action Items**

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

The board went into closed session at 9:04 a.m.

Ms. Gutierrez called the meeting back to open session at 9:22 a.m. and reported that the Policy Council approved the following eligible lists: 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.

B. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of Revisions to the Salary Schedule for Associate Teacher/Infant Toddler (Incentive Pay)

Ms. Allison Noren reviewed this item and answered questions. The AT/IT is to be raised to AT, Tier 4 which is an increase in this position. Employees have left or turned down job offers due to the low pay. This was approved by the union and will go to the Governing Board on August 1.

Ms. Noren explained the reasoning behind Incentive Pay. No questions or comments.

Moved/Taylor, second/Estrella, to close the public hearing and approve the revised salary schedule for Associate Teacher/Infant Toddler (Incentive Pay).

Show of hands vote:

Aye: 8 (Adedipe, Barrios, Estrella, Galvin, Jetton, Martinez, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Hamm and Sanders)

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

Ms. Gutierrez will hold off on this item since it is so late in the program year.

Moved/Taylor, second/Estrella, to close the election of Parliamentarian for Program Year 2018-2019.

Show of hands vote:

Aye: 8 (Adedipe, Barrios, Estrella, Galvin, Jetton, Martinez, Taylor, Xiong)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Hamm and Sanders)

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

##### **A. 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: Mr. Han is in the process of closing out the fiscal year; the budget is close to being fully spent. Most of the delegates are above the 25% required non-federal share requirement. The credit card report was reviewed.
- Head Start/Early Head Start Recruitment Reports

Ms. Spring Burrell (PAC member) attended a Community Health Fair at the Urban League recruitment event. She provided a report on how much she enjoyed the event.

Mr. Robert Silva reported that a water safety event at the Firehouse Community Center will be held August 8; this is near the North Avenue Head Start center. This water safety event will provide strategies to avoid drowning as well as free life jackets. Children under the age of 13 are required to wear life jackets. SETA will host a Career Assistance Workshop on September 3. The Department of Corrections will be in attendance recruiting staff. Those employed in public safety are paid at a higher rate. Mr. Silva spoke of the Summer Night Lights event. This event is every Friday and brings the community together with services and food. These community events provide a place for people to gather and reduces crime rates in the area. Board members were encouraged to participate in these recruitment events.

- Community Resources – Parents/Staff: None.
- PC/PAC Parent Participation Survey: Ms. Desha stated that Ms. Lisa Carr and the Governance Unit has prepared a survey to increase parent participation. The survey will be sent to Family Services/Home Base, and former PC and PAC representatives. The survey was distributed to board members and board members were asked to complete the survey before leaving.

B. Governing Board Minutes – April 25, 2019: No questions.

C. Fiscal Monitoring Reports: No questions.

#### **V. Committee Reports**

- Executive Committee Meeting Critique: Ms. Gutierrez reviewed the critique.
- Personnel/Bylaws Committee: No report.
- Social/Hospitality Committee: Ms. Gutierrez reported on the July 10 and thanked Mr. Taylor for his attendance. Committee members worked on the End-of-Year Parent Appreciation event. The next meeting will be August 14.
- Sacramento Medi-Cal Dental Advisory Committee: No report.

- Community Action Board: Ms. Yamilka Estrella reported that the CAB approved a request for proposals was approved for Fiscal Year 2020.

## VI. Other Reports

- A. Executive Director's Report: No report.
- B. Chair's Report: Ms. Gutierrez asked board members interested in serving in HR screenings to sign up.
- C. Head Start Deputy Director's Report: Ms. Lee thanked staff for the smooth transition of the Sacramento City USD enrollment slots. She thanked the management team and the board for their vision and guidance on the tough decisions that needed to be made. There was a smooth transition of the 699 slots from Sacramento City to SETA. There were a lot of moving parts that worked together to make the transition successful. All families that wanted to continue services, were placed and served starting July 8<sup>th</sup>. Any family members needing Head Start services are urged to consider enrolling their children.

Ms. Adedipe stated that she felt that the board was blindsided a bit at the end of last month's meeting. She did not realize there would be such an impact in the community. She did not feel she received enough information. What is the direct risk factor for the children and were there teachers and staff that lost their jobs?

Ms. Lee replied that due to budgetary issues, the slots relinquished by Sacramento City USD were turned back to SETA voluntarily. All of the families that were enrolled at existing centers continued to be enrolled either through their current center, and alternate center in close proximity and/or in home-based. Families will not need to drive to San Juan USD service area to receive Head Start services for the enrollment slots that were re-distributed. While Sacramento City USD reduced their enrollment, they do remain a delegate agency and are still open to serve children/families. With historic under-enrollment in the service area, Sacramento City and SETA are confident there are ample enrollment slots to serve the community. With a reduction in services, the cost savings came from personnel reductions. SETA hosted a job fair in early May and hired a number of former Sacramento City USD employees. Twin Rivers USD, San Juan USD, and Yolo, Stanislaus, and San Joaquin counties also employed former Sacramento City USD employees.

Ms. Adedipe stated that the Sacramento City USD staff said they were not informed. Ms. Lee replied that school districts have their own processes for notifying employees of changes to employment, including reductions in workforce and/or changes in school/ department assignments. The grantee does not get involved in delegate/partner policies and procedures.

- D. Head Start Managers' Reports
  - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Gutierrez thanked Ms. Carr for her staffs' participation in the transition.

- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith stated that staff has been very busy getting the centers up and running. There were changes at the center level and curriculum and new teaching staff were trained. This is also the time of year to bring all staff in to do mandatory training in topics such as pest management, dealing with bloodborne pathogens, sexual harassments, etc. SETA staff will also be going out to the delegate agencies to do training.
  - Kaleb Call – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Mr. Call reported that a new Program Specialist for Safe Environments will be starting in August. He has a lot of big projects to be done in the year. He and his unit have also been very busy with the Sacramento City USD transition.
- E. Open Discussion and Comments: No comments.
- F. Public Participation: No comments.

**VII. Adjournment:** The meeting was adjourned at 10:07 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; Home Visitor; and Senior Personnel Analyst.

NOTES:

ITEM III- B - ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND PROCEDURES HIRING OF HEAD START GRANTEE OPERATED PROGRAM STAFF POLICY**

**BACKGROUND**

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes to Head Start Standards, the work environment, and the business needs of the Agency.

The Agency values the involvement of Head Start parents and the Policy Council in the recruitment process of hiring Head Start staff. In order to continue with this appreciated involvement and hire qualified candidates without delay, some aspects of the policy were modified.

The policy changes include:

**Hiring of Head Start Grantee Operated Program Staff (Section 5.03)**

- Added 642(c)(2)(D)(vi) of the Head Start Act verbiage regarding the Policy Council role in approving personnel policies and decisions regarding the employment of program staff
- Added Policy Council/Committees will be made aware of all CFS vacancies
- Added one Head Start parent will participate in screening of applications
- Changed the interview panel will consist of at least one parent from a minimum of 51% parents
- Added an Eligible List with the results of the examination process will be submitted to Policy Council for approval
- Added that a candidate cannot be offered a position until after such approval of the list is given

Both the redlined version and final version of the policy are attached. Staff will be available to answer questions. The SETA Governing Board will take action on September 5, 2019.

**RECOMMENDATION:**

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Hiring of Head Start Grantee Operated Program Staff Policy.

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

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

# Hiring of Head Start Grantee Operated Program Staff

## *Section 5.03*

A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between CFS Deputy Director and the Policy Council.

Head Start believes that parent involvement in the hiring processes of Head Start/Early Head Start positions is essential to the program shared decision making process. It also provides parents with valuable learning opportunities in the hiring and interviewing processes.

In accordance with 642(c)(2)(D)(vi) of the Head Start Act, *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.*

- A. The Policy Council/Committees shall be made aware of the vacancy by the CFS Deputy Director, or his/her designee, and members of the Policy Council/Committees shall be encouraged to refer qualified persons, including parents of Head Start children, to apply.
- B. Screening of the applications for a Head Start position will be the responsibility of an Application Screening Panel which shall be composed of at least one Head Start parent with remaining members selected by the Human Resources Department Chief or designee.
- C. Once the Screening Panel has identified qualified applicants and those applicants have successfully completed the required tests, the application shall be forwarded to an Interviewing Panel.
- D. The Interviewing Panel shall consist of at least one parent from the Policy Council or Parent Advisory Committee, to the best extent possible.
- E. The CFS Deputy Director or designee shall appoint the remaining members of the Interviewing Panel which may include, but not be limited to, community members of the Policy Council and other Agency staff.
- F. The Interviewing Panel will be no more than five (5) members, with the exception of an observer.
- G. When it is desirable to limit the number of candidates to be interviewed for a given class, the interviewing panel shall evaluate the comparative qualifications of the applicants, as determined by the application and test scores. The Interviewing Panel may then interview only those it deems most qualified, provided that all current and former Early Head Start and Head Start parents who meet the minimum qualifications shall be interviewed.
- H. In interviewing candidates, the Interviewing Panel shall evaluate experience, training and education, and other factors related to the knowledge and ability required to perform the work of the position or class.
- I. The results of the examination process shall be tallied by the panel and the candidates

ranking, in the form of an Eligible List, will be submitted to the Policy Council for approval.

- J. Only after the Eligible List has been approved by the Head Start Policy Council may a candidate be officially offered a position, employed and report for work.
- K. No Head Start funds may be obligated for payment of salary to any regular employee not previously approved by the Head Start Policy Council and cleared fingerprinting, physical exam, TB screen and appropriate adult immunizations.
- L. Candidates not selected for a position shall be given written notice.

# Hiring of Head Start Grantee Operated Program Staff

## Section 5.03

A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between ~~the Head Start~~CFS Deputy Director and the Policy Council.

Head Start believes that parent involvement in the hiring processes of Head Start/Early Head Start positions is essential to the program shared decision making process. It also provides parents with valuable learning opportunities in the hiring and interviewing processes.

In accordance with 642(c)(2)(D)(vi) of the Head Start Act, 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.

- A. The Policy Council/Committees shall be made aware of the vacancy by the CFS —Deputy Director, or his/her designee, and members of the Policy Council/Committees shall be —encouraged to refer qualified persons, including parents of Head Start children, to apply.
- B. Screening of the applications for a Head Start position will be the responsibility of an Application Screening Panel which shall be composed of at least one Head Start parent with remaining members selected by the Human Resources Department Chief or designee. ———
- C. Once the Screening Panel has identified qualified applicants and those applicants have successfully completed the required tests, the application shall be forwarded to an Interviewing Panel.
- D. The Interviewing Panel shall consist of at least one parent from the Policy Council or Parent Advisory Committee, to the best extent possible~~a minimum of 51% parents.~~
- E. The ~~Head Start~~CFS Deputy Director or designee shall appoint the remaining members of the ~~I~~nterviewing ~~P~~panel which may include, but not be limited to, community members of the Policy Council and other Agency staff.
- F. The Interviewing Panel will be no more than five (5) members, with the exception of an observer.
- G. When it is desirable to limit the number of candidates to be interviewed for a given class, the interviewing panel shall evaluate the comparative qualifications of the applicants, as determined by the application and test scores. The Interviewing Panel may then interview only those it deems most qualified, provided that all current and former Early Head Start and Head Start parents who meet the minimum qualifications shall be interviewed.
- H. In interviewing candidates, the Interviewing Panel shall evaluate experience, training and education, and other factors related to the knowledge and ability required to perform the work of the position or class.

- I. The results of the examination process shall be tallied by the panel and the candidates scores ranking, in the form of an Eligible List, will be submitted to the Policy Council for approval.
- J. Only after the candidate-Eligible List has been approved ~~for employment~~ by the Head Start Policy Council may ~~the a~~ candidate be officially offered a position, employed and report for work.
- K. No Head Start funds may be obligated for payment of salary to any regular employee not previously approved by the Head Start Policy Council and cleared fingerprinting, physical exam, TB screen and appropriate adult immunizations.
- L. Candidates not selected for a position shall be given written notice.

## ITEM IV-A- INFORMATION

### STANDING INFORMATION

#### BACKGROUND:

- A. 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
  - Preschool Development Grant – Early Learning & Care Parent Committee Report – Ms. Henrietta Gutierrez
  - WEAVE Report (handout) – Ms. Henrietta Gutierrez
  - Head Start/Early Head Start Recruitment Reports – Ms. Henrietta Gutierrez
    - ESL Fall Orientation & Family Fair Report
    - Summer Night Lights (August 23) 7:00 – 10:00 p.m.
    - Rio Linda County Fair (Saturday, September 21), 6730 Front Street, Rio Linda, 8:00 a.m. – 4:00 p.m.
    - Festival Latino (Sunday, September 22), 2143 Hurley Way, Suite 110, Sacramento, 11:00 a.m. – 5:00 p.m.
  - Community Resources – Parents/Staff: Mr. Robert Silva

#### **NOTES:**

## PC/PAC Calendar of Events

<u>EVENT</u>	<u>DATE</u>
PC/PAC Personnel/Bylaws Committee	Wednesday, August 28, 2019 9:00 – 10:00 a.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, August 28, 2019 10:00 a.m. – 11:30 a.m. Camellia Room
PC Executive Committee	Thursday, August 29, 2019 9:00 a.m. – 10:30 a.m. Camellia Room
PC/PAC Joint Executive Committee	Thursday, August 29, 2019 10:30 a.m. Camellia Room
PC/PAC Personnel/Bylaws Committee	Thursday, September 5, 2019 9:00 – 10:00 a.m. Camellia Room
PC/PAC Budget/Planning Committee	Tuesday, September 10, 2019 1:00 p.m. Camellia Room
PC/PAC Social/Hospitality Committee	Wednesday, September 11, 2019 9:00 a.m. – 10:00 a.m. Olympus Room
PC/PAC Joint Meeting and End-of-Year Parent Appreciation Theme: “Lead from Where You Are” Keynote speaker: Mr. Victor Bonanno	Tuesday, October 15, 2019 9:00 a.m. Board Room Lunch will be served in the Atrium.

**NOTE:**

- **Parent Ambassador Committee** meeting has been canceled in August.



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RC Page 18 Aug 27 2019

Free

# Learn Hmong With Me

0-5 yrs

Hmoob  
Dawb  
Moob  
Leeg

## Upcoming ...

### August: Back to School

- ★ August 10, 10am - 12pm at Colonial Heights Library
- ★ August 24, 10am - 12pm at Southgate Library

### September: Animals

- ★ September 14 10am - 12pm at Elk Grove Library
- ★ September 28, Field Trip

### October: Seasons

- ★ October 12, 10am - 12pm at Elk Grove Library
- ★ October 26, 10am-12pm at Southgate Library

### November: Hmong New Year

- ★ November 9, 10am - 12pm at Colonial Heights Library
- ★ November 30, Field Trip

### December

- ★ December 14, 10am - 12pm at Colonial Heights Library

### January: Colors

- ★ January 11, 10am - 12pm at Colonial Heights Library
- ★ January 25, 10am-12pm at Southgate Library

**Children must be accompanied by a responsible adult.  
Parent participation is strongly encouraged!**

[lhwmplaygroup@gmail.com](mailto:lhwmplaygroup@gmail.com)

[www.facebook.com/lhwm.playgroup.3](http://www.facebook.com/lhwm.playgroup.3)

ITEM IV-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the June 6, 2019 Governing Board minutes.

Staff will be available to answer questions.

NOTES:

**REGULAR 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, June 6, 2019  
10:00 a.m.

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

Mr. Carr called the meeting to order at 10:04 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  
Don Nottoli, Vice Chair; Member, Board of Supervisors

Members Absent:

Sophia Scherman, Public Representative  
Patrick Kennedy, Member, Board of Supervisors

**II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Adjourn to closed session at 10:05 a.m. The board went back into open session at 10:11 a.m. and Mr. Thatch stated that there was no report out of closed session.

**III. Consent Items**

- A. Minutes of the April 25, 2019 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Grant Authority to the Fiscal Chief to Authorize the Posting of Journal Vouchers Entries Posted Directly to the Agency Fund Balance
- D. Approval of Reimbursement Policy and Procedure for Low-Income Community Action Board (CAB) Members
- E. Approval to Extend Janitorial Services Agreements and Authorize the Executive Director to Sign Each Agreement

The consent items were reviewed; no questions or comments.

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

- A. Approve the April 25, 2019 minutes.
- B. Approve the claims and warrants for the period 4/18/19 through 5/28/19.
- C. Adopt a Resolution granting SETA's Fiscal Department Chief authority to authorize the posting of journal voucher entries that directly affect the Fund Balance commencing with the 2017-2018 Fiscal Year.
- D. Approve the CAB Reimbursement Policy and Procedure.
- E. Approve the extension of the agreements ending on June 30, 2019 with Custom Hi Tech Maintenance, MCH Janitorial Services, and New Generation Building Services for janitorial services for one additional year and authorize the Executive Director to sign each agreement.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

#### **IV. Action Items**

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

1. Approval of Salary Range Increase to All Represented Units

There were no questions.

Moved/Schenirer, second/Nottoli, to approve the salary range increase of one percent (1%) effective August 1, 2019.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

2. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2019-2020

Ms. Saurbourne reviewed some modifications to the budget. There is an approximate 10% decrease in the WIOA funding. Mr. Nottoli asked for clarification of the reduction and Ms. Saurbourne stated that she rounded up; the actual reduction in WIOA funding is 9.4%.

Moved/Nottoli, second/Schenirer, to approve the recommended budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 1, 2019 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.



Roll call vote:  
Aye: 3 (Carr, Nottoli, Schenirer)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Kennedy, Scherman)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Vehicle and Driving Policy

Mr. Carr opened a public hearing; there were no comments.

Moved/Schenirer, second/Nottoli to close the public hearing and approve the updated Vehicle and Driving Policy.

Roll call vote:  
Aye: 3 (Carr, Nottoli, Schenirer)  
Nay: 0  
Abstentions: 0  
Absent: 2 (Kennedy, Scherman)

Mr. Nottoli asked if there was a timeframe for staff to correct any driving violations. Ms. Noren replied that it depends on the situation and what the violation was; staff would have to find out why they did not pass the check and then decide if we can accommodate them. There is not an established timeframe. SETA uses the Philadelphia Standards to determine if an employee passes/fails. The person could also have multiple tickets as well as a DUI. It is a risk management approach.

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

### Community Services Block Grant

1. Approval of 2020-2021 Community Services Block Grant Community Action Plan

Ms. Julie Davis-Jaffe reviewed this item. The CAB requested a statement to be included in the plan with the intent for how services be provided. Ms. Davis-Jaffe read the statement provided by the CAB: "SETA's Community Action Board emphasizes that recognition of historical, systemic issues and barriers (such as racial, gender, and other class-based divisions) require attention to address matters of inequity and successful social empowerment. Such a focus is critical to long-standing stabilization and change for all families, a goal which is central to community action. Recognition of these systemic issues and barriers, and defined agency responses to address them, will be incorporated into future programs receiving CSBG funding to serve Sacramento County."

Moved/Schenirer, second/Nottoli, to approve the 2020-2021 Community Services Block Grant Community Action Plan.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

### One Stop Services

2. Agree with the Sacramento Works, Inc. Workforce Development Board to Approve the Funding Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2019-2020

Ms. Terri Carpenter reviewed the funding recommendations brought forward from the Sacramento Works Board. These funding recommendations include the reduction of \$468,856 in funding. Due to the funding cuts, staff is recommending funding Out-of-School programs only.

### Speaker before the board:

Ken McCulloch, City of Sacramento Youth Program: Mr. McCulloch asked that the funding recommendations be modified to fund the City of Sacramento youth program. This program helps to remove systemic barriers to employment. The loss of the program will have long-term negative outcomes on the community.

Mr. Schenirer stated that he has an issue with the funding recommendations; the services provided for in-school youth help them from becoming out-of-school youth. Ms. Carpenter provided information on the in-school youth programs from last year. Mr. Schenirer stated that the in-school youth are all at-risk; it is a matter of prevention vs. intervention. He also had issue with the scores and ranking of the service providers. The in school-youth providers, Sacramento Chinese and the City of Sacramento, were ranked #1 but not recommended for funding.

Ms. Kossick asked Mr. Kim to distribute five different funding options. Mr. Kim reviewed the options.

**Option A:** It is the recommended funding option.

**Option B:** Restore the in-school component at the current funding levels and ensure that out-of-school youth programs in North Sacramento and Del Paso Heights are maintained. This would eliminate funding for North State Building Industry Foundation and Asian Resources.

**Option C:** Restore in-school youth component near current funding by eliminating two out-of-school youth providers (Urban League and North State Building Industry Foundation).

**Option D:** Maintain the in-school youth component currently at 15% by reducing out-of-school youth for the bottom two providers (Urban League & North State Building Industry Foundation) and four slots from Asian Resources.

**Option E:** Increase the in-school youth component to 21% and eliminate funding for the bottom three out-of-school youth providers.

If there is not agreement, it would go back to the Sacramento Works Board with a recommendation from the Governing Board. Mr. Thatch stated that the process with the Workforce Development Board (WDB) is to send this item back to them, explain why the Governing Board disagrees with the WDB's recommendation, and provide what the Governing Board's preferred course would be. If the WDB agrees with the Governing Board's alternate recommendation, the item will be approved. If not, there will be a committee appointed, comprised of members of both boards, to attempt to come up with a resolution.

Councilmember Schenirer stated that there are some great programs involved. He thinks that funding for the in-school program does not have to be at the same level but he does not want to lose the structure of the in-school youth. He asked if there were an opportunity to bring the organizations together to work it out. Councilmember Schenirer stated that the City of Sacramento has invested millions of dollars in youth programs; he wants to keep the structure we have.

#### **Speakers before the board:**

Stephanie Nguyen, Asian Resources: The in-school youth program is difficult to lose. The likelihood of them meeting expectations is difficult; it takes a lot of resources to work with this group. They would be happy to work with the City of Sacramento. Ms. Nguyen recommends program reviews at mid-year and if programs do not meet their goals, then take the funds and give to the in-school programs.

Tasha Johnson, Sacramento Urban League: The Greater Sacramento Urban League has done a great job serving the neighborhood that is filled with poverty. They house many resources in their building. Building trust in the neighborhood is important so in their neighborhood the kids are able to come in to talk to the staff.

Clare Vanderpool, North State Building Industry Foundation: They are a small non-profit. Out-of-school youth is their biggest program. It would be very difficult for them to look at more funding cuts.

Mr. Kim stated that the biggest challenge is getting youth enrolled in the pipeline; if they are not enrolled, they do not get the services.

Mr. Nottoli asked if everyone previously met their contracted goal and Ms. Carpenter replied that one provider, Sacramento Chinese Community Center, did



not meet their goal. They approached staff to ask for a funding reduction. Mr. Nottoli stated that in the future, it is important from a geographical standpoint that SETA reach the county's large and very diverse community. He does not want to lose dollars due to a delay at today's meeting; by not having concurrence, there will be a delay.

Mr. Carr asked the rationale of not funding in-school youth programs ranked 1 and 2? Mr. Kim replied that it is a policy question; the WIOA has a priority requirement to serve out-of-school youth; the recommendation to fund out-of-school youth is a greater priority. One thing the Youth Committee experienced is that there is a tendency for in-school youth providers not to serve a larger number of youth with higher barriers.

This item was tabled until the caucus comes back with a proposed funding recommendation.

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

1. Ratification of the Submission of the Application for Relinquished Funds for Fiscal Year 2019-20 to the California Department of Education

Ms. Kossick stated that this item relates specifically for funding for the Sacramento City Unified School District reductions. There were no questions.

Moved/Schenirer, second/Carr, to ratify the submission of the application for relinquished funds for fiscal year 2019-2020 to the California Department of Education with a maximum reimbursement amount of \$1,341,330.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

2. Approval of the Submission of the Head Start/Early Head Start One-Time Emergency Program Improvement Supplemental Application for Fiscal Year 2018-2019

Ms. Kossick stated that the money would be utilized in this current grant year which ends July 31. Head Start Manager, Mr. Kaleb Call, stated that shade canopies, rubber tiles and a drinking fountain would be purchased with the funds. Mr. Call stated that the class center currently has an older age group and younger children will be at the new center. The rubber tiles will be replacing wood chips. Twin Rivers will be installing these canopies with their own contractors.

Moved/Nottoli, second/Schenirer, to approve the submission of the Head Start/Early Head Start One-time Emergency Program Improvement Supplemental application for Fiscal Year 2018-2019.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

**V. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Nottoli asked about Regional Transit dislocations; Mr. Walker replied that there will be four people dislocated, mostly clerical staff. Mr. Nottoli asked if any dislocated people from Aerojet were able to stay in the area? Mr. Walker replied that many of the dislocated employees are highly desired by local companies, especially the State.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: No questions.

**VI. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded that board that there will be no Governing Board meeting in July.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: None.

Ms. Carpenter reported out of the caucus and stated that the service providers felt that it was the Governing Board's decision to make the funding recommendations for the youth program funding.

- 4. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act, Title 1 Adult and Dislocated Worker Programs, PY 2019-2020

**Speakers before the board:**

Erika Trujillo, Crossroads: Expressed concern regarding the recommendation to defund the Citrus Heights job center. She urged some sort of funding for this job center; there would be significant issues if they lose their funding. They are looking to partner with others. Mr. Kim stated that staff met with Crossroads to talk about the transition to ensure customers do not fall between the cracks.

Katherine Cooley, Citrus Heights City Manager: Ms. Cooley asked that the board reconsider the funding of the Citrus Heights job center. They consider it a key referral for the most vulnerable residents. They have not yet had a chance to talk with the Citrus Heights City Council on this issue.

Mr. Nottoli wants to ensure some kind of services will be available to the community. Mr. Kim stated that staff is making sure they will continue to be connected to scholarships. Every year there are some centers that obligate/spend at a greater clip. They will be connected to scholarships at other existing centers and if there are additional/extra scholarships, those scholarships can then be accessed.

Moved/Nottoli, second/Carr, to approve funding extension recommendations for the WIOA Title I, Adult/Dislocated Worker Programs as listed on the chart presented in the agenda packet, and approve the stipulation that all Job Center contracts will include the requirement that a minimum of 30 percent of the funds be expended on training services. In addition, the board recognizes the significance of partnerships and asked that providers find out a way to serve the customers.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

2. Agree with the Sacramento Works, Inc. Workforce Development Board to Approve the Funding Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2019-2020 (continued)

Mr. Schenirer thanked the programs willing to consider funding cuts.

Mr. Schenirer suggested cutting all currently recommended funded service providers by 10% and split the funds between Sacramento Chinese Community Service Center and the City of Sacramento. In addition, look at the numbers to see if they are meeting contracted goals. Mr. Schenirer stated three items important to the Governing Board:

1. As a policy matter, the SETA Governing Board agrees that in-school and out-of-school youth services are equally important.
2. Do justice to the ranking and scoring of proposals.
3. Continuity of the in-school youth program so it will continue albeit smaller. He will work to ensure more money will come from the City of Sacramento.

Lisa Welze, International Rescue Committee: there is a critical mass needed to run the program. Ms. Welze is concerned that a blanket cut will affect their program. They are working on a very lean budget; a blanket cut could be a negative experience to providers.

Paul Castro, California Human Development: They operate a youth program in in the Delta area; they already have reduced funding and having another cut will make it difficult to provide services.

Renee John, Folsom Cordova Community Partnership: They see the funding amount to be sufficient but it is really difficult to serve participants with less funding. It is already a scantily funded program. In this particular proposal, the Youth Committee asked that providers be innovative and work together. There becomes a point when program integrity is compromised.

Jennifer Barrett, Elk Grove Unified School District: Ms. Barrett stated that they have the lowest cost per participant. An additional 10% cut is going to negatively impact their program.

Tasha Johnson, Greater Sacramento Urban League: Ms. Johnson stated that they are open to having their slots reduced and want their youth to get access to out-of-school youth programs through different avenues. They support being funded at a lower rate.

Stephanie Nguyen, Asian Resources: They want to be a good community partner and work with the Youth Committee members if there is additional funding through the City of Sacramento.

Clare Vanderpool, North State Building Industry Foundation: They would be willing to take a 10% cut; they are now the only provider that is dual located and the only youth provider at Hillsdale.

Kim Speers, Crossroad Diversified Services, Inc.: Ms. Speers stated that it is a disservice to the youth as far as program integrity with low or decreased funding. They proposed an innovative way to serve youth in their proposal. Proposing at the six-month benchmark is much different from having the funding begin July 1.

Mr. Carr stated that he is not enamored with the cuts across the board. His recommendation is to adhere to the funding recommendation by eliminating in school funding and fund all proposers ranked 1 and 2 across the board.

Mr. Nottoli stated that across-the-board cuts are very difficult. It is recommended keeping some funding for in-school youth but it has to come from out-of-school youth; 10% is too big of a shave. He suggests a 7-8% cut across the board which allows for some in-school programs to receive funding.

Mr. Schenirer asked the programs to be innovative, efficient, and make new collaborations.

Rick Larkey, North State Building Industry Foundation: Mr. Larkey recommended that the organizations be allowed to spend their money on staff in lieu of work experience. Ms. Kossick stated that there is a requirement that at least 20% funds be on Work Experience (WEX).

Moved/Nottoli, second/Schenirer to agree with the Sacramento Works, Inc. Workforce Development Board and approve the staff funding recommendation for the WIOA Title I, Youth Program, PY 2019-2020 recommendations with a 7% across-the-board funding cut. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

Vote on the motion:

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

Mr. Carr stated that although he voted for the motion, he does not support this program cut because many of the organizations work on a shoestring. There is a ranking process in place and it should be adhered to.

3. Approval of the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc. Resource Allocation Plan for 2019-2020

Mr. Kim stated that the resource allocation plan is for the adult and dislocated worker programs.

Moved/Schenirer, second/Nottoli, to approve the Resource Allocation Plan for 2019-20.

Roll call vote:

Aye: 3 (Carr, Nottoli, Schenirer)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy, Scherman)

- VII. Adjournment:** The meeting was adjourned at 12:04 p.m.

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 July 23, 2019 Policy Council meeting.

<b>GOOD!!!</b>
Thank you, Ms. Denise Lee, for your exceptional leadership which ensured a seamless transition for SCUSD.
Thank you, Ms. Allison Noren, for your presentations on the eligibility list and the board item: Approval of Revisions to the Salary Schedule for Associate Teacher/Infant Toddler (Incentive Pay).
Congratulations, Ms. Elizabeth Garcia, in your new role as Human Resources Manager!
Thank you, Ms. Karen Griffith, for shared information on upcoming mandatory staff trainings.
Thank you, Mr. Kaleb Call, for program area updates.
Thank you, Mr. Victor Han, for the fiscal update.
Thank you, Ms. Marie Desha, for your detailed information on parent participation surveys.
Thank you, Mr. Robert Silva, for shared community resources and highlighting the water safety event.
Congratulations to newly seated member, Ms. Kerynn Jetton.
<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.

ITEM V - Committee Report (continued)

Page 2

▶ Personnel/Bylaws Committee

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▶ Social/Hospitality Committee

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▶ Sacramento Medi-Cal Dental Advisory Committee

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▶ Community Action Board Report

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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.

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- 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.

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- 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)

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# SETA Head Start Food Service Operations Monthly Report \*July 2019

**July 4th-** Holiday!

**July 8th-** New Centers Open:  
 • Capital City  
 • CP Huntington  
 • Bret Harte  
 • Hiram Johnson

**July 16th & 17th-** Job Corps closed due to water supply issues

**July 19th-** Kaleb Call Head Start Manager visited the Central Kitchen

**July 29th-** Hopkins opens EHS and Second HS Class

**Meetings & Trainings:** • CACFP Training provided to the Site Supervisors at Plaza Del Paso on July 22nd.

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

Lunch	PM Snack	Breakfast	Field Trips
33,780	24,900	28,695	620

**Total Amount of Meals and Snacks Prepared** 87,995

**Purchases:**

Food	\$84,240.03
Non - Food	\$12,205.05

**Building Maintenance and Repair:** \$323.30

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

**Kitchen Small Wares and Equipment:** \$556.60

**Vehicle Maintenance and Repair :** \$2,314.77

**Vehicle Gas / Fuel:** \$1,134.07  
 Normal Delivery Days 21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**July 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>	1836	259	<b>14%</b>	439	151	<b>34%</b>
<b>Twin Rivers USD</b>	180	28	<b>16%</b>	16	1	<b>6%</b>
<b>Elk Grove USD</b>	440	61	<b>14%</b>			
<b>Sac City USD</b>	1139	144	<b>13%</b>	152	20	<b>13%</b>
<b>San Juan USD</b>	668	120	<b>18%</b>	160	22	<b>14%</b>
<b>WCIC</b>	100	10	<b>10%</b>			
<b>EHS CCP</b>				120	16	<b>13%</b>
<b>COUNTY TOTAL</b>	<b>4363</b>	<b>622</b>	<b>14%</b>	<b>887</b>	<b>210</b>	<b>24%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/19	(b) % Actual to Funded
Elk Grove USD	440 (0)	N/A	N/A
Sacramento City USD	1,139 (132)	28	21
SETA	1,836 (1,516)	1,713	113
San Juan USD	668 (0)	N/A	N/A
Twin Rivers USD	180 (104)	108	104
WCIC/Playmate	100 (0)	N/A	N/A
<b>Total</b>	<b>4,363 (1,752)</b>	<b>1,849</b>	<b>106</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/19	(b) % Actual to Funded
Sacramento City USD	152	0	0
SETA	439	475	108
San Juan USD	160	164	103
TRUSD	16 (0)	N/A	N/A
<b>Total</b>	<b>767 (751)</b>	<b>639</b>	<b>83</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/19	(b) % Actual to Funded
SETA	40	44	110
Sacramento City USD	40	0	0
<b>Total</b>	<b>80</b>	<b>44</b>	<b>55</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

- SETA/SCUSD: Enrollment numbers do not include 2,611 children who do not attend during the summer (traditional schedule).
- SETA/SCUSD: Enrollment numbers include children transitioning from SCUSD (delegate) to SETA (grantee).
- SETA/SCUSD: SCUSD was under-enrolled during July as the reduced enrollment was being transitioned to SETA for the 2019-2020 program year. Hence, SETA reported higher enrollment for July at 113% while SCUSD reported lower enrollment.

### Early Head Start and EHS-CCP

- SETA/SCUSD: Under enrollment reflects the transition/closure between SCUSD (delegate) to SETA (grantee) and program option changes for the grantee and other delegates in 2019-2020.
- SETA/SCUSD: Enrollment numbers do not include 16 children who do not attend during the summer (traditional schedule).

**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	N/A*
Sacramento City USD	73	90	88	85	85	86	84	84	86	85	81	69
SETA	78	87	85	83	83	81	80	83	83	85	76	72
San Juan USD	N/A	76	88	90	89	88	92	88	83	75	66	N/A*
Twin Rivers USD	93	90	88	78	86	89	86	89	90	87	78	69
WCIC/ Playmate	N/A	68	83	87	92	89	74	75	88	100	85	N/A*
<b>TOTAL</b>	<b>84</b>	<b>83</b>	<b>87</b>	<b>85</b>	<b>87</b>	<b>87</b>	<b>83</b>	<b>84</b>	<b>86</b>	<b>87</b>	<b>81</b>	

**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	N/A**
SETA	80	86	87	82	83	81	81	85	85	81	83	77
San Juan USD	83	84	89	87	90	88	90	86	87	75	81	TBD
Twin Rivers USD	91	88	88	88	86	91	89	81	87	90	78	N/A*
<b>TOTAL</b>	<b>84</b>	<b>88</b>	<b>89</b>	<b>83</b>	<b>87</b>	<b>87</b>	<b>87</b>	<b>84</b>	<b>82</b>	<b>81</b>	<b>81</b>	

**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	N/A**
SETA	84	82	84	77	77	77	74	82	79	86	81	81
<b>TOTAL</b>	<b>79</b>	<b>81</b>	<b>81</b>	<b>71</b>	<b>75</b>	<b>75</b>	<b>76</b>	<b>81</b>	<b>75</b>	<b>95</b>	<b>71</b>	

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.

**Comment(s):**

\*Some children do not attend during the summer (traditional schedule)

\*\* As part of transition into 2019-2020 year, classes closed in June.

# MONTHLY PROGRAM INFORMATION REPORT

August, 2019

## DESIGNATED RENEWAL SYSTEM (DRS)\* CHANGES

Public Comment Period ACF-IM-HS-19-02

On August 13, 2019, the Administration for Children and Families (ACF) published a Notice of Proposed Rulemaking on the Head Start Designation Renewal System (DRS).

There are two specific changes proposed pertaining to CLASS thresholds and the fiscal conditions of Head Start programs and a third, less central but nevertheless substantial proposal of interest:

1. **The administration proposes the removal of the CLASS 10% trigger.**

In exchange, the absolute CLASS thresholds will be raised. (Classroom Organization: 5, Emotional Support: 5, Instructional Support: 2.5)

2. **With regard to the fiscal condition included in DRS,** the proposal suggests, “a grantee should be required to compete if it had any audit findings associated with Head Start funds in two or more annual audit reports within the first three fiscal years of its five-year grant cycle.” They have also proposed expanding the time frame for using a finding of being “at risk of failing to be a going concern” from the previous 12 months to any time during the five-year grant cycle.
3. **It is not the focus of this proposed rule,** but ACF has also requested comments about changing the deficiency trigger from a single deficiency to two or more deficiencies.

The public comment period closes on **September 27<sup>th</sup>**. The National Head Start Association will host a webinar on September 12<sup>th</sup> at 4:00 p.m. ET to hear community feedback.

\*DRS ensures the Office of Head Start identifies those communities where competition is most warranted and more effectively holds grantees accountable.

## IMPACTING FAMILIES EXPERIENCING HOMELESSNESS

(Excerpt from Region IX Head Start Association / June Monthly Newsletter)

On June 5<sup>th</sup>, the Region IX Head Start Association hosted a Round Table discussion in San Francisco focused on Services to Families Experiencing Homelessness.

Executive Director, Edward Condon, shared, “The round table event is an exchange of ideas, experience, wisdom and aspiration for families. We know homeless families have always been with us. Today, services for homelessness are

*Nationally, more than 50,000 are reported in Head Start—Region 9 has 10 percent of that.*

receiving substantially more attention than before. What we find in the shadows are moms, dads, families encountering high-income housing with low-paying jobs.

There is urgency to the situation so young lives are not overwhelmed. We are here to recommit ourselves to doing

something for those families – to being more impactful in their lives.”

As part of the Round Table discussion, participants were able to hear about innovative practices from neighboring Head Start programs, including shelter-based services in San Luis Obispo;

Building a Culture of Collaboration (serving families after the Camp Fires); and Los Angeles County Office of Education’s mobile preschool bus to serve families in

transition.

The event was kicked off with a testimonial story from Deputy Director, Denise Lee followed by a presentation by Jan Len, Program Manager, Administration for Children and Families. The testimonial story, as shared in written form with participants, is included on the next page.

## HOPKINS PARK OPEN HOUSE

September 6<sup>th</sup>, 2019 10:00 am – 11:30 am

2317 Matson Drive, Sacramento, CA 95823

There will be a short program promptly starting at 10:15 am followed by ribbon cutting, site tours and refreshments.

## HEAD START'S IMPACT ON ONE FAMILY WHO EXPERIENCED HOMELESSNESS

How does Head Start have an impact on families experiencing homelessness? Through the eyes of the one mom, here's a story of one family's experience and how by their resolve and supportive programs, they succeeded in transitioning out of homelessness. Their story indicates why continued improvement of Head Start services aligned with other community programs is vital and life-changing—one family at a time.

After a run of trouble, a Sacramento family of four that includes two little boys—found itself homeless.



*Lucia Vega—Outreach Worker, at the Mustard Seed School, Loaves and Fishes, in Sacramento (center) is a former Head Start client whose family experienced homelessness. She poses with (left) Casey Knittel—Director of Mustard Seed School, Loaves and Fishes, Sacramento; and Denise Lee, Director of Head Start—Sacramento Employment and Training Agency.*

took numerous bus and light rail rides searching for help.

“We ended up at Loaves & Fishes (a regional homeless shelter),” said the mom, Lucia Vega, “and we were sent to Maryhouse, a center for woman and kids in need of a safe place during the day.”

That wise choice led to a cascade of other good things happening. From Maryhouse, they learned about a shelter called Family Promise, which is on the grounds of Loaves & Fishes.

“We were accepted into the shelter—and that was the moment we knew our life was going to change for the better,” Lucia said.

While there, the parents got their driver's license, saved money and paid off debt. They enrolled their four-year-old son at the Mustard Seed School, a school for families who are currently experiencing homelessness.

But having an 18-month-old son to care for still made it difficult for both parents to go to work, so they looked

at for daycare options. And that's when they found Sacramento Employment and Training Agency's Head Start program.

“The Head Start staff was so welcoming and friendly,” Lucia added, “and that made us very comfortable with the program. Getting my son into Early Head Start was another one of those wise decisions we made.” With the toddler in preschool, the mom was able to go back to school and get her GED and then attend a nine-week program called Women's Empowerment. After finishing the classes, she found a job. “To be able to work and know I don't have to worry about child care is truly a blessing,” she said.

And then came along another moment of serendipity, created by opportunity and being in the right place. “While my son was attending Head Start, the program had a 30th anniversary celebration, and we were asked to speak about how the SETA Head Start helped us while we were homeless. After giving our talk a gentleman walked up and offered my husband a position in IT.”

Once again, their life changed again for the better. “If it wasn't for Head Start giving the family a slot for the toddler to attend, we wouldn't be where we are today,” Lucia said. That little boy who was 18 months old is now in fourth grade.

And here's the rest of the story. Father has been working at SETA for six years, and mom is the Outreach Coordinator at the Mustard Seed School.

“To give back and let other families know that there is a way out of homelessness is the best job ever,” Lucia said.

As a postscript to this story, the family recently purchased their first home.



## SUMMER SAFETY TIPS

### SETA HEAD START IN THE COMMUNITY Recruitment Events

#### **August 2nd:**

ESL Fall Orientation and  
Family Fair  
(Sacramento Food Bank)

20<sup>th</sup> Annual Breastfeeding  
Celebration  
(Community Resource Project/  
Hurley Way)

#### **August 6th:**

Galt National Night Out  
(Galt Police Department)

#### **August 10th:**

Impact Sac Community  
Celebration  
(Elkhorn Blvd.)

#### **August 23rd:**

Summer Night Lights  
(Valley Hi Community Center)

#### **September 21st:**

Rio Linda County Fair  
(Center Parkway)

#### **September 22nd:**

Festival Latino  
(Community Resource  
Project/Hurley Way)



### Preventing Heatstroke: What to Do If You See a Child Alone in a Car

(Article produced/printed by: National Highway  
Traffic Safety Administration (NHTSA))



if... you see a child alone in a car don't worry about getting involved in someone else's business—protecting children is everyone's business; besides, "Good Samaritan" laws offer legal protection for those who offer assistance in an emergency.

#### **Here's What You Can Do**

Don't wait more than a few minutes for the driver to return.

- If the child is not responsive or is in distress, immediately:
  - Call 911.
  - Get the child out of the car.
  - Spray the child with cool water (not in an ice bath).
- If the child is responsive:
  - Stay with the child until help arrives.
  - Have someone else search for the driver or ask the facility to

### Look Before You Lock

(Source: Wheresbaby.org)



Although it might be hard to understand how this can happen, most parents who leave their children behind simply forgot. In most of these tragedies, parents became distracted. They were distracted because they were thinking about work issues, or simply fell into a daily routine that, on a usual day, did not involve responsibility for a young child.

If you make it a habit to leave your phone (or, some other item) in the back seat area every time that you buckle your child into their seat, you will be giving yourself some added insurance against the unthinkable.

### HEALTH AND NUTRITION UPDATE

In June HNS Unit closed out 74 routings and referrals.

Food Service accommodated 21 special diet changes.

Year-to-date completed routings and referrals: 862.

Year-to-date total medications used at centers: 321.

Year-to-date special diets: 424.

In addition, there are 199 active medications and 212 active special diet plans of which 143 are medically required diets at the centers.

## SETA PARTNERS WITH UC DAVIS TO PROMOTE HEALTH AND ORAL HEALTH



SETA has been partnering with the UC Davis Betty Irene Moore School of Nursing for the past two years. The partnership provides nurse (RN) volunteers for 6 weeks in the summer to support the Health/Nutrition program for children and families.

Last year the nurses focused on oral health and communicable disease prevention. This year they are focusing on nutrition (the importance of a healthy diet and how a poor diet affects teeth), increasing blood lead screenings, providing oral health education to parents and navigating those parents whose children have failed dental exams so that the child accesses care, and tobacco and drug prevention.

In doing so, nurses are hosting informational campaigns at the sites by providing information on blood lead and oral health. This includes providing lead testing kits for parents, information, and demonstrations on how to check for lead. The lead awareness campaign is targeting centers with the lowest lead numbers (Del Paso Heights is number #1).

The nurses setup information tables to promote awareness

and created a blood lead video that is now on the SETA Head Start web page:

<https://headstart.seta.net/health-and-safety/health/>.

Children are also getting the message through a play they created on each topic. The oral health play is aligned with the Sacramento County Public Health, *Every Smile Counts* dental campaign message of "be a super hero and empower children with a healthy, bright smile!" The nurses created superhero characters; Toothy, Brushy and Flossy, that combat tobacco smoke, sugar bugs, and germs! After the play, children receive goodie bags with information on these topics to take home to parents. The bag includes a tooth brushing kit for children. Goodies are provided by Access Dental, Liberty Dental and Sacramento County Public Health/ *Every Smiles Counts Program*.

Other projects include conducting health screenings to Blood pressure, growth assessments, hearing and vision screenings.

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
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- 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.
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- 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.
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