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Thought of the Day: "Choose to be optimistic; it feels better."

Author: The Dalai Lama

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

DATE: Tuesday, May 26, 2020

TIME: 9:00 a.m.

LOCATION: <https://us02web.zoom.us/j/87205214807>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Policy Council is conducting this meeting on Zoom at <https://us02web.zoom.us/j/87205214807>. Members of the public board may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by dialing any of the following telephone numbers and entering in the Meeting ID 872 0521 4807: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592. This meeting will be closed captioned. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: Nancy.Hogan@seta.net. Public comments will be accepted until the adjournment of the meeting, distributed to the PC, and included in the record.

This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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- B. Head Start Deputy Director's Report
 - ❖ Monthly Head Start Report (attached)
- C. Chair's Report
 - ❖ Plan the Date & Time for the Next PC Executive Committee meeting
- 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, Save Environments, Grants, and Contracts
- D. Open Discussion and Comments
- E. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 10, 2020

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Jara Lindgren, Elk Grove Unified School District
- _____ Alma Leiva, Elk Grove Unified School District
- _____ Kanade Oishi, San Juan Unified School District
- _____ Kara Otter, San Juan Unified School District
- _____ Diana Angulo, Sacramento City Unified School District
- _____ Rebecca Perez, Twin Rivers Unified School District
- _____ Brenda Casillas, SETA-Operated Program
- _____ Shannon Pierce, SETA-Operated Program
- _____ Arianna Torres, SETA-Operated Program
- _____ Donna Bonner, SETA-Operated Program
- _____ Fienishia Wash, Home Base Option
- _____ Charles Taylor, Past Parent/Community Representative
- _____ Rosemary Schapira, Community Agency Representative
- _____ Henrietta Gutierrez, Chair, Past Parent/Community Representative

Seats Vacant:

- _____ Vacant, San Juan Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Land), WCIC/Playmate Child Development Center
- _____ Vacant (Montgomery), WCIC/Playmate Child Development Center
- _____ Vacant (McCracken), Home Base Option
- _____ Vacant, Home Base Option
- _____ Vacant (Sanders), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant, Early Head Start, San Juan Unified School District
- _____ Vacant (Jetton), Early Head Start/Home Base (SOP)
- _____ 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, Grandparent Representative/Community Representative
- _____ Vacant, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep.
- _____ Vacant (Castex), Outgoing Chair

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

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

The 2019-2020 Board was seated on **November 26, 2019** and
December 18, 2019

BOARD MEMBER	SITE	11/26	12/18 *	1/28	2/25	4/28	5/26	6/23	7/28	8/25	9/22	10/27	11/24
D. Angulo Seated 2/25	SAC				X	U							
D. Bonner Seated 12/18	SOP		X	X	X	X							
B. Casillas Seated 11/26	SOP	X	X	X	X	X							
H. Gutierrez Seated 11/27	CR	X	X	X	X	X							
J. Land Seated 11/26	WCIG	X	X	X	U	U							
A. Leiva s/b/seated 11/26; seated 12/18	EG	U	X	X	X	U							
J. Lindgren s/b/seated 11/26; seated 12/18	EG	U	X	E	X	X							
A. Montgomery Seated 11/26	WCIG	X	X	X	X	U	R-5/19						
K. Oishi Seated 11/26	SJ	X	X	E	X	X							
K. Otter Seated 4/28	SJ					X							
R. Perez Seated 1/28	TR			X	X	U							
S. Pierce Seated 11/26	SOP	X	X	X	X	X							
R. Schapira Seated 12/18	CAR		X	U	X	X							
C. Taylor Seated 2/26	CR	X	X	X	X	X							
A. Torres Seated 11/26	SOP	X	X	X	X	X							
F. Wash Seated 11/26	HB	X	X	X	X	X							

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

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 5/20/2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 28, 2020
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 28, 2020 regular meeting.

RECOMMENDATION:

That the Policy Council approve the April 28 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.)

Meeting Held Electronically

Tuesday, April 28, 2020
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:08 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Kanade Oishi, San Juan Unified School District
Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Fienishia Wash, Home Base Option
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative
Jara Lindgren, Elk Grove Unified School District
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative (joined at 9:18 a.m.)

Members Absent:

Jamilia Land, WCIC/Playmate Child Development Center (unexcused)
Diana Angulo, Sacramento City Unified School District (unexcused)
Alma Leiva, Elk Grove Unified School District (unexcused)
Antoine Montgomery, WCIC/Playmate Child Development Center (unexcused)
Rebecca Perez, Twin Rivers Unified School District (unexcused)

New Member to be Seated

Kara Otter, San Juan USD was seated

II. Consent Item

A. Approval of the Minutes of the February 25, 2020 Policy Council Meeting

The minutes were reviewed; no questions or corrections.

Moved/Pierce, second/Bonner, to approve the February 25, 2020 minutes.

Roll Call Vote:

Aye: 9 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 6 (Angulo, Land, Leiva, Montgomery, Perez, Taylor)

III. Action Items

A. Approval to Eliminate Classifications

Ms. Allison Noren stated that this item is requesting the elimination of 22 job classifications that are no longer utilized in the agency.

Ms. Bonner inquired about the wellness position. Ms. Noren replied that there used to be a staff in the wellness position but there is no longer a need for a full-time person to provide wellness information to the agency. SETA has a Wellness Committee that disseminates information to the staff.

Mr. Charles Taylor joined the meeting at 9:18 a.m.

Moved/Lindgren, second/Casillas, to approve the elimination of classifications as listed in the board item.

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: Approval of Revised Job Classification for Head Start Cook/Driver

Ms. Noren stated that SETA and the Children and Family Services department strive to give promotional opportunities for employees. The Head Start Cook/Driver does not have those opportunities which resulted in fewer people seeking employment. This item offers a tiered, five-level system with promotional opportunities within the classification.

Ms. Gutierrez opened a public hearing; there was no public testimony.

Moved/Bonner, second/Wash, to close the public hearing, approve the revised job specification for Head Start Cook/Driver, and make revision retroactive to April 6, 2020.

Roll call vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

C. Approval of Salary Increase Pursuant to the Labor Agreements and the Related Salary Schedules

Ms. Noren shared the agency has been in negotiations with the union regarding modification of the salary schedule to mitigate the impact of the minimum wage increases. Ms. Noren reviewed the tentative agreement which was ratified by the union on April 8. The proposed salary schedule was reviewed. In addition, an education incentive salary schedule for various classifications was added. The cost of this package is \$3.18 million which will come from the Cost-of-Living Adjustment, Quality Improvement funds, and a variety of new grants.

Moved/Wash, second/Lindgren, to approve the salary increase in the tentative agreements as noted above effective April 6, 2020 and the related salary schedules.

Roll Call Vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

D. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs

Ms. Denise Lee shared that the Selection Criteria provides an orderly process to fill vacant slots in Head Start and Early Head Start. It provides a way to ensure children needing services are provided services in highest priority need. Head Start strives to keep an ample waiting list and regularly has a group of children ready for enrollment upon vacancy; Early Head Start works similarly. There are no recommended changes being presented.

Moved/Taylor, second/Otter, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

Roll Call Vote:

Aye: 10 (Bonner, Casillas, Lindgren, Oishi, Otter, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 5 (Angulo, Land, Leiva, Montgomery, Perez)

Ms. Denise Lee reviewed items E-I via a power point.

E. Approval of Annual Self-Assessment for 2019-20 and Resulting Program Improvement Plan SETA-Operated Program

- and -

F. Approval of Program Year 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Annual Refunding Applications

- and -
- G. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2020-21
 - and -
- H. Approval of the 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
 - and -
- I. Approval of 2020-21 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee reviewed the refunding grant application documents that will provide services for 4,236 Head Start children and 792 Early Head Start children. The \$63 million budget is broken down into Basic, Quality Improvement, Training/Technical Assistance, and a Cost of Living Adjustment (COLA). Ms. Lee reviewed a number of changes proposed in the new program year. Two new centers will open: Dudley Elementary School (SOP) and Washington Elementary School (SCUSD). Ms. Lee reviewed the various options available to parents. The Office of Head Start has urged programs to utilize QI funding to support trauma informed care and approaches.

Ms. Pierce and Ms. Schapira left the Policy Council meeting at 9:59 a.m.

Moved/Wash, second/Otter, to approve the following items:

Item III-E: Approve Program Year 2019-2020 Self-Assessments and resulting Program Improvement Plans for the Head Start/Early Head Start program and the EHS-Child Care Partnership program.

Item III-F: Approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Annual Refunding Applications.

Item III-G: approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training and Technical Assistance (TTA), Cost of Living Adjustment (COLA), and Quality Improvement funds (QI) in the amount of \$63,175,960.

Item H: Approve the Head Start, Early Head Start and Early Head Start Child Care Partnership countywide program options and center locations for the 2020-2021 program year.

Item I: Approve the Program Year 2020-2021 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plans as aligned with established five-year goals and objectives.

Roll Call Vote:

Aye: 8 (Bonner, Casillas, Lindgren, Oishi, Otter, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 7 (Angulo, Land, Leiva, Montgomery, Perez, Pierce, Schapira)

J. Approval to Submit a Grant Application for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19)

Ms. Lee stated that the Office of Head Start (OHS) has been incredibly responsive and has been communicating with staff on a regular basis. This item requests approval to submit a grant application not to exceed \$500,000 for summer programs. Should the shelter-in-place order be lifted, summer programs would be offered in centers that would normally be closed, following a traditional school calendar. Sacramento City USD and Twin Rivers USD are proposing to operate summer programs for a portion of their Head Start children who would otherwise not be served over the summer. Projected start dates are June 15th/July 1st respectively. They are working on the budget which is not expected to cost more than \$500,000.

Ms. Lee stated that yesterday staff participated in a conference call with the regional office. Staff was informed that OHS will provide one-time COVID-19 funding for programs. The amount of the funds is unknown and staff is still working on a plan of action for returning to school. The funds will be earmarked for supplies and materials, deep cleaning, and other supplies to provide safe classrooms and offices. Staff will develop the budget and submit it to the OHS by May 15 and a report back will be provided. Ms. Lee asked that the motion include the following language: ‘and supplemental funds to address COVID-19 issues.’

Mr. Taylor inquired how will this be done? Ms. Lee stated that this will only be done when the shelter in place is lifted. Staff is not sure if, when the shelter in place is lifted, that things will go back to ‘normal;’ we may have to alternate days or reduce the number of children in each class. The funding would only be available for in-class summer sessions, not virtual classes. This is all pending the shelter in place being lifted. Sacramento does not have a date as of yet.

Moved/Wash, second/Bonner, to approve the Head Start FY 2020 supplemental grant application in response to the coronavirus disease 2019 (COVID-19) in an amount not to exceed \$500,000 to operate the summer programs and supplemental funds to address COVID issues.

Roll Call Vote:

Aye: 8 (Bonner, Casillas, Lindgren, Oishi, Otter, Taylor, Torres, Wash)

Nay: 0

Abstention: 1 (Gutierrez)

Absent: 7 (Angulo, Land, Leiva, Montgomery, Perez, Pierce, Schapira)

IV. **Other Reports**

- A. Executive Director’s Report: Ms. Kathy Kossick thanked the board for their participation at the meeting; the board’s approval was crucial. The workforce part of the agency is still working. As of last Tuesday, SETA was notified of

10,300 dislocated workers from different employers that have had to lay off employees. Ms. Kossick encouraged board members, their neighbors and friends to look at SETA's webpage for possible job openings. Ms. Kossick is hoping that in-person meetings will resume in the next two to three months.

- B. Head Start Deputy Director: Head Start Fiscal Report: Ms. Lee reported that the Office of Head Start has directed the Agency to continue paying staff during the center closures. Many staff are working remotely and offering remote teaching. A large portion of the annual grant will be spent by the end of the year, but there are projected cost savings due to the late center openings, delayed hiring and vacancies. Staff will be asking for a special circumstance roll over of funds to complete projects such as roof replacement, new play structures, or classroom improvements. Staff will present an item next month requesting roll over to the new fiscal year with the funds earmarked for pre-approved deferred maintenance projects. There may also be a need to request a waiver for the non-federal share. Ms. Lee commended the Office of Head Start for their amazing flexibility and responsiveness to staff.
- C. Chair's Report: Ms. Gutierrez thanked board members for their participation.
- D. Open Discussion and Comments: The board discussed ways that teaching staff are reaching out to parents. Ms. Lee stated that staff is always looking to find creative ways to connect and assist parents with in-home schooling.
- E. Public Participation: None.
- V. **Adjournment**: The meeting was adjourned at 10:28 a.m.

ITEM III-A - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: **APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND** **PROCEDURES SECTIONS 4 AND 5**

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, and the work environment.

In light of changes to the labor agreements, changes in the recruitment and hiring of SETA staff, protected status groups, and legal definitions, SETA has conducted a thorough review of Sections 4, Applications and Screening, and 5, Certifications, Appointments and Transfers.

The policy changes include:

Recruitment/Announcements (Section 4.01)

- Add additional recruitment sources
- Change posting of vacancies from 10 working days to 5 working days

Qualifications/Screening (Section 4.02)

- Change applications must be received online instead of at the main office address
- Remove Head Start declaration of criminal history
- Change the minimum age to be in a position that requires driving from sixteen (16) to eighteen (18)
- Change the Head Start screening panel from being composed of fifty-one percent (51%) of Head Start parents to may include one Head Start parent

Examinations (Section 4.03)

- Remove Promotional Only Examination
- Change posting of vacancies from 10 working days to 5 working days
- Change location to submit application to the online application
- Add computer examinations in addition to written and oral
- Remove Assessment Center, Performance, Physical, and Credential Screening Panel examinations

Appeals of Disqualification (Section 4.04)

- Update the protected classes as defined by law

ITEM III-A – ACTION (continued)
Page 2

Eligible Lists (Section 4.05)

- Remove Promotional Only list
- Add reinstatement list
- Add eligible lists for Head Start positions will be submitted to the Policy Council for approval
- Add a candidate may be offered a Head Start position only after the Policy Council approves the list

Add NEW section Hiring Interviews (Section 4.06)

- Include details on the interview process

Removal of Names from Eligible Lists (Section 4.06)

- Change from Section 4.06 to Section 4.07
- Change contact method from postal mail to email or phone
- Add criteria for expiring or exhausting eligible lists

Filling Vacant Positions (Section 5.01)

- Update the protected classes as defined by law
- Change classified to regular employee
- Add that a vacancy in a Head Start Grantee Operated Program will not be filled unless an eligible list has been approved
- Change layoff list to reemployment or reinstatement list
- Add no Head Start funds may be used to pay a regular employee until they have passed all pre-employment requirements

REMOVE Head Start Grantee Operated Program (Section 5.03)

The updated Sections of the above noted policies are attached with changes red-lined.

The Governing Board is scheduled to approve the policy changes on June 4, 2020.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Sections 4 and 5.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Section 4: Applications and Screening

Recruitment/Announcements

Section 4.01

An active recruitment program will be conducted to meet current and projected workforce ~~and Affirmative Action~~ needs as an Equal Opportunity Employer.

- A. Recruiting efforts will be determined and coordinated by the ~~Administration~~Human Resources ~~Department~~ Chief with the cooperation of other Departments of the Agency.
- B. Depending on the needs of the Agency, recruitment will be distributed through appropriate media for a sufficient period of time to assure open opportunity for members of the public to be considered for Agency employment.
- C. Announcements of vacancies shall be publicly posted and publicized. Recruitment efforts shall include traditional methods as well as distribution of vacancy announcements to organizations, community colleges, job centers, early learning centers, interested individuals, appropriate specialized groups, community based and minority organizations.
- D. Information on position vacancies shall be issued by methods which will best assure it is reaching qualified prospective applicants.
- E. Vacancies may be filled by transfer, promotion, demotion, reemployment, reinstatements or from a certified eligible list.
- F. Vacancies for regular positions and temporary assignments shall be posted for a minimum period of ~~five~~ (510) ~~working-business~~ days.

~~Vacancies for temporary assignments shall be posted for a minimum period of five (5) working days.~~

- ~~G.~~ G. The Policy Council/Parent Advisory Committees shall be made aware of a Head Start/Early Head Start ~~the~~ vacancy by the ~~Head Start Department Chief~~Children and Family Services Deputy Director, or her/his designee, and members of the Policy Council/Parent Advisory Committees will be encouraged to refer qualified persons, including parents of Head Start children, to apply.

G.

Qualifications/Screening

Section 4.02

Applicants for appointment, promotion or transfer to positions shall possess the qualifications and other requirements for the class as stated in the job announcement.

- A. The ~~Administration~~ Human Resources Department Chief or designee, along with a screening panel when applicable, will use one or more of the following techniques to determine whether applicants possess the knowledge, skill and ability requirements listed on the job announcement:
1. Information the applicant provides on the application form.
 2. Physical, performance tests or other examinations, or any combination of these.
 3. Individual or group interviews.
 4. Information and evaluation supplied by references and previous employers.
 5. Other job-related screening techniques as may be necessary.
- B. It is the applicant's responsibility to ensure that her/his application is completed properly and received within the filing period, as specified in the job announcement.
- C. Online employment Applications must be ~~in the Sacramento Employment and Training Agency office~~ received no later than 5:00 p.m. on the final filing date. Applications received after that time will be rejected. ~~All applications must have an original signature.~~
- D. Applicants must meet the minimum qualification requirements by 5:00 p.m. on the final filing date, unless specifically excepted in the published announcement.
- ~~E. Individuals wishing to compete for an announced vacancy in Head Start shall complete an appropriate application for the position, which shall be accompanied by a declaration listing:~~
- ~~1. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;~~
 - ~~2. Convictions related to other forms of child abuse and neglect; and~~
 - ~~3. All convictions of violent felonies.~~
- ~~F. The declaration may exclude:~~
- ~~1. Traffic fines of \$200.00 or less;~~
 - ~~2. Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies, committed before the applicant's 18th birthday which was finally adjudicated in a juvenile court under a youth offender law;~~
 - ~~3. Any conviction the record of which has been expunged under federal or state law; and~~
 - ~~4. Any conviction set aside under the Federal Youth Corrections Act or similar State authority.~~

G.E. The Executive Director or designee may disqualify an applicant, or remove a name from the eligible list, or refuse to refer any person on an eligible list for employment for any of the following reasons:

1. Failure to meet the requirements or qualifications established for the examination.
2. ~~I~~Physical inability to perform the duties of the class (consistent with the Americans with Disabilities Act).
3. Use of narcotics or intoxicating liquors to such an extent as to have a clearly adverse effect on the candidate's ability to perform the duties and responsibilities of the position.
4. Conviction of a felony or misdemeanor which was of such a nature as to have an adverse effect on the candidate's ability to perform the duties of the class.
5. False statement of material fact or actual or attempted deceptions, fraud or misconduct in connection with an application or examination.
6. A history of dismissal from public or private employment for any of the causes as set forth in the disciplinary section herein or resignation to avoid such dismissal.

H.F. Whenever an application is rejected, written notice shall be given to the applicant.

I.G. Specific qualifications include:

1. Where the position requires the driving of an automobile, the employee must have a valid California Driver's License or the ability to obtain a California Driver's License and a ~~good~~ driving record which meets the Agency underwriting standards as implemented in the Vehicle Policy.
2. Minimum age of ~~sixteen~~ eighteen (186) years ~~of age~~, unless otherwise provided by law.
3. Proof of Citizenship or appropriate Federal/State documentation, which indicates the candidate is able to work in the U.S.
4. Ability to perform the essential functions of the job, with or without reasonable accommodation.

General qualifications are a part of the employment standards of each class and need not be specifically set forth herein.

J.H. A medical examination by a licensed physician may be required before appointment. Failure to achieve the minimum standard so established will result in disqualification for appointment.

K.I. Screening of the applications for a Head Start position will be the responsibility of an application screening panel which ~~shall be composed of~~ may include at least fifty-one percent (51%) ~~one of~~ Head Start parents with remaining members selected by the

| ~~Administration~~Human Resources ~~Department~~ Chief or designee.

L.J. Criminal Records Check: Prior to being hired, each applicant for designated Head Start positions must submit a complete set of fingerprints to enable the Agency to conduct a criminal record check. If it is not feasible to obtain a criminal record check prior to hiring, no employee may be considered regular until the record check has been completed.

M.K. The ~~Administration~~Human Resources ~~Department~~ Chief or designee must consult with the Head Start Screening Panel prior to exercising his/her authority as specified in section 4.02 (A) of these Policies and Procedures, for positions within the Head Start program.

Examinations

Section 4.03

- A. Except as otherwise precluded herein, the ~~Administration~~Human Resources Department Chief or designee shall determine the appropriate methods of recruitment and examination. Eligible lists shall be established as a result of open and, ~~internal and/or promotional~~ examinations.

~~1. Promotional Only Examination:~~

- ~~a. Shall be limited to classes for which experience in the lower class in a series is required and no alternate pattern of acceptable education or experience is allowed or to those classifications approved as Promotional Only by the Executive Director.~~
- ~~b. Candidate must possess the minimum qualification requirements stated on the job announcement.~~
- ~~c. Candidate must hold regular status in the Agency.~~
- ~~d. The Executive Director may approve Promotional Only Examinations when:
 - ~~1. The examination is for a class which is clearly designed to provide career advancement opportunity within an occupational series;~~
 - ~~2. There are adequate numbers of qualified applicants within Agency Service;~~~~

2.1. Open Examination:

Open examinations ~~other than Promotional Only examinations~~ shall be open to any candidate who meets the minimum qualification requirements.

3.2. Internal Examination

Internal Examinations are limited only to ~~internal employees to regular employees candidates~~ who meet the minimum qualification requirements and hold regular status within the Agency.

- ~~a. Candidate must hold regular status within the Agency.~~

4.3. Continuous Filing:

- a. Continuous filing for open examinations for a given class may be announced by publishing a single announcement bulletin.

- b. A single eligible list of names shall be maintained and names of qualifying candidates shall be ranked on that list in the order of their final grades in the examination.
 - c. Names of qualified candidates shall remain on the list for one full year from the date they were placed on the list unless extended or removed in accordance with these Policies and Procedures.

- B. Job announcements for regular vacant positions are posted for a minimum of ~~fiveten~~ (540) ~~business calendar~~ days prior to the last date for filing applications. Announcements must include:
 - 1. Class title
 - 2. Compensation
 - 3. A description of the duties and responsibilities of the class
 - 4. Minimum qualifications and any additional qualifications
 - 5. Location ~~to submit applications of~~ online application
 - 6. Filing period
 - 7. A general description of conditions, including methodology and relative weights assigned to steps of the examination.

- C. Examinations may include any one or a combination of the following methods of testing: written, performance, oral, assessment center, physical, evaluation of training and experience, or any other forms designed to test the qualifications of applicants.
 - 1. Written or Computer: may be used to measure knowledge, abilities, or aptitudes, insofar as such traits are related to ability to perform the work in a class.
 - 2. Oral: may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of the position or class.
 - ~~3. Assessment Center: may be used to have candidates work toward solving a problem(s). The candidates will be observed and evaluated by qualified assessors.~~
 - ~~4. Performance: may be used to evaluate the skill, speed, or accuracy with which principal tasks of the class are performed.~~
 - ~~5. Physical Examination may be used to evaluate the physical ability, with or without accommodation, of the candidate to perform the essential functions of the job.~~
 - ~~6. Credential Screening Panel: may be assembled to evaluate the comparative qualifications of applicants, when it is desirable to limit the number of candidates to be interviewed for a given class.~~

- D. In any examination, names may be placed on an eligible list in accordance with a

predetermined formula for rating education and experience. Such ratings may constitute the total score in the examination.

- E. The ~~Administration~~Human Resources ~~Department~~ Chief or designee shall schedule examinations as the current and anticipated needs of the Agency require.
- F. Scheduled examinations may be postponed or canceled or the final filing date for receiving applications may be extended by the Executive Director or Appointing Authority by notifying all persons who have filed applications and by posting a notice on the bulletin board.
- G. Employees shall be released from duty without loss of compensation while competing in Agency examinations that are scheduled during duty hours. Employees shall not be eligible to receive overtime or additional work hours for time spent competing in the examination process.

Appeals of Disqualification

Section 4.04

- A. A candidate may appeal disqualification in any phase of the examination or selection process, within ten (10) calendar days after the date of disqualification or within 10 calendar days after the notice of examination results have been emailed, whichever is earlier, through written correspondence through the ~~Administration~~Human Resources Department Chief or to the Executive Director for the following reasons:
1. Agency's erroneous interpretation or application of the qualification standards prescribed for the class.
 2. Improper procedure by the Agency in the administration of the test which would materially affect the outcome.
 3. Discrimination by the Agency based on race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, ~~or~~military and veteran status, political affiliation, or Union membership activity.
- B. An appeal must be filed, in writing, within ten (10) calendar ~~work~~days after notice of examination results have been emailed.
- C. The written appeal must contain all the facts upon which the appeal is made.
- D. The ~~Administration~~Human Resources Department Chief or designee, shall investigate the appeal, and shall provide a written response to the disqualified candidate in a timely manner, advising him/her of the findings of the investigation, and what, if any, remedy shall be provided.
- E. If the disqualification is reversed on appeal, the Agency shall either:
1. screen the applicant into the examination process; or
 2. rank the candidate at the place on the eligible list where the candidate would have ranked ~~had~~had there ~~had~~ been no disqualification. However, certifications or appointments made from the eligible list prior to the reversal shall be lawful.

Eligible Lists

Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
 - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
 - 2. Promotional-Internal Only List: Employees who have successfully completed all components within a ~~promotional-n internal~~ only examination.
 - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
 - 3.4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list ~~doesid~~ not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment ~~iswas~~ necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- E. Eligible lists for Head Start positions will be submitted to the Policy Council for approval.
- ~~D.F.~~ Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed and report to work.

Hiring Interviews

Section 4.06

- A. Candidates on a certified eligible list, or qualified employees who have requested a lateral transfer, shall be interviewed and considered prior to any appointment made by the Agency.
- B. The Head Start Interviewing Panel may include at least one parent from the Policy Council/Parent Advisory Committee to the best extent possible.
- C. The Children and Family Services Deputy Director or designee shall appoint the remaining members of the Head Start Interviewing Panel which may include, but not be limited to community members of the Policy Council or other Agency staff.
- D. Candidates who fail to call or show up for a scheduled interview shall not be considered for the vacancy.
- E. At the discretion of the Appointing Authority or designee, hiring interviews may not be necessary when all candidates on the eligible list or those requesting a lateral transfer will be hired.
- F. 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.

Removal of Names from Eligible Lists

Section 4.076

- A. Names of eligible persons may be withheld from certification from an eligible list by the Executive Director or designee, for the following reasons:
1. False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with the application or examination.
 2. Failure to accept appointment when certified from a re-employment list.
 3. Failure to accept appointment when certified from an eligible list.
 - ~~4. Inability of postal authorities to deliver mail to contact the eligible candidate via email or phone, and/or failure to respond to a mailed email or phone communication within five (5) business working days.~~
 - ~~5.4. Failure to report or communicate with the Appointing Authority to whom certification was made within five (5) working days from the date notice was mailed.~~
 - ~~6.5. Declining an interview three (3) times.~~
 - ~~7.6. Conviction of a felony or misdemeanor which impacts the candidate's ability to perform the duties and responsibilities of the job. Considerations will include:
 - a. The nature and seriousness of the conviction and its relationship to the job classification
 - b. The length of time since the conviction, whether or not it was an isolated or repeated incident
 - c. Circumstances surrounding the crime
 - d. The candidate's age at the time of the crime
 - e. Evidence of rehabilitation
 - f. The candidate's record since the crime~~
 - ~~8.7. Upon written request of an eligible person that his/her name be removed or placed in inactive status on the list.~~
 - ~~9.8. Failure to obtain, possess or keep in effect any license, certificate or other similar requirement specified in the class specification.~~
 - ~~10.9. If the employee cannot meet the medical requirements of the position, or perform the essential duties of the position with or without reasonable accommodation, the conditional employment offer shall be withdrawn.~~

~~11. Upon resignation from the Agency of an eligible person on a promotional only list.~~

B. An eligible person shall be notified in writing of the decision to remove his/her name from an eligible list. The eligible person has the right to appeal being removed from an eligible list to the Executive Director within ten (10) calendar ~~working~~ days from notification of such removal. The Executive Director shall review the documents and shall issue a written decision. The decision shall be final.

C. An eligible list will expire after one year or when exhausted. The Human Resources Chief will approve exhaustion of the list. A list may be exhausted when:

1. All candidates have been interviewed two (2) or more times but have not been hired;
2. The remaining candidates have declined the position;
3. The remaining candidates failed to respond to a notice and/or report for the interview;
4. There are less than three (3) names remaining on an eligible list.

Section 4: Applications and Screening

Recruitment/Announcements

Section 4.01

An active recruitment program will be conducted to meet current and projected workforce needs as an Equal Opportunity Employer.

- A. Recruiting efforts will be determined and coordinated by the Human Resources Chief with the cooperation of other Departments of the Agency.
- B. Depending on the needs of the Agency, recruitment will be distributed through appropriate media for a sufficient period of time to assure open opportunity for members of the public to be considered for Agency employment.
- C. Announcements of vacancies shall be publicly posted and publicized. Recruitment efforts shall include traditional methods as well as distribution of vacancy announcements to organizations, community colleges, job centers, early learning centers, interested individuals, appropriate specialized groups, community based and minority organizations.
- D. Information on position vacancies shall be issued by methods which will best assure it is reaching qualified prospective applicants.
- E. Vacancies may be filled by transfer, promotion, demotion, reemployment, reinstatements or from a certified eligible list.
- F. Vacancies for regular positions and temporary assignments shall be posted for a minimum period of five (5) business days.
- G. The Policy Council/Parent Advisory Committee shall be made aware of a Head Start/Early Head Start vacancy by the Children and Family Services Deputy Director, or her/his designee, and members of the Policy Council/Parent Advisory Committee will be encouraged to refer qualified persons, including parents of Head Start children, to apply.

Qualifications/Screening

Section 4.02

Applicants for appointment, promotion or transfer to positions shall possess the qualifications and other requirements for the class as stated in the job announcement.

- A. The Human Resources Chief or designee, along with a screening panel when applicable, will use one or more of the following techniques to determine whether applicants possess the knowledge, skill and ability requirements listed on the job announcement:
 - 1. Information the applicant provides on the application form.
 - 2. Physical, performance tests or other examinations, or any combination of these.
 - 3. Individual or group interviews.
 - 4. Information and evaluation supplied by references and previous employers.
 - 5. Other job-related screening techniques as may be necessary.
- B. It is the applicant's responsibility to ensure that her/his application is completed properly and received within the filing period, as specified in the job announcement.
- C. Online employment applications must be received no later than 5:00 p.m. on the final filing date. Applications received after that time will be rejected.
- D. Applicants must meet the minimum qualification requirements by 5:00 p.m. on the final filing date, unless specifically excepted in the published announcement.

E. The Executive Director or designee may disqualify an applicant, or remove a name from the eligible list, or refuse to refer any person on an eligible list for employment for any of the following reasons:

1. Failure to meet the requirements or qualifications established for the examination.
2. Inability to perform the duties of the class (consistent with the Americans with Disabilities Act).
3. Use of narcotics or intoxicating liquors to such an extent as to have a clearly adverse effect on the candidate's ability to perform the duties and responsibilities of the position.
4. Conviction of a felony or misdemeanor which was of such a nature as to have an adverse effect on the candidate's ability to perform the duties of the class.
5. False statement of material fact or actual or attempted deceptions, fraud or misconduct in connection with an application or examination.
6. A history of dismissal from public or private employment for any of the causes as set forth in the disciplinary section herein or resignation to avoid such dismissal.

F. Whenever an application is rejected, written notice shall be given to the applicant.

G. Specific qualifications include:

1. Where the position requires the driving of an automobile, the employee must have a valid California Driver's License or the ability to obtain a California Driver License and a driving record which meets the Agency underwriting standards as implemented in the Vehicle Policy.
2. Minimum age of eighteen (18) years, unless otherwise provided by law.
3. Proof of Citizenship or appropriate Federal/State documentation, which indicates the candidate is able to work in the U.S.
4. Ability to perform the essential functions of the job, with or without reasonable accommodation.

General qualifications are a part of the employment standards of each class and need not be specifically set forth herein.

H. A medical examination by a licensed physician may be required before appointment. Failure to achieve the minimum standard so established will result in disqualification for appointment.

I. Screening of the applications for a Head Start position will be the responsibility of an application screening panel which may include one Head Start parent with remaining members selected by the Human Resources Chief or designee.

- J. Criminal Records Check: Prior to being hired, each applicant for designated Head Start positions must submit a complete set of fingerprints to enable the Agency to conduct a criminal record check. If it is not feasible to obtain a criminal record check prior to hiring, no employee may be considered regular until the record check has been completed.

- K. The Human Resources Chief or designee must consult with the Head Start Screening Panel prior to exercising his/her authority as specified in section 4.02 (A) of these Policies and Procedures, for positions within the Head Start program.

Examinations

Section 4.03

- A. Except as otherwise precluded herein, the Human Resources Chief or designee shall determine the appropriate methods of recruitment and examination. Eligible lists shall be established as a result of open and internal examinations.

1. Open Examination:

Open examinations shall be open to any candidate who meets the minimum qualification requirements.

2. Internal Examination

Internal Examinations are limited only to employees who meet the minimum qualification requirements and hold regular status within the Agency.

3. Continuous Filing:

- a. Continuous filing for open examinations for a given class may be announced by publishing a single announcement bulletin.

- b. A single eligible list of names shall be maintained and names of qualifying candidates shall be ranked on that list in the order of their final grades in the examination.
 - c. Names of qualified candidates shall remain on the list for one full year from the date they were placed on the list unless extended or removed in accordance with these Policies and Procedures.
- B. Job announcements for regular vacant positions are posted for a minimum of five (5) business days prior to the last date for filing applications. Announcements must include:
 - 1. Class title
 - 2. Compensation
 - 3. A description of the duties and responsibilities of the class
 - 4. Minimum qualifications and any additional qualifications
 - 5. Location of online application
 - 6. Filing period
 - 7. A general description of conditions, including methodology and relative weights assigned to steps of the examination.
- C. Examinations may include any one or a combination of the following methods of testing: written, performance, oral, assessment center, physical, evaluation of training and experience, or any other forms designed to test the qualifications of applicants.
 - 1. Written or Computer: may be used to measure knowledge, abilities, or aptitudes, insofar as such traits are related to ability to perform the work in a class.
 - 2. Oral: may be used to evaluate experience, training or education, and other factors that relate to the knowledge and abilities required to perform the work of the position or class.
- D. In any examination, names may be placed on an eligible list in accordance with a predetermined formula for rating education and experience. Such ratings may constitute the total score in the examination.

- E. The Human Resources Chief or designee shall schedule examinations as the current and anticipated needs of the Agency require.
- F. Scheduled examinations may be postponed or canceled or the final filing date for receiving applications may be extended by the Executive Director or Appointing Authority by notifying all persons who have filed applications and by posting a notice on the bulletin board.
- G. Employees shall be released from duty without loss of compensation while competing in Agency examinations that are scheduled during duty hours. Employees shall not be eligible to receive overtime or additional work hours for time spent competing in the examination process.

Appeals of Disqualification

Section 4.04

- A. A candidate may appeal disqualification in any phase of the examination or selection process, within ten (10) calendar days after the date of disqualification or within 10 calendar days after the notice of examination results have been emailed, whichever is earlier, through written correspondence through the Human Resources Chief or to the Executive Director for the following reasons:
1. Agency's erroneous interpretation or application of the qualification standards prescribed for the class.
 2. Improper procedure by the Agency in the administration of the test which would materially affect the outcome.
 3. Discrimination by the Agency based on race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity.
- B. An appeal must be filed, in writing, within ten (10) calendar days after notice of examination results have been emailed.
- C. The written appeal must contain all the facts upon which the appeal is made.
- D. The Human Resources Chief or designee, shall investigate the appeal, and shall provide a written response to the disqualified candidate in a timely manner, advising him/her of the findings of the investigation, and what, if any, remedy shall be provided.
- E. If the disqualification is reversed on appeal, the Agency shall either:
1. screen the applicant into the examination process; or
 2. rank the candidate at the place on the eligible list where the candidate would have ranked had there been no disqualification. However, certifications or appointments made from the eligible list prior to the reversal shall be lawful.

Eligible Lists

Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
 - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
 - 2. Internal Only List: Employees who have successfully completed all components within an internal only examination.
 - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
 - 4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list does not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment is necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- E. Eligible lists for Head Start positions will be submitted to the Policy Council for approval.
- F. Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed and report to work.

Hiring Interviews

Section 4.06

- A. Candidates on a certified eligible list, or qualified employees who have requested a lateral transfer, shall be interviewed and considered prior to any appointment made by the Agency.
- B. The Head Start Interviewing Panel may include at least one parent from the Policy Council/Parent Advisory Committee to the best extent possible.
- C. The Children and Family Services Deputy Director or designee shall appoint the remaining members of the Head Start Interviewing Panel which may include, but not be limited to community members of the Policy Council or other Agency staff.
- D. Candidates who fail to call or show up for a scheduled interview shall not be considered for the vacancy.
- E. At the discretion of the Appointing Authority or designee, hiring interviews may not be necessary when all candidates on the eligible list or those requesting a lateral transfer will be hired.
- F. 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.

Removal of Names from Eligible Lists

Section 4.07

- A. Names of eligible persons may be withheld from certification from an eligible list by the Executive Director or designee, for the following reasons:
1. False statement of material fact or actual or attempted deception, fraud, or misconduct in connection with the application or examination.
 2. Failure to accept appointment when certified from a re-employment list.
 3. Failure to accept appointment when certified from an eligible list.
 4. Inability to contact the eligible candidate via email or phone, and/or failure to respond to email or phone communication within five (5) business days.
 5. Declining an interview three (3) times.
 6. Conviction of a felony or misdemeanor which impacts the candidate's ability to perform the duties and responsibilities of the job. Considerations will include:
 - a. The nature and seriousness of the conviction and its relationship to the job classification
 - b. The length of time since the conviction, whether or not it was an isolated or repeated incident
 - c. Circumstances surrounding the crime
 - d. The candidate's age at the time of the crime
 - e. Evidence of rehabilitation
 - f. The candidate's record since the crime
 7. Upon written request of an eligible person that his/her name be removed or placed in inactive status on the list.
 8. Failure to obtain, possess or keep in effect any license, certificate or other similar requirement specified in the class specification.
 9. If the employee cannot meet the medical requirements of the position, or perform the essential duties of the position with or without reasonable accommodation, the conditional employment offer shall be withdrawn.

- B. An eligible person shall be notified in writing of the decision to remove his/her name from an eligible list. The eligible person has the right to appeal being removed from an eligible list to the Executive Director within ten (10) calendar days from notification of such removal. The Executive Director shall review the documents and shall issue a written decision. The decision shall be final.
- C. An eligible list will expire after one year or when exhausted. The Human Resources Chief will approve exhaustion of the list. A list may be exhausted when:
 - 1. All candidates have been interviewed two (2) or more times but have not been hired;
 - 2. The remaining candidates have declined the position;
 - 3. The remaining candidates failed to respond to a notice and/or report for the interview;
 - 4. There are less than three (3) names remaining on an eligible list.

Section 5: Certifications, Appointments & Transfers

Filling Vacant Positions

Section 5.01

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, ~~creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity.~~ ~~sex, sexual orientation, age, religion, creed, marital status, handicap, political belief, or national origin.~~ All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a ~~classified~~regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the ~~classified~~regular employee is performing the exempt duties, the employee shall retain all of the rights of a ~~regular~~ ~~classified~~ employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.
- E. A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the CFS Deputy Director and the Policy Council.

Appointments

Section 5.02

- A. For each vacancy in the classified regular service, the ~~Administration~~ Human Resources Department Chief shall certify those on the eligible list(s). With exception of a layoff reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the ~~Administration~~ Human Resources ~~Department~~ Chief may certify from a comparable eligible list of substantially the same or higher level.
- ~~B. The names of employees who have submitted approved transfer requests for that opening may also be given an interview for the vacancy.~~
- ~~C. Upon receipt of the certification of eligible persons, the Administration Department Chief or designee may contact the candidates certified to offer them an interview.~~
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- ~~D.C.~~ The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- ~~E.D.~~ The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- ~~F.E.~~ Appointments made may be subjected to a probation period.
- ~~G.F.~~ After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority and Policy Council, as applicable.
- ~~H.G.~~ Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- ~~I.H.~~ If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- ~~J.I.~~ Appointments may be made to exempt, probationary, regular, or temporary status.
- ~~K.J.~~ Probationary Appointment
1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory

performance in order to achieve regular status.

2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

L.K. Regular Appointment

1. An appointment where the probation period has been satisfactorily served by the incumbent.
2. Continuity of employment is contingent continued funding.
3. There is no status, or right of transfer, to either the City of Sacramento or County of Sacramento.

M.L. Temporary Appointment

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded [regular or](#) full-time employees.

N.M. Exempt Appointment

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

O.N. Appointment at Lower Levels

1. — The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

~~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 Director and the Policy Council.~~

- ~~A. 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.~~
- ~~B. The Interviewing Panel shall consist of a minimum of 51% parents.~~
- ~~C. The Head Start Director 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.~~
- ~~D. The Interviewing Panel will be no more than five (5) members.~~
- ~~E. 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.~~
- ~~F. 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.~~
- ~~G. The results of the examination process shall be tallied by the panel and the candidates scores will be submitted to the Council for approval.~~
- ~~H. Only after the candidate has been approved for employment by the Head Start Policy Council may the candidate be officially employed and report for work.~~
- ~~I. No Head Start funds may be obligated for payment of salary to any~~

~~regular employee not previously approved by the Head Start Policy Council.~~

~~J. Candidates not selected for a position shall be given written notice.~~

Section 5: Certifications, Appointments & Transfers

Filling Vacant Positions

Section 5.01

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity. All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the regular employee is performing the exempt duties, the employee shall retain all of the rights of a regular employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.
- E. A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the CFS Deputy Director and the Policy Council.

Appointments

Section 5.02

- A. For each vacancy in the regular service, the Human Resources Department Chief shall certify those on the eligible list(s). With exception of a reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the Human Resources Chief may certify from a comparable eligible list of substantially the same or higher level.
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- C. The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- D. The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- E. Appointments made may be subjected to a probation period.
- F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority and Policy Council, as applicable.
- G. Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- H. If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- I. Appointments may be made to exempt, probationary, regular, or temporary status.
- J. Probationary Appointment
 1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory performance in order to achieve regular status.
 2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

K. Regular Appointment

1. An appointment where the probation period has been satisfactorily served by the incumbent.
2. Continuity of employment is contingent continued funding.
3. There is no status, or right of transfer, to either the City of Sacramento or County of Sacramento.

L. Temporary Appointment

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded regular or full-time employees.

M. Exempt Appointment

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

N. Appointment at Lower Levels

1. The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

ITEM III-B – ACTION

APPROVAL OF BUDGET MODIFICATION AND LOW COST EXTENSION
FOR HEAD START AND EARLY HEAD START PROGRAM YEAR 2019-2020

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a Head Start and Early Head Start budget modification for program year 2019-2020 and to submit a Low-Cost Extension request to the Administration for Children and Families (ACF) for pre-approved projects not completed by the end of the current fiscal year, July 31, 2020.

Budget Modification – SETA projects that the 2019-2020 Head Start and Early Head Start budgets will be under-spent in the Personnel, Fringe Benefits and Other cost categories. Under-spent funds are largely due to unfilled vacancies throughout the program year (i.e., delayed center openings, retirements, resignations, competitive hiring marketing) and unfinished projects due to the COVID19 Agency closure.

Low-Cost Extension – As a result of a prolonged COVID19 Agency closure, SETA will be unable to complete all pre-approved maintenance/repair projects by the end of the grant year, July 31, 2020. In accordance COVID19 funding flexibilities, the Office of Head Start/Administration for Children and Families (OHS/ACF) allows programs to submit a one-time Low-Cost Extension request which will extend funding for up to 12 additional months to complete pre-approved projects.

SETA is requesting to submit a Budget Modification and a Low-Cost Extension request to OHS/ACF prior to the close of the grant year, July 31, 2020. Details and funding amounts per cost category will be provided at the meeting. Staff was unable to finalize the amounts prior to the board packet being published.

Staff will present information and be available to answer questions.

RECOMMENDATION:

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

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A- INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- ❖ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- ❖ Community Agency Reports
 - Sacramento Children's Home
 - Community Resources: Mr. Robert Silva

NOTES:

ITEM IV-B – INFORMATION
SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information are copies of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Thursday, February 6, 2020
10:00 a.m.

I. Call to Order/Roll Call

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

Members Present:

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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

➔ Recognition of long-term employees:

20 Years:

Emma D. Casebolt, Family Services Worker III: Ms. Rebel Rickansrud-Young congratulated Ms. Emma Casebolt on her 20 years of service to SETA/Head Start.

Rhonda L. Johnson, Associate Teacher Tier III: Ms. Elizabeth Ponce introduced Ms. Johnson and congratulated her for her 20 years with SETA/Head Start.

LaRhonda Dunkinsell, Associate Teacher Tier III: Ms. Ponce spoke of Ms. Dunkinsell's years at SETA/Head Start and thanked her for her service.

30 Years:

Sandra S. Lee, Purchasing Analyst: Mr. Victor Han presented Ms. Sandra Lee and thanked her for her 30 years at SETA.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:30 a.m. The board reconvened at 10:40 a.m. with no report out of closed session.

II. Consent Items

- A. Approval of Minutes of the December 5, 2019 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Agree with the Appointment of Youth Committee Members
- D. Approval of an Appointment to the Sacramento Works Workforce Development Board
- E. Receive, Adopt, and File the Sacramento County Annual Investment Policy on the Pooled Investment Fund – Calendar Year 2020
- F. Approval of Appointment of Member to the Community Action Board

The consent items were reviewed; no questions or corrections.

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

- A. Approve the December 5, 2019 minutes.
- B. Approve the claims and warrants for the period 11/27/2019 through 1/29/2020.
- C. Agree with the appointments of Ms. Tina Reynolds, Ms. Amanda Garcia, Mr. Pedro Vargas, Ms. Claudia Negrete, and Ms. Joyce Veal to the Sacramento Works Youth Committee.
- D. Appoint Ms. Sharon O'Sullivan to fill the seat vacated by Mr. Jay Onasch from the California Department of Rehabilitation.
- E. Receive, adopt, and file the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2020.
- F. Approve the appointment of the Boys and Girls Club to represent the Private Sector on the SETA Community Action Board.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** None.

B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant: None.

C. **CHILDREN AND FAMILY SERVICES**

- 1. Approval of 2020-2025 Countywide Head Start/Early Head Start Community Assessment and Resulting Five-Year Goals

Mr. Kaleb Call provided a brief overview of highlights to the 2020-2025 Community Assessment. Funded enrollment numbers have decreased slightly over the past 5 years due to reductions in the federal budget allocations and enrollment conversions from Head Start to Early Head Start. SETA converted 514 Head Start slots to 132 Early Head Start slots that are in higher demand. With the very low unemployment rate, more families are needing all-day child care for their children. Since 2007, there has been a huge increase in the homeless population. Part of the problem is the fact that the median rent in Sacramento rose 14% in two years. SETA serves 13% of the eligible population of pre-school aged children, and 6% of the infant/toddlers in Sacramento County. Income over the past ten years has not gone up although the cost of rent and child care has. The county-wide survey results show the biggest challenges families faced over the past year were: cost of utilities, child care needs, employment needs, affordable housing, and transportation needs. Based on the results of the community assessment, the following goals are recommended for the next five-year grant cycle:

- Goal # 1-School Readiness
 - Increase child outcomes by developing and strengthening Social/Emotional competencies, family partnerships and staff development.

- Goal #2-Health and Wellness
 - Increase health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventative and primary health care.

- Goal #3 – Attendance
 - Improve the rate of attendance for children in the Head Start and Early Head Start program.

- Goal #4 Family Engagement
 - Increase and promote parent and family engagement that is culturally responsive, reflective and goal oriented in order to support families.

Mr. Call stated that staff will be e-mailing out the full version of the assessment including a larger version of the charts.

Moved/Carr, second/Kennedy, to approve the 2020-2025 Countywide Head Start/Early Head Start Community Assessment and Resulting Five Year Goals.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. Information Items

- A. Report on American Express Corporate Account Reward Points Program as of December 31, 2019: No questions.
- B. 2019 Community Services and Development Desk Review Report: No questions.
- C. Fiscal Monitoring Reports: No questions.
- D. Employer Success Stories and Activity Report: No questions.
- E. Dislocated Worker Update: Mr. William Walker reported that Flow Masters will be leaving California. Half of their business is going to China and the other half will be going to the south. SETA assisted them with hiring their initial staffing.
- F. Unemployment Update/Press Release from the Employment Development Department: No questions.
- G. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No comments.

VII. Adjournment: The meeting was adjourned at 10:59 a.m.

**REGULAR MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Thursday, March 5, 2020
10:00 a.m.

I. Call to Order/Roll Call

Mr. Nottoli called the meeting to order at 10:03 a.m. The Pledge of Allegiance was recited. The roll was called and a quorum was established.

Members Present:

Don Nottoli, Chair; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Public Representative
Larry Carr, Councilmember, City of Sacramento

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors

➔ Recognition of long-term employee (20 years):

Jeena Lewis, Associate Teacher, Tier IV: Ms. Joanne Kennedy presented Ms. Jeena Lewis and thanked her for her years of service to SETA/Head Start.

II. Consent Items

- A. Approval of Minutes of the February 6, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Accept Funds from The Gap, Inc. to Support the This Way Ahead Program and Authorize the Executive Director to Execute the Agreements and any Other Documents Required by the Funding Source
- D. Approval to Utilize Donation from the 99 Cents Only Store and Delegate Authority to the Executive Director to Expend These Funds

There were no questions or comments.

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

- A. Approve the February 6, 2020 minutes.
- B. Approve the claims and warrants for the period 1/29/2020 through 2/26/2020.
- C. Accept \$18,750 in funds from the Gap, Inc. to support the This Way Ahead program and authorize the Executive Director to execute the agreements and any other documents required by the funding source.

D. Approve the utilization of the \$18,750 from Gap, Inc., in part or in whole, for any or all of the projects listed in the agenda packet, and that the board delegate to the Executive Director the authority to expend the funds on any or all of the projects.

Roll call vote:

Aye: 3 (Carr, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Schenirer)

III. Action Items

A. **GENERAL ADMINISTRATION/SETA:** No items.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Approval of Reappointments to the Sacramento Works Workforce Development Board

Ms. Kossick offered to answer questions. At the next meeting, the board will be presented with a recommendation to fill the vacant Private Business seat.

Moved/Scherman, second/Carr, to approve the reappointment of the following members of the Sacramento Works Workforce Development Board:

Amanda Blackwood, Lynn Conner, Ron Ellis, Christine Laster, Frank Louie, Rick Wylie, Kevin Ferreira, and David Gordon.

Roll call vote:

Aye: 3 (Carr, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy & Schenirer)

2. Approval to Release a Request for Proposals (RFP) for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker Services

Mr. Roy Kim stated that this RFP will be released tomorrow if approved. Funding recommendations will be presented for approval in June.

Moved/Scherman, second/Carr, to approve the release of the Request for Proposals for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker services for PYs 2020-2024.

Roll call vote:

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

C. CHILDREN AND FAMILY SERVICES

1. Ratify the Submission of a Head Start Program Approach Change for the Fiscal Year 2019-2020

Mr. Nottoli asked about the closure of the Auberry Park Head Start center. Mr. Thatch stated that will do some research on the Auberry Park center closure and report back. Ms. Lee stated that Elk Grove Unified School District has been experiencing under enrollment recently and it is thought that it is due to fewer four-year-old children in the community. Currently, Elk Grove is fully enrolled. Ms. Lee will report back on where the families formerly enrolled in Auberry are now being served.

Moved/Nottoli, second/Carr, to approve the change to the Head Start program approach for the SETA Operated Program and Elk Grove Unified School District for Program Year 2019-2020.

Roll call vote:

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

2. Approval to Release a Request for Proposals for Warehouse, Workshop, and Office Space

No questions or comments.

Moved/Carr, second/Scherman, to approve the release of a Request for Proposals for warehouse/workshop/office space for the Head Start program.

Roll call vote:

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

IV. Information Items

- A. Fiscal Monitoring Report: No questions.
- B. Employer Success Stories and Activity Report: No questions.

- C. Dislocated Worker Update: Mr. Nottoli asked about the 435 jobs FedEx will be losing. Mr. William Walker replied that there will be no job loss; the employees will be moved around to different facilities and FedEx may move the work back to that site in April. Exojet is closing their facilities and laying off 60 people.
- D. Head Start Reports: No questions.

V. Reports to the Board

- A. Chair: No questions.
- B. Executive Director: Ms. Kossick reminded the board that there will be two April meetings due to the Head Start grant. Ms. Kossick stated that with the Coronavirus in the news, the Head Start centers continue to observe safe practices that have been done for 30 years. The children wash their hands several times a day and sanitize their hands as well. As soon as a child comes into a center, they are required to wash their hands.

Mr. Carr inquired about the protocol for sick children. Ms. Lee replied that when children arrive, teaching staff connect with parents and the children to ensure the child is healthy. If the child has fever or appears sick, the parents are asked to take their child home.

- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: None.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

The board went into closed session at 10:32 a.m.; the board adjourned the meeting at 10:49 a.m. with no report out of closed session.

- VII. Adjournment**: The meeting was adjourned at 10:49 a.m.

ITEM V

COMMITTEE REPORT

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee 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. 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 Deputy Director's Report

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

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

- ❖ Plan the Date and Time for the Next PC Executive committee meeting

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PC



May 2020

Monthly Program Information Report

Congress and COVID-19. What's the latest for Head Start

(as published by: National Head Start Association/Head Start Insider: May 2020)

Quick catch up. Several weeks ago, Congress passed the CARES Act, a \$3 trillion dollar spending bill to help communities respond to the COVID-19 pandemic. NHTSA successfully advocated for \$750 million dollars for Head Start in the bill. Up to \$500 million of that is dedicated for programs to provide summer school programming, and the rest will be distributed to all Head Start programs based on their number of enrolled slots to meet the additional costs brought on by COVID-19.

- **Dive Deeper.** Why summer school? Children are already missing valuable classroom learning time and opportunities for social-emotional growth. There has been widespread interest across the Head Start community in ensuring children have the opportunity to make up that lost time. Summer sessions will focus on children with IEPs and children entering kindergarten. The Office of Head Start is working on getting those funds out the door right now.

Financial relief for individuals impacted by COVID-19. The CARES Act also included other important emergency relief measures, like direct deposits of up to \$1,200 per person and the pandemic unemployment insurance supplement, which boosts unemployment checks by an additional \$600/week.

- **Remember:** neither pandemic unemployment benefits nor the direct deposits will impact families' income eligibility for Head Start.

What next? Congress recently passed "CARES 2.0." This bill, signed by the president on April 24th, provides \$484 billion in new funding for loan programs and medical response.

FOR
 COVID-19
RESOURCES

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VISIT THE SETA WEBSITE AT WWW.SETA.NET May 26, 2020



Open/Closed Head Start and Early Head Start Centers

.....

Programs closed through Fall 2020

- **Elk Grove USD** Head Start
(Traditional school year programming)
- **Twin Rivers USD** Head Start and Early Head Start
(Traditional school year programming)
- **Women’s Civic Improvement Club** Head Start
(Traditional school year programming)

Partially Open

- **SETA Operated Program** Head Start and Early Head Start
- **Sacramento City USD** Head Start
(pending School District approval)
- **San Juan USD** Head Start and Early Head Start
(pending School District approval)

Returning to a “New Normal” in Head Start/Early Head Start

Once the Shelter-in-Place order is lifted in Sacramento County, SETA, its delegate agencies, and partners will resume services under “new normal conditions.” This means:

- School will re-open in a staggered format, meaning not all schools will re-open at the same time.
- Some schools may delay re-opening through Fall depending on the school district/program and CDC orders. Please check with your local school district/program for specific information about your child’s center/class.
- Some schedules may be limited two/three days per week in order to ensure all children have an opportunity to attend school on a weekly basis, even if only for 2-3 days/week.
- Classrooms will be limited to how many children can attend, likely 10 children per class to start. This will require Head Start to prioritize who will be called back first.
- First priority will be 4-year old returning children who have an Individual Education Plan (IEP); second priority will be typically developing 4-year old children. A 4-year old is defined as those who will be transitioning to kindergarten in the Fall. This will help ensure those leaving the program are prepared for their transition. Third priority will be returning 3-year old children.
- New enrollment opportunities will be offered as vacancies become available.
- There will be heightened protocols in place to ensure sanitary, disinfected, clean and safe environments for children and staff. These protocols will require additional support to focus on these increased protocols while others supervise/interact with children.
- Outdoor play equipment will be sanitized regularly.
- The number of adults permitted in a classroom at any given time will be restricted to two. These two will be the teachers. Volunteers are not permitted until otherwise approved by licensing, CDC and/or state officials.
- Daily sign-in/out procedures will occur at the entrance of the center, not in individual classrooms. Signage for social distancing (6 feet apart) will be posted and marked on the sidewalks. Staff will be at the entrance to greet parents/guardians as they sign-in/out. Children will be escorted to their respective classrooms upon arrival and to the entrance upon leaving for the day.
- For those signing in with paper/pen (non-electronic sign-in/out systems), it is recommended that parents/guardians bring their own pen.
- Children and staff will be tested with touchless thermometers prior to entering the center. If a temperature is 100.4 degrees or higher, the staff/child will not be allowed to attend school for the day.
- During the initial return, meal service will not be family-style. Meal service will be offered in individual plates/bowls/servings. Disposable paper products will be used instead of washable dishes.
- Tooth-brushing at school will not take place until further notified.
- SETA awaits further guidance from the Governor/CDC regarding the use of masks in the center for children and staff. More information will be provided upon return.
- To ensure social distancing while in the center, some work spaces may be separated by plexi-glass.

These guidelines are subject to change and may not include advanced notice prior to implementation. Staff will keep parents/guardians informed of changes to the best extent possible.



Updates from the Office of Head Start

There have been various forms of communication from the Office of Head Start (OHS) since the rise of the pandemic in mid-March. Summaries of formal Program Instructions (PI) and Information Memorandum (IM) are listed below.

FY 2020 Head Start Funding Increase (ACF-PI-HS-20-02)

President Trump signed Public Law 116-94, the Further Consolidated Appropriations Act, 2020, on December 20, 2019. Included is \$10,613,095,000 for programs under the Head Start Act, an increase of \$550 million over the fiscal year (FY) 2019 funding level. This increase includes \$193 million to provide all Head Start, Early Head Start (EHS), and Early Head Start-Child Care (EHS-CC) Partnership grantees a 2% cost-of-living adjustment (COLA); \$100 million for expansion of EHS and EHS-CC Partnerships; \$250 million for quality improvement; and \$4 million to re-establish the Tribal Colleges and Universities Head Start Partnership Program.

This Program Instruction (PI) primarily provides information about the COLA and quality improvement funds available to grantees in FY 2020 and describes the requirements for applying for these funds. All Head Start, Early Head Start, and EHS-CC Partnership grantees are eligible to receive COLA and quality improvement funds.

FY 2020 Supplemental Funds in Response to the (COVID-19) (ACF-PI-HS-20-03)

On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief, and Economic Security (CARES) Act, 2020 [P.L. 116-136]. This legislation includes \$750 million for programs under the Head Start Act to support preventative, preparedness, and response activities related to the coronavirus. Of this amount, up to \$500 million is available for programs to operate supplemental summer programs and about \$250 million is available for one-time activities in response to COVID-19.

Head Start Modular Units (ACF-IM-HS-20-02)

The Office of Head Start (OHS) recognizes there are circumstances when modular units are a quality, cost effective option for program services. However, purchase of a modular unit should not be a grantee's first choice when the option of construction or purchase of a traditionally built facility exists in the community. Similarly, when replacing older modular units, grantees should consider whether better quality modular units, construction, or purchase options are available in the community. While reasonableness of cost should always be a consideration for grantees, low-cost modular units are not a preferred option when other better-quality facility options are available. Application requirements to purchase a modular unit are outlined in 45 CFR §1303.44(a)(14).

Other forms of communication have included, but are not limited to, guidance on:

- Responding to and preparing for COVID19
- Remote teaching/learning and family contacts
- Enrollment/attendance during the temporary closure
- End of the year reporting requirements for the Program Information Report (PIR)
- Staff resources, training, and technical assistance
- Shelter-in-Place guidance



Some Great Examples of Remote Teaching/Learning





Some Great Examples of Remote Teaching/Learning (continued)



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.
