

GOVERNING BOARD

LARRY CARR
Councilmember
City of Sacramento

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

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

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

*Thought of the Day: "Stay in the moment
and cherish each one."*

Author: Gary Sturgis

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

DATE: Tuesday, July 28, 2020

TIME: 9:00 a.m.

LOCATION: <https://us02web.zoom.us/j/82880434680>

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/82880434680>. 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 828 8043 4680: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099. 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

PAGE NUMBER

- | | | |
|-----|---|-----|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the June 23, 2020 Policy Council Meeting | 4-8 |

III.	<u>Action Item</u>	
A.	<u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u>	9
➤	Approval of Eligible Lists for: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Office Supply & Administrative Support Clerk; and Head Start Coordinator (Education) (Supervisory)	
	➔ Report out of closed session	
IV.	<u>Information Items</u>	
A.	SETA Children and Family Services Department and U.C. Davis/ School of Nursing Partnership Presentation	10-12
B.	Standing Information Items	13-18
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
➤	Community Agency Reports	
	• Sacramento Children’s Home	
	• Community Resources: Mr. Robert Silva	
	✓ La Familia	
C.	SETA Governing Board Minutes: April 30, 2020 Meeting	19-27
D.	Fiscal Monitoring Report	28-30
	• Twin Rivers Unified School District	
V.	<u>Committee Reports</u>	
➤	Executive Committee Meeting: Ms. Henrietta Gutierrez	31
VI.	<u>Other Reports</u>	31-36
A.	Executive Director’s Report	
B.	Head Start Deputy Director’s Report	
	❖ Monthly Head Start Report (attached)	
C.	Chair’s Report	
D.	Head Start Managers’ Reports	
	▪ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
	▪ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
	▪ <u>Kaleb Call</u> – Quality Assurance, Food Services, Save Environments, Grants, and Contracts	
D.	Open Discussion and Comments	
E.	Public Participation	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JULY 22, 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
- _____ Kara Otter, San Juan Unified School District
- _____ Rebecca Perez, Twin Rivers Unified School District
- _____ Jamilia Land, WCIC/Playmate Child Development Center
- _____ 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

Member to be Seated:

- _____ Alma Leiva, Elk Grove Unified School District

Seats Vacant:

- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, San Juan Unified School District
- _____ Vacant, San Juan Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Montgomery), WCIC/Playmate Child Development Center
- _____ 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	5/12 *	5/26	6/23	7/28	8/25	9/22	10/27	11/24
D. Bonner Seated 12/18	SOP		X	X	X	X	X	X	X					
B. Casillas Seated 11/26	SOP	X	X	X	X	X	U	X	X					
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X					
J. Land Seated 6/23	WCIC								X					
A. Leiva Seated	EG													
J. Lindgren s/b/seated 11/26; seated 12/18	EG	U	X	E	X	X	X	X	X					
K. Otter Seated 4/28	SJ					X	X	X	X					
R. Perez Seated 1/28	TR			X	X	U	X	X	X					
S. Pierce Seated 11/26	SOP	X	X	X	X	X	X	X	X					
R. Schapira Seated 12/18	CAR		X	U	X	X	X	X	E					
C. Taylor Seated 2/26	CR	X	X	X	X	X	U	X	X					
A. Torres Seated 11/26	SOP	X	X	X	X	X	X	X	X					
F. Wash Seated 11/26	HB	X	X	X	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 7/21/2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 23, 2020
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the June 23, 2020 regular meeting.

RECOMMENDATION:

That the Policy Council approve the June 23 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, June 23, 2020
9:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 9:05 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Rebecca Perez, Twin Rivers Unified School District
Fienishia Wash, Home Base Option
Henrietta Gutierrez, Past Parent/Community Representative
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Kara Otter, San Juan USD (seated at 9:08 a.m.)
Jara Lindgren, Elk Grove Unified School District (seated at 9:09 a.m.)

Member Absent:

Rosemary Schapira, Community Agency Representative (excused)

Member to be Seated:

Jamilia Land, Women's Civic Improvement Club

II. Consent Item

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

Minutes were reviewed; no questions or corrections.

Moved/Wash, second/Bonner

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

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Schapira)

III. Action Items

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

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

B. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

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

Moved/Lindgren, second/Bonner, to approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed.

Roll call vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Schapira)

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

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

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

Roll call vote:

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

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Schapira)

IV. **Information Items**

A. Standing Information Items

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

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

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

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

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

V. **Committee Reports**

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

VI. **Other Reports**

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

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

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

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

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

- D. Head Start Managers' Reports

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

- E. Open Discussion and Comments: None.

- F. Public Participation: None.

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

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

This item provides an opportunity for the Policy Council to take action on personnel items.

**CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE
SECTION 54957**

- Approval of Eligible Lists for: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Office Supply & Administrative Support Clerk; and Head Start Coordinator (Education) (Supervisory)
 - ✓ Report out of closed session

NOTES:

ITEM IV- A – INFORMATION

SETA CHILDREN AND FAMILY SERVICES DEPARTMENT
AND UC DAVIS/SCHOOL OF NURSING PARTNERSHIP PRESENTATION

BACKGROUND:

This agenda item provides the opportunity for the Head Start/Early Head Start Health/Nutrition Coordinator, Gricelda Ocegueda, to introduce the U.C. Davis/Betty Irene Moore School of Nursing students and share success stories of collaboration projects and upcoming projects for this summer.

PRESENTER: Gricelda Ocegueda

SETA Head Start

Summer NRS 427 Fostering Healthy Communities

Mondays 0800-1700

Clinical Instructor Contact Information

Sheila Scroggins

(530) 218-6255

sscroggins@ucdavis.edu



7/9, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, 8/24

	Hannah Davis		Ahmad Mashal		Ronald Sen
	Amanda Jernstrom		Bayan Odeh		Sydney Sohl
	Jon Allen Madarang		Michele Puente		

Course Objectives

At the end of this ten-week course, students will:

- Discuss how social, political, economic and environmental factors create health disparities in vulnerable populations in California, the U.S. and in global communities.
- Explore emerging roles for community-based registered nurses who are needed to meet the growing demand for primary and population-based care.
- Critically analyze the adverse impact of health policies on communities and populations in order to develop strategies to advocate for change.
- Develop health promotion resources and educational programs for diverse populations that are culturally sensitive and attend to issues of health literacy.
- Use population-based data to determine the health needs of communities and populations and design intervention strategies to promote health equity.
- Integrate the knowledge from previous courses in nursing and the social and natural sciences in order to conduct and interpret an assessment of needs for a defined community or population and develop a plan of care that promotes health equity.
- Analyze the effects of one's own attitudes, beliefs and values upon clinical decision-making when working with disenfranchised or marginalized communities.
- Demonstrate value for one's responsibility in improving the health of communities and populations and promoting social justice, especially for those groups who are disenfranchised or marginalized.
- Access and critique evidence-based resources that may be helpful when designing population-based services and programs.

SETA Head Start

Clinical Instructor Contact Information

Summer NRS 427 Fostering Healthy Communities

Mondays & Thursdays 0800-1700









Jennifer Jarin

(301) 648-1920

jjarin@ucdavis.edu



7/9, 7/13, 7/16, 7/20, 7/23, 7/27, 7/30, 8/6

	Danielle Elam		Alexandra Perrone		Jason Tran
	Alexis Garcia		Sierra Sheeper		Austin Van Bruggen
	Marissa Gonzales		Gulnazbanu Siddiqui		

Course Objectives

At the end of this ten-week course, students will:

- Discuss how social, political, economic and environmental factors create health disparities in vulnerable populations in California, the U.S. and in global communities.
- Explore emerging roles for community-based registered nurses who are needed to meet the growing demand for primary and population-based care.
- Critically analyze the adverse impact of health policies on communities and populations in order to develop strategies to advocate for change.
- Develop health promotion resources and educational programs for diverse populations that are culturally sensitive and attend to issues of health literacy.
- Use population-based data to determine the health needs of communities and populations and design intervention strategies to promote health equity.
- Integrate the knowledge from previous courses in nursing and the social and natural sciences in order to conduct and interpret an assessment of needs for a defined community or population and develop a plan of care that promotes health equity.
- Analyze the effects of one's own attitudes, beliefs and values upon clinical decision-making when working with disenfranchised or marginalized communities.
- Demonstrate value for one's responsibility in improving the health of communities and populations and promoting social justice, especially for those groups who are disenfranchised or marginalized.
- Access and critique evidence-based resources that may be helpful when designing population-based services and programs.

ITEM IV-B- INFORMATION

STANDING INFORMATION

- B. 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
 - ✓ La Familia

NOTES:

ITEM IV-C – 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:

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, April 30, 2020
10:00 a.m.

I. Call to Order

Mr. Nottoli called the meeting to order at 10:04 a.m. 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

II. Consent Items

- A. Approval of April 2, 2020 Special Meeting Minutes
- B. Approval of Claims and Warrants
- C. Approval of Selection Criteria for Enrollment in Head Start or Early Head Programs
- D. Approval to Adjust Zones in the Broadband/Performance Management Policy
- E. Approval to Accept WIOA Dislocated Worker Funds for COVID-19 Impacted Individuals
- F. Ratification of the Submission of the Summer Training and Employment Program for Students (STEPS) Application to the California Department of Rehabilitation/ Employment Training Panel and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source

Ms. Kossick stated that on Item II-E, SETA submitted a request for \$100,000 and was awarded \$90,000. On Item II-F, staff was notified that we were awarded \$350,000 to serve 70 students, which is 20 up from last year.

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

- A. Approve the April 2, 2020 minutes.
- B. Approve the claims and warrants for the period 2/27/2020 through 4/21/2020.
- C. Approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County.

- D. Approve a modification to the salary ranges of Zone 1 to \$70,982 - \$153,861 and Zone 2 to \$54,396 - \$108,791.
- E. Approve the acceptance of up to \$100,000 in WIOA Dislocated Worker funds for COVID-19 impacted individuals.
- F. Ratify the submission of the SETA STEPS application to the California Department of Rehabilitation/Employment Training Panel requesting \$350,000 and authorize the Executive Director to execute the agreement and any other documents required by the funding source.
Roll call vote:
Aye: 4 (Carr, Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Eliminate Classifications

There were no questions or comments.

Moved/Scherman, second/Kennedy, to approve the elimination of classifications identified in the staff report.

Roll call vote:
Aye: 4 (Carr, Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

- 2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Classification for Head Start Cook/Driver

Ms. Kossick offered to answer questions. Mr. Nottoli opened a public hearing. There were no public comments.

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

Roll call vote:
Aye: 4 (Carr, Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 1 (Schenirer)

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

Ms. Dee Contreras thanked Ms. Allison Noren and AFSCME representatives did a great job to get this item moved through.

Wendy from AFSCME thanked Ms. Contreras and SETA management for working with them on this. Everyone worked extremely well together.

Moved/Carr, second/Scherman, 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: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval of 2020 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick offered to answer questions on this item which mirrors the item above. There were no questions or comments.

Moved/Kennedy, second/Carr, to approve the compensation recommendation for unrepresented confidential and exempt management employees which provides a one dollar (\$1.00) per hour or five percent (5%), whichever is greater, salary increase retroactive to April 6, 2020.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

5. Approval of Selection of Audit Firm

There were no questions or comments.

Moved/Carr, second/Scherman, to approve the selection of Eide Bailly for audit services for SETA for the fiscal year ending June 30, 2020 for a fee not to exceed \$47,000 for one year with two optional, additional one-year terms.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

6. Approval of Appointment to the Sacramento Works Workforce Development Board

Ms. Kossick reported that the Sacramento Works Executive Committee is recommending to the appointment of Edward Baker from Pacific Ethanol. It will be a great industry to have on the Sacramento Works board.

Moved/Carr, second/Kennedy, to approve the appointment of Edward Baker to fill the vacant Private Business.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

7. Approval to Cancel and Reissue the Request for Proposals for Head Start Warehouse and Office Space

Ms. Kossick stated that this is a second time to try to generate interest. The agency is in good shape until May of 2021. Staff is trying to get ahead of this because it will be difficult with the cannabis industry taking up a lot of the warehouse space. SETA has engaged Cornish and Carey to assist in finding suitable space.

Ms. Scherman expressed appreciation that staff planned ahead. As soon as the shelter in place is dropped, there will be a mad dash to find businesses to reopen or relocate. It is great to have this in place so we are at the starting gate.

Mr. Carr asked if there were flexibility to change if the shelter in place is not lifted? Mr. Thatch stated that the board can grant that authority to staff. Ms. Kossick stated that based on the recommendation of the broker, June 5 is a good date to release the RFP.

Moved/Carr, second/Scherman, to approve the cancelation and reissuing of the Request for Proposals for warehouse/office space for the Head Start program with provision that the Executive Director be granted flexibility to change the release date as the situation dictates.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

8. Approval to Extend Emergency Administrative Leave Under SETA'S Emergency Services Policy

Mr. Thatch stated that SETA has two major funding sources, Head Start and the Workforce Investment and Opportunity Act. Head Start has been very clear in direction to continue paying employees until further notice. There are no HS employees on administrative leave. There are eight Workforce staff on administrative leave. The SETA Governing Board early approved 45 days; this item is asking for additional 15 days so the employees can have the full 60 days and grant additional days if permitted by the funding sources.

Ms. Kossick stated that since this went into effect, if we continue to shelter in place, the cost to the agency is \$96,000 in Workforce dollars and \$4,000 in Head Start funds.

Moved/Carr, second/Nottoli, to extend the Executive Director's authorized authority to grant Emergency Administrative Leave under Section F of the policy from forty-five (45) to sixty (60) days and for additional periods of time consistent with guidance received from SETA's funding sources and subject to the approval of legal counsel. The Executive Director shall report back to the Governing Board during the pendency of any declared states of emergency.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services

1. Approval of the Draft Three-Year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-Aside Funded Services to Refugees, Program Years (PYs) 2020-2023

There were no questions or comments on this item.

Moved/Scherman, second/Carr, to approve the Draft three-year Plan for the Provision of Refugee Support Services (RSS), and RSS Set-aside Services to Refugees, Program Years 2020-2023.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Ratification of the Release of the Request for Proposals (RFP) for the Refugee Support Services (RSS), and RSS Set-Aside Funded Programs, Program Year (PY) 2020-23

There were no questions

Ms. Scherman thanked Ms. O’Camb for the well-written staff reports.

Moved/Scherman, second/Carr, to ratify the release of the Request for Proposals (RFP) for the Refugee Support Services (RSS), and RSS Set-aside Funded Programs, Program Year 2020-2023.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES

Ms. Denise Lee offered to answer questions. There were no comments or questions.

1. Approval of Annual Self-Assessment for 2019-2020 and Resulting Program Improvement Plan SETA-Operated Program
2. Approval of Program Year 2020-21 Head Start, Early Head Start, and Early Head Start Child Care Partnership Refunding Applications
3. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2020-21
4. Approval of the 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
5. Approval of 2020-21 Training/Technical Assistance Plan for the SETA Head Start/Early Head, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Kossick reported that all of these board items were reviewed and approved by the Head Start Policy Council on April 28.

Moved/Scherman, second/Carr, to approve items III-C 1 through III-C-5 as follows:

1. 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.
2. Approve the Program Year 2020-2021 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.
3. 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.
4. 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.
5. 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: 4 (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

IV. **Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Ms. Kossick reported that as of last night, 12,950 workers have been dislocated. Most of the layoffs are temporary but 174 are considered permanent layoffs.
- D. Unemployment Update/Press Release from the Employment Development Department: No comments.
- E. Head Start Fiscal Reports: No comments.

V. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that SETA was awarded \$500,000 for the Veterans Employment Assistance Program; this is a 21-month program providing service to 60 veterans. Sacramento share the CSBG is 2.4 million will be on a will be coming to the board in June with ideas on how to invest the funds. Waiting to hear for 900,000 dislocated worker grant the state only received 23, million so we expect to receive only 250,000 – 300k000. Working as a team to determine protocols to be taken as the shelter in place is lifted. Working with city and county to determine how to safely serve customers.

Mr. Nottoli asked if SETA was continuing to work with Census 2020? Mr. Kim replied that staff continued to coordinate with the county. Ms. Lee replied that

Head Start is coordinating our efforts right now. Head Start has Trusted Messengers that are posting information on Facebook. First 5 sends a lot of information which is disseminated to parents.

Ms. Kossick thanked the board for their availability to do these meetings.

- C. Deputy Directors: Ms. Lee acknowledged Ms. Henrietta Gutierrez, PC Chair, and Ms. Finieshia Wash, PAC Chair, for their participation in the meeting. They are both Trusted Messengers for the Census 2020 campaign. Staff continue to provide remote teaching for children. Staff did an analysis of the number of kindergarten-bound children needing services and it was found that 58% of children county-wide will need continued services. These children would have priority. On June 4, the board will be presented with a board item for a new COVID funding opportunity. SETA will be applying for Twin Rivers USD and Sacramento City USD. These funds will assist to purchase health and safety supplies to ensure classrooms are clean.
 - D. Counsel: No report.
 - E. Members of the Board: No reports.
 - F. Public: No comments.
- VI. **Adjournment**: The meeting was adjourned at 10:43 a.m.

ITEM IV-D – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring reports. Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Ms. Tabitha Thompson **DATE:** June 26, 2020
FROM: David B. Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,401,825	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Head Start	T & TA	\$ 11,700	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Head Start	Duration	\$ 350,257	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Head Start	Start-Up	\$ 1,020,000	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Early HS	Basic	\$ 673,335	8/1/19 - 7/31/20	8/1/19 - 12/31/19
Early HS	T & TA	\$ 5,852	8/1/19 - 7/31/20	8/1/19 - 12/31/19

Monitoring Purpose: Initial X Interim Special Final

Date of review: February 19-21, 2020

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

There are no findings.

Recommendations for Corrective Action:

There are no corrective actions required.

cc: Kathy Kossick
Governing Board
Policy Council

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

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
 - ✓ Quality Assurance Report for Sacramento City USD

- 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.



SETA Head Start Food Service Operations Monthly Report *March 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

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

Total Amount of Meals and Snacks Prepared 55,400

Purchases:

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

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,214.04

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



SETA Head Start Food Service Operations Monthly Report *June 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
560	560	560	0

Total Amount of Meals and Snacks Prepared 1,680

Purchases:

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

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$0.00

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

June 2020

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

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

AFE: Annual Funded Enrollment