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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: "Change your thoughts and you change your world."

Author: Norman Vincent Peale

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, August 25, 2020

TIME: 9:00 a.m.

LOCATION: <https://us02web.zoom.us/j/88264273865>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Head Start Policy Council (PC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/88264273865>. Members of the public 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 telephone by dialing (for higher quality, dial a number based on your current location): US: +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. Webinar ID: 882 6427 3865. International numbers available: <https://us02web.zoom.us/j/88264273865>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Nancy.Hogan@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or Nancy.Hogan@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Policy Council and included in the record.

Closed captioning will be available. 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. **TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:** Approval of the Addition of a Remote Work Policy and Process to the SETA Personnel Policies and Procedures 10-13

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- A. Standing Information Items 14-20
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- Executive Committee Meeting: Ms. Henrietta Gutierrez

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

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 19, 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
- _____ 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

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	X				
B. Casillas Seated 11/26	SOP	X	X	X	X	X	U	X	X	X				
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X				
J. Land Seated 6/23	WCIC								X	U				
A. Leiva Seated 7/28	EG									X				
J. Lindgren s/b/seated 11/26; seated 12/18	EG	U	X	E	X	X	X	X	X	X				
K. Otter Seated 4/28	SJ					X	X	X	X	X				
R. Perez Seated 1/28	TR			X	X	U	X	X	X	X				
S. Pierce Seated 11/26	SOP	X	X	X	X	X	X	X	X	X				
R. Schapira Seated 12/18	CAR		X	U	X	X	X	X	E	X				
C. Taylor Seated 2/26	CR	X	X	X	X	X	U	X	X	X				
A. Torres Seated 11/26	SOP	X	X	X	X	X	X	X	X	X				
F. Wash Seated 11/26	HB	X	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 8/17/2020

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the July 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, July 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 9:07 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
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Kara Otter, San Juan USD
Jara Lindgren, Elk Grove Unified School District
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative

Member Absent:

Jamilia Land, Women's Civic Improvement Club (unexcused)

Member to be Seated:

Alma Leiva, Elk Grove Unified School District: seated at 9:10 a.m.

II. Consent Item

A. Approval of the Minutes of the June 23, 2020 Policy Council Meeting

Minutes were reviewed; no questions or corrections.

Moved/Wash, second/Bonner, to approve the June 23 minutes as distributed.

Roll call vote:

Aye: 9 (Bonner, Casillas, Lindgren, Otter, Perez, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 3 (Gutierrez, Leiva, Schipira)

Absent: 1 (Land)

III. Action Item

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 9:04 a.m. The following eligible lists were approved in Closed Session: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Office Supply & Administrative Support Clerk; and Head Start Coordinator (Education) (Supervisory).

IV. Information Items

A. SETA Children and Family Services Department and U.C. Davis/ School of Nursing Partnership Presentation

Ms. Gricelda Ocegueda, Head Start Health/Nutrition Coordinator, introduced Ms. Jennifer Jarin clinical instructor at UC Davis. Ms. Jarin provided an overview of the UC Davis Student Nurse rotation that occurs every summer July-August. This program consists of 16 student nurses, working 1-2 days a week, 8 hours each day. A number of services were provided for Head Start staff, children, and families.

Ms. Lee thanked Ms. Ocegueda, Ms. Jarin, and Ms. Scroggins for their continued work and vision. The participants in this program are RNs that are enhancing their education with an emphasis on public service.

B. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report for 11 months into the fiscal year. The budget should be 91-92% spent but is currently 88% spent. There is a budget modification in to ACF seeking approval; the modifications will reallocate funds to purchase more agency vehicles and make center improvements. The non-federal share is currently at 28%. The administrative costs are at 9% which is below the 15% allowable. SETA purchased membership into Early Intel which allows for data comparison within our programs and with others. In response to a question about why the printing costs were so high, Mr. Han stated that a lot of costs went toward printing to support Census 2020. The American Express report was reviewed; a large number of iPads were purchased for remote teaching.
- Community Agency Reports
 - Sacramento Children's Home: Ms. Schapira reviewed information available to parents. Through COVID funding, the Birth and Beyond collaborative offers free services to families. They do virtual home visitation and a lot of connecting families to the services they need.

The Family Resources group wants to know more about Head Start and she will reach out to see who would be the best contact to make a presentation.

- Community Resources: Mr. Robert Silva reviewed mental health services provided through La Familia. LaFamilia is a career center but also provides mental health services. Mr. Silva reviewed the types of services available.

C. SETA Governing Board Minutes: April 30, 2020 Meeting: No questions.

D. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting: Ms. Henrietta Gutierrez thanked all board members for their participation. She asked members to notify her if they have not yet received their Walmart gift card for reimbursement.

VI. Other Reports

A. Executive Director's Report: Ms. Kossick stated that we will continue to do Zoom meetings as long as we need to. In August, staff will be going to the CAB to approve a Request for Proposals (RFP) to distribute \$2 million in CSBG funds to programs. These are extra funds to provide additional services under the CARES Act. This will provide a lot of support services. Ms. Kossick thanked Ms. Wash and Ms. Lindgren for their participation on the CAB.

B. Head Start Deputy Director's Report: Ms. Lee reported that she sent an e-mail out last week as an update on services. She will continue to provide e-mail updates. SETA was opening centers on June 25 but came to a pause when we came up short on cleaning supplies. Then the next day, the superintendent suggested schools not open. This slowed the SOP reopenings and we are now rethinking our reopening approach. Head Start services may continue on a virtual platform for a while.

SETA will be offering services at six flagship locations. Nine centers have already opened and some will be merged into the flagship approach: 16th Ave, Crossroad, Freedom Park, Marina Vista, Norma Johnson, and Sharon Neese. Children transitioning to kindergarten will be leaving and this will open more spaces for new enrollments. The flagship sites will hold approximately 180 preschool children and 66 toddlers but it will be the launchpad for the reopening of other sites.

There has been concern from staff regarding the uptick in COVID infections. Some staff will teach at the sites while others will continue remote teaching. There has been mixed attendance and we are seeking to merge the lower

attendance with the higher attendance. Ms. Lee will continue to keep the board apprised regarding reopenings. Staff will be promoting safe practices while working toward reopening.

- C. Chair's Report: Ms. Gutierrez reminded Executive Committee members about Friday's meeting.
- D. Head Start Managers' Reports
 - Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: No report.
 - Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that staff continue to work and have conversations on what remote teaching will look like going forward. Staff have been doing "crisis teaching" which is not as intentional as we would like it to be. We are working with all partners on how to provide remote services with more intentional goals. All remote teaching will look very different from how it did March through June.
 - Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.
- D. Open Discussion and Comments: Mr. Silva reminded board members that if they have a need for community information to notify Ms. Desha and himself and a report will be provided.

Ms. Pierce asked if she should not take a slot since she is not a working parent. Ms. Lee replied that priority will be given to working parents and if there are slots available afterward, it will be open to all currently enrolled families, followed by new families.

- E. Public Participation: None.
- VII. Adjournment:** The meeting was adjourned at 10:23 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 List for: Site Supervisor
 - ✓ Report out of closed session

NOTES:

ITEM III-B - ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: **APPROVAL OF THE ADDITION TO THE SETA PERSONNEL POLICIES AND** **PROCEDURES REMOTE WORK POLICY AND PROCESS**

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.

As a result of the COVID-19 pandemic, SETA had to implement remote work arrangements for the majority of Agency staff. This was new territory for SETA and without a policy to guide management and staff. The Agency experienced initial challenges such as the availability of Agency-issued technical equipment, ensuring staff can connect to the server wirelessly, and how to communicate with staff virtually. A written policy would assist the Agency in overcoming some of these challenges.

In light of the current need to continue remote work, if there are any similar future situations, and for staff who want to continue to work remotely once normalcy resumes, the Agency has created a Remote Work Policy and Process (Section 11.18). The highlights of the policy include:

- Staff accountability for work performance and ethical behavior
- Supervisor's role in the success of a remote working staff member
- Staff responsibility of Agency-issued equipment and process to follow if technical issues arise
- Remote worksite requirements to ensure safety
- Confidentiality requirements
- Process for staff to request to work remotely

The new Remote Work Policy and Process (Section 11.18) is attached.

The Governing Board is scheduled to approve the new policy on September 3, 2020.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the addition of a Remote Work Policy and Process.

Remote Work Policy and Process

Section 11.18

A. Rationale

1. Remote work is an alternative work arrangement in which an employee works some or all of the time from home or another offsite location. This arrangement creates flexibility and continuity of service during times when it is more efficient or effective for employees to work remotely. Remote work is not suitable for all employees and positions. It is at the discretion of the Department Head to determine if a remote work assignment meets the business needs of the Agency.

B. Policy

1. Remote work can be formal or informal.
 - a. With formal remote work, the employee works remotely on a regular schedule that is mutually agreed upon between the employee and the Department Head.
 - b. An informal remote work arrangement is when an employee works remotely on an occasional or infrequent basis that may not necessarily follow a set schedule, but is still mutually agreed upon by the employee and the Department Head.
2. It is imperative that an employee who works remotely is accountable for work performance and demonstrates ethical behavior by adhering to this remote work policy and other applicable SETA policies and procedures. Work expectations of remote working employees remain the same as if they were working in the office. This includes, but is not limited to:
 - a. Meeting the performance standards of the position
 - b. Maintaining productivity levels
 - c. Working the mutually agreed work start time and stop time
 - d. Following Agency safety policies and protocols.
3. The supervisor has a key role in the success of a remote working employee. The supervisor should communicate well-defined productivity expectations, performance standards and results needed, as well as meeting time commitments. There should be on-going, clear communication from the supervisor to the employee, and vice versa.
4. An employee may be required to report to the office due to business necessity, even though it is a scheduled remote work day. When possible, eight hours advance notice will be given to the employee, however it should be understood that urgent or emergency situations may not allow for prior notice.

C. Equipment

1. The employee is responsible for all issued SETA owned or leased equipment when working remotely.
2. No one other than the employee is authorized to use SETA equipment, even when housed at an employee's home.
3. Employees are expected to treat equipment with care and in a manner that is neither negligent or abusive.
4. Hardware is only to be modified or serviced by parties approved by SETA.
5. Software provided by SETA is to be used only for its intended purpose and should not be duplicated without consent.
6. Any equipment provided by SETA for off-site use is intended for legitimate business use only.
7. All hardware and software should be secured against unauthorized access.
8. All equipment purchased by SETA remains the property of SETA and is to be returned in a timely fashion when requested to do so.
9. If any problem develops with any SETA owned or leased equipment, the Employee should contact the IT department via phone, text, email, Zoom or other form of remote access for assistance. If the problem cannot be resolved remotely, the employee shall make arrangements with IT staff to bring the equipment to the IT department for inspection and support.

D. Work Space Requirements

1. The remote worksite must be maintained by the employee in a clean, professional, and safe condition free from hazards or dangerous conditions. SETA will not be responsible for any activity, damage, or injury which is not directly related to, associated with or resulting from the official job duties, and over which the Agency has no ability to exercise control. The Agency assumes no liability for the employee's real property or personal property, or for any injury to the employee's family, guests or other invitees injured on the employee's premises. The Agency reserves the right to inspect the remote worksite immediately, or as soon as practicable, upon being notified of a work-related injury or accident.

2. The employee must communicate with others concerning work-related matters by phone, email, text, Zoom, or other form of remote access and shall not conduct any work-related meetings or accept any business guests or invitees at the remote worksite.

E. Communication and Confidentiality

1. The employee must have a method of receiving and responding to communications from other staff, supervisors, and any other business-related communication while working remotely. This includes being available via phone and email during working hours as well as responding within appropriate timeframes.
2. The employee understands that all furniture, telephone lines, wired or wireless internet connections and other equipment necessary for working remotely will be provided by the employee unless otherwise specified and agreed to by the Department Head.
3. An employee must properly protect and secure from unauthorized disclosure sensitive or Personally Identifiable Information (PII) and agrees to comply with all Agency policies and instructions regarding security of confidential information.

F. Requesting Remote Work

Employees should be aware that remote work:

- Is a privilege, not a right, based on trust between the employee, supervisor, and Department Head
- Is voluntary and the employee can discontinue at any time
- Is a management work option and may be rescinded at any time
- Is not suitable for all positions and duties
- Is suitable for employees who can work independently and be accountable for work performance
- Is not a substitute for child or elder care

Process for requesting remote work:

1. The employee should discuss with their supervisor their desire to work remotely.
2. Together, the employee and supervisor will complete the Remote Work Request Form since some of the questions require collaboration between the two parties.
3. The supervisor will approve or deny and sign the request form.
4. If approved by the supervisor, they will submit it to the Department Head for review.
5. The completed form will be returned to the employee and supervisor within ten (10) business days with the approval or denial signature from the Department Head.

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Community Agency Reports
 - Sacramento Children’s Home: Ms. Rosemary Schapira
 - Community Action Board: Ms. Fienishia Wash and Ms. Jara Lindgren
 - 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.)

Meeting Held Electronically

Thursday, June 4, 2020
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:00 a.m. While awaiting members for a quorum, Ms. Scherman asked that information items be reviewed.

IV. Information Items

- A. Head Start Receives One-Time Supplemental Funding to Prepare, Prevent, and Respond to Coronavirus Disease 2019 (COVID-19): No questions.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: No additional report.
- D. Dislocated Worker Update: No additional report.
- E. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim reported that we are receiving regular updates from EDD; as they are significant, the information will be shared with the board.
- F. Head Start Reports: Ms. Denise Lee reported that the Agency is in the process of slowly opening centers. There are lots of new requirements and regulations as it relates to safeguarding children and staff health. With those provisions, two sites will be opened and there will be a slow phase of reopening centers. We are only allowed to have 10 children in each classroom versus 20. We will prioritize bringing back our four-year olds first who will then be leaving us for kindergarten in the fall. Meals will no longer be served family style. Children will have their individual place settings and each meal will be served separately. In addition, tooth brushing will no longer be done in the classroom setting. Children will be provided a toothbrush and toothpaste so it can be done at home.

V. Reports to the Board

- A. Chair: No report;
- B. Executive Director: Ms. Kossick stated that SETA is working very closely with the city and the county on economic development efforts to re-engage and assist employers as they come forward with their needs. We are working with the City

Economic Development Department to keep up to date on where employers are going to be needing services.

- C. Deputy Directors: No reports.
- D. Counsel: No report.
- E. Members of the Board: Mr. Schenirer thanked Ms. Kossick and staff for working to get things done.
- F. Public: No comments.

I. Call to Order (continued)

A quorum was achieved with the arrival of Mr. Carr at 10:17 a.m.

Ms. Scherman called the meeting to order at 10:17 a.m. The roll was called and a quorum achieved.

Members Present:

Sophia Scherman, Vice Chair, Public Representative
Jay Schenirer, Councilmember, City of Sacramento
Larry Carr, Councilmember, City of Sacramento
Don Nottoli, Chair; Member, Board of Supervisors (joined at 10:45 a.m.)
Patrick Kennedy, Member, Board of Supervisors (joined at 11:00 a.m.)

II. Consent Items

- A. Approval of Minutes of the April 30, 2020 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database
- D. Approval to Use Fund Balance
- E. Approval of the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc., Resource Allocation Plan for 2020-2021
- F. Approval to Accept Workforce Innovation and Opportunity Act (WIOA) National Dislocated Worker Grant (NDWG) Funds for Employment Recovery Services

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

Also, Mr. Thatch stated that on Item II-E the board is to understand that it is an agreement with the Sacramento Works Board, not approval.

Moved/Schenirer, second/Carr, to approve the consent calendar as follows:

- A. Approve the April 30, 2020, Special Meeting minutes.
- B. Approve the claims and warrants for the period 4/23/2020 through 5/27/2020.
- C. Approve \$37,650 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for fiscal year 2020-2021. The funding will be administered through the County of Sacramento Master Agreement. This approval includes the sole source finding.
- D. Approve the use of fund balance to cover the outstanding CDE child care fees in the amount of \$5,563.
- E. Approve the acceptance of \$300,000 in WIOA National Dislocated Worker Grant funds for employment recovery services.
- F. Agree with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2020-21.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Nottoli)

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

- 1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2020-2021

Ms. D'et Saurbourne stated that this is actually a historical budget because this is the first time the agency is anticipating a budget over one hundred million dollars. Ms. Saurbourne reviewed the budget increases due to Head Start. The final budget may include some reduction to that line item but we will have to wait and see what the final numbers are from the state for the Workforce Development Department. The majority of the decreases are due to programs that have ended or are halfway through a multi-year funding source.

Moved/Schenirer, second/Carr, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public. Schedule a Public Hearing on the Final Budget and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 6, 2020 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board Meeting Room at 925 Del Paso Boulevard, Sacramento, California, or via an electronic Board Meeting, if necessary.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0
Absent: 2 (Kennedy and Nottoli)

2. Approval of Budget Modification and Low-Cost Extension for Head Start and Early Head Start Program Year 2019-2020

Ms. Lee reviewed the areas where the funds would be utilized with the budget modification.

Moved/Schenirer, second/Carr, to approve a budget modification for Head Start and Early Head Start in the Personnel, Fringe Benefits and Other categories 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.

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

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Changes to the SETA Personnel Policies and Procedures Sections 4 and 5

Ms. Kossick offered to answer questions.

Ms. Scherman opened a public hearing.

Mr. Thatch reviewed the changes with the board.

Moved/Schenirer, second/Carr, to close the public hearing and approve the updated Personnel Policies and Procedures Sections 4 and 5.

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

4. Approval to Release a Request for Proposals (RFP) for Leased Job Center Office and Classroom Space in the Foothill Farms Area

Mr. Kim reviewed this item.

Moved/Schenirer, second/Carr, to approve the release of the RFP for leased office space in the Foothill Farms area of Sacramento.

Roll call vote:
Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0
Abstentions: 0
Absent: 2 (Kennedy and Nottoli)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant

1. Approval of CSBG Staff Funding Augmentation Recommendations Due to COVID-19

There were no question or comments.

Moved/Schenirer, second/Carr, to approve the CSBG staff funding augmentation recommendations for Program Year 2020 due to COVID-19.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Nottoli)

One Stop Services

2. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2020-2021

Ms. Terri Carpenter reviewed the Youth Program Funding Recommendations.

Moved/Schenirer, second/Carr, to approve the staff funding extension recommendation for the WIOA Title I, Youth Program, PY 2020-2021. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews.

Roll call vote:

Aye: 3 (Carr, Schenirer, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Kennedy and Nottoli)

3. Approval of Funding Recommendations for the Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker, Sacramento Works Job Center Services, PY2020-2021

Mr. Roy Kim provided an overview of this item. Ten proposals were submitted requesting \$3.4 million. Two proposals were not recommended for funding due to insufficient funding: Asian Resources and Crossroads. Staff has received

information from a number of speakers requesting to speak before the board.
The contracts would begin July 1.
Mr. Nottoli joined the meeting at 10:45 a.m.

Speakers before the Board:

- Cassandra Jennings
- Mikey Hothi
- Sonny Chong
- Stephanie Nguyen
- Paul Castro
- Angela Hatter

The Clerk read a letter into the record from Rachel Rios, La Familia Counseling Center.

Mr. Kennedy joined the meeting at 11:00 a.m.

Mr. Kennedy stated that for all of the reasons that Ms. Rios included in her letter, ARI is a valuable part of the community. As the next funding comes available he wants to consider funding for ARI.

Ms. Scherman stated that she knows ARI and the chamber of commerce in Little Saigon. The Chamber of Commerce has worked very hard to improve the Stockton Blvd. corridor and ARI was working right along with them. It would be a shame not to find a way to help ARI.

Moved/Schenirer, second/Carr, to accept the staff recommendation with the following changes that the scholarship allocation be reduced and reallocated to both ARI and Crossroads at about 70 percent of their request. If and when additional funding is made available or found by our administration then that funding would backfill the scholarship dollars.

Mr. Nottoli wants to make sure there are some scholarship funds available to those that are in need of it. He wants to reevaluate when more money is available, review the programs that were cut, and maybe restore the scholarship account. It would be the first call for additional funds. Ms. Kossick replied that staff will monitor it closely; there is a state requirement that we have to spend 30% of our funds on training.

Roll call vote:

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

Nay: 0

Abstentions: 0

C. CHILDREN AND FAMILY SERVICES: No items.

VI. Adjournment: The meeting was adjourned at 11:40 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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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



SETA Head Start Food Service Operations Monthly Report *July 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
5,490	5,490	5,720	0

Total Amount of Meals and Snacks Prepared 16,700

Purchases:

Food \$19,383.98

Non - Food \$18,896.07

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,649.13

Vehicle Gas / Fuel: \$525.57

Normal Delivery Days 21

ITEM VI – OTHER REPORTS (continued)
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- 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.
