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Thought of the Day: "Life's challenges are not supposed to paralyze you, they're supposed to help you discover who you are. "

Author: Bernice Johnson Reagon

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, September 22, 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.

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- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts
- D. Open Discussion and Comments
- E. Public Participation

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, SEPTEMBER 15, 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	X			
B. Casillas Seated 11/26	SOP	X	X	X	X	X	U	X	X	X	X			
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X	X			
J. Land Seated 6/23	WCIC								X	U	X			
A. Leiva Seated 7/28	EG									X	X			
J. Lindgren s/b/seated 11/26; seated 12/18	EG	U	X	E	X	X	X	X	X	X	X			
K. Otter Seated 4/28	SJ					X	X	X	X	X	X			
R. Perez Seated 1/28	TR			X	X	U	X	X	X	X	X			
S. Pierce Seated 11/26	SOP	X	X	X	X	X	X	X	X	X	X			
R. Schapira Seated 12/18	CAR		X	U	X	X	X	X	E	X	X			
C. Taylor Seated 2/26	CR	X	X	X	X	X	U	X	X	X	X			
A. Torres Seated 11/26	SOP	X	X	X	X	X	X	X	X	X	X			
F. Wash Seated 11/26	HB	X	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 8/31/2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 25, 2020
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 25, 2020 regular meeting.

RECOMMENDATION:

That the Policy Council approve the August 25 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, August 25, 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 9:10 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll and confirmed that a quorum was established.

Members Present:

Jara Lindgren, Elk Grove Unified School District
Alma Leiva, Elk Grove Unified School District
Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Rebecca Perez, Twin Rivers Unified School District
Jamilia Land, Women’s Civic Improvement Club
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Kara Otter, San Juan USD
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative

II. Consent Item

A. Approval of the Minutes of the July 28, 2020 Meeting

The minutes were reviewed; no questions or correction.

Moved/Bonner, second/Otter, to approve the July 28, 2020 minutes.

Roll call vote:

Aye: 12 (Bonner, Casillas, Land, Leiva, Lindgren, Otter, Perez, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

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 item. The Closed Session began at 8:50 a.m. and was adjourned at 8:58 a.m. The following eligible list was approved in Closed Session: Site Supervisor.

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

Ms. Allison Noren reviewed the remote work policy that was prepared in response to the COVID19 pandemic. Many employers have realized that there are some positions that may make sense to work remotely, occasionally or all of the time. This policy was developed to provide an outline for staff working remotely. This policy holds employees accountable for their progress and ensures that the supervisor has a role in the employee's success. Staff are already responsible for SETA-owned equipment. The equipment must be itemized and there is a process for tracking and repairing the equipment. Employees working remotely must also maintain their confidentiality. The employees must actually request to work remotely which is then approved/disapproved by the supervisor.

Ms. Noren stated that management met with the union and received input; this will go before the Governing Board on September 3 for action.

Ms. Gutierrez opened a public hearing on this item.

Ms. Lindgren questioned the time duration. Does an employee have to work for a certain amount of time before they are allowed to work remotely? Ms. Noren replied that there is no time requirement but part of this involves trust. Theoretically, permission to work remotely may not be granted right away but it could be considered. There are some positions that may not be able to work remotely; it will be considered individually.

Ms. Lindgren asked if there were a list of jobs that are able to work remotely? Ms. Noren replied that there is no list but there are positions that may be able to work remotely all of the time but other positions that will be considered on a case-by-case basis.

This policy will be effective post-COVID19. Employees are not required to formally request remote work during the pandemic.

Moved/Lindgren, second/Wash, to close the public hearing and approve the addition of a Remote Work Policy and Process.

Roll call vote:

Aye: 12 (Bonner, Casillas, Land, Leiva, Lindgren, Otter, Perez, Pierce, Schapira, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the last fiscal report. Mr. Han reviewed the report and it shows \$1.6 million under-spent; this will be spent and there will be some expenditures posted later. Mr. Han will provide an updated report next month. The funds for WCIC and SETA's projects will be carried over to next year. The non-federal share is over the 25%. The CARES Act funds were approved to purchase, prepare for and respond to COVID-19, such as sanitation supplies, teaching supplies and technology. Most of the funds will be carried over to FY 2021. The printing costs were high due to COVID19 remote teaching and census information printing. The credit card statement was reviewed; most of the purchases were for sanitizing supplies.
 - Community Agency Reports
 - Sacramento Children's Home: Ms. Rosemary Schapira reported that SETA staff, Veronica Jones and Laura Correa-DeAlmedia, attended their staff meeting to talk about Head Start programs. The Children's Home is doing their AmeriCorps recruitment. The program is holding a virtual recruitment in September. This recruitment is open to everyone to attend.
 - Community Action Board: Ms. Fienishia Wash and Ms. Jara Lindgren: Ms. Lindgren reported that she had no idea how many resources were available to the community. She has attended two meetings and each meeting they have service providers give a presentation on the services they provide. Ms. Wash reported that there is a block grant that will be distributed to the community. She also appreciates the resources available. The service providers provide resolutions for the future.
 - Community Resources: Ms. Desha reviewed some information on how to car-proof your car during the summer months for young child(ren). She encouraged board members to access the community agencies/resources on the website.
- B. SETA Governing Board Minutes: June 4, 2020 Meeting: No questions.

V. Committee Reports

- Executive Committee Meeting: Ms. Gutierrez thanked the board members for their attendance.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick provided an update. Staff is continuing to see worker adjustment notices submitted where companies are laying off people, some of which are now permanent layoffs. Staff is continuing to serve remotely through our job centers and some are available on an

appointment basis. Ms. Kossick thanked Ms. Wash and Ms. Lindgren for their service on the CAB.

- B. Head Start Deputy Director's Report: Ms. Denise Lee reported that things are moving quickly. The program started with nine sites reopened and then switched to flagship sites to serve essential working families. Unfortunately, despite all efforts, the program was unable to keep COVID19 out of the centers so the sites were closed again. We will take a break to let the community heal from COVID19. The entire county is working to provide remote services. In-class services will resume as soon as it is safe to resume in-person services.

Staff have been awaiting information from the state. We have not been able to get clear direction on reimbursement for remote teaching; this is a \$7.2 million grant. It is hoped that the state will reimburse for remote services but there is no formal direction yet. Staff may be furloughed depending upon the direction from the State. An update will be sent through an e-mail to board members. Ms. Lee really appreciates the 100% attendance at today's meeting.

- C. Chair's Report: Ms. Gutierrez reported that the next Executive Committee will be Friday, September 25, 9 a.m.

- D. Head Start Managers' Reports

- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported that things are moving quickly and staff are making adjustments. Staff is working with other programs to inform them that Head Start is still operating remotely. The Early Head Start program is close to being fully enrolled. None of the Performance Standards will go away so staff is working on ways to determine health status/growth. Staff is working on a project by asking parents to take pictures for "Head Start Families Strong;" this shows that families are working together through this pandemic. These pictures will show parents and families as strong and resilient.
- Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that last week, 250 teaching staff participated in a drive-through to pick up their remote teaching supplies. There have been multiple Zoom trainings and all staff are being placed in a variety of teaching models. We are starting the Hub centers that will be preparing materials for families. From September 3-5, there will be swag bags for parents to pick up for their remote learning. There will be lots of cool things for the children and staff to work with. The delegate agencies will be meeting later today to discuss what they are doing and will be sharing best practices. SETA staff will be connecting with them to ensure their goals are aligned with Head Start expectations.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.

- D. Open Discussion and Comments: No comments.

- E. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 9:56 a.m.

ITEM III-A – ACTION

APPROVAL OF THE POLICY COUNCIL AND PARENT ADVISORY
COMMITTEE JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the to discuss and approve a joint parent activity with the Parent Advisory Committee.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that according to federal regulations, the expenditure of grant funds solely for entertainment purposes is prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-B – ACTION

APPROVAL OF THE SETA HEAD START AND EARLY HEAD START
HEALTH/SAFETY AND GOVERNANCE/LEADERSHIP/OVERSIGHT
SCREENER SUMMARY REPORTS

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to review and approve the submission of the 2020-21 SETA Head Start/Early Head Start Health and Safety Screener and the Governance, Leadership and Oversight Screener to the Office of Head Start.

As a condition to the Head Start/Early Head Start grant, grantees must comply with the terms and conditions for the project award period (August 1, 2020 through July 31, 2025). Included in the conditions is a requirement to conduct two monitoring screeners: 1) for health and safety of each HS-EHS center and 2) for governance, leadership and oversight of the program. Screeners must be completed within 45 days (September 14, 2020) of the start of the project period and/or within 45 calendar days of services starting at each new location. Certification of each Screener is required by the Policy Council and Governing Board within 75 calendar days (October 14, 2020) of the start of the program.

Health and Safety Screener. Due to the COVID19 center closures, the program was unable to complete a full assessment on each Head Start/Early Head Start center countywide. As a result, the summary report only includes 14 open/available centers for review, representing 12% of all HS/EHS centers countywide. Staff will complete a Health and Safety Screener within 45 days of each center reopening and submit an updated summary report to the board. In the interim, a Health and Safety Summary report for 2020-21, representing the 14 centers, is attached for review.

Governance, Leadership and Oversight Screener. An updated Governance, Leadership and Oversight Screener is attached for review. The update was based on the last Governance, Leadership and Oversight Screener which was performed in September 2019 under the Early Head Start-Child Care Partnership Program.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the submission of the Head Start/Early Head Start Health and Safety Screener and the Governance, Leadership and Oversight Screener results and certifications.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____



Head Start/Early Head Start Health and Safety Screener Summary Report

The Sacramento Employment and Training Agency (SETA) Head Start and Early Head Start quality assurance team performed health and safety inspections at some of the centers that receive funding from the Head Start and Early Head Start grant (09CH011763). Staff used the federal Health and Safety Screener as outlined in the Notice of Grant Award, along with some additional health and safety items noted in SETA's MCQI monitoring tool.

Due to the COVID19 pandemic and statewide Shelter-in-Place order, all HS/EHS centers across Sacramento County were closed in mid-March, including delegate agencies/partners.

In mid-June 2020, the Governor of California lifted the required Shelter-in-Place order for various communities. As a result, SETA began to re-open centers to serve essential workers following CDC COVID-19 guidelines. During June, July and August, SETA was able to re-open 14 of its 39 grantee operated centers (12% of all HS/EHS centers county-wide). While centers were re-opened, staff were able to perform a health and safety screener on each center. Delegate agencies/partners, to date, have not yet re-opened for in-person services and due to multiple positive COVID19 cases among staff, parents and children, SETA had to re-close its operation on August 21st under a local health officer advisory. All remaining 104 centers, including delegate agencies, will be inspected within 45 days of re-opening following the same guidelines as listed above.

SETA operated centers that were included in the initial inspection, indoors and out, include:

- Capital City** (7222 24th Street, Sacramento, CA)
- Collis P. Huntington** (5921 26th Street, Sacramento, CA)
- Crossroad Gardens** (7322 Florinwood Dr., Sacramento, CA)
- Elkhorn** (5249 Elkhorn Blvd., Sacramento, CA)
- Freeport** (2118 Meadowview Rd., Sacramento, CA)
- Hillsdale** (5665 Hillsdale Ave., #4, Sacramento, CA)
- Job Corps** (3100 Meadowview Rd., Sacramento CA)
- Marina Vista** (263 Seavey Cir., Sacramento, CA)
- Mather** (10546 Peter A McCuen Blvd., Mather, CA)
- Norma Johnson** (3265 Norwood Ave., Sacramento CA)
- North Avenue** (1281 North Ave., Sacramento, CA)
- Northview** (2401 Northview, Sacramento, CA)
- Phoenix Park** (4400 Shining Start Drive, Sacramento, CA)
- Sharon Neese** (925 Del Paso Blvd., Sacramento, CA)

Below is a summary of the strengths and areas of improvement identified as a result of the inspections:

Page 2
Summary of Health and Safety Screener
2020-21

Strengths:

- All classrooms were following new COVID-19 Policies and Procedures.
- Classroom furniture is in good condition, age appropriate and placed in safe areas.
- All classrooms are clean and well maintained.
- All classrooms were inviting and friendly cultivating a good learning environment.

Areas of Improvement:

- Six centers had physical hazards in outdoor play areas due to lack of use.
- Five centers were missing a needed posting.
- Three centers had falling hazards on shelves.

Conclusion:

Overall, centers looked clean and well maintained. However, staff observed how a countywide closure, such as the COVID19 pandemic, can affect the program with outdated/missing posting, and physical hazards found in outdoor play areas. SETA will revisit centers upon re-opening under regular monitoring protocols to see if things have improved under regular operations. SETA Management will work with the SETA Facilities Unit to ensure that all areas of concern are addressed prior to re-opening.



Head Start/Early Head Start Governance, Leadership and Oversight Screener Summary Report

The Sacramento Employment and Training Agency (SETA) reviewed the Governance, Leadership and Oversight Screener for the Head Start/Early Head Start program (09CH011763). Results indicate that SETA's governance practices are currently in place and meet/exceed the requirements outlined in the Head Start Program Performance Standards (HSPPS) and the Head Start Act. A summary of strengths and areas of improvement are identified below.

Strengths

- Parent Advisory Committee (PAC), Policy Council (PC) and Governing Board (GB) agenda, minutes and required monthly reports are provided in accordance with the PC/PAC Bylaws, Brown Act and HS Program Performance Standards.
- The program provides adequate reports to board members to assist them in making sound decisions at sub-committee and board meetings.
- The program provides adequate training to board members pertaining to orientation, leadership, ethics and officer training. Toastmasters, life skills and Census 2020 training were extended opportunities.
- Parents are involved in decision making at PC/PAC and Committee Meetings.
- The program provides consistent communication with board members.
- Seasoned PC/PAC representatives mentor new parent representatives, develop a strong bond and demonstrate exemplary leadership.
- Board members have working knowledge of Impasse Procedures.
- Parent participation in HR recruitment, screening and interviewing of HS/EHS staff.
- The Governing Board is regularly engaged in program oversight and decision making.
- Management staff regularly provide program presentations for board members, orienting them to program services and outcomes.

Areas of Improvement

- Low parent attendance at board meetings, trainings, and committee meetings.
- Not all centers have a PAC representative. Some have not had one in quite some time.
- Virtual meetings during COVID19 help keep parents engaged but limit personal interactions, relationship building and in-depth participation.

Conclusion

There were no major items of non-compliance. Last year, SETA aimed to address low attendance and limited PAC representatives by piloting a significant change in agenda topics and added trainings/invited guests. The pilot was not fully launched prior to COVID19. COVID19 also added challenges for recruiting new representatives in the distance learning setting. However, COVID19 did accelerate the use of technology for remote attendance at meetings which should be very beneficial when the program returns to in-person services.

ITEM III-C - ACTION

APPROVAL TO SUBMIT A REQUEST TO CARRY OVER FUNDS FROM PROGRAM YEAR 2019-2020 TO PROGRAM YEAR 2020-2021 FOR THE EARLY HEAD START-CHILD CARE PARTNERSHIP PROGRAM

BACKGROUND:

A carryover of funds from Program Year 2019-2020 to Program Year 2020-2021 is being requested for the Early Head Start-Child Care Partnership program (EHS-CCP) in the amount of **\$169,790**, representing 10.07% of the total EHS-CCP budget, including CARES Act funding.

EHS-CCP Basic	\$ 70,000
EHS-CCP Training and Technical Assistance	\$ 29,485
EHS-CCP CARES Act/COVID19	<u>\$ 70,305</u>
Total	<u>\$169,790</u>

Carryover of under-spent funds is being requested to complete projects that were not completed by the end of the fiscal year, July 31, 2020, due to COVID19 and the Agency closure under the Shelter-in-Place order.

EHS-CCP Basic

During the 2019-2020 program year, SETA was funded to purchase and install an infant/toddler play yard at the Hopkins Park Early Learning Center. Projects included a shade structure, portable play pieces, artificial turf and concrete pathways. SETA sheltered in place starting on March 17th and did not resume regular in-person business activities until late June. As a result, the program was unable to complete the projects and fully expend the funds by July 31, 2020.

Funds in the amount of \$70,000 are being requested to carryover and continue the project through July 31, 2021. It is anticipated that all carryover funds will be expended by this date.

EHS-CCP Training and Technical Assistance (TTA)

For the same reason listed above, SETA was unable fully expend TTA funds by July 31, 2020. TTA funds are used to support staff and parents with staff development, training and conference opportunities.

Funds in the amount of \$29,485 are being requested to carryover and continue training activities in the new program year. It is anticipated that all carryover funds will be expended by this date.

ITEM III-C - ACTION (continued)

Page 2

CARES Act/COVID19

One-time supplemental funds in the amount of \$70,305 was provided to prepare, prevent and respond to COVID-19. The carryover request is to allow for flexibilities on spending the funds for an additional 12 months. The funds will be used to purchase various items, such as classroom/distance learning teaching supplies, sanitizing supplies, and training to prepare and educate staff for situations relating to the pandemic.

The Office of Head Start requires funds be fully obligated by July 31, 2020, and that all obligations be liquidated by October 30, 2020 with the exception of ACF pre-approved projects not completed by the end of the fiscal year.

Non-Federal Share (\$24,872)

SETA will meet its Non-Federal Share (NFS) requirement with volunteer hours. Classroom/in-home volunteers include parent classroom/in-home volunteers, School Readiness Aides, and Parent Food Aides. SETA anticipates approximately 1,026.49 hours of volunteer time valued at the current Associate Teacher wage rate with fringe benefits (\$24.23/hour). CARES Act funds do not require any Non-Federal Share match.

RECOMMENDATION:

Approve the submission of a carryover request for Program Year 2019-2020, from the Early Head Start–Child Care Partnership program Basic, Training and Technical Assistance and CARES Act/COVID19 funds in the amount of **\$169,790**.

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: Ms. Marie Desha
 - ✓ Sacramento Food Bank Resources
 - ✓ Census Insider – Only 3 More Weeks to Complete the Census

NOTES:

-
- **South County Services - Office**
431 South Lincoln Way
Galt, California, 95632
 - **Real Life Church**
550 Industrial Dr
Galt, California, 95632
 - **Twin Lakes Food Bank - TEFAP/USDA**
327 Montrose Dr
Folsom, California, 95630
 - **Elk Grove Food Bank Services - TEFAP/USDA**
9820 Dino Dr
Elk Grove, California, 95624
 - **Orangevale Food Bank - TEFAP/USDA**
6483 Main Ave
Orangevale, California, 95662
 - **The People's Pantry - TEFAP/USDA**
2101 Zinfandel Dr
Rancho Cordova, California, 95670
 - **The Way of Life Church - TEFAP/USDA**
10415 Folsom Blvd
Rancho Cordova, California, 95817
 - **Cordova Community Food Locker - TEFAP/USDA**
10497 Coloma Rd
Rancho Cordova, California, 95670
 - **Carmichael Presbyterian Church Food Closet**
5645 Marconi Avenue
Carmichael, California, 95608
 - **Sunrise Christian Food Ministry - TEFAP/USDA**
5901 San Juan Ave
Citrus Heights, California, 95610
 - **SVDP Good Shepard Conference**
9539 Racquet Ct
Elk Grove, California, 95758
 - **SVDP St. John the Evangelist**
5751 Locust Ave.
Carmichael, California, 95608
 - **Sacramento Samoa New Covenant Church - TEFAP/USDA**
8115 Elder Creek Rd
Sacramento, California, 95824
 - **South Sacramento Christian Center**
7710 Stockton Blvd
Sacramento, California, 95823
 - **Valley Hi Covenant Church**
8355 Arroyo Vista Dr
Sacramento, California, 95823
 - **Bridge Network**
7851 35th St
Sacramento, California, 95824
 - **Rose Family Creative Empowerment Center - Providence Place - TEFAP/USDA**
5700 Mack Rd
Sacramento, California, 95823

-
- **Sierra Arden Neighborhood Food Closet**
890 Morse Ave
Sacramento, California, 95864
 - **Carmichael ACS - TEFAP/USDA**
4600 Winding Wy
Sacramento, California, 95841
 - **Arcade Church - SFBFS - TEFAP/USDA**
3867 Marconi Avenue
Sacramento, California, 95821
 - **Purpose and Legacy TEFAP/USDA**
5314 Walnut Ave
Sacramento, California, 95841
 - **G-7 Thy Presence School of Faith Ministries - TEFAP/USDA**
3041 65th St
Sacramento, California, 95820
 - **Rose Family Creative Empowerment Center - Phoenix Park - TEFAP/USDA**
4400 Shining Star Dr
Sacramento, California, 95823
 - **Daughters of Zion Enterpryz - TEFAP/USDA**
6489 47th St
Sacramento, California, 95823
 - **The Salvation Army - Family Service Office -TEFAP/USDA**
3213 Orange Grove Ave
North Highlands, California, 95660
 - **River City Food Bank - The Center at St Matt's - TEFAP/USDA**
2300 Edison Ave
Sacramento, California, 95821
 - **Christian Brothers High School - TEFAP/USDA**
4315 Martin Luther King Jr Blvd
Sacramento, California, 95820
 - **Southgate SDA Church**
2299 Meadowview Rd
Sacramento, California, 95823
 - **Temple of Prayer**
3909 8th Ave
Sacramento, California, 95817
 - **North Highlands Christian Food Ministry - TEFAP/USDA**
6007 Watt Ave
North Highlands, California, 95660
 - **Potters House - TEFAP/USDA**
2994 Del Paso Blvd
Sacramento, California, 95815
 - **South Sacramento Interfaith Partnership - TEFAP/USDA**
5625 24th St
Sacramento, California, 95822
 - **New Hope Community Church - TEFAP/USDA**
1821 Meadowview Rd
Sacramento, California, 95832
 - **The Salvation Army - Citadel - TEFAP/USDA**
2550 Alhambra Blvd.
Sacramento, California, 95817

-
- **Sunshine Academy Preschool - TEFAP/USDA**
2450 Del Paso Blvd
Sacramento, California, 95815
 - **Antioch Progressive Church - TEFAP/USDA**
7650 Amherst St
Sacramento, California, 95832
 - **River City Food Bank - Midtown - TEFAP/USDA**
1800 28th St
Sacramento, California, 95816
 - **Christian Fellowship Ministry**
3410 Rio Linda Blvd
Sacramento, California, 95838
 - **South County Services - Walnut Grove - TEFAP/USDA**
14177 Market St
Walnut Grove, California, 95690
 - **St Paul COGIC - TEFAP/USDA**
2771 Grove Ave
Sacramento, California, 95815
 - **Manna Food Bank**
4840 Marysville Blvd
Sacramento, California, 95838
 - **Union Gospel Mission**
400 Bannon St
Sacramento, California, 95811
 - **South County Services - Courtland Public Library**
170 Primasing Ave
Courtland, California, 95615
 - **Joey's Food Locker**
3301 Fong Ranch Rd
Sacramento, California, 95834

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Sept. 8, 2020

There are only 3 more weeks to complete the Census!



WE COUNT! Virtual Storytime with Auli'i Cravalho

The U.S. Census Bureau announced that it would be moving forward with an accelerated Census timeline, ending its counting efforts on Sept. 30. It's more important than ever to get the word out NOW about the Census! Share this read-along with your families and hear the WE COUNT book being read by Auli'i Cravalho, star of the animated film Moana!

[Watch the video](#)

Self-Response Rates: Where we stand

It's not too late to ensure all children and babies are counted! The Census self-response rate in California is at 67.9% as of Sept. 7, which is slightly ahead of the national self-response rate of 65.5%. Let's keep Census messaging in our communications with families during the final stretch!

There are two things that you need to do to be an active citizen: **stand up and be counted** and **register to vote**. You can get both of those done today!

There are only 5 more weeks to complete the Census.



Take the Census Now

Fill out your voter registration application online, or **check your registration status here**.



Register to vote

Where's my Ballot?

Ballot Tracking:

The California Secretary of State is now offering **Where's My Ballot?**—a new way for voters to track and receive notifications on the status of their vote-by-mail ballot.

A voter who has signed up will receive notices via email, text, or voice message from the county elections official regarding the status of the voter's vote-by-mail ballot including:



- When the ballot has been delivered
- The date that the voter's ballot is expected to be delivered to the voter
- If the voter's ballot is returned as undeliverable to the county elections official by the USPS
- When the voter's completed ballot has been received by the county
- Whether the voter's completed ballot has been accepted or a reason why the ballot could not be accepted and instructions of steps the voter can take in order to have the ballot accepted
- The deadline for the voter to return his or her ballot if the county has not received a voter's completed ballot by specified dates as determined by the county elections official

Voting By Mail in California

Pursuant to **Executive Order N-64-20**, all registered voters will be sent a vote-by-mail ballot for the November 3, 2020, General Election. Registered voters do not have to apply for a vote-by-mail ballot for this election.

Instead of going to the polls on Election Day, you may vote using the vote-by-mail ballot that will be sent to you.

After you have voted, insert your ballot in the envelope provided, making sure you complete all required information on the envelope.

You may return your voted ballot by:

1. mailing it to your county elections official;

- Vote-by-mail ballots that are mailed must be postmarked on or before Election Day and received by your county elections office no later than 17 days after Election Day.
 - If you are not sure your vote-by-mail ballot will arrive in time if mailed, bring it to any polling place in the state between 7:00 a.m. and 8:00 p.m. on Election Day.
2. returning it in person to a polling place or the office of your county elections official;
 - Vote-by-mail ballots that are personally delivered must be delivered no later than the close of polls at 8:00 p.m. on Election Day.
 3. dropping your ballot into one of your county's ballot drop boxes; or
 - Vote-by-mail ballots that are personally delivered to a ballot drop-off location must be delivered no later than the close of polls at 8:00 p.m. on Election Day.
 4. authorizing someone to return the ballot on your behalf.
 - Anyone may return your ballot for you, as long as they do not get paid on a per ballot basis. In order for your ballot to be counted, you must fill out the authorization section found on the outside of your ballot envelope.

When your vote-by-mail ballot is received by your **county elections official**, your signature on the return envelope will be compared to the signature on your voter registration card to ensure they match. To preserve the secrecy of your ballot, the ballot will then be separated from the envelope, and then it will be tallied.

As always, if you have questions about the Census or want to ensure that your families are counted, please do not hesitate to reach out to Elizabeth Holloway at elizabeth@headstartca.org



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, August 6, 2020
10:00 a.m.

I. Call to Order

Ms. Scherman called the meeting to order at 10:04 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Vice Chair, Public Representative

Larry Carr, Councilmember, City of Sacramento

Patrick Kennedy, Member, Board of Supervisors

Don Nottoli, Chair; Member, Board of Supervisors (joined at 10:10 a.m.)

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Approval of Minutes of the June 4, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Hacker Lab, Inc. and Amazing Pathways, Inc. to SETA'S Vendor Services (VS) List
- D. Approval of Appointments to the Sacramento Works, Inc. Board
- E. Approval of One Stop Share of Cost Agreement with the Department of Human Assistance
- F. Approval to Accept Mental Health Services Act Funds from the Health Education Council Via the Sacramento County Division of Behavioral Health Services/California Mental Health Services Authority and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source
- G. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

There were no questions or comments.

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

- A. Approve the June 4, 2020 minutes.
- B. Approve the claims and warrants for the period 5/28/2020 through 7/29/2020.
- C. Approve the attached recommendations to add Hacker Lab, Inc. and Amazing Pathways, Inc. to SETA's VS List.

- D. Review the applications of Michael Jasso, City of Sacramento and Ronald Orr, VSP and appoint them to the Sacramento Works Workforce Development Board.
- E. Approve the One-Stop Share of Cost agreement with the Department of Human Assistance for up to \$911,743, and authorize the Executive Director to execute the agreement and any required documents pertaining to the agreement.
- F. Approve the acceptance of Mental Health Services Act funds in the amount of \$190,112, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.
- G. Approve the modifications to the Reimbursement Policies and Procedures of the SETA Head Start/Early Head Start Policy Council/Parent Advisory Committee as proposed and implement retroactively to April 1, 2020.

Roll call vote:

Aye: 3 (Carr, Kennedy, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Nottoli and Schenirer)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2020-2021

Ms. Scherman opened the public hearing.

Ms. D'et Saurbourne reviewed modifications to the budget. There were a number of changes between the recommended and final budgets. The Agency received an additional \$75,000 in SB1 funds plus Peers Helping Peers for \$92,000.

Mr. Don Nottoli joined the meeting at 10:10 a.m.

Moved/Carr, second/Kennedy, to close the public hearing and adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2020-2021.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Scherman passed the gavel to Mr. Don Nottoli.

2. Approval to Submit an Application to the City of Sacramento for CARES Act Funding and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source

Ms. Terri Carpenter stated that SETA was encouraged by City staff to submit the proposal for CARES funding.

In response to a question from Councilman Carr, Ms. Carpenter stated that the proposal requests \$1,571,782 to serve 300 dislocated/laid off employees. The funds must be obligated and spent before December 31. Staff feel confident we will spend the funds because we are working with long-term service providers. Ms. Carpenter stated that staff will look at all high poverty areas to ensure that the most impacted areas are given services.

Moved/Scherman, second/Carr, to approve the submission of an application to the City of Sacramento for CARES Act funding in the amount of \$1,571,782 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)

Mr. Thatch asked that the board consider Item III-A-3 Approval to Delegate Authority to the Executive Director to Cancel and Reissue the Request for Proposals for Head Start Warehouse and Office Space, which is an off-agenda item. Mr. Thatch read the item into the record. If the board approves to consider this off-agenda item, it would require a unanimous vote.

Moved/Scherman, second/Carr, to consider Item III-A-3 as outlined by legal counsel.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

3. Approval to Delegate Authority to the Executive Director to Cancel and Reissue the Request for Proposals for Head Start Warehouse and Office Space

Mr. Thatch stated that staff and legal counsel have been in lease negotiations. It has not been easy. Landlords are reluctant to agree to utilities fully included in the lease. One of the real impediments is the fear that landlords have about utility usage. The original RFP called for a fully serviced lease, as well as an initial term of five years. We have discovered that a slightly longer term and separate metering of utilities would probably yield a much better deal for SETA. As a result, staff is seeking authority to delegate to your Executive Director to redraft and reissue this RFP with a very short turnaround time. Staff are requesting the authority to redraft and reissue the RFP which will be available to anyone wanting to submit a proposal.

Moved/Carr, second/Scherman, to delegate to the Executive Director the authority to cancel and re-issue the Request for Proposals for Head Start Warehouse and Office Space.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

B. WORKFORCE DEVELOPMENT DEPARTMENT

One Stop Services: None.

Refugee Services

1. Approval to Augment Funds to Slavic Assistance Center, Inc. Under the Refugee Support Services (RSS) Set-Aside Grant, Program Year (PY) 2019-20

Mr. Thatch stated that this item will approve funding this organization for more money than they requested. Mr. Thatch read the following sole source finding into the record: "Federal regulations and the SETA procurement policies permit non-competitive procurement when services are available from only a single source. SETA has received \$22,935 in RSS Set Aside funds from the California Department of Social Services - for allocation either this Program Year (which expires on September 30) or carryover to Program Year 2020-21. The Slavic Assistance Center, Inc. (SAC) is the sole provider of RSS Set Aside services at this time and the only provider in position to utilize any portion of this funding before the end of the current 2019-20 Program Year. SAC can provide additional services during this Program Year to 30 older refugees if augmented with \$11,850 of the available funds. Therefore, the Governing Board finds that these services, provided under SAC's existing agreement with SETA, are only available from a single source, which justifies augmentation of SAC's agreement in the amount of \$11,850."

There were no questions or comments.

Moved/Carr, second/Scherman, that the board approve the recommendation, with the sole source finding, to augment the Slavic Assistance Center, Inc. (SAC) Refugee Social Services (RSS) Set-aside funds in the amount of \$11,850 to serve an additional 30 older refugees for PY 2019-2020.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Approval of Staff Funding Recommendations for the Refugee Support Services (RSS) and RSS Set-Aside Grant Programs, Program Year (PY) 2020-2021

There were no questions.

Moved/Scherman, second/Carr, to approve staff funding recommendations for the Refugee Support Services (RSS) and RSS Set-aside programs, PY 2020-2021, as indicated in the funding charts. Additionally, approve the following stipulations:

- 1) If the final allocations for RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
- 2) If the final allocations for RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation.
- 3) VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator service providers must ensure open entry and prompt placement into VESL classes for all clients that are assessed to be in need of English language training.
- 4) All VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator budgets must include a minimum allocation of 5% for supportive services.
- 5) Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, at least eight (8) hours a day from October 1, 2020 through September 30, 2021.
- 6) Participants in Match Grant employment services provided by IRC are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Community Services Block Grant

3. Approval of Local Plan for CARES Act CSBG Supplemental Funding

Ms. Julie Davis-Jaffe reviewed this item. There are only two areas that are not 'in need' but it is included in case there is an impact in this area. The CAB met and came up with a list of areas to emphasize which was included in the board packet. CARES funding would go through May, 2022. The Community Action Board will meet next month to review and approve the release of a Request for Proposals; this document will be brought to the Governing Board for approval.

Moved/Carr, second/Kennedy, to approve the Local Plan for CARES Act CSBG Supplemental Funding.

Roll call vote:

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

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

C. CHILDREN AND FAMILY SERVICES: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No comments.
- B. Employer Success Stories and Activity Report: No additional report.
- C. Dislocated Worker Update: Mr. William Walker reported that staff received two additional layoff notices. The first was from the airport where 171 food services staff will be temporarily laid off. Phillips Imaging will close permanently affecting 120 people. Ms. Kossick stated that some of the employers who originally temporarily laid off people are now stating that the employees are permanently laid off. Ms. Kossick reported that the state has offered a meeting with affected areas with airport layoffs; the state wants to develop a statewide dislocated worker grant specifically for jobs in the airline industry. Mr. Nottoli reminded staff to notify the Board if there is anything the Board can do to ensure services continue to be provided.
- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports
- ◆ Discussion of Current Head Start Operations: Ms. Denise Lee reported that the program shifted from slow roll out of all sites to opening only a handful of flagship sites to align with district closures. Staff was partway through the initial opening of centers serving 4-year olds. There are nine out of 39 Early Learning Centers opening with an average attendance rate of 50%. Flagship sites will focused on essential working families. It was agreed to open six sites serving 160 preschoolers and 66 infants/toddlers which is 9-10% of funded enrollment. The remainder of the Head Start children will continue in remote learning. Flagship centers will operate 8:00 a.m. to 2:30 p.m., Monday through Thursday with deep cleaning done on Friday on top of daily frequency. The delegates are still in the planning process for fall services but most will be following direction from their district and provide remote instruction. Ms. Lee stated PPE is available and required for all staff working in the classroom; parents are not allowed into the building. They sign in outdoors/in the lobby and a staff member escorts them to the classroom. There are two teachers present and one staff member specifically for cleaning per classroom.
- Mr. Carr asked if the government was giving us some slack with attendance? Ms. Lee replied yes; they have been great with input and allowing for flexibilities and alternate program options. They want us to document our efforts and whatever changes we are doing to ensure services are provided.
- ◆ Quality Assurance Report for Sacramento City Unified School District: No questions.

Introduction of UC Davis Nurses and Summer Projects: Ms. Gricelda Ocegueda, Head Start 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. Some of the health projects including health screening, puppet shows educating on oral health and handwashing, health campaign (lead prevention, oral health information), parent presentations, health fairs.

Austin, a nursing student, stated that he appreciates the opportunity for learning and hopes that they had an impact on the Head Start community. It highlights the need for collaborative efforts and combining strengths.

Ms. Jarin stated that they were thrilled to have the ability to send 16 students to help with community needs. It is a wonderful experience and they have had nothing but positive comments.

The presentations will be on the SETA Head Start website to see the nursing presentations.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Happy Birthday to Ms. Scherman and Mr. Carr; both are celebrating birthdays in August. SETA staff continue to serve customers as best we can and are collaborating with the city and county to mitigate the effects of COVID.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:06 a.m.

ITEM IV-C – 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. Edenausageboye Davis **DATE:** August 4, 2020
FROM: Tracey Anderson, SETA Fiscal Monitor
RE: Fiscal Monitoring Desk Review of Women’s Civic Improvement Club

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & Cola	\$1,047,171	8/1/19-7/31/2020	8/1/19-3/31/2020
Head Start	T & TA	\$11,700	8/1/19-7/31/2020	8/1/19-3/31/2020
Head Start	Duration	\$163,146	8/1/19-7/31/2020	8/1/19-3/31/2020
Head Start	Expansion	\$135,314	8/1/19-7/31/2020	8/1/19-3/31/2020

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 5/5/2020, 5/28, 6/3, 6/9, 6/24, 6/29, 7/13, 7/28

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

Program Operator: Women's Civic Improvement Club

Findings and General Observations:

- 1) We have reviewed the Head Start, T & T/A, Duration and Expansion (Start-up) programs from August 1, 2019 to March 31, 2020. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee report.

➤ Social/Hospitality Committee

Ms. Henrietta Gutierrez will provide the Social/Hospitality 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.

- Trauma-Informed Care for Kids and Teens Conference Report

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

August 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	154	9%	589	72	12%
Twin Rivers USD	140	28	20%	40	0	0%
Elk Grove USD	440	13	3%			
Sac City USD	736	2	0%			
San Juan USD	1052	60	6%	160	6	4%
WCIC	120	0	0%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	257	6%	869	91	10%

AFE: Annual Funded Enrollment



SETA Head Start Food Service Operations Monthly Report *August 2020

Meetings and Trainings

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
3,150	3,200	3,010	0

Total Amount of Meals and Snacks Prepared 9,360

Purchases:

Food \$7,408.17

Non - Food \$3,000.96

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$61.74

Vehicle Gas / Fuel: \$270.91
Normal Delivery Days 15

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
July 2020**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/20	(b) % Actual to Funded
Elk Grove USD	440 (0)	N/A	N/A
Sacramento City USD	736 (32)	32	100
SETA	1,756 (1,396)	1,357	97
San Juan USD	1,052 (0)	N/A	N/A
Twin Rivers USD	140 (0)	N/A	N/A
WCIC/Playmate	120 (0)	N/A	N/A
Total	4,244 (1,428)	1,389	97

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/20	(b) % Actual to Funded
SETA	589	578	98
San Juan USD*	160 (0)	N/A	N/A
TRUSD*	40 (0)	N/A	N/A
Total	789 (589)	578	98

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 7/31/20	(b) % Actual to Funded
SETA	80	80	100
Total	80	80	100

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Head Start

SETA:

- Some families dropped the program during the closure due to COVID19
- The program is having difficulty recruiting families for Distance Learning. As a result, not all vacancies were replaced within 30 days.
- Strengthened recruitment efforts.

Early Head Start

SETA:

- Many children aged out during the Covid-19 closure.
- Difficulty recruiting families for Distance Learning.
- Recruitment efforts were strengthened.
- Enhanced Distance Learning program to attract more enrollment.

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
August 2020**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/20	(b) % Actual to Funded
Elk Grove USD	440	213	48
Sacramento City USD	736 (32)	32	100
SETA	1,736	1,004	58
San Juan USD	1,044	561	54
Twin Rivers USD	160	158	95
WCIC/Playmate	120 (0)	N/A	N/A
Total	4,236 (3,412)	1,968	58

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/20	(b) % Actual to Funded
SETA	573	549	96
San Juan USD	163	149	91
TRUSD	56	31	55
Total	792	729	92

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 8/31/20	(b) % Actual to Funded
SETA	80	75	94
Total	80	75	94

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
 (b) If enrollment is less than 100%, agency includes corrective plan of action.

Head Start

All under-enrolled programs, SETA and delegate agencies:

- Approximately 75% of enrolled children transitioned to Kindergarten in mid-to-late August.
- Difficulty recruiting families for Distance Learning. Most are seeking in-person services. Some are taking distance learning until centers can re-open. Some asked to be called back when the program re-opens.
- Recruitment efforts have been strengthened, but promoting the program under SIP orders and limited access to community agencies and store fronts.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Early Head Start

All under-enrolled programs, SETA and delegate agencies Many children aged out during the Covid-19 closure. Transitioned to preschool.

- Difficulty recruiting families for Distance Learning.
- Recruitment efforts have been strengthened.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Early Head Start-CCP

SETA:

- Difficulty recruiting families for Distance Learning.
- Recruitment efforts have been strengthened.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

Program Start Dates in August:

SETA 8/3/20
EGUSD- 8/13/20
TRUSD- 8/18/20
SJUSD – HS 8/24/20, EHS 8/17/20

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.
