

GOVERNING BOARD

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ADMINISTRATION

KATHY KOSSICK
Executive Director

DENISE LEE
Deputy Director

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

Thought of the Day: "Whatever you choose to do, leave tracks. That means don't do it just for yourself. You will want to leave the world a little better for your having lived."

Author: Ruth Bader Ginsburg

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

DATE: Tuesday, October 27, 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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| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the September 22, 2020 Meeting | 4-9 |

III. **Action Items:** None.

IV. **Information Items**

- A. Standing Information Items 10-19
- 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
 - ✓ The Source – Sacramento Children’s Home
 - ✓ Sacramento Works Virtual Orientation
 - ✓ Sacramento Emergency Rental Assistance
- B. SETA Governing Board Minutes: September 3, 2020 Meeting 20-24
- C. Fiscal Monitoring Report 25-27
- San Juan Unified School District

V. **Committee Reports** 28

- Executive Committee Meeting: Ms. Henrietta Gutierrez
- Social/Hospitality Committee Meeting: Ms. Henrietta Gutierrez

VI. **Other Reports** 29-42

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

VII. **Adjournment**

DISTRIBUTION DATE: TUESDAY, OCTOBER 20, 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	X		
B. Casillas Seated 11/26	SOP	X	X	X	X	X	U	X	X	X	X	X		
H. Gutierrez Seated 11/27	CR	X	X	X	X	X	X	X	X	X	X	X		
J. Land Seated 6/23	WCIC								X	U	X	X		
A. Leiva Seated 7/28	EG									X	X	E		
J. Lindgren s/b/seated 11/26; seated 12/18	EG	U	X	E	X	X	X	X	X	X	X	X		
K. Otter Seated 4/28	SJ					X	X	X	X	X	X	X		
R. Perez Seated 1/28	TR			X	X	U	X	X	X	X	X	X		
S. Pierce Seated 11/26	SOP	X	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	X		
C. Taylor Seated 2/26	CR	X	X	X	X	X	U	X	X	X	X	X		
A. Torres Seated 11/26	SOP	X	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	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 10/19/2020

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 22, 2020
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 22, 2020 regular meeting.

RECOMMENDATION:

That the Policy Council approve the September 22 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, September 22, 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 9:00 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
Shannon Pierce, SETA-Operated Program
Arianna Torres, SETA-Operated Program
Donna Bonner, SETA-Operated Program
Jamilia Land, Women’s Civic Improvement Club
Fienishia Wash, Home Base Option
Brenda Casillas, SETA-Operated Program
Charles Taylor, Past Parent/Community Representative
Rosemary Schapira, Community Agency Representative
Henrietta Gutierrez, Past Parent/Community Representative
Rebecca Perez, Twin Rivers Unified School District (seated at 9:03 a.m.)
Kara Otter, San Juan USD (seated at 9:06 a.m.)

Member Absent:

Alma Leiva, Elk Grove Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of the August 25, 2020 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Wash, to approve the August 25, 2020 minutes.
Aye: 10 (Bonner, Casillas, Lindgren, Perez, Land, Pierce, Torres, Wash, Taylor, Schapira)
Nay: 0
Abstentions: 1 (Gutierrez)
Absent: 2 (Leiva & Otter)

Ms. Otter joined the meeting at 9:06 a.m.

III. Action Items

- A. Approval of the Policy Council and Parent Advisory Committee Joint Parent Activity

Ms. Gutierrez stated that there are usually two events held during the year; a parent bonding and an end-of-year celebration. The celebration is on hold right now; the Social/Hospitality Committee will be discussing whether to have it or hold off.

Moved/Wash, second/Bonner, to approve a joint parent activity with the Parent Advisory Committee.

Aye: 11 (Bonner, Casillas, Land, Lindgren, Otter, Perez, Pierce, Torres, Wash, Taylor, Schapira)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 1 (Leiva)

- B. Approval of the SETA Head Start and Early Head Start Health/Safety and Governance/Leadership/Oversight Screener Summary Reports

Ms. Denise Lee reviewed this item. With the first year grant, staff is required to screen all centers for health and safety; it was a massive job to do. Staff was able to screen 13 of the available sites open. When the other sites open, including delegate agencies, those will be screened as well. The Head Start screener is a benchmark of things at the first of the year. If there is a review, the benchmark will be used to determine if issues were corrected. There are a few minor items that require attention. A summary report will be submitted to the board once the centers open.

The Governance leadership is a summary of where we sit in board interactions and how the board oversees governance of the program. On virtual meetings, there is a very high percentage of parents attending but there are still issues attracting board members. Staff is always looking for ways to engage members. We are in a good spot for a federal review.

No questions.

Moved/Wash, second/Bonner, approve the submission of the Head Start/Early Head Start Health and Safety Screener and the Governance, Leadership and Oversight Screener results and certifications.

Aye: 11 (Bonner, Casillas, Land, Lindgren, Otter, Perez, Pierce, Torres, Wash, Taylor, Schapira)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 2 (Leiva & Perez)

C. 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

Mr. Han stated that this item is seeking approval to carry over \$169,790 in EHS CCP funds from PY 2020-2021 year. The carryover funds will be utilized to purchase shade structures and other site supplies; Mr. Han reviewed a list of ways the funds will be spent. A non-federal share match is a bit lower due to the COVID grant money.

Moved/Land, second/Otter, to 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**.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han 9:25 a.m. reviewed the fiscal report for the first month of the fiscal year. The delegate numbers are estimated. The expended budget for SETA is 6.5% which is a bit low. The non-federal share is low since numbers are not being reported. A lot of non-federal shares numbers come from on-site volunteers; a waiver may be requested as the year goes on. The supplies purchases are higher than normal due to COVID sanitation requirements. This grant is fluid since we are not sure when the centers can reopen. Mr. Han reviewed the credit card statement; the charges are mainly for COVID-related purchases and sanitation supplies.
- Community Agency Reports
 - Sacramento Children’s Home: Ms. Rosemary Schapira reminded the board of Source Sacramento which is a 24 hour, 7 days a week call line for mental health resources for people up to 26 years of age. Those interested in services can go to: www.thesourcesacramento.com.
 - Community Action Board: No report.
 - Community Resources: Ms. Desha referred the members to the information provided in their packets. Ms. Desha asked members to share the food bank locations for those in need.
 - ✓ Sacramento Food Bank Resources: information included in the packet.
 - ✓ Census Insider – Only 3 More Weeks to Complete the Census: Ms. Desha reported that Sacramento County’s completion rate is 67.9% as of September 7, which is slightly ahead of the national completion rate. Tuesday, November 3 is the general election day. Members were urged to register to vote. Ms. Desha urged board members to remind their friends and family to vote.

- B. SETA Governing Board Minutes: August 6, 2020 Meeting: No questions.
- C. Fiscal Monitoring Report: No questions.

V. Committee Reports

- Executive Committee Meeting: Ms. Gutierrez reported that the Executive Committee will meet Friday, September 25.
- Social/Hospitality Committee Meeting: Ms. Wash reported on the September 4 meeting. Attendees chose the plaque; Ms. Desha reviewed the details of the plaque. The decoration and day of the event was tabled. Next meeting will be October 9, 1 p.m. which will plan the end-of-year parent appreciation event.

VI. Other Reports

- A. Executive Director's Report: Ms. Kathy Kossick reported that the California Census completion rate is currently at 74%. The Community Action Board will be meeting at the end of November to review funding recommendations for \$1.1 million in CARES Act funding. The SETA Governing Board will approve the funding recommendations at a special meeting to be held October 29. Ms. Kossick thanked all board members for their participation in the meetings; it is greatly appreciated.
- B. Head Start Deputy Director's Report: Ms. Denise Lee stated that written reports are not being provided because things are changing so quickly. Staff continues to look to the State Department of Education for guidance regarding the reimbursement for remote services. Since we have closed and the Health Department agrees, the CDE thinks we meet the requirements to be reimbursed. The SETA grant is \$7.2 million dollars so those funds are needed. The Governor still has not signed SB 820 to allow more flexibility in reimbursement.

SOP and delegate agencies are still in operation albeit remotely. Staff will continue to do remote teaching in line with school districts' direction. All school districts are up and running. This is a great time for families to enroll in Head Start. In Early Head Start and Head Start, parents can choose the level of participation without the concern of being dropped. Also, many families do not qualify for Head Start services due to higher income; this is a good time to get into Head Start with a tiered level of services.

C. Chair's Report

- Trauma-Informed Care for Kids and Teens Conference Report: Ms. Gutierrez reported that she and Fienishia joined a conference on trauma-informed care. They spoke of how young children process their feelings; some children open up using different methods (play, art). There was discussion of input/output with children. It is crucial to get kids outside to play. Ms. Wash added that the care givers workshops were available from 8-9 p.m. There was a lot of good information and lots of parents sharing how to get through this pandemic.

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 stated that SETA has a Facebook page that gets updated with enrollment information. Staff is full-on into remote and distance learning. There are common requirements and staff is in the process of reporting to the state how we service families, communicate a child's development, etc. Another area is CLASS, is an observation tool to gauge the effectiveness of the teaching staff. Staff will be doing observations of Zoom trainings to assess the learning. Staff is always looking for ways to improve and adapt.
- Kaleb Call – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: Mr. Call reviewed the August Food Services report included in the packet; numbers are lower than normal. Staff began preparing the take-home meals. Meals are handed out on Thursday and Friday; each family got a big box of food for five days. Boxes also included handouts on food safety. Most of the school districts offer food for anyone regardless of enrollment. They have expanded this throughout the school year. There are seven hub sites where teachers distribute teaching materials; the food is also distributed at the same time.

D. Open Discussion and Comments: None.

E. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 9:59 a.m.

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 Resources: Ms. Marie Desha
 - ✓ The Source – Sacramento Children’s Home
 - ✓ Sacramento Works Virtual Orientation
 - ✓ Sacramento Emergency Rental Assistance

NOTES:



The Source remains open as a twenty-four hour resource to caregivers and youth. We provide urgent response support for mental health crisis issues and for other crisis issues affecting families and youth (homelessness, food insecurity, etc.) We are available by phone, text, or chat to provide:

- emotional support
- conflict resolution skills
- crisis response and safety planning
- connecting people with needed resources

Our team is comprised of skilled mental health workers, clinicians, and staff with lived experience as caregivers or youth. We are available around the clock to give support whenever people need it most.

During the current shelter in place order, our staff are constantly updating our information on available emergency resources (food, shelter, mental health services, etc.) and any changes related to availability during the COVID-19 outbreak.

Please contact us with any questions about how we can help you serve your caregivers and youth.

We can be reached at 916-SUPPORT (787-7678) to call or text or at www.thesourcesacramento.com



SACRAMENTO WORKS JOB CENTER VIRTUAL ORIENTATION

EVERY TUESDAY • 9AM-10AM

TOPICS COVERED

- Job Center Resources
- Franklin Job Center Partners
- Job/Training Coaching Services
- Information Sessions
- Employer Recruitment Events



JOIN US VIA ZOOM

MEETING ID: 770-3139-5150

PASSWORD: 6FaKqK

CLICK HERE



SACRAMENTOWORKS

Sacramento Works Franklin Job Center
7000 Franklin Blvd. Suite 540,
Sacramento, CA 95823 · (916) 563-5151

To register or ask questions, please contact: **Simone Paurley (916) 584-4102.**

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities, call 711.

Oct. 27, 2020



Sacramento Housing and Redevelopment Agency, in partnership with the City and the County of Sacramento, is offering emergency rental assistance for residents who have experienced a loss or reduction in wages due to COVID-19.

APPLICANT REQUIREMENTS:

- Rent your housing in the City of Sacramento or the unincorporated County of Sacramento
- Have experienced a loss or reduction in wages due to COVID-19
- Owe back rent or inability to remain current on rent
- Current household income cannot exceed 50% of Area Median Income (AMI)
- Not living in public housing or receive ongoing rental assistance

GROSS HOUSEHOLD INCOME REQUIREMENTS

Median Income	Family of:	1	2	3	4	5
\$86,300	50% of AMI	\$30,250	\$34,550	\$38,850	\$43,150	\$46,650
	30% of AMI	\$18,150	\$20,750	\$23,350	\$26,200	\$30,680

HOW TO APPLY:

Applications will be accepted from Friday, October 9, 2020, until Thursday, October 22, 2020, and must be completed online at www.shra.org/sera. Beginning October 9th, applicants can email sera@shra.org or call (916) 449-1266 for assistance. They can also receive help uploading required documents and other technical assistance in person at 816 Revere Street (Alder Grove) and 480 Redwood Avenue, between 8:00 a.m. and 5:00 p.m., M-F from October 9th - October 22nd.

Eligible applications will be placed in a computerized random order. Preferences will be given to families with minor children, families at 30% of Area Median Income (AMI) and lower, and families with completed applications. Rental assistance payments may be issued up to \$4,000 per household and will be paid directly to the landlord. For more information, go to www.shra.org/sera.

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, September 3, 2020
10:00 a.m.

I. Call to Order

Mr. Nottoli called the meeting to order at 10:22 a.m. The roll was called and a quorum was confirmed. The pledge of allegiance was recited.

Members Present:

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

Mr. Thatch reported that the Governing Board met in closed session prior to the meeting and that there was nothing to report out of closed session.

II. Consent Items

- A. Approval of Minutes of the August 6, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Utilize Donation from the 99 Cents Only Store and Delegate Authority to the Executive Director to Expend these Funds
- D. Approval to Accept Funds from the James Irvine Foundation and Authorize the Executive Director to Execute the Agreement and any Other Documents Required by the Funding Source

The items were reviewed; no questions.

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

- A. Approve the August 6, 2020 minutes.
- B. Approve the claims and warrants for the period 7/30/2020 through 8/25/2020.
- C. Approve utilizing the funds donated from the 99 Cents Only Store, in part or in whole, for any or all of the projects listed, and delegate to the Executive Director the authority to expend these funds on any or all of the projects included in the staff report.
- D. Approve the acceptance of up to \$5,000 of funds from the James Irvine Foundation, and authorize the Executive Director to execute the agreement and any other documents required by the funding source.

Roll call vote:
Aye: 5 (Carr, Kennedy, Schenirer, Scherman, Nottoli)
Nay: 0
Abstentions: 0

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Lease Agreement for Hillsdale Career Center Office Space and Authorize the Executive Director to Execute the Agreement

Mr. Kim stated that this item seeks approval of a new lease agreement for a five-year term with an additional five years of possible extensions. The new lease agreement would return 1,300 square feet (1 large classroom) that will not be needed going forward. Hillsdale is SETA's one designated comprehensive career center.

Mr. Thatch reviewed the sole source finding which would be included in the motion.

Supervisor Kennedy asked why the additional space was no longer needed. Mr. Kim replied that since COVID, we have migrated many services to Zoom and anticipate even after COVID to continue doing that. There is a provision in the new lease that if we do need the additional space, we can negotiate that with the lessor.

Moved/Scherman, second/Kennedy, to find that non-competitive procurement is appropriate because after solicitation of a number of proposals, only one proposal was received and the facilities to be leased are only available from a single source. Approve the lease agreement for the Hillsdale Career Center and authorize the Executive Director to execute the agreement.

Roll call vote:
Aye: 5 (Carr, Kennedy, Schenirer, Scherman, Nottoli)
Nay: 0
Abstentions: 0

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of the Addition to the SETA Personnel Policies and Procedures Remote Work Policy and Process

Mr. Nottoli reviewed this item and opened a public hearing.

Ms. Allison Noren stated that since March, many employers have allowed employees to work at home. This policy was developed to allow staff to work remotely and effectively even after the pandemic. Ms. Noren reviewed the

requirements of staff when working from home. There is also a process by which staff can request to work remotely. This has gone through management, the union, and the Policy Council approved this at their last meeting.

Ms. Noren noted that there have been staff very happy working from home but there are others that want to return to a more structured work site.

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

Roll call vote:

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

Nay: 0

Abstentions: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant

1. Approval of the CARES Act CSBG Supplemental Fund Request for Proposals

Ms. Julie Davis-Jaffe reviewed this item. In June, the Community Action Plan under the CARES Act was presented and approved. The RFP was written and approved by the CAB with the request that the processing of the RFP be expedited. With that in mind, a special meeting of the Governing Board has been planned for Thursday, October 29 to approve the recommendations. This meeting would be in addition to the November 5 board meeting.

Mr. Nottoli is willing to meet on October 29 for one board item. All other board members agreed to meet on October 29.

Moved/Scherman, second/Carr, to approve the CARES Act CSBG Supplemental Fund Request for Proposals.

Roll call vote:

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

Nay: 0

Abstentions: 0

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. Nottoli asked about the Hyatt Regency. Mr. William Walker reported that there are permanent layoffs after initial temporary layoffs due to the lack of occupancy in the hotel. Decore-ative Specialties, Inc. is changing their facility from manufacturing of cabinets to distribution of cabinets.
- D. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- E. Head Start Reports: Ms. Denise Lee has not been putting written reports into the packets since things change so quickly.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that about a year ago, SETA was approached by Mutual Housing California to see if there was interest in the redevelopment of the San Juan Hotel. We were contacted by Mutual Housing California to develop the space at Fruitridge and Stockton. Ms. Lee submitted a floorplan for a possible Head Start center. There may also be a community space with visiting staff serving clients. The RFP closes in October and staff have been working with staff at Mutual Housing California to reflect that we are interested but there is no commitment yet.

Supervisor Kennedy hopes that SETA will aggressively go after this opportunity. Mr. Thatch replied that he thinks SETA stands ready to work with any reasonable proposer to secure additional Head Start sites.

- C. Deputy Directors: Mr. Kim reported that at the end of May, SETA received \$90,000 in COVID emergency service funds. The funds were fully spent in August and the state gave us an additional \$200,000 to provide additional services. SETA has been recommended by the City for CARES Act funding of \$1,178,837 which is scheduled to go to City Council on September 8.
- D. Counsel: None.
- E. Members of the Board: None.
- F. Public: The board will meet October 1, with an additional special meeting on October 29, and then again on November 5.

VI. Adjournment: The meeting was adjourned at 10:54 a.m.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the most recent fiscal monitoring report.

Staff will be available to answer questions.

NOTES:

MEMORANDUM

TO: Mr. Jim Walters **DATE:** September 1, 2020

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of San Juan U. S. D.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
Head Start	Basic & COLA	\$5,422,802	8/1/19-7/31/2020	8/1/19-3/31/2020
Head Start	T & TA	\$33,400	8/1/19-7/31/2020	8/1/19-3/31/2020
Early HS	Basic & COLA	\$1,837,036	8/1/19-7/31/2020	8/1/19-3/31/2020
Early HS	T & TA	\$30,912	8/1/19-7/31/2020	8/1/19-3/31/2020
Duration		\$731,620	8/1/19-7/31/2020	8/1/19-3/31/2020

Monitoring Purpose: Initial X Follow Up Special Final

Date of Review: 6/24, 7/6, 7/15, 7/24, 8/4, 8/11, 8/20, 8/24

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2019 to March 31, 2020 for the Head Start and Early Head Start programs have been traced to the delegate agency's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board
Policy Council

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.

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/20	(b) % Actual to Funded
Elk Grove USD	440	237	54
Sacramento City USD	736	303	41
SETA	1,736	1,196	69
San Juan USD	1,044	670	64
Twin Rivers USD	160	162	101
WCIC/Playmate	120	64	53
Total	4,236	2,632	62

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/20	(b) % Actual to Funded
SETA	573	562	98
San Juan USD	163	143	88
TRUSD	56	33	59
Total	792	738	93

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 9/30/20	(b) % Actual to Funded
SETA	80	74	93
Total	80	74	93

- (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:

SETA 8/3/20
EGUSD- 8/13/20
TRUSD- 8/18/20
SJUSD – HS 8/24/20, EHS 8/17/20
WCIC- 9/14/20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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	164	9%	589	71	12%
Twin Rivers USD	140	29	21%	40	1	3%
Elk Grove USD	440	15	3%			
Sac City USD	736	34	5%			
San Juan USD	1052	68	6%	160	7	4%
WCIC	120	6	5%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	316	7%	869	92	11%

AFE: Annual Funded Enrollment

MONTHLY PROGRAM INFORMATION REPORT

October 2020

SETA Kicks off New School Year with Distance Learning To-Go Lessons

On September 2nd – 4th, the SETA Head Start/Early Head Start program kicked off its new school year with fun and engaging in-home lessons, supplies/materials, and Measure ME kits. Families picked up their weekly activity kits via a drive through distribution Hub. Staff were excited to welcome families and children back to school. Each week, families will exchange in-home lesson kits and participate with their child in daily zoom activities with their teacher.



Back to School

Head Start and Early Head Start are open and serving in distance learning.

Elk Grove USD Head Start – August 13th

Sacramento City USD Head Start – September 8th

San Juan USD Head Start and Early Head Start – August 24th and 17th respectively

Twin Rivers USD Head Start and Early Head Start – August 18th

Women's Civic Improvement Club – September 14th



YOUR VOTE COUNTS

Now Enrolling

Word of mouth is the best way to share all of the great services Head Start and Early Head Start have to offer. Spread the word, Head Start has open enrollment. For more information, please contact:

SETA Gaylon Ndiaye 916-764-2061 Gaylon.Ndiaye@seta.net
Jaime Elder 916-764-2288 Jaime.Elder@seta.net

EGUSD Sherri Pimentel 916-686-7595

SCUSD 916-395-5500 www.scusd.edu/preschoolapplication
(Families can leave a message and/or complete online application.)

SJUSD Kimberly Waldrep www.ECERegistrationDesk@sanjuan.edu
Apply online at: www.sanjuan.edu/preschool

TRUSD Karla De Leon – Admin. Clerk 916-566-3485 ext. 22773
Brandie McConahie – Office Mgr. 916-566-3485 ext. 22776

WCIC Zong Vue yzkv365@yahoo.com
Brenda Tamayo blp0586@yahoo.com
Moua Moua moua300z@yahoo.com
Clarisa Jones jonesclarisa@yahoo.com

River Oak Center for Children

Jennifer Chamberlain 916-226-2721 jchamberlain@rivveroak.org

SCOE Jessica Johannesen 916-228-2506 jjohannesen@scoe.net

From Cynthia Yao, Regional Program Manager
Administration for Children & Families – Region 9

Sharing Best Practices! - Click on this link from PACT – Parents and Children Together – home visiting program video
<https://www.youtube.com/watch?v=eSMiJOIEHss&feature=youtu>

The home visitor set up her own YouTube Channel to support families on her caseload by providing pre-recorded video sample of the in home activities by doing them with her own grandchildren! This is a great example of how programs can also integrate home activities that can engage families and multi-age children in the home. Thank you PACT for sharing this video with all of us!

Update from Office of Head Start

Final Rule on Designation Renewal System (DRS) Changes ACF-PI-HS-20-05

The Office of Head Start (OHS) announced in the Federal Register a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS[®]), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

- Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency.
- For the CLASS[®] condition, the final rule facilitates the use of CLASS[®] as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion, while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS[®].
- For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

The new DRS conditions will be effective on October 27, 2020.

For more information, visit the Early Childhood Learning and Knowledge Center at:
<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-05>

Fiscal Year 2021 Monitoring Process for Head Start and Early Head Start Grantees ACF-IM-HS-20-05

Sec. 641A of the *Improving Head Start for School Readiness Act of 2007* requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the coronavirus

disease 2019 (COVID-19) pandemic and public health emergency, all monitoring reviews for the 2020–2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount.

OHS will begin virtual monitoring of grantees in November 2020. Grantees who will receive a monitoring review in FY 2021 will receive a notification letter at least 45 days prior to the start of their review event. Grantees can expect a planning call with their assigned review lead to discuss the virtual schedule.

During the Focus Area 1 (FA1) and Focus Area 2 (FA2) review processes, grantees will be asked questions about the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. They will also be asked about any adjustments made to program service delivery in response to the COVID-19 pandemic. OHS will request information regarding grantee service delivery model (e.g., in-person services, virtual services, or a hybrid of both) with the understanding that these operations may change throughout the program year.

***NOTE:** SETA will highly likely receive a virtual FA1 federal review during the PY 2020-21. Information will be shared when notified.*

Questions and Answers on Wages and Benefits Guidance sent from OHS on September 29, 2020

As programs began to close centers in the face of COVID-19 in spring of 2020, OHS encouraged continued payment of wages and benefits for staff unable to report to work due to center closures. Continued payment of wages and benefits assured the availability of staff needed to deliver services remotely and supported the grantee's ability to recall staff for on-site work when centers reopened. The flexibility for continued payment of wages and benefits was extended through Sept. 30, 2020, in large part to allow grantees time to assess program operations, budgeting, and staffing needs for the upcoming program year. A formal Program Instruction or Information Memorandum may be forthcoming.





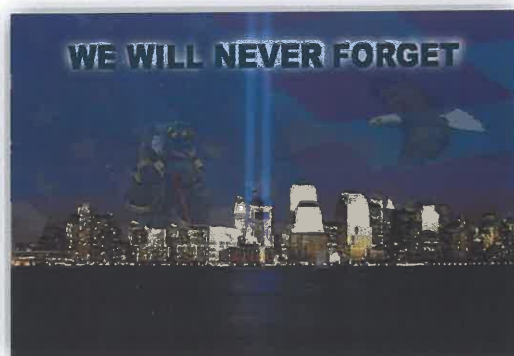
From Mather Early Learning Center

U. S. CENSUS 2020

The Census deadline has once again been changed- so if you're confused, you're not alone! From April 1 to October 31st then September 30th and October 5th, and now we have an uncertain date sometime in October. I held off sending updates due to the uncertainty and to reduce more confusing emails. But we know one thing for sure- **we want all 0-5 kids to be counted!**

We are proud to say that Sacramento County currently has a self-response rate of 74.5%, above the national and state average, but there are still some households that haven't been counted. **So please keep pushing the message to Respond As Soon As Possible!**

If you are wondering why the changes, you can check out this article about an ongoing court case <https://www.bloomberg.com/news/articles/2020-09-29/census-judge-weighs-holding-u-s-in-contempt-for-defying-order> that has impacted the deadline.





Update from the California Department of Education

***Requirement for Distance Learning Plans, Program Quality and Distance Learning Services for Direct Service Contactors
Management Bulletin 20-17
September 11, 2020***

The purpose of this Management Bulletin (MB) is to provide guidance to state-subsidized, direct service contractors who provide early learning and care services regarding the requirements for the distance learning plan, program quality, and the delivery of distance learning services for children and families who are not receiving in-person services.

Direct service contractors who are closed, or who are unable to provide in-person services for all currently enrolled children due to a public health order, or when families choose to shelter in place due to the COVID-19 pandemic, must submit a distance learning plan and offer children and families distance learning, outreach, and communication services.

- Distance learning services may be offered through various methods to maintain the developmental progress of currently enrolled children that are not receiving in-person services.
- Distance learning services and outreach efforts may include, but are not limited to, home activity packages, lending libraries, phone calls, text messages, emails, online learning platforms and/or video.
- Contractors must provide staff with professional development, or access to professional development through distance learning opportunities for priority topics including, but not limited to, health and safety and child development.
- Contractors may, but are not required to, provide meals and/or snacks for children who are being provided distance learning services.
- All contractors must follow healthy and safe practices and adhere to local and state public health orders in all Early Learning and Care (ELC) settings.



For more information, visit the California Department of Education website at:
<https://www.cde.ca.gov/sp/cd/ci/mb2017.asp>



FREE DENTAL SCREENING



Flyers attached for additional information.

Due to rapidly changing information during COVID-19, some Monthly Program Information Reports will be provided verbally during the board meetings.

Find an event near you!

FREE DENTAL SCREENINGS

Is your child kinder bound? If so, get the Oral Assessment form completed.



FREE COMMUNITY EVENT

Drive-through dental screening for anyone under 20 years of age.

Dental Screenings will follow all CDC & CDPH Guidelines. All participants will stay in their cars throughout the entire screening process. Quick Process.

Participants will receive FREE fluoride varnish treatment, FREE dental screening & FREE goodie bag. Assistance for connecting to a dental provider available.

<p>SEPTEMBER 25, 2020 11 A.M. - 3:30 P.M. MATHER SETA HEAD START 10546 Peter A. McCuen Blvd. Mather, CA 95655</p>	<p>OCTOBER 1, 2020 11 A.M. - 3:30 P.M. SHARON NEESE SETA HEAD START 925 Del Paso Blvd., Suite 300 Sacramento, CA 95815</p>
<p>OCTOBER 2, 2020 11 A.M. - 3:30 P.M. CAPITAL CITY SETA HEAD START 7222 24th Street Sacramento, CA 95822</p>	<p>OCTOBER 8, 2020 11 A.M. - 3:30 P.M. CROSSROAD GARDENS SETA HEAD START 7322 Florin Wood Drive Sacramento, CA 95823</p>
<p>OCTOBER 9, 2020 11 A.M. - 3:30 P.M. GALT SETA HEAD START 615 2nd Street Galt, CA 95632</p>	<p>OCTOBER 14, 2020 11 A.M. - 3:30 P.M. WALNUT GROVE ELEMENTARY 14181 Grove Street Walnut Grove, CA 95690</p>
<p>OCTOBER 15, 2020 11 A.M. - 3:30 P.M. WOMEN'S CIVIC IMPROVEMENT CLUB OF SACRAMENTO, INC. 3555 3rd Avenue Sacramento, CA 95817</p>	<p>OCTOBER 16, 2020 11 A.M. - 3:30 P.M. FREEDOM PARK SETA HEAD START 6015 Watt Avenue, Suite 5 Sacramento, CA 95632</p>

Screenings provided by Early Smiles Sacramento Program and Hosted by SETA Head Start, Women's Civic Improvement Club of Sacramento, Inc. and River Delta Program/Project funded by First 5 Sacramento

If you have any questions about the screenings,
please contact earlysmiles@tc4oh.org or (916) 720-9262



¡Encuentra un evento cerca de ti!

EXÁMENES DENTALES GRATUITOS

¿Su hijo(a) ira a la primaria pronto? Si es así, obtenga el formulario de evaluación dental aquí



EVENTO COMUNITARIO GRATUITO

Examen dental para personas menores de 20 años.

Los exámenes dentales que ofrecemos seguirán todos los requisitos del CDC y de CDPH. Todos los participantes permanecerán en sus autos durante todo el proceso del examen dental. Sera un proceso rápido. Los participantes recibirán GRATUITAMENTE un tratamiento de barniz con fluoruro, una evaluación dental, y una bolsa con regalos. También tendremos asistencia para ayudarle a conectarse con un proveedor dental disponible.

25 DE SEPTIEMBRE DEL 2020

11 A.M. - 3:30 P.M.
MATHER SETA HEAD START
10546 Peter A. McCuen Blvd.
Mather, CA 95655

2 DE OCTUBRE DEL 2020

11 A.M. - 3:30 P.M.
CAPITAL CITY SETA HEAD START
7222 24th Street
Sacramento, CA 95822

9 DE OCTUBRE DEL 2020

11 A.M. - 3:30 P.M.
GALT SETA HEAD START
615 2nd Street
Galt, CA 95632

15 DE OCTUBRE DEL 2020

11 A.M. - 3:30 P.M.
WOMEN'S CIVIC IMPROVEMENT CLUB OF
SACRAMENTO, INC.
3555 3rd Avenue
Sacramento, CA 95817

1 DE OCTUBRE DEL 2020

11 A.M. - 3:30 P.M.
SHARON NEESE SETA HEAD START
925 Del Paso Blvd., Suite 300
Sacramento, CA 95815

8 DE OCTUBRE DEL 2020

11 A.M. - 3:30 P.M.
CROSSROAD GARDENS SETA HEAD START
7322 Florin Wood Drive
Sacramento, CA 95823

14 DE OCTUBRE DEL 2020

11 A.M. - 3:30 P.M.
WALNUT GROVE ELEMENTARY
14181 Grove Street
Walnut Grove, CA 95690

16 DE OCTUBRE DEL 2020

11 A.M. - 3:30 P.M.
FREEDOM PARK SETA HEAD START
6015 Watt Avenue, Suite 5
Sacramento, CA 95632

Los exámenes serán proporcionados por el programa Early Smiles Sacramento y patrocinado por SETA Head Start, Women's Civic Improvement Club of Sacramento, Inc. y River Delta Program/Project a caul financiado por First 5 Sacramento

Si tiene alguna pregunta sobre el examen dental,
favor de contactar a earlysmiles@tc4oh.org o al (916) 720-9262

Center
for Oral
Health



ITEM VI – OTHER REPORTS (continued)

Page 2

- D. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - Karen Griffith - School Readiness, Special Education and Mental Health Services
 - Denise Lee – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts

- E. OPEN DISCUSSION AND COMMENTS: This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

- F. PUBLIC PARTICIPATION: Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.
