

**GOVERNING BOARD**

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**MAI VANG**  
 Councilmember  
 City of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
 Executive Director

**DENISE LEE**  
 Deputy Director

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 Sacramento, CA 95815

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

*Thought of the Day: "Get in good trouble,  
 necessary trouble, and help redeem the soul of  
 America."*

*~~ John Lewis*

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

**DATE:** Tuesday, January 26, 2021

**TIME:** 11:00 a.m.

**LOCATION:**

<https://us02web.zoom.us/j/86158644270?pwd=YnkVY2tURkQ5VmN5MVM5ZWYxTVk1dz09>

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/86158644270?pwd=YnkVY2tURkQ5VmN5MVM5ZWYxTVk1dz09>; Meeting ID: 861 5864 4270, Passcode: 759779. 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: one tap mobile: +16699006833, 86158644270# US (San Jose); dial by your location: +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kdqvL5xvz> Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Nancy.Hogan@seta.net](mailto: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](mailto: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](http://www.seta.net).

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- ✓ Karen Griffith - School Readiness, Special Education and Mental Health Services
- ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts

E. Open Discussion and Comments

F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JANUARY 19, 2021**

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
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Past Parent/Community Representative

**Seats Vacant:**

- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, Sacramento City 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 (Schapira), 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. \*\***

ITEM I - CALL TO ORDER/ROLL CALL

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

**Members to be Seated:**

- \_\_\_\_\_ Jara Lindgren, Elk Grove Unified School District
- \_\_\_\_\_ Justina Olea, Elk Grove Unified School District
- \_\_\_\_\_ Kara Otter, San Juan Unified School District
- \_\_\_\_\_ Elizabeth Gutierrez, San Juan Unified School District
- \_\_\_\_\_ Rebecca Perez, Twin Rivers Unified School District
- \_\_\_\_\_ Kelly Batista, Twin Rivers Unified School District

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE  
PROGRAM YEAR 2020-2021**

The **2020-2021** Board was seated on **January 26, 2021** and  
**February 23, 2021**

BOARD MEMBER	SITE		1/26	2/23	3/23	4/27	5/25	5/22	7/27	8/24	9/28	10/26	11/23
K. Batista Seated	TR												
D. Bonner Holding	SOP												
B. Casillas Holding	SOP												
E. Gutierrez Seated	SJ												
H. Gutierrez Holding	PP												
J. Land Holding	WCIC												
A. Leiva Holding	EG												
J. Lindgren Seated	EG												
J. Olea Seated	EG												
K. Otter Seated	SJ												
R. Perez Seated	TR												
S. Pierce Holding	SOP												
C. Taylor Holding	CR												
A. Torres Holding	SOP												
F. Wash Holding	SOP												

## 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 1/19/2021*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 24, 2020  
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 24, 2020 special meeting.

RECOMMENDATION:

That the Policy Council approve the November 24 minutes.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_



## **SPECIAL MEETING OF THE HEAD START POLICY COUNCIL**

*(Minutes reflect the actual progress of the meeting.)*

Meeting Held Electronically

Tuesday, November 24, 2020  
11:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 11:06 a.m. Ms. Gutierrez read the thought of the day. The roll was called and a quorum was confirmed.

#### **Members Present:**

Alma Leiva, Elk Grove Unified School District  
Shannon Pierce, SETA-Operated Program  
Arianna Torres, SETA-Operated Program  
Donna Bonner, SETA-Operated Program  
Fienishia Wash, Home Base Option  
Brenda Casillas, SETA-Operated Program  
Kara Otter, San Juan USD  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Past Parent/Community Representative

#### **Members Absent:**

Jamilia Land, Women's Civic Improvement Club (unexcused)  
Rosemary Schapira, Community Agency Representative (excused)  
Rebecca Perez, Twin Rivers Unified School District (unexcused)  
Jara Lindgren, Elk Grove Unified School District (unexcused)

#### **Member to be Seated:**

Teresa Ellison, alternate, Sacramento City Unified School District

### **II. Consent Item**

#### **A. Approval of the Minutes of the October 27, 2020 Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Pierce, to approve the October 27 minutes.

Roll call vote:

Aye: 8 (Bonner, Casillas, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 2 (Ellison, Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

### III. Action Items

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

Ms. Gutierrez reported that the Policy Council met in Closed Session before this meeting. The Closed Session started at 10:46 a.m. and closed at 10:57 a.m. The Policy Council approved the following eligible lists: Family Services Worker II; Infant Toddler Lead Teacher.

#### B. Election of Policy Council Community Representatives and Alternates

Ms. Gutierrez reported that three applications have been received. In order to allow more applications to come in, Ms. Gutierrez requested a motion to table this item.

Moved/Bonner, second/Pierce, to table the election of Policy Council Community Representatives and Alternates.

Roll call vote:

Aye: 9 (Bonner, Casillas, Ellison, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

#### C. TIMED ITEM 11:00 A.M. AND PUBLIC HEARING: Approval of Revision to the Job Specifications and Salary Schedules for Payroll Specialist and Senior Payroll Specialist

Ms. Gutierrez opened a public hearing at 11:15 a.m.

Ms. Allison Noren reviewed this item and explained the payroll process utilized by SETA.

Ms. Gutierrez asked about steps A-F; Ms. Noren explained that the salary schedules are broken up by steps. When an employee comes in, they start at Step A. The employee needs to work 2,080 hours, full time one year to go to the next step which is 5% higher.

Moved/Wash, second/Otter, close the public hearing and approve the revised job specifications and salary schedules for Payroll Specialist and Senior Payroll Specialist.

Roll call vote:

Aye: 8 (Bonner, Casillas, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 2 (Ellison, Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

- D. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Gutierrez reviewed this item which allows the PAC to take part of screening and interviewing process for staff. No questions.

Moved/Wash, second/Bonner, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Roll call vote:

Aye: 9 (Bonner, Casillas, Ellison, Leiva, Otter, Pierce, Taylor, Torres, Wash)

Nay: 0

Abstentions: 1 (Gutierrez)

Absent: 4 (Land, Lindgren, Perez, Schapira)

#### **IV. Information Items**

##### **A. Standing Information Items**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reviewed the fiscal report. SETA will be seeking a waiver of the in-kind match. Ms. Han reviewed the CARES funding and staff will be working to ensure the funds are completely spent by July, 2021. The Agency will be purchasing five new vehicles and update some playgrounds with the carryover funds. If there are savings, staff will seek ways to repurpose the funds. The food services costs are being reviewed; staff is looking for ways to break even in the Food Services program. Ms. Lee stated that SETA has a fleet of vehicles for facilities and food service which is why there are car maintenance costs.
- End-of-Year Parent Appreciation Drive Through Event: Ms. Gutierrez reviewed this item.
- Officer Elections will be held on Tuesday, January 26, 2021: Ms. Gutierrez asked those interested in serving as an officer to review the bylaws and consider running for office.
- Community Resources
  - Sacramento City CARES Act OJT Program: Ms. Gutierrez reviewed this program.
  - Community Flu Shot Clinic: The flu shot clinic information was reviewed.

- B. Governing Board Minutes for October 1, 2020: No questions.

#### **V. Committee Reports**

- Executive Committee Meeting: No report.

- Social/Hospitality Committee Meeting: The next meeting will be held December 4, 1:00 p.m.; the invitation will be sent out to all board members.

**VI. Other Reports**

- A. Executive Director's Report: Ms. Kathy Kossick reviewed a program open to city residents. She shared that any unemployed Sacramento City resident can get training in this program. Ms. Kossick thanked all board members for participating and wished them all a Happy Thanksgiving.
- B. Head Start Deputy Director's Report: Ms. Lee asked members to review the written report included in the board packet. Ms. Lee thanked board members for their continuing support and participation. Ms. Lee stated that staff is still working to have a rolling reopening of centers. Ms. Lee asked members to tell their friends and family members that there are openings in the Head Start program.
- C. Chair's Report: No report.
- 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: No report.
  - ✓ Denise Lee – Quality Assurance, Food Services, Save Environments, Grants, and Contracts: No report.
- E. Open Discussion and Comments: Ms. Desha stated that the bylaws will be sent out to board members that requested copies.
- F. Public Participation: None.

**VII. Adjournment: The meeting was adjourned at 11:53 a.m.**

ITEM III-A – ACTION

APPROVAL OF BUDGET MODIFICATION FOR  
HEAD START/EARLY HEAD START PROGRAM YEAR 2019-2020 AND 2020-2021

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the SETA Operated Program Head Start and Early Head Start program in the amount of \$1,300,000.

Due to the agency's shift from in-person services to distance learning/services during the COVID-19 pandemic and various unfilled vacancies throughout the 2020-2021 program year, SETA projects to be under-spent in the Personnel, Fringe Benefits, Equipment, Supplies and Other cost categories for the Head Start and Early Head Start program. SETA seeks approval to use under-spent funds in the amount of \$1,300,000, to renovate, repair and update the Northview Early Learning Center, a SETA owned facility. Funds will be reprogrammed from two grant sources:

1. FY' 2019-2020 CARES Act/COVID-19 funds under a No-Cost Extension  
Grant # 09CH010182
2. FY' 2020-2021 Head Start/Early Head Start Basic  
Grant #09CH011763

A detailed budget and budget justification will be sent under separate cover.

As part of the budget modification request, SETA will also be submitting a 1303 Facilities Renovation and Repair Application, as required by the Office of Head Start (OHS).

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start/Early Head Start budget modification in the amount of \$1,300,000 from Personnel, Fringe Benefits, Equipment, Supplies and Other to Construction from the 2019-2020 No-Cost Extension funding and the 2020-2021 Basic funding and submit the associated Preliminary 1303 Facilities Application to the Administration for Children and Families (ACF).

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## ITEM III-B – ACTION

### ELECTION OF POLICY COUNCIL OFFICERS FOR 2020-2021

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2020-2021. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

#### **SECTION 3: Duties of Officers**

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

The duties of the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election

ITEM III-B-ACTION (continued)  
Page 2

will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

RECOMMENDATION:

That the Policy Council elect a Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Chair:

\_\_\_\_\_  
\_\_\_\_\_

Vice Chair:

\_\_\_\_\_  
\_\_\_\_\_

Secretary:

\_\_\_\_\_  
\_\_\_\_\_

Treasurer:

\_\_\_\_\_  
\_\_\_\_\_

Parliamentarian:

\_\_\_\_\_  
\_\_\_\_\_

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

ITEM III-C – ACTION

ELECTION OF POLICY COUNCIL COMMUNITY REPRESENTATIVES  
AND ALTERNATES

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2020-2021. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

**SECTION 2: B. Community Representatives**

Additional PC members shall include:

- Two (2) Past Parent Representatives shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent

Several applications have been received and will be shared with members at the board meeting. Staff will be available to answer questions.



ITEM III-C – ACTION (continued)  
Page 2

RECOMMENDATION:

That the Policy Council elect four Community Representatives and four Alternates.

Past Parent Representatives:

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Alternates:

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Grandparent Representative:

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Alternate:

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Foster Parent Representative:

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Alternate:

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**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

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 Resources – Ms. Marie Desha
    - ◆ Weekly Resources Calendar
    - ◆ Virtual Resume Workshop flyer

**NOTES:**

# Valley Hi Family Resource Center

(916)-290-8281

Presents

## RESOURCES THIS WEEK JANUARY 10-16

# Safe Sleep

# BABY

JOIN US FOR A WORKSHOP TO LEARN ABOUT SAFE SLEEPING PRACTICES FOR YOUR BABY AND HOW TO PREVENT SUDDEN INFANT DEATH SYNDROME (SIDS).

TUESDAY, JANUARY 19TH

1:00PM

CALL US AT (916)-290-8281 TO SIGN UP!

\*GEARED TOWARD PARENTS AND CAREGIVERS WHO ARE EXPECTING OR HAVE AN INFANT LESS THAN 12MOS. AFTER ATTENDING THE WORKSHOP, THOSE WHO QUALIFY MAY RECEIVE A FREE PACK-N-PLAY\*

**CHECK YOUR DAY,  
WE'LL TAKE IT AWAY!**

Your trash pickup day could be changing February 1.



VISIT [SACRECYCLE.ORG](http://SACRECYCLE.ORG) FOR MORE INFORMATION ON TRASH DAY CHANGES

## South Sacramento Christian Center

**FREE MASKS AVAILABLE**  
CALL (916)-681-6791 TO ARRANGE A  
PICK-UP TIME

**WEEKLY FOOD DISTRIBUTION**  
SATURDAYS 9AM-12PM

**\*DELIVERY OPTIONS AVAILABLE FOR  
SENIORS 65+ WITHIN 5 MILE RADIUS\***

**7710 STOCKTON BLVD**  
**SACRAMENTO, CA 95823**  
**(916)-502-1219**



**DIVERSION PROGRAM: ASSISTANCE WITH UTILITIES, FIRST  
MONTH'S RENT, AND EVICTION AVOIDANCE FOR LOW-INCOME  
FAMILIES WITH CHILDREN UNDER 18.**

**EMAIL FRANCISHOUSE@NEXTMOVESACRAMENTO.ORG TO  
APPLY!**

**\*FOR HELP FILLING OUT THE APPLICATION, CALL VALLEY HI FRC AT (916)-290-8281\***

## Car Seat Safety Workshops



**JOIN US FOR A WORKSHOP TO LEARN ABOUT VEHICLE  
SAFETY FOR YOU AND YOUR CHILDREN!**  
**AFTER ATTENDING THE WORKSHOP, THOSE THAT QUALIFY  
WILL RECEIVE A FREE CAR SEAT.**

**\*GEARED TOWARD PARENTS/CAREGIVERS WITH CHILDREN  
THAT ARE 13 YEARS AND UNDER\***

**CALL US AT (916)-290-8281  
TO REGISTER!**

VISIT [WWW.SMUD/HERETOHELP.ORG](http://WWW.SMUD/HERETOHELP.ORG) FOR MORE INFO

## SMUD EXTENDS CUT-OFF FOR NON-PAYMENT

SMUD will not be cutting off power for  
non-payment through April 30, 2021



# covid-19 Information

## Monday

8:00 AM - 4:00 PM  
LIBERTY TOWERS CHURCH  
5132 ELKHORN BLVD.,  
SACRAMENTO, CA 95842  
APPOINTMENTS:  
916-583-8877 OR  
[HTTPS://LIBERTYTOWER-  
SCOMMUNITY.SETMORE.COM](https://libertytower-sccommunity.setmore.com)

## Tuesday

10:00AM-6:00PM  
NATOMAS UNIFIED SCHOOL  
DISTRICT  
7931 ARENA BLVD.,  
SACRAMENTO, CA 95934  
APPOINTMENTS:  
916-561-5253 OR  
[HTTPS://NATOMASUNIFIED.SET-  
MORE.COM](https://natomasunified.setmore.com)

## Wednesday

8:00 AM - 4:00 PM  
OAK HILLS CHURCH  
1100 BLUE RAVINE RD.,  
FOLSOM, CA 95630  
APPOINTMENTS: [HTTPS://-  
FOLSOM.SETMORE.COM](https://folsom.setmore.com)

## Thursday

8:00AM-12:00PM  
CHABOLLA COMMUNITY  
CENTER  
600 CHABOLLA AVE,  
GALT, CA 95632  
APPOINTMENTS:  
209-366-7180 OR  
[HTTPS://GALT7662.SET-  
MORE.COM](https://galt7662.setmore.com)

## Friday

9:00 AM 5:00 PM  
TETTEH PEDIATRIC HEALTH  
7248 S LAND PARK DR.,  
SUITE 118, SACRAMENTO,  
CA 95831  
APPOINTMENTS:  
[HTTPS://BIT.LY/TPH\\_C19](https://bit.ly/TPH_C19)

9:00 AM - 5:00 PM

LA FAMILIA MAPLE  
NEIGHBORHOOD CENTER  
3301 37TH AVE., ROOM 7,  
SACRAMENTO, CA 95824 (PARK  
ON 36TH AVE)  
APPOINTMENTS: 916-990-1311  
OR [HTTPS://LAFAMILIAMA-  
PLE.SETMORE.COM](https://lafamiliamaple.setmore.com)

10AM-6PM (CLOSED 1PM-2PM)

CORDOVA NEIGHBORHOOD  
CHURCH  
10600 COLOMA ROAD, RANCHO  
CORDOVA CA 95670  
APPOINTMENTS: 916-361-8684,  
OR [HTTPS://FOLSOMCORDO-  
VA.SETMORE.COM](https://folsomcordova.setmore.com)

8:00 AM - 4:00 PM

SOUTH SACRAMENTO CHRIS-  
TIAN CENTER  
7710 STOCKTON BLVD.,  
SACRAMENTO, CA 95823  
APPOINTMENTS:  
916-681-6791 OR [HTTPS://-  
SOUTHSACRAMENTOCHRISTIAN-  
CENTER.SETMORE.COM](https://southsacramentochristian-center.setmore.com)

9:00 AM - 5:00 PM

ROBERTSONS COMMUNITY CENTER  
3525 NORWOOD AVE.,  
SACRAMENTO, CA 95838  
APPOINTMENTS: 916-567-9567  
OR [HTTPS://ROBERTSONSCOMMUNI-  
TYCENTER.SETMORE.COM](https://robertsonscmunitycenter.setmore.com)

9:00 AM - 5:00 PM

ST. PAUL'S MISSIONARY  
BAPTIST CHURCH  
3996 14TH AVE.,  
SACRAMENTO, CA 95820  
APPOINTMENTS:  
916-573-3555 OR  
[HTTPS://STPAULO39S.SET-  
MORE.COM/](https://stpaulo39s.setmore.com/)

## FREE TESTING SITES THIS WEEK

\$600 RAPID CASH  
FOR WORKING  
FAMILIES MAKING  
UP TO \$30,000  
ANNUALLY

**GOLDEN STATE STIMULUS**

2021-22 California Budget

#CaliforniaForAll  
#CABudget

VISIT [CA.GOV](https://ca.gov) TO  
LEARN MORE ABOUT HOW TO  
QUALIFY FOR THE  
GOLDEN STATE STIMULUS

# Hotlines & Helplines

## CRISIS/EMERGENCY LINES

TREVOR PROJECT CRISIS LINE-LGBTQ YOUTH-  
(866)-448-7386  
WEAVE 24HR CRISIS LINE- (916)-920-2952  
VETERANS 24HR CRISIS LINE-  
(800)-273-8255  
COMMUNITY FOR PEACE 24HR CRISIS LINE-  
(916)-728-7210  
CRISIS TEXT LINE-- TEXT 741741  
EMERGENCY CHILDCARE: CRISIS NURSERY-  
916-394-2000

## SUICIDE PREVENTION

NATIONAL SUICIDE PREVENTION LIFELINE--  
1-800-273-8255  
SUICIDE PREVENTION CRISIS LINE  
(LOCAL)- (916)-368-3111  
24 HOUR SUICIDE AND CRISIS LINE-  
(855)-278-4204  
SUPPORT FOR MOTHERS--  
1-800-773-6667

## NON-CRISIS HELP LINES

CONSUMER OPERATED WARM LINE-  
(916)-366-4688  
PEER OPERATED WARM LINE--  
1-885-845-7415  
TEEN WARM LINE- (888)-247-7717  
MEDI-NURSE ADVICE LINE FOR  
COVID-19-  
(877)-409-9052

## GENERAL RESOURCES/SUPPORT

DIAL 211-- 2-1-1  
COMMUNITY HELPLINE-  
(877)-541-2525  
FOR HELP NAVIGATING RESOURCES,  
CALL:  
ENGLISH-(916)-556-3344 x 117  
SPANISH-(916)-556-3344 x 113

## FOOD/CLOTHING/TRANSPORTATION

CALFRESH- (916)-456-1980  
SACRAMENTO FOOD BANK-  
(916)-456-1980  
SACRT SMART RIDE- (916)-556-0100  
YOUTH HELP NETWORK-  
(833)-333-2946 OR TEXT  
(916)-860-9819

## UTILITY ASSISTANCE

ENERGYHELP-- 1-888-742-7683  
\*DUE TO COVID 19, SMUD WILL NOT BE  
SHUTTING OFF POWER FOR NON-PAYMENT  
THROUGH APRIL 30, 2021\*

\*DUE TO COVID 19, PG&E HAS  
SUSPENDED POWER CUT-OFF DUE TO  
NON-PAYMENT UNTIL FURTHER NOTICE\*

# Virtual Resume Workshop Presented by Hillsdale Job Center

**First and Third Thursday of each month**

Please join this  
informative workshop  
via Zoom

<http://tiny.cc/virtualresumeworkshop>

Topics covered:

- In this virtual presentation participants learn the basics of writing and designing an effective resume and avoiding common resume mistakes

Before attending the workshop  
PLEASE REGISTER IN -  
[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

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

Virtual Registration Link:

<http://tiny.cc/virtualresumeworkshop>

WHEN:

Thursday, January 7, 2021

Thursday, January 21, 2021

TIME: 11:00 am – Noon

FOR MORE INFORMATION, CALL:

Eden Waldon

(916) 263-4697

[eden.waldon@seta.net](mailto:eden.waldon@seta.net)



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ITEM IV-B – INFORMATION  
SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy 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, November 5, 2020  
10:00 a.m.

**I. Call to Order**

Mr. Nottoli called the meeting to order at 10:00 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

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

**II. Consent Items**

- A. Approval of Minutes of the October 1, 2020 Regular Board Meeting
- B. Approval of Claims and Warrants

There were no questions or corrections.

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

- A. Approve the October 1 minutes.
- B. Approve the claims and warrants for the period 9/24/2020 – 10/28/2020.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Kossick reviewed this item; this requests approval of reappointment of Ms. Scherman. Mr. Thatch stated that this recommendation will need to be approved by Board of Supervisors and Sacramento City Council.

Moved/Kennedy, second/Carr, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2022 and forward this nomination for approval to the City Council and Board of Supervisors.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

2. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that the officer rotation means that Ms. Scherman would become Chair and Councilmember Schenirer would be Vice Chair.

Moved/Carr, second/Nottoli, to elect Sophia Scherman as Chair and Jay Schenirer as Vice Chair for a one-year term to begin on November 6, 2020.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

Ms. Kossick extended thanks to Mr. Nottoli for his leadership during these turbulent times.

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber

Ms. D'et Saurbourne reviewed this item and introduced Mr. Ken Johnson. Mr. Johnson reviewed the insurance quotes from Liberty Mutual, Guide One, and Philadelphia. In the current year Philadelphia has provided excess liability coverage of \$20 million but will only offer \$10 million this year due to market conditions. AIG submitted their quote yesterday afternoon for an additional \$5 million in coverage. Mr. Johnson's opinion is that exposure is down and it would be a safe decision to lower the excess liability to \$15 million.

Mr. Johnson stated that the workers' compensation claims have dramatically gone down over the years.

Mr. Thatch stated that given the federal regulations and laws, we have no ability to pay a claim from any of our funding sources. It is his consistent advice to pay the insurance premium; if there is a claim and there is not adequate coverage, the organization would go bankrupt.

Mr. Carr stated that it seems like the need will be greater after the centers reopen. He is fine with a higher insurance premium. Mr. Thatch stated that there is no question there will be more exposure for claims once the centers reopen. Mr. Johnson stated that he is still seeking quotes; if we want to continue with the \$20 million excess liability coverage, the premium will double. Mr. Johnson is hoping to get James Rivers to come in for \$25 million coverage. Ms. D'et Saurbourne stated that while this increased premium will be impactful, it may be a wash due to the lowering of the workers' compensation premium.

Moved/Carr, second/Scherman, to delegate the authority to the Executive Director to purchase of Agency insurance General Liability, Vehicle Liability, Umbrella Liability, Property, Crime, Inland Marine, Professional Liability, Employee Benefits, Sexual/Physical Abuse, Directors and Officer's Liability, Employment Practices Liability, Participant Accident, Flood, and Cyber. This motion includes the increase for umbrella liability premium to \$20 million coverage.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

4. Approval to Accept Senate Bill One (SB1) Funds from Golden Sierra Job Training Agency and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source

Mr. William Walker reviewed this item. In response to a question from Mr. Carr, Mr. Walker replied that the trainees receive stipends during the training period. We are currently developing a policy looking at a stipend of between \$600-\$1,100 based upon need. Mr. Carr stated that it is important to provide enough for people to live on during the training period. Mr. Walker replied that the training is six weeks and they will be connected with one of the unions. They will be provided with rental assistance/tools, and union dues.

Ms. Scherman asked if the \$680,000 to serve 100 individuals includes administrative costs? Mr. Kim stated that the administrative costs are around 10%. A financial report will be brought back to the board.

Mr. Kennedy asked how Multi Craft Core Curriculum (MC3) was selected? Mr. Walker replied that it was selected by the state because the RFP requires the building trades to be involved.

Mr. Carr wants to make sure the trainees will be provided support to ensure their success. Mr. Walker replied that the trainees are indentured to the union; once the training is completed, their salary generally begins at \$22 per hour. Mr. Walker continued that these are state funds so there is much more flexibility to use the funds.

Moved/Nottoli, second/Kennedy, to approve the acceptance of \$680,500 in SB1 funds, and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source. This motion includes a stipulation to provide additional background information on the support provided to trainees in the program.

Roll call vote:

Aye: (Carr, Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 1 (Schenirer)

## B. **WORKFORCE DEVELOPMENT DEPARTMENT**

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services:

1. Approval to Submit an Application to the California Workforce Development Board for Workforce Innovation and Opportunity Act (WIOA), Regional Plan Implementation/ Slingshot 4.0 Funds, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, and any Other Documents Required by the Funding Source

Mr. Roy Kim stated that SETA is the designated lead for the Capital Region (Golden Sierra, Yolo, North Counties Consortium and SETA). The state released the fourth round of planning grants and we are working with our partners. One requirement is to include the cost of a Regional Organizer, currently Valley Vision. There are a number of activities being discussed regarding different initiatives. The application is still under discussion; the limit of this application is \$500,000.

Moved/Kennedy, second/Scherman, to approve the submission of an application up to \$500,000 to the CWDB for WIOA Regional Plan Implementation Slingshot 4.0 funds; and authorize the Executive Director to execute the funding agreement, modifications, and any other documents required by the funding source.

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

**C. CHILDREN AND FAMILY SERVICES** (Denise Lee)

1. Approval of Selected Proposer for Warehouse/Workshop/Office Space and Delegation of Authority to the Executive Director to Finalize and Execute the Lease Agreement

Ms. Lee offered to answer questions; there were none.

Moved/Scherman, second/Carr, to approve the selection of SES Investments as the preferred proposer for the Warehouse/Workshop and Office space and delegate to the Executive Director authority to finalize and execute a lease consistent with this item, subject to review and approval of SETA's legal counsel.

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

2. Approval to Submit Annual Refunding Application for Fiscal Year 2021-22 to the California Department of Education

Ms. Lee stated that this is our annual refunding application to the state.

Ms. Lee reported that the state has approved our ability to pay expenses back to July 1; staff is waiting on the written notification. We do have a reopening plan in place that is very similar to the one developed in June. It is based on the community wellness, input from the Department of Health, and whether we have enough sanitation supplies. We expect to reopen in mid-January with 2-3 sites per week to roll out. Remote learning will still be an option for families. We are 68% enrolled county-wide which would provide the families currently receiving services to be given classroom space.

Moved/Scherman, second/Carr, to approve the submission of the application for continued funding for fiscal year 2021-2022 to the California Department of Education/ELCD with a maximum reimbursement amount of approximately \$7.3 million.

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

Absent: 1 (Schenirer)

**IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: Mr. Nottoli noted that McClatchy had 199 permanent layoffs in their print and publishing workforce? Mr. Walker replied that their “Q” Street facility will be closed. There will be five waves of layoffs and the operations will move to Modesto.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports: Mr. Nottoli asked how the dental screenings were done and Ms. Lee replied that it was done with the children still in the car and the medical professional standing outside with PPE.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Supervisor Kennedy a Happy Birthday. SETA has been notified that we will be federally monitored by Head Start; it will be done in the next 12 months; early to mid-spring. It will be a virtual monitoring. Ms. Lee stated that the State will monitor us in April. It will be done in a virtual setting.
- C. Deputy Directors: No reports.
- D. Counsel: No report.
- E. Members of the Board: None.
- F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 11:07 a.m.

ITEM IV-C – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the most recent fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

**TO: Ms. Yvonne Wright                      DATE: October 19, 2020**

**FROM: Tracey Anderson, SETA Fiscal Monitor**

**RE: Fiscal Monitoring desk review of Elk Grove Unified School District-Head Start**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$3,355,290	8/1/19-7/31/2020	8/1/19-7/31/2020
Head Start	T & TA	\$14,040	8/1/19-7/31/2020	8/1/19-7/31/2020
Head Start	Covid-19	\$386,675	8/1/19-7/31/2020	8/1/19-7/31/2020

**Monitoring Purpose:      Initial      Follow-up      Special      Final X**

**Date of review: October 2020**

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY		RECOMMENDATIONS	
		YES	NO	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	Indirect Cost Allocation		N/A		
9	Adherence to Budget		X		
10	In-Kind Contribution		X		
11	Equipment Records		N/A		



**Program Operator: Elk Grove Unified School District-Head Start**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Ms. Kathleen Willard **DATE:** November 20, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of River Oak Center for Children

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
EHS	Basic	\$585,642	8/1/19 - 7/31/20	8/1/19 - 7/31/20
EHS	COVID	\$20,880	8/1/19 - 7/31/20	8/1/19 - 7/31/20

**Monitoring Purpose:** Initial                      Follow-up                      Special                      Final X  
**Date of review:** September 27, 2020  
**Follow up:** 10/14 & 10/19

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
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	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

**Program Operator:** River Oak Center for Children

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Jessica Johannesen **DATE:** November 20, 2020  
**FROM:** David B Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Sacramento County Office of Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Early Head Start	Basic	\$670,712	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Early Head Start	COVID-19	\$ 67,668	8/1/19 - 7/31/20	8/1/19 - 7/31/20

**Monitoring Purpose:** Initial      Follow-up      Special      Final      X

**Dates of review:** 9/21/20  
**Follow up Dates:** 10/7, 10/14, 10/19, 10/20

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

**Program Operator:** Sacramento County Office of Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Early Head Start program have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Lisa Teal                      **DATE:** November 18, 2020

**FROM:** Tracey Anderson, SETA Fiscal Monitor

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

<b>PROGRAM</b>	<b>ACTIVITY</b>	<b>FUNDING</b>	<b>CONTRACT PERIOD</b>	<b>PERIOD COVERED</b>
Head Start	Basic & COLA	\$7,741,947	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	COVID	\$924,506	8/1/19-7/31/2020	8/1/19-7/31/2020
Head Start	T & TA	\$33,400	8/1/19-7/31/2020	4/1/2020-7/31/2020
Early HS	Basic & COLA	\$1,837,036	8/1/19-7/31/2020	4/1/2020-7/31/2020
Early HS	T & TA	\$30,912	8/1/19-7/31/2020	4/1/2020-7/31/2020
Duration		\$731,620	8/1/19-7/31/2020	4/1/2020-7/31/2020

**Monitoring Purpose:** Initial                      Follow Up                      Special                      Final X

**Date of Review:** October 2020, 11/4, 11/12, 11/13

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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 April 1, 2020 to July 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 with the following exception;
- 2) SJUSD expensed \$2,070, along with indirect costs, in a construction project that at a later date was returned to the program. This was refunded to SETA by another funding source. According to 2CFR section §200.309 – Period of Performance,
  - a. “A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance (except as described in §200.461 Publication and printing costs) and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity.”

**Recommendations for Corrective Action:**

- 1) We recommend the sub-grantee carefully review expenses to ensure they are charged to the proper program year and do not have to be refunded.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Vasseliki Vervilos **DATE:** November 20, 2020  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Desk Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 1,401,825	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Head Start	T & TA	\$ 11,700	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Head Start	Duration	\$ 350,259	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Head Start	Start-Up	\$ 1,000,670	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Head Start	Covid	\$ 123,033	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Early HS	Basic	\$ 673,335	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Early HS	T & TA	\$ 5,852	8/1/19 - 7/31/20	1/1/20 - 7/31/20
Early HS	Covid	\$ 35,152	8/1/19 - 7/31/20	8/1/19 - 7/31/20
Early HS	Prog. Imp.	\$ 180,000	8/1/19 - 7/31/20	8/1/19 - 7/31/20

Monitoring Purpose: Initial  Interim  Special  Final

Date of review: October 14, 2020  
 Follow up: Follow up: 11/6, 11/9, 11/10, 11/11

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

Fiscal Monitoring Findings



**Program Operator:** Twin Rivers Unified School District

**Findings and General Observations:**

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

There are no findings.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Edenausageboye Davis **DATE:** November 2, 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	\$1,182,485	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	T & TA	\$11,700	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	Duration	\$163,146	8/1/19-7/31/2020	4/1/2020-7/31/2020
Head Start	COVID	\$105,457	8/1/19-7/31/2020	8/1/2019-7/31/2020

**Monitoring Purpose:** Initial Follow-up Special Final X

**Date of review:** 10/19/2020, 10/22, 10/26, 10/29

	<u>AREAS EXAMINED</u>	<u>COMMENTS</u>			
		<u>SATISFACTORY</u>		<u>RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
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 April 1, 2020 to July 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 REPORT

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee report.

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

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- 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

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- 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.

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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

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- 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.

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- 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.

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# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**November 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
<b>SETA operated</b>	1756	186	<b>11%</b>	589	82	<b>14%</b>
<b>Twin Rivers USD</b>	140	33	<b>24%</b>	40	1	<b>3%</b>
<b>Elk Grove USD</b>	440	24	<b>5%</b>			
<b>Sac City USD</b>	736	38	<b>5%</b>			
<b>San Juan USD</b>	1052	77	<b>7%</b>	160	7	<b>4%</b>
<b>WCIC</b>	120	6	<b>5%</b>			
<b>EHS CCP</b>				80	15	<b>19%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>364</b>	<b>9%</b>	<b>869</b>	<b>105</b>	<b>12%</b>

*AFE: Annual Funded Enrollment*

# SPECIAL EDUCATION REPORT

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Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
<b>SETA operated</b>	1756	188	<b>11%</b>	589	87	<b>15%</b>
<b>Twin Rivers USD</b>	140	40	<b>29%</b>	40	2	<b>5%</b>
<b>Elk Grove USD</b>	440	24	<b>5%</b>			
<b>Sac City USD</b>	736	38	<b>5%</b>			
<b>San Juan USD</b>	1052	81	<b>8%</b>	160	7	<b>4%</b>
<b>WCIC</b>	120	6	<b>5%</b>			
<b>EHS CCP</b>				80	17	<b>21%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>377</b>	<b>9%</b>	<b>869</b>	<b>113</b>	<b>13%</b>

*AFE: Annual Funded Enrollment*



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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/20	(b) % Actual to Funded
Elk Grove USD	440	257	58
Sacramento City USD	736	327	44
SETA	1,736	1,302	75
San Juan USD	1,044	815	78
Twin Rivers USD	160	162	101
WCIC/Playmate	120	70	58
<b>Total</b>	<b>4,236</b>	<b>2,934</b>	<b>69</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/20	(b) % Actual to Funded
SETA	573	538	94
San Juan USD	163	168	103
TRUSD	56	40	71
<b>Total</b>	<b>792</b>	<b>746</b>	<b>94</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/20	(b) % Actual to Funded
SETA	80	75	94
<b>Total</b>	<b>80</b>	<b>75</b>	<b>94</b>

- (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:

- 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:

- Several families dropped in October.
- 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.

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

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/20	(b) % Actual to Funded
Elk Grove USD	440	255	58
Sacramento City USD	736	332	45
SETA	1,736	1,325	76
San Juan USD	1,044	834	80
Twin Rivers USD	160	163	102
WCIC/Playmate	120	71	59
<b>Total</b>	<b>4,236</b>	<b>2,980</b>	<b>70</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/20	(b) % Actual to Funded
SETA	573	534	93
San Juan USD	163	158	96
TRUSD	56	41	73
<b>Total</b>	<b>792</b>	<b>733</b>	<b>93</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 12/22/20	(b) % Actual to Funded
SETA	80	76	95
<b>Total</b>	<b>80</b>	<b>76</b>	<b>95</b>

- (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, Early Head Start and EHS-CCP

All under-enrolled programs, SETA and delegate agencies:

- 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 storefronts has been challenging.
- Highly promoting enhanced Distance Learning program to attract new enrollment.

## Monthly Program Information Report

JANUARY 2021



### Update on Re-opening SETA-Operated Centers

SETA recognizes the importance of reopening in-person services for children and families. We also know that COVID-19 has exponentially spread across our community once again, extending the Shelter-in-Place order indefinitely. While the decision to remain in distance learning verses return to in-person services is not an easy one, the SETA management team and its AFSCME union leadership recognizes that many families need daily care to return to work and/or maintain current employment. As a result, SETA anticipates reopening centers starting on February 1<sup>st</sup> with one or two locations. From there, the program will slowly roll out additional centers with a couple of weeks in between each reopening. The weeks in between will allow staff to adjust to any unexpected cases, possible setbacks, and/or changes in the community status.

What will happen next is:

- A SETA Family Services Worker will reach out to each enrolled family to determine their desire to return to in-person services or remain in distance learning.
- Classes will be limited to a maximum of 13 preschoolers or 6 toddlers per classroom.
- Since space is limited, priority will be given to currently enrolled families in the SETA Head Start/Early Head Start program, focusing on the needs of working families. New enrollees will be added as space is available.
- Staff will notify families in advance of their center reopening date.
- Up-to-date physical exams and immunizations will be required to return to school. It is highly recommended to secure a medical appointment in advance for physical exams and/or immunizations that may have lapsed during the pandemic.

More information will be forthcoming and available through your Family Services Worker, your child's teacher and/or the Site Supervisor.

## **REMINDERS**

**SETA will receive a State monitoring review during the week of April 19, 2021.**

**SETA is awaiting notification for its Federal monitoring review which will take place prior to September 30, 2021.**

**Head Start/Early Head Start Refunding Grant Applications for 2021-2022 are due May 1, 2021.**

**Weekly grant planning meetings for 2021-2022 will begin in mid-February. Exact dates to be determined.**

## **Updates from the Office of Head Start**

### **Interim Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies**

*ACF-PI-HS-20-07*

On December 4, 2020, the Office of Head Start (OHS) announced an interim final rule that adds a new section to the Head Start Program Performance Standards. This new section, 45 CFR §1304.17, establishes parameters by which OHS may make designation renewal determinations when certain federally declared disasters or emergencies prevent collection of all data normally required for making such determinations.

The Head Start Act requires OHS to implement a Designation Renewal System (DRS) to determine which grants may be renewed noncompetitively and which grants will be subject to an open competition for the next five-year period. The Act stipulates the types of data OHS must consider as part of these designation renewal determinations, including the use of a valid and reliable research-based observational tool that examines the quality of teacher-child interactions.

Due to the ongoing federally declared public health emergency associated with the COVID-19, OHS has not been able to send observers on-site to conduct CLASS® reviews of Head Start grants since March 2020. OHS has also determined it cannot conduct CLASS® reviews during the 2020–2021 program year. To ensure the continuity of Head Start services, OHS must establish a process for making DRS determinations in the absence of required data due to a federally declared disaster or emergency.

Although this interim change is effective immediately, OHS is taking public comment in writing.

For more information, visit the website at:

<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-07>

# Community Workshops

## *Unite California—Greater Sacramento Area Weekly Update*

will host various workshops, open to the public, including:

### **Camp Cope-A-Lot (Anxiety and Stress Management) for Elementary School Children**

**Tuesdays, 1/12 - 2/16**

**1:30pm - 2:30pm**

**To register, call Miriam Feese at  
279-888-0993**

**Visit [lighthousefrc.org](http://lighthousefrc.org) for more info.  
Network Partner: Lighthouse Counseling and Family Resource**

### **Rad to Wellness**

**Tuesdays, 1/12 - 2/16**

**2:00pm - 3:00pm**

**To register, call Taylor Artley at  
916-581-2252**

**Visit [lighthousefrc.org](http://lighthousefrc.org) for more info.  
Network Partner: Lighthouse Counseling and Family Resource**

### **Art Exploration for Women Veterans**

**Wednesdays, 1/13 - 2/17,**

**6:00pm - 7:30pm**

**Saturdays & Sundays, 1/30 -**

**1/31, 9:00am - 4:00pm**

**Featuring Insight Counseling Group  
therapist, Katherine Harding, LMFT.**

**For more info, visit  
[www.bluelinearts.org](http://www.bluelinearts.org).**

**Network Partner: Insights Counseling  
Group**

### **Managing Your Emotions**

**Wednesdays, 1/20 - 2/24**

**3:00pm - 4:00pm**

**To register, call Sofia Johnson at  
916-587-0726.**

**Visit [lighthousefrc.org](http://lighthousefrc.org) for more info.  
Network Partner: Lighthouse Counseling and Family Resource**

*The comeback is always stronger than the setback.*

## PC/PAC End-of-Year Celebration

On December 10<sup>th</sup>, the Parent Advisory Committee (PAC) and Policy Council (PC) virtually hosted their Annual End of Year Celebration, recognizing the amazing work of each board member and their unwavering commitment to guide the CFS Department during these unprecedented times. While the celebration was not in-person, it did not lack participation or heartfelt testimonies of their experiences in Head Start and on the board(s). Board members received a plaque and certificate in recognition of their service and regular attendance at monthly meetings.

At the event, Fienishia Wash, PAC Chair, shared a poem she wrote, *Head Start Flow*, reflecting her experiences in Head Start. May her words serve as inspiration for all.

### ***Head Start Flow***

*Homebased preschool was new to me  
This service wasn't present in my old city  
I figured I would take the opportunity  
Not knowing that it would be my new community.  
I was told about (PAC) Parent Advisory Committee and (PC) Policy Council  
And when asked if I wanted to give it a try said, "I will!"  
Being introduced to people like me  
That fought for their children whole heartedly  
Adults that acted like grown ups  
No worries on things being blown up  
So supportive and loving as they take you in their arms  
While showing tough love, compassion, and charm  
Just to say a few more words, "My God this has set me free!"  
And this is just a portion of what Head Start has been for me.*



**In Observance of Dr. Martin Luther King, Jr.'s birthday,  
SETA will be closed on Monday,  
January 18, 2021**