

**GOVERNING BOARD**

**ERIC GUERRA**  
Councilmember  
City of Sacramento

**PATRICK KENNEDY**  
Board of Supervisors  
County of Sacramento

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**MAI VANG**  
Councilmember  
City of Sacramento

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

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

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

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

*Thought of the Day: "Challenges are what make life interesting and overcoming them is what makes life meaningful."*

*Author: Joshua J. Marine*

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

**DATE:** Tuesday, June 22, 2021

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

**LOCATION:**

<https://us02web.zoom.us/j/84327654698?pwd=WXR1VDFHYzJwMGtEY1I4OVFwWkY3dz09>

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/84327654698?pwd=WXR1VDFHYzJwMGtEY1I4OVFwWkY3dz09>. Meeting ID: 843 2765 4698. Passcode: 341881. 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,,84327654698# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/84327654698?pwd=WXR1VDFHYzJwMGtEY1I4OVFwWkY3dz09>. 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).

**AGENDA**

**PAGE NUMBER**

- |            |   |     |
|------------|---|-----|
| <b>I.</b>  | <b><u>Call to Order/Roll Call/Review of Board Member Attendance</u></b><br>➤ PC Meeting Attendance Update | 1-3 |
| <b>II.</b> | <b><u>Consent Item</u></b>  |     |
| A.         | Approval of the Minutes of the May 25, 2021 Meeting   | 4-8 |

<b>III.</b>	<b><u>Action Items</u></b>	
A.	<b><u>CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957</u></b>	9
➤	Approval of Eligible Lists for: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Head Start Cook; Head Start Manager; Personnel Clerk; and Clerk of the Boards.	
	✓ Report out of closed session	
B.	<b><u>TIMED ITEM 11:00 A.M. AND PUBLIC HEARING:</u></b> Approval of New Job Specification and Salary Schedule for Children and Family Services Eligibility Coordinator (Supervisory) (Allison Noren)	10-13
<b>IV.</b>	<b><u>Information Items</u></b>	
A.	Standing Information Items	14-25
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Victor Han	
➤	Community Resources – Parents/Staff: Ms. Marie Desha	
	• North Sacramento Parent Resource Center Information	
B.	Governing Board Minutes for April 29, 2021	26-32
C.	Fiscal Monitoring Report	33-35
	• Women’s Civic Improvement Club	
<b>V.</b>	<b><u>Committee Reports</u></b>	36
➤	Executive Committee Meeting: Ms. Henrietta Gutierrez	
➤	Budget/Planning Committee: Ms. Henrietta Gutierrez	
<b>VI.</b>	<b><u>Other Reports</u></b>	37-50
A.	Executive Director’s Report	
B.	Head Start Deputy Director’s Report	
C.	Chair’s Report	
D.	Head Start Managers’ Reports	
	✓ <u>Lisa Carr</u> - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services	
	✓ <u>Karen Griffith</u> - School Readiness, Special Education and Mental Health Services	
	✓ <u>Denise Lee</u> – Quality Assurance, Food Services, Save Environments, Grants, and Contracts	
E.	Open Discussion and Comments	
F.	Public Participation	
<b>VII.</b>	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: TUESDAY, JUNE 15, 2021**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Junior Goris, Elk Grove Unified School District
- \_\_\_\_\_ Kara Otter, San Juan Unified School District
- \_\_\_\_\_ Elizabeth Gutierrez, San Juan 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
- \_\_\_\_\_ Stephen Key, Past Parent/Community Representative
- \_\_\_\_\_ Jessica Coultrup, Early Head Start, San Juan Unified School Dist.
- \_\_\_\_\_ Rosemary Schapira, Community Agency Representative
- \_\_\_\_\_ Henrietta Gutierrez, Chair, Outgoing Chair

**Seats Vacant:**

- \_\_\_\_\_ 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, 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 (Jetton), Early Head Start/Home Base (SOP)
- \_\_\_\_\_ Vacant (Olguin), Early Head Start, Sac. 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.

**\*\* 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 2020-2021**

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

BOARD MEMBER	SITE	1/26	2/23	3/23	4/27	5/25	6/22	7/27	8/24	9/28	10/26	11/23
D. Bonner Holding	SOP	X	X	X	X	X						
B. Casillas Holding	SOP	X	X	X	X	X						
J. Coultrup s/b/seated 2/23	SJ/EHS		U	X	X	X						
J. Goris Seated 5/25	EG					X						
E. Gutierrez Seated 1/26	SJ	X	X	X	E	X						
H. Gutierrez Holding	OC	X	X	X	X	X						
S. Key Seated 1/26	PP	X	X	X	X	X						
J. Land Holding	WCIC	X	X	U	X	U						
<del>J. Lindgren s/b/seated 1/26; seated 2/22</del>	<del>EG</del>	<del>E</del>	<del>X</del>	<del>X</del>	<del>E</del>	<del>U</del>						
K. Otter Seated 1/26	SJ	X	X	X	X	X						
S. Pierce Holding	SOP	X	X	X	U	X						
R. Schapira Seated 1/26	CAR	X	X	X	X	X						
C. Taylor Seated 1/26	PP	X	X	X	X	X						
A. Torres Holding	SOP	X	X	X	X	X						
F. Wash Holding	SOP	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 6/14/2021*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 25, 2021  
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 25, 2021 special meeting.

RECOMMENDATION:

That the Policy Council approve the May 25 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, May 25, 2021  
11:00 a.m.

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

Ms. Henrietta Gutierrez called the meeting to order at 11:02 a.m. Ms. Gutierrez read the thought of the day. Ms. Gutierrez called the roll; a quorum was met.

**Members Present:**

Arianna Torres, SETA-Operated Program  
Fienishia Wash, Home Base Option  
Brenda Casillas, SETA-Operated Program  
Shannon Pierce, SETA-Operated Program  
Kara Otter, San Juan Unified School District  
Charles Taylor, Past Parent/Community Representative  
Henrietta Gutierrez, Outgoing Chair  
Stephen Key, Past Parent/Community Representative  
Rosemary Schapira, Community Agency Representative  
Jessica Coultrup, Early Head Start, San Juan Unified School District  
Elizabeth Gutierrez, San Juan Unified School District (seated at 11:04 a.m.)  
Donna Bonner, SETA-Operated Program (seated at 11:10 a.m.)

**Members Absent:**

Jara Lindgren, Elk Grove Unified School District (unexcused)  
Jamilia Land, Women's Civic Improvement Club (unexcused)

**Member to be seated:**

Junior Goris, Elk Grove Unified School District

Mr. Junior Goris introduced himself and spoke of his participation in the Head Start program.

**II. Consent Item**

**A. Approval of the Minutes of the April 27, 2021 Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Otter, to approve the April 27 minutes as distributed.

Roll call vote:

Aye: 9 (Casillas, Coultrup, Garcia, Key, Otter, Pierce, Schapira, Taylor, Torres)

Nay: 0

Abstentions: 2 (Goris and Gutierrez)

Absent: 3 (Land, Lindgren, Wash)

Ms. Wash was removed from the vote since she was having technical issues.

Ms. Donna Bonner was seated at 11:10 a.m.

### III. Action Item

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

The board went into closed session at 11:15 a.m. At 11:40 a.m., Ms. Gutierrez called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher/Associate Teacher Infant Toddler, Infant Toddler Lead Teacher, Head Start Cook, Head Start Coordinator (Education) (Supervisory), Office Supply & Administrative Support Clerk, and Personnel Analyst.

### IV. Information Items

#### A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han reported that the budget is nine months into the fiscal year. We should be around 75% spent; we are at 66% spent. We are in the first of a five-year grant cycle so there is some flexibility to move funds into the next fiscal year. The non-federal share is just below the 25% requirement so staff will be requesting a non-federal share waiver. The administrative rate is at 8.7%, which is well below the 15% cap. The base-grant funds are expected to be expended by the end of July. Mr. Han reviewed some of the center upgrades that are in progress. Mr. Han reported that the CARES Act funds may be carried forward to the next fiscal year. We are still awaiting further guidance from ACF on this option. These funds were predominately used for sanitation supplies. The American Express statement was reviewed; most of the fees were classroom supplies and Zoom subscription fees. Twin Rivers USD will be submitting a budget modification to complete their Morey Avenue playground improvements. Elk Grove USD is upgrading playground shade structures under a budget modification request. WCIC is requesting a budget modification to assist re-opening their centers for the fall when they re-open fully after closure during the pandemic. They will be moving funds to the fringe benefit line item.
- Community Resources:
  - Multi-Language Renter's Hotline: Ms. Marie Desha reviewed information that provides protection for renters from eviction.
  - Virtual Resume Workshop: Resume workshops are offered bi-monthly.
  - Community Resource Weekly Calendar: Ms. Desha asked that the information provided in the packet be shared with friends and family.



## **V. Committee Reports**

- Executive Committee Meeting: The next meeting is May 27, 9 a.m.
- Community Action Board (CAB) Report: There was a CAB meeting yesterday. Ms. Wash reported that there was a public hearing on the Community Action plan. However, there was no public participation.
- Budget/Planning Committee Report: No additional report.
- The Sacramento Children's Home, North Sacramento Family Resource Center: Ms. Rosemary Schapira shared a flyer for a virtual baby shower in June. Those that register will get free gifts/resources; they are looking for pregnant moms and those with children from 0-6 months. Attendees must pre-register and the information to register will be sent to all PC members. Ms. Schapira reported that they received a grant to educate the community on how to install car seats properly. Anyone attending a workshop will receive resources and a free gift bag. A Celebrating Fathers drive through event will distribute resources/gifts to fathers; those interested are urged to sign up.

## **VI. Other Reports**

- A. Executive Director's Report: Ms. Kossick reported that staff is waiting to hear from the governor as to his decision to re-open the state. She anticipates that we will have in-person meetings in the near future. We are slowly bringing staff back into the office keeping in mind space restrictions from Cal OSHA and the State.
- B. Ms. Kossick is looking forward to seeing everyone again.
- C. Head Start Deputy Director's Report: Ms. Denise Lee reported that the federal review team leader intake meeting will be held tomorrow. The review begins June 14. The reviewer may want to interview PAC and PC members. If so, Ms. Lee will be in touch with board members with more information. This is the first of two reviews within a five-year grant cycle. This will be a virtual benchmark review to see what we are doing in our program. The next review will be in-person and will include on-site interviews and observations. In the fourth year, the two reviews will be combined for OHS/ACF to determine SETA's status for non-competitive continued funding. The State review was completed in April and staff is working on a corrective plan for few findings; the summary will be included in next month's agenda packet. The center openings are going well and will be 100% re-open by June 7 with exception of the traditional centers which will re-open on August 9. The Office of Head Start issued a Program Instruction which provides guidance and expectations for returning to full enrollment and in-person services. Remote or distance learning will no longer be allowed in the new program year. Remote learning can be used as a program enhancement, but not a primary way of providing services and instruction.  
  
Ms. Elizabeth Gutierrez asked if SETA received chrome books or tablets for children; San Juan provided tablets for their families but SETA chose not to do that based on a parent survey of technology needs.
- D. Chair's Report

✓ Survey Results of PC Regular Meeting Time: Ms. Gutierrez stated that last month the members expressed concern regarding the time of the meetings. A survey was distributed to determine a good time. Four responses were received: one for 9 a.m., one for 10 a.m., and two for 11 a.m. Ms. Gutierrez thanked board members for their participation in the survey and stated that the meetings will remain on the fourth Tuesday of each month, 11 a.m. Mr. Goris asked if this will continue if/when we return to in-person meetings. Ms. Lee replied that the board has the opportunity to permanently change the time of meetings with a bylaw change. The time and date of meetings is entirely at the board's discretion.

E. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services: Ms. Carr reported that SETA/Head Start is in the process of re-opening our centers. We are also working toward moving from 13 to 20 children in each classroom and restore full-day service hours for working parents. There was a survey of how many families need services to 5 p.m. (instead of 4 p.m.) The instruction details for full-time enrollment was distributed. For family engagement, a parent series is being planned. There will be a virtual, interactive training called *Five Keys to Strengthen Your Family*. Information on this training will be sent out to the SOP centers and all PC members. Workshop attendees will be provided a book with the Five Keys to Strengthen Your Family. There will be another workshop entitled *Building a Resilient Family* to be presented in July.

✓ Karen Griffith - School Readiness, Special Education and Mental Health Services: Ms. Griffith reported that staff is moving along with the re-opening plan. The focus has been helping children to re-establish routines and provide social/mental assistance. A big push is doing a summer series for staff with topics such as STEM, Common Form Care, Helping Children with Big Emotion, and yoga.

✓ Denise Lee – Quality Assurance, Food Services, Safe Environments, Grants, and Contracts: Ms. Lee reported that the childcare food report this month includes four months not included in previous packets. Moving forward, the report will be provided in packets monthly. We apologize for the delay.

F. Open Discussion and Comments: Mr. Goris thanked SETA for their support of Elk Grove.

G. Public Participation: None.

VII. **Adjournment**: The meeting was adjourned at 12:22 p.m.

ITEM III-A - ACTION

CLOSED SESSION PERSONNEL- PURSUANT  
TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

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

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

- Approval of Eligible List for: Associate Teacher/Associate Teacher Infant Toddler; Head Start Teacher; Head Start Cook; Head Start Manager; Personnel Clerk; and Clerk of the Boards.

- ✓ Report out of closed session

NOTES:

ITEM III-B - ACTION

**TIMED ITEM 11:00 A.M. AND PUBLIC HEARING: APPROVAL OF NEW JOB SPECIFICATION AND SALARY SCHEDULE FOR CHILDREN AND FAMILY SERVICES ELIGIBILITY COORDINATOR (SUPERVISORY)**

**BACKGROUND:**

In the past three years, SETA's California Department of Education (CDE) funding has almost doubled with additional children to serve, and the Head Start/Early Head Start SETA Operated Program has grown from absorbing many Sacramento City Unified School District sites in 2019. As a result, additional support is needed in SETA's Enrollment and Attendance unit.

The Eligibility Coordinator (Supervisory) position will be responsible for the eligibility and enrollment of families in the Head Start, Early Head Start and State funded preschool and infant/toddler programs. There are multiple and often incongruent policies, procedures, regulations, guidelines, and funding terms and conditions with the various funding sources. With a highly specialized focus, the Eligibility Coordinator will coordinate and oversee multiple contract types, perform statistical record-keeping regarding eligibility, enrollment, and attendance, ongoing monitoring, and supervise staff who enter data and prepare monthly reports for funding.

The proposed salary schedule is aligned with other Coordinator positions within the Children and Family Services Department.

	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
CHILDREN AND FAMILY SERVICES ELIGIBILITY COORDINATOR (SUPERVISORY)	\$25.79	\$27.08	\$28.43	\$29.85	\$31.35	\$32.91

The Agency developed the job specification and salary schedule with input and approval from management and the union. Attached is a copy of the job specification.

**RECOMMENDATION:**

Open a Public Hearing, receive input, and take action to close the public hearing and approve the new job specification and salary schedule for the Children and Family Services Eligibility Coordinator (Supervisory).

## **CHILDREN AND FAMILY SERVICES ELIGIBILITY COORDINATOR (SUPERVISORY)**

### **ORGANIZATIONAL RESPONSIBILITY**

The Children and Family Services (CFS) Eligibility Coordinator is responsible to the CFS Head Start Manager or designee.

### **DEFINITION**

Under general direction, the Eligibility Coordinator directs and coordinates the eligibility and enrollment for the Head Start-State delivery system, including supervising assigned staff, maintaining and analyzing data systems and information used to track the operations of the Head Start/Early Head Start and State collaboration programs. The CFS Eligibility Coordinator will coordinate and oversee multiple contract types, and perform related work as required. This position performs a variety of highly specialized statistical record-keeping and monitoring assignments, including maintaining and processing reports and records, checking the accuracy of reports, files, and calculation of family fees, providing training to staff on state funding terms, conditions, and providing training and direction to staff who support Head Start-State collaboration classrooms.

### **DISTINGUISHING CHARACTERISTICS**

SETA operates federal and state funded infant, toddler and preschool programs. As such, the CFS Department has various funding sources to provide full day, year-round programming with distinct funding terms and conditions. This is a specialized classification assigned to provide supervision, coordination and oversight for the provision of its Head Start-State funded programs, contracts and functions, including, enrollment applications, eligibility documentation, monthly reports and claims, family files, ongoing monitoring and staff training. This specialized classification has responsibility for multiple functions, including supervision, development of compliance training, and the writing of policies and procedures under the guidance of a supervisor. This position is expected to have knowledge of state and federal programs, methods and procedures.

### **EXAMPLES OF ESSENTIAL DUTIES**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Supervises a team of program analysts assigned to track and report enrollment and attendance;
2. Oversees and monitors a variety of financial claims and records;
3. Trains staff on Head Start and State eligibility requirements and Agency policies and procedures;
4. Monitors all systems for compliance to Head Start and State requirements, along with funding terms and conditions;
5. Responsible for oversight and parent fee assessments, calculations, invoicing, collection, and tracking systems;
6. Maintains up-to-date knowledge on all new regulations and management bulletins for State-funded programs;

7. Attends training from state and federal funders and associations as it relates to program and funding terms and conditions;
8. Oversees information posted to contractor-sponsored record-keeping systems;
9. Coordinates the preparation of a variety of financial and special reports and statements;
10. Oversees the implementation of state funded contracts, and writes policy directives to provide guidance to staff;
11. Develops policies, procedures and training to resolve errors or problems;
12. Responds to a variety of requests for information about Head Start/Early Head Start and State-funded programs;
13. Coordinates and monitors the reports submitted to state and federal entities and ensures proper reimbursement;
14. Meets weekly with the unit manager or designee to ensure all requirements are accurate and information is up to date;
15. Serves as a liaison with auditors and prepares reports as necessary;
16. Performs a variety of related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles of recruitment, eligibility and enrollment procedures;
- Principles and practices of social service and child development programs;
- Principles of organization and management;
- Principles of effective personnel practices;
- Principles of staff development and training;
- Principles of supervision.

#### **Ability to:**

- Establish and maintain cooperative working relationships with others;
- Communicate clearly and concisely, orally and in writing;
- Ensure the accuracy of data input regarding the program operations;
- Use a computer with standard software;
- Learn new software packages and adapt to changes in technology;
- Be detail-oriented;
- Gather and analyze a variety of data and information;
- Develop and prepare a variety of complex reports;
- Work with multiple projects and meet deadlines;
- Effectively train others;
- Make presentations in front of large groups of people;
- Manage time effectively;
- Perform specialized account and statistical record-keeping assignments involving monitoring and claims processing;
- Make arithmetical calculations quickly and accurately.

AND

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

1. At least five (5) years of work experience working with Head Start and/or State subsidized funded childcare programs, including State Preschool (CSPP) and/or General Child Care (CCTR) programs. At least one (1) year of work experience in data analysis, record keeping, reporting systems, and maintaining file-tracking systems. At least two (2) years of supervisory experience.

OR

2. Any advanced education, such as a bachelor's degree (or higher) in social services, human development, business management, data management systems or related field is highly desirable.

**PHYSICAL DEMANDS/QUALIFICATIONS**

**Essential Physical Attributes:**

<b><i>Required Activity</i></b>	<b><i>Description</i></b>
<b><i>Dexterity</i></b>	<i>Constantly picking, pinching, typing or otherwise working, primarily with fingers rather than whole hand as in typing.</i>
<b><i>Talking</i></b>	<i>Frequently expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.</i>
<b><i>Hearing</i></b>	<i>Often perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.</i>
<b><i>Repetitive Motion</i></b>	<i>Constant substantial movements (motions) of the wrists, hands, and/or fingers.</i>
<b><i>Sedentary Work</i></b>	<i>Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</i>
<b><i>Visual Acuity</i></b>	<i>The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.</i>
<b><i>Environment</i></b>	<i>The worker is not substantially exposed to adverse environmental conditions.</i>
<b><i>Relational</i></b>	<i>The worker is required to interact with a variety of people from diverse backgrounds. Must be able to be professional and handle emotionally charged conversations while remaining calm.</i>

## 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 – Parents/Staff: Ms. Marie Desha
    - North Sacramento Parent Resource Center Information

#### **NOTES:**



## **Community Voice Needed:**

### **CALM Mental Health Support Group Survey**



Community  
Feedback  
Requested



CALM:  
Mental Health  
Support  
Group



The North Sacramento Family Resource Center is looking to start a support group for mental health awareness and support. We would like your feedback on what you would like to see in a Mental Health support group. The survey will take approximately 5 minutes to complete.

**[CLICK HERE TO COMPLETE THE SURVEY](#)**

**[CLICK HERE TO TELL US YOUR THOUGHTS!](#)**

**Thursday, June 24th at 3pm**

**Car Seat Education**  
FREE Virtual Class

Learn how to properly install a car seat to best protect children.



Every participant will receive a North Sacramento FRC grab bag with two children's books and two toys!



 **Buckle Up for Life**

**75% of child car seats are installed incorrectly.**

*It's time we all got it right.*



June Workshops:  
Thursday, June 10am  
Monday, June 21st 6pm  
Thursday, June 24 3pm

[CLICK HERE TO REGISTER](#)  
**NorthSacFRC.org**  
Or call us to REGISTER!  
(se habla español)  
**916-679-3743**

Learn how to properly install your car seat to protect your child. Every participant will receive a North Sacramento FRC grab bag with two children's books and two toys!

[CLICK HERE TO PARTICIPATE](#)

---

**Circle Time - Wednesdays 10-11am**

NORTH SACRAMENTO FAMILY RESOURCE  
CENTER  
BIRTH & BEYOND

Presents

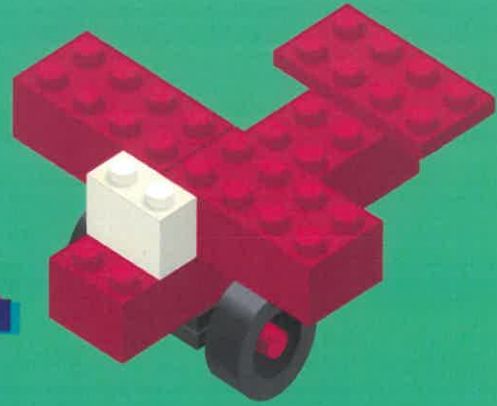


CIRCLE  
TIME

Every Wednesday 10-11am

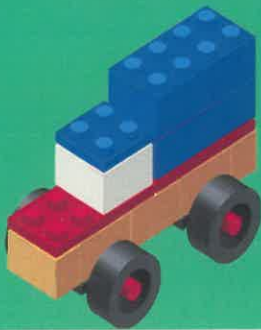


The North Sacramento  
Family Resource Center  
Birth & Beyond  
Presents



# TIME TO LEGO

EVERY THURSDAY IN JUNE  
FROM 3PM - 4PM



WHAT CAN  
YOU BUILD?

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:

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

Minutes/Synopsis

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

Meeting Held Electronically

Thursday, April 29, 2021  
10:00 a.m.

**I. Call to Order**

Ms. Scherman called the meeting to order at 10:01 a.m. The roll was called and a quorum was confirmed.

Members Present:

Sophia Scherman, Chair, Public Representative  
Patrick Kennedy, Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors  
Eric Guerra, Councilmember, City of Sacramento  
Mai Vang, Councilmember, City of Sacramento

**II. Consent Items**

- A. Approval of Minutes of the April 1, 2021 Regular Board Meeting
- B. Approval to Extend Janitorial Service Agreements and Authorize the Executive Director to Sign Each Agreement
- C. Approval of Claims and Warrants
- D. Approval of the Summer Training and Employment Program for Students (STEPS) Contract Extension with Foundation for California Community Colleges in Partnership with the Department of Rehabilitation and Authorize the Executive Director to Execute the Agreement, Modifications and Future Extensions, and Any Other Documents Required by the Funding Source
- E. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

The consent items were reviewed; no questions.

Moved/Nottoli, second/Vang, to approve the consent items as follows:

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Adoption of Addendum #1 to the 2018-2021 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit (Allison Noren)

Ms. Noren shared that SETA Management has been in negotiations with the AFSCME Union. In March, 2021, there were three sessions regarding the application of the Federal COLA that Head Start/Early Head Start had received, and apply the same benefit to the rest of SETA staff, which has been done historically.

On March 22, a tentative agreement was reached to increase health insurance contributions made by SETA: \$75 per month for single coverage and \$125 per month for family coverage. The ratification vote took place on April 15, 2021 and was passed.

A tentative agreement was reached to extend the MOU on all three bargaining units through and including June 30, 2022. The contract would have expired on June 30, 2021. There is a re-open clause for AFSCME to request to negotiate any increases the Agency may receive via increased or additional funding. This request is being made to the Governing Board to approve Addendum #1 that extends the labor agreements to June 30, 2022 and the negotiated health insurance contributions, which would begin August 1, 2021.

Moved/Guerra, second/Nottoli, to approve Amendment #1 extending the current labor agreements through to and including June 30, 2022 and the negotiated health insurance contribution increase effective August 1, 2021.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

**B. WORKFORCE DEVELOPMENT DEPARTMENT**

Community Services Block Grant: No items.

Refugee Services: No items.

One Stop Services: No items.

**C. CHILDREN AND FAMILY SERVICES**

1. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Refunding Applications

3. Approval of the SETA Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Program Year 2021-22
4. Approval of the 2021-22 Head Start, Early Head Start, and Early Head Start Child Care Partnership Program Options and Center Locations for Sacramento County
5. Approval of 2021-22 Training/Technical Assistance Plan for the SETA Head Start/Early Head Start, and Child Care Partnership/Expansion Program, as Aligned with Established Five-Year Goals and Objectives

Ms. Lee reviewed Items C1 through C5 under one presentation. The vote will be taken after Ms. Lee's presentation.

This is the annual refunding application for the Head Start/Early Head Start and Early Head Start Child Care Partnership Program Year 2021-2022. The refunding application covers August 1, 2021 through July 31, 2022.

Staff begin looking at the annual self-assessment prior to starting the grant application process. This has been a very unusual year with COVID-19 since the program was not able to offer in-person service for the children since March 2020. Hence, the self-assessment was based on remote/distance learning services provided to children and families.

Some strengths included: innovative and engaging remote teaching/learning and family engagement activities; strong coaching programs available for the teaching staff; a virtual platform called the Calming Collective Room for parents and staff to engage with some mental health resources; virtual Individual Education Plans (IEP) and Individual Family Services Plan (IFSP) meetings for children with special needs.

The program is funded just over \$60M for Countywide Head Start, Early Head Start and EHS-CCP programs. Most program design will remain constant across the county. A few program changes include: Northview will have a delayed opening due to construction. Families will receive alternate locations until the re-opening. There will be a new Home Base curriculum (*Parents as Teachers*). The Dudley Early Learning Center (SETA Operated Program) was supposed to be a new center for us last year but we were not able to open due to COVID-19. Dudley will open on August 9, 2021.

Distance learning will no longer be an option after the program ends on July 31st. Ms. Lee shared a chart outlining program options for the countywide HS/EHS programs.

Parent Services and Trainings are still available under Training and Technical Assistance, as well as staff training and development.



Moved/Vang, second/Nottoli, to approve agenda Items C-1 through C-5 as follows:

1. Approve Program Year 2020-2021 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS-Child Care Partnership programs.
2. Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care/Partnership Refunding Applications.
3. Approve the Program Year 2021-2022 Head Start, Early Head Start, and Early Head Start Child Care Partnership Budgets for Basic, Training, and Technical Assistance (TTA), and the Cost-of-Living Adjustment (COLA) in the amount of \$63,936,857.
4. Approve the Head Start, Early Head Start, and Early Head Start Child Care Partnership countywide program options and center locations for the 2021-2022 program year.
5. Approve the Program Year 2021-2022 SETA Head Start, Early Head Start and Early Head Start Child Care Partnership Training/Technical Plan as aligned with established five-year goals and objectives.

Roll call vote:

Aye: 5 (Guerra, Kennedy, Nottoli, Scherman, Vang)

Nay: 0

Abstentions: 0

Ms. Scherman complimented Ms. Lee on how well prepared she is and the information she provides in the packet makes it very easy to go through the process with very few, if any, questions. Ms. Scherman also complimented Ms. Lee on the fantastic job she and Children and Family Services staff are doing.

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

- A. Fiscal Monitoring Reports: No questions.
- B. Employer Success Stories and Activity Report: No questions.
- C. Dislocated Worker Update: No questions.
- D. Unemployment Update/Press Release from the Employment Development Department: No questions.
- E. Head Start Reports:

Ms. Lee shared that the department has received notification of the Federal Review, which will take place June 14-18, 2021. This review is a benchmark review and will be done virtually. The team leader will likely schedule a Governing Board interview. Ms. Lee will notify Governing Board members in the next couple of weeks to make sure their schedules are available. SETA Head

Start/Early Head Start just finished the State review last week. Staff did a great job and received high remarks on program services during COVID-19 including distance learning, meal services and family engagement practices. We are excited to be going back to in-person services and all sites will be fully opened by June 7, which includes part-day. Classes are still in reduced capacity. The Office of Head Start will be putting out guidance regarding distance learning no longer being an option. Teaching is going well and everyone is looking forward to streamlining back into the regular schedules.

Mr. Guerra asked what protocols are taking place for children and parents to provide health assurance as we near June. Ms. Lee responded that one change is the way children are checked in when they arrive. The children are checked in outside and once the child has been signed in, the child is taken to their classroom. Disinfecting/sanitizing is on a more enhanced schedule. There are designated staff who disinfect surfaces/toys that are shared. Supplies and materials are divided out to individual servings to reduce cross-contamination and staff encourage children to play in their designated spaces. Outside time has been increased and soft/porous goods in the classrooms have been reduced. Staff and children wear masks but each classroom has a safe place where a child can go to take off their mask safely and not be around other children.

#### **V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick notified the Governing Board that SETA is in the process of re-opening the Del Paso building in June. Ms. Kossick will let the board know at the June 3 meeting the status of reopening.
- C. Deputy Directors: Mr. Kim-no report; Ms. Lee-no further report.
- D. Counsel: No report.
- E. Members of the Board: Mr. Kennedy asked if any telecommunicating opportunities for current jobs are being explored with the plans for re-opening the Del Paso building. He thought it would be a shame to have not learned something from this ordeal. Ms. Kossick replied there was a telecommuting policy put into place last year. A staff member can speak with their supervisor and department head about a request to telecommute.

Mr. Guerra said in moving forward with the execution of the Aggie Square Project, one of the outcomes was to create a One Stop Job Center. Mr. Guerra asked if there could be a report-out on the progress of the one stop job center. He thinks SETA plays a unique leadership role in bringing together all of the partners and all of the different workforce providers at America's Job Centers. Mr. Guerra said we could see this commitment to the community executed. He asked to have a report-out at one of the upcoming meetings. Ms. Kossick responded a report-out could be given at the June 3 Governing Board Meeting. Ms. Kossick said after the City Council has acted on this item, SETA will come back to the Governing Board with a board item to be approved regarding an

agreement between the City of Sacramento and SETA with the type of services and roles and responsibilities for SETA.

Ms. Scherman shared that we have two new board members. In hearing about the re-opening of the Del Paso office, she thought a field trip with the board members would be a good way to connect together and with staff.

Ms. Scherman suggested a date sometime in June or July. Mr. Gregory Thatch said it could certainly take place as a meeting.

Ms. Vang thought it would be a great idea. She has been to the Del Paso office prior but would like to revisit. Mr. Nottoli thought it was a good idea. Mr. Kennedy agreed.

Ms. Sherman mentioned that if the two new board members had any questions regarding what is involved with the Federal Review to contact either Ms. Lee or Ms. Kossick.

There is no meeting in May. The next meeting will take place on June 3, 2021.

F. Public: No report.

**VII. Adjournment:** The meeting was adjourned at 10:35 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:** Ms. Edenaugseyboye Davis **DATE:** May 4, 2021

**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	\$1,404,464	8/1/2020-7/31/2021	8/1/2020-1/31/2021
Head Start	T & TA	\$11,700	8/1/2020-7/31/2021	8/1/2020-1/31/2021
Head Start	Duration	\$122,326	8/1/2020-7/31/2021	8/1/2020-1/31/2021
Head Start	Covid	\$105,457	8/1/2020-7/31/2021	8/1/2020-1/31/2021

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

Date of review: April, 2021

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

**Program Operator: Women’s Civic Improvement Club**

**Findings and General Observations:**

- 1) We have reviewed the Head Start, T & T/A, Duration and COVID-19 programs from August 1, 2020 to January 31, 2021. The costs reported for these programs have been traced to the subgrantee’s records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

ITEM V

COMMITTEE REPORTS

➤ Executive Committee

Ms. Henrietta Gutierrez will provide the Executive Committee report.

---

---

➤ Budget/Planning Committee: Ms. Henrietta Gutierrez

---

---

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.

---

---

---



# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

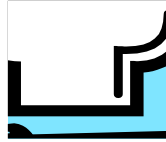
**May 2021**

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	232	<b>13%</b>	589	119	<b>20%</b>
<b>Twin Rivers USD</b>	140	50	<b>36%</b>	40	2	<b>5%</b>
<b>Elk Grove USD</b>	440	45	<b>10%</b>			
<b>Sac City USD</b>	736	41	<b>6%</b>			
<b>San Juan USD</b>	1052	98	<b>9%</b>	160	15	<b>9%</b>
<b>WCIC</b>	120	7	<b>6%</b>			
<b>EHS CCP</b>				80	22	<b>28%</b>
<b>COUNTY TOTAL</b>	<b>4244</b>	<b>473</b>	<b>11%</b>	<b>869</b>	<b>158</b>	<b>18%</b>

*AFE: Annual Funded Enrollment*



# SETA Head Start

## Food Service Operations Monthly Report

### \*May 2021

**Total Number of Meals and Snacks Prepared for All Kitchens:**

Lunch	PM Snack	Breakfast	Field Trips
15,650	15,980	15,680	0

**Total Amount of Meals and Snacks Prepared** 47,310

**Purchases:**

Food	\$69,238.90
Non - Food	\$13,370.96

**Building Maintenance and Repair:** \$0.00

**Janitorial & Restroom Supplies:** \$0.00

**Kitchen Small Wares and Equipment:** \$0.00

**Vehicle Maintenance and Repair :** \$2,198.15

**Vehicle Gas / Fuel:** \$1,293.59  
Normal Delivery Days 20

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
May 2021**

**Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/21	(b) % Actual to Funded
Elk Grove USD	440	335	76
Sacramento City USD	736	408	55
SETA	1,736	1,487	84
San Juan USD	1,044	844	81
Twin Rivers USD	160	182	113
WCIC/Playmate	120	91	76
<b>Total</b>	<b>4,236</b>	<b>3,347</b>	<b>79</b>

**Early Head Start**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/21	(b) % Actual to Funded
SETA	573	486	85
San Juan USD	163	136	83
TRUSD	56	52	93
<b>Total</b>	<b>792</b>	<b>674</b>	<b>85</b>

**EHS-CC Partnership/Expansion**

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 5/31/21	(b) % Actual to Funded
SETA	80	80	100
<b>Total</b>	<b>80</b>	<b>80</b>	<b>100</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

### **Reasons for Under-enrollment**

- 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.
- Limited/no access to enrollment staff/offices during closures.

### **Identified Plans of Action**

#### SETA

- Expand recruitment and outreach efforts on virtual platforms, through existing partnerships and boards, online registration, drop off/mail packets
- Re-open to attract families who rejected distance learning/services

#### Elk Grove USD

- Expand recruitment and outreach activities (i.e. include registration/enrollment information in district-wide communications to families, offer virtual registration, drop off/mail packets, TK/K referrals, reach out to families with siblings, revisit recruitment lists for families who rejected distance learning, etc.)
- Open on-site registration and educational services
- Continue to explore ways to improve current registration practices

#### Sacramento City USD

- Open on-site registration and educational services
- Engage in regular recruitment and outreach activities upon re-opening

#### San Juan USD

- Continue with online, virtual, and mail registration processes for ease and efficiencies
- Adjust staff schedules to assist with registration process

#### Twin Rivers USD

- Monitor student rosters and recruitment log/activities weekly
- Place waiting list binders at all centers and on their school website
- Regular communication with special education department for potential enrollments for inclusion slots
- Facilitate virtual enrolment fairs in collaboration with district family/community engagement department

#### WCIC

- Recruit through current and past parents
- Place advertisements in various media outlets, targeting special sub-groups
- Recruit through partners and community-based organizations
- Re-open for in-person services to attract families who rejected distance learning/services



## Update from the Office of Head Start

*Office of Head Start (OHS) Expectations for Head Start Programs  
in Program Year (PY) 2021–2022*

*ACF-PI-HS-21-04*

*Issuance Date: May 20, 2021*



To date, OHS has provided needed flexibilities and guidance that allowed programs to adapt services based on the changing health conditions in their communities. Now, as programs prepare for PY 2021–2022, OHS is providing updated guidance.

This Program Instruction (PI) outlines OHS's expectations for Head Start programs to begin working toward full enrollment and providing in-person comprehensive services for all enrolled children, regardless of program option. OHS expects Head Start programs to provide comprehensive services in their approved program options beginning in PY 2021–2022, to the extent possible, as local health conditions allow.

### Full Enrollment

- OHS expects programs to work toward full enrollment.
- In September 2021, OHS will begin reviewing monthly enrollment in the Head Start Enterprise System (HSES) and discuss program plans for moving to full enrollment. Programs should build toward full enrollment and provide comprehensive services for all enrolled children as soon as possible.
- Beginning January 2022, OHS will reinstate pre-pandemic practices for tracking and monitoring enrollment. OHS will also resume evaluating which programs enter into the Full Enrollment Initiative in January 2022.

### Virtual and Remote Services

- Virtual and remote services for children are considered an interim strategy in the presence of an emergency or disaster and will not be approved as an LDO.
- For PY 2021–2022, it is unallowable to have a program option run entirely by technology or delivering educational material, for example. OHS may still support some portion of services to continue remotely, as necessary.

### Recruitment and Selection

- OHS expects programs to prioritize recruiting eligible children and families.
- All grantees should update their community assessments to guide their intensive recruitment efforts and to ensure they are reaching families most in need of services.
- Programs should also revisit their established selection criteria based on findings from their updated community assessment. As always, programs must include specific efforts to actively locate and recruit all eligible children and, in particular, those whose families are English language learners, experiencing homelessness, or affected by substance misuse, as well as children with disabilities and children in foster care.

### What This Means for SETA and Delegate/Partner Agencies

- Programs must return to in-person services as outlined in the refunding application. Since all Sacramento HS/EHS programs, with exception of one, have already re-opened, this will be achievable.
- A marketing campaign may be developed to recruit eligible families in the community and ensure full enrollment is achieved and maintained
- The countywide community assessment will be updated to include changes in the community due to COVID-19. This will help guide recruitment efforts to ensure high-risk families and their children are served.

### CDE State Contract Monitoring Review (CMR)

The Children and Family Services Department received its triennial State/CDE Contract Monitoring Review (CMR) during the week of April 19-23, 2021. The overall review went extremely well with many noted program strengths for teaching/learning and parent engagement, resulting in no program findings. As part of this year's review, SETA was also randomly selected for a Governance and Administration Review (GAU), also known as an Error Rate Review (ERR). This section of the review also went extremely well with a few noted areas of improvement. A summary report of the noted areas of improvement and corrective action was submitted to the California Department of Education/Early Learning and Care Division on May 24<sup>th</sup>, which is attached for review.



#### Tips to Stay Healthy This Summer

- **Get** your rest. Routines may vary with **summer** events but aim to **get** seven to nine hours of sleep a night
- Move your body. Added heat (even if it's dry heat!) can **make** exercise uncomfortable in the **summer** months
- Connect with others. Plan something **fun** with family or friends
- Stay **hydrated**
- Wear **sunscreen**
- Wear **sunglasses**
- Stay under an umbrella or **sunshade**...not in direct sunlight

#### How can I stay safe when swimming?

- Look for and read the **signs**. Read the signs posted in a **swimming** area and follow the **safety** information
- **Walk**, do not run
- **Be careful** getting in and out of the pool
- **Look** before you leap or dive into water
- Stay within your **abilities**
- **Never swim alone**
- Play **carefully**
- Wear life vest...make sure each child has one

#### Ways to Stay Hydrated in Summer

- Eat more "water-rich" **fruits** and **vegetables** like watermelon, strawberries, grapefruit, peaches and cantaloupe
- Try iced coffee (**caffeine-free** is always a great option)
- Try **iced tea**
- Eat **cold soups**, preferably those that are broth-based
- Choose **coconut water** over fruit juice






**Summary of Findings  
Governance and Administration Monitoring Review  
Error Rate Reduction Plan  
Fiscal Year 2020-21**

Agency: Sacramento Employment & Training Agency

ELCD Reviewer(s): Javier Laufer, Paul Saucedo, Leslie Garcia-Jimenez

Review Date(s): April 19, 2021—April 23, 2021

Agency Rep. Signature: 

Title: Deputy Director/Children and Family Services

Date: May 24, 2021

Error Rate Reduction Plan Due Date: June 7, 2021

Error / Description	Current Practice:		Proposed End Date:
<p>The parent did not provide required self-employment income documentation. The parent works for DoorDash and can provide a pay history and print out the weekly income earned.</p> <p>There was insufficient self-employment documentation to establish need for services. The parent did not provide documentation demonstrating the days and hours worked per week, such as an appointment log, job log, client receipts, or similar records. Through DoorDash the parent can print out the days and hours worked per pay period.</p>	<p>For Door Dash, staff have accepted a Declaration of Income and Hours worked.</p>		<p align="center"><b>4/23/21</b></p>
	<p><b>System Change: X    Corrective Action:</b></p> <p><b>Proposed Practice:</b></p> <p>For DoorDash or other gig employment, staff will be re-trained that a <i>Declaration of Income and Hours worked</i> is not acceptable for documenting income and need. Staff will require the parent to provide self-employment income and need for services verification via a printout identifying the weekly income earned and the days and hours worked. The <i>Self-Employment Declaration</i> form will be utilized.</p> <p>Staff will be re-trained on May 20, 2021. The PPT presentation and list of participants via Zoom are attached.</p>	<p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p>	<p><b>Timelines:</b></p> <p>Implementation date: <b>5/20/21</b></p> <p>Progress check dates: <b>6/18/21</b> <b>7/16/21</b></p>

	<p>Following the May 20, 2021 training, the SETA Quality Assurance/Monitoring Unit (QA) will randomly select and review files on June 18, 2021 and again on July 16, 2021. Following this focus-area review, the QA unit and/or the new Eligibility Coordinator will be responsible for on-going monitoring of all enrollment/eligibility files.</p> <p>Results of the follow-up review will be shared with the Program Officer/ERSEA and CFS management. The Program Officer will provide one-on-one training should errors arise during the follow-up review and/or thereafter.</p> <p>New hire orientation will include updated information on gig work income documentation for all new hires.</p>	<p><b><u>Follow-up:</u></b> QA Unit</p> <p><b><u>On-going Monitoring:</u></b> Eligibility Coordinator and/or QA Unit</p>	
--	--	--	--



Error / Description	Current Practice:		Proposed End Date:
<p>The parent did not sign and date the release at the bottom of the employment verification form giving permission to the agency to contact the parent's employer.</p> <p>Non-Compliance- The employment verification document was not verified by the agency to confirm the days and hours of employment. The employment verification process is that the parent delivers the document to their employer and then delivers it back to the agency.</p>	<p>Staff are to ensure that the Employment Verification form is complete and signed before accepting. They are then to contact the employer to verify the information provided on the form.</p>		<p>N/A</p>
	<p><b>System Change:</b></p> <p><b>Proposed Practice:</b></p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the Employment Verification form and contacting the employer to verify the information provided on the form. The PPT presentation and list of participants via Zoom are attached.</p> <p>SETA has developed a new job classification, Eligibility Coordinator that is currently being vetted for final approval. The Eligibility Coordinator will be responsible for checks/balance systems and on-going monitoring of the HS/CDE eligibility paperwork. This will ensure current practices are monitored more closely and involve various levels of supervisors and the Quality Assurance/Monitoring Unit to ensure compliance.</p> <p>The SETA Quality Assurance/Monitoring Unit (QA) will randomly select and review files following the May 20, 2021 training on June 18, 2021 and again on July 16, 2021. Following this focus-area review, the QA unit and/or the new Eligibility Coordinator will be responsible for on-going monitoring of all enrollment/eligibility files.</p> <p>Results of the follow-up review will be shared with the Program Officer/ERSEA and CFS management. The Program Officer will provide one-on-one training should errors arise during the follow-up review and/or thereafter.</p>	<p><b>Corrective Action: X</b></p> <p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p> <p><b>Job Spec:</b> Lisa Carr Denise Lee</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p><b>5/20/21</b></p> <p>Progress check dates:</p> <p><b>6/18/21</b> <b>7/16/21</b></p>

Error / Description	Current Practice:		Proposed End Date:
<p>The parental plan on the seeking employment documentation to secure, change, or increase employment was insufficient and did not include a description of employment seeking activities such as conducting internet searches of potential employers, meetings with job counselors, preparing a resume, calling on or visiting potential employers, and conducting job interviews.</p>	<p>The Seeking Employment form includes a space to document the Plan to secure or increase employment.</p>		<p>N/A</p>
	<p><b>System Change:</b></p> <p><b>Proposed Practice: X</b></p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the <i>Seeking Employment</i> form to be sure to include the Plan to secure, change or increase employment. The PPT presentation and list of participants via Zoom are attached.</p> <p>Current practice will be more closely monitored to ensure parents include a description of the employment-seeking activities in which they will engage. Program Analysts responsible for CDE reporting will review Eligibility and Need documentation for each family prior to enrollment. Supervisors of enrollment staff will monitor family files monthly using a prescribed checklist. The Quality Assurance Unit will review CDE documentation as part of their regular monitoring visits.</p>	<p><b>Corrective Action:</b></p> <p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p> <p><b>On-going Monitoring:</b> Program Analysts Program Officers QA Unit</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p><b>5/20/21</b></p> <p>Progress check dates:</p> <p><b>6/18/21</b> <b>7/16/21</b></p>

Error / Description	Current Practice:		Proposed End Date:
<p>Miscalculation of income, however the family was still eligible for childcare services. Semi-monthly income (\$770.54) was calculated as bi-weekly (\$854.73).</p>	<p>Income is calculated using the <i>Income Calculation Worksheet</i>, which includes tips on identifying the pay frequency on the top of the form. Staff view the paystubs and use the pay frequency based on the pay periods and pay dates.</p>		<p>N/A</p>
	<p><b>System Change:</b></p> <p><b>Proposed Practice:</b></p> <p>On May 20, 2021, staff will be re-trained on procedures of completing the <i>Income Calculation Worksheet</i>. The PPT presentation and list of participants via Zoom are attached.</p> <p>Current practice will be more closely monitored to ensure the <i>Income Calculation Worksheet</i> is utilized correctly. Program Analysts responsible for CDE reporting will review eligibility documentation for each family prior to enrollment. Supervisors of enrollment staff will monitor family files monthly using a checklist. The Quality Assurance Unit will review CDE documentation as part of their regular monitoring visits.</p>	<p><b>Corrective Action: X</b></p> <p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p> <p><b>On-going Monitoring:</b> Program Analysts Program Officers QA Unit</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p><b>5/20/21</b></p> <p>Progress check dates:</p> <p><b>6/18/21</b> <b>7/16/21</b></p>

Error / Description	Current Practice:		Proposed End Date:
<p>The contractor has implemented a policy, which limits childcare for families seeking employment to no more than 5 days per week and no more than 5 hours per day (25 hours per week).</p>	<p>In effort to be consistent and ensure Seeking Employment hours remained less than 30 per week, families were provided 5 hours per day five days per week.</p>		<p>5/20/21</p>
	<p><b>System Change: X    Corrective Action:</b></p> <p><b>Proposed Practice:</b></p> <p>Each Seeking Employment family will be provided hours based on their <i>Seeking Employment Plan</i>. These families will receive less than 30 hours per week for Seeking Work activities.</p> <p>Children are offered longer/more flexible hours as part of their Head Start time (since HS and CDE WRAP services)</p> <p>On May 20, 2021, staff will be re-trained. The PPT presentation and list of participants via Zoom are attached.</p>	<p><b>Person(s) Responsible:</b></p> <p><b>Re-training:</b> Monica Avila</p>	<p><b>Timelines:</b></p> <p>Implementation date:</p> <p style="text-align: center;"><b>5/20/21</b></p> <p>Progress check dates:</p> <p style="text-align: center;"><b>6/18/21</b> <b>7/16/21</b></p>

**Contact Information**

Send to: Joycelyn Ward-Richardson, Consultant  
Cc: Paul Saucedo, GAU Manager

California Department of Education  
1430 N Street, Suite 3410  
Sacramento, CA 95814

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.

---

---

---