

GOVERNING BOARD

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ADMINISTRATION

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Executive Director

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Deputy Director

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Thought of the Day:

“Clarity is not just about what you see, but also about how you see it. Sometimes a change in perspective can bring clarity to even the most complex situations.”

Author: Unknown

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

DATE: Tuesday, March 28, 2023

TIME: 9:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

E. Open Discussion and Comments

F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MARCH 22, 2023

Head Start Policy Council meeting hosted by:
Ms. Fienishia Wash (Chair),
Ms. Jennifer Mohammed (Parliamentarian).
Mr. Royal Jones (Secretary), and Ms. Jessica Mitchell (Treasurer)

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Donna Bonner, Foster Parent Representative/Community Representative
- _____ Kahmaria Holleman, SETA-Operated Program
- _____ Royal Jones, Sacramento City Unified School District
- _____ Stephen Key, Past Parent/Community Representative
- _____ Jessica Mitchell, Elk Grove Unified School District
- _____ Jennifer Mohammed, Home Base Pre-School
- _____ Danelle Pecot, San Juan Unified School District
- _____ Rosemary Schapira, Community Agency Representative
- _____ Fienishia Wash, Chair, Grandparent Representative/Community Representative

Members to be Seated:

Seats Vacant:

- _____ Vacant (Long), San Juan Unified School District
- _____ Vacant (Perry), San Juan Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Sacramento City Unified School District
- _____ Vacant, Twin Rivers Unified School District
- _____ Vacant (Shead), Twin Rivers Unified School District
- _____ Vacant (Land), WCIC/Playmate Child Development Center
- _____ Vacant, WCIC/Playmate Child Development Center
- _____ Vacant (Wash) Home Base Option
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant (Pierce), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant (Taneja), SETA-Operated Program
- _____ Vacant, (Escalona), 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, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Rep.
- _____ Vacant (Wash) Outgoing Chair

**** Please call your alternate, Policy Council Chair (Fienishia Wash: [510] 228-5499), or Head Start staff (Gaylon Ndiaye: [916] 263-5662 or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2022-2023**

The **2022-2023** Board was seated on
November 22 & December 20, 2022,
January 24 & February 28, 2023

BOARD MEMBER	SITE	11/22	12/20*	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/29	9/26	10/24	11/21
D. Bonner Seated 11/22	PP-FP	X	X	X	X									
Vacant Seated	WCIC													
Vacant Seated	WCIC													
K. Holleman - Holding Seated 1/25	SOP	X	X	X	U									
S. Key Seated 11/22	PP	X	X	X	E/ PCB									
G. Escalona R: 3/1	SOP			X	U/R									
R. Jones Seated 2/28	SAC				X									
K. Long R: 3/15	SJ/EHS	U	X	X	X/R									
J. Mitchell Seated 11/22	ELK	X	X	E	X									
J. Mohammed Seated 11/22	HB	X	X	X	X									
D. Pecot Seated 12/20	SJ	-	X	E	X									
R. Schapira Seated 1/24	CAR	E	E	X	X									
Vacant Seated	TR													
Vacant Seated	OC													
Vacant Seated	SOP													
F. Wash Seated 11/22	PP-GP	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 3/21/2023

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 28, 2023
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 28, 2023 regular meeting.

RECOMMENDATION:

That the Policy Council approve the February 28, 2023 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, February 28, 2023
9:00 a.m.

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

Ms. Fienishia Wash called the meeting to order at 9:00 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Donna Bonner, Foster Parent/Community Representative
Fienishia Wash, Grandparent/Community Representative
Jennifer Mohammed, Home Base Pre-School
Kara Long, Early Head Start, San Juan Unified School District
Rosemary Schapira, Community Agency Representative
Danelle Pecot, San Juan Unified School District (*joined 9:04 a.m.*)
Jessica Mitchell, Elk Grove Unified School District

New Members Present and Seated:

Royal Jones, Sacramento City Unified School District

Members Absent:

Stephen Key, Past Parent/Community Representative (*excused*)
Kahmaria Holleman, SETA-Operated Program (*unexcused*)
Gricelda Escalona, SETA-Operated Program (*unexcused*)

II. Consent Item

A. Approval of the Minutes of the January 24, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Long, to approve the January 24, 2023 minutes as distributed.

Roll call vote:

Aye: 7 (Bonner, Mohammed, Long, Schapira, Pecot, Mitchell, Jones)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Key, Escalona, Holleman)

III. Action Items

A. Election of Head Start Policy Council Secretary and Treasurer for Program Year 2022-2023

Ms. Wash reviewed this item and the bylaws. Mr. Jones nominated himself for the Secretary position. Ms. Mitchell nominated herself for the Treasurer position.

A vote was taken and was unanimous in favor of Mr. Jones as Secretary and Ms. Mitchell as Treasurer.

Moved/Bonner, second/Long, to approve Mr. Jones as Secretary and Ms. Mitchell as Treasurer to the Policy Council

Roll call vote:

Aye: 7 (Bonner, Mohammed, Long, Schapira, Pecot, Mitchell, Jones)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Key, Escalona, Holleman)

B. Election of Community Action Board (CAB) Alternates

Ms. Wash reviewed this item and shared her experience serving on the Community Action Board (CAB).

Ms. Long shared her experience serving on the Community Action Board. Ms. Bonner nominated herself for Alternate to serve on CAB.

A vote was taken and was unanimous in favor of Ms. Bonner as Alternate to the Community Action Board.

Moved/Jones, second/Mitchell, to approve Ms. Bonner to serve as Low-Income Sector Alternate to the Community Action Board (CAB) and table the position for second Low-Income Sector Alternate to the next meeting.

Roll call vote:

Aye: 7 (Bonner, Mohammed, Long, Schapira, Pecot, Mitchell, Jones)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Key, Escalona, Holleman)

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

Ms. Wash reviewed the item. Ms. Long asked if the hiring process will return to in-person or remain virtual. Ms. Griffith advised that the hiring interviews are not subject of the Brown Act, therefore, can be done remotely.

Moved/Bonner, second/Long, to approve the delegation of authority of 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: 7 (Bonner, Mohammed, Long, Schapira, Pecot, Mitchell, Jones)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Key, Escalona, Holleman)

- D. Approval of Modifications to the Reimbursement Policies and Procedures of the SETA – Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee

Mr. Han reviewed the item. He stated how to fill out the Reimbursement Forms will be trained on at the next meeting of the Policy Council.

Ms. Griffith advised that the Governor has not extended the State of Emergency, and meetings will be held in-person moving forward starting in March 2023. Virtual meetings are no longer an option.

Moved/Long, second/Schapira, to approve modifications to the Reimbursement Policies and Procedures of the SETA-Operated Head Start/Early Head Start Policy Council and Parent Advisory Committee as proposed.

Roll call vote:

Aye: 7 (Bonner, Mohammed, Long, Schapira, Pecot, Mitchell, Jones)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Key, Escalona, Holleman)

IV. Information Items

- A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:

Mr. Han reviewed the Head Start/Early Head Start fiscal expenditure reports for Fiscal Year 2022-2023. The American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) funds were reviewed. SETA will apply for a 12-month No-Cost Extension. The item will come next month to the Policy Council for

approval. The American Express credit card statement was reviewed, nothing was out of the ordinary. The Citi credit card statement was reviewed, nothing was out of the ordinary.

➤ Parent Survey Results:

Ms. Wash reviewed the results from the Parent Survey and thanked the Policy Council members for participation.

➤ Officer Training Report(s):

Ms. Long reported that the Officer Training was well-thought-out. Ms. Bonner commented that each person stayed involved and attentive. She added that the training was very informative. Ms. Wash thanked the participants for attendings.

➤ PC Governance Self-Assessment Update:

Only one response for the PC Governance Self-Assessment was received. Ms. Ndiaye will follow up with the members by phone.

➤ Community Resources – Parents/Staff:

Ms. Schapira and Ms. Wash (Job Expo) reviewed the community resources provided in the packet. Ms. Wash reviewed the Community Action Board Request for Quotes and provided updates on Health Service Advisory Committee.

B. SETA's Recruitment Update

Ms. Sorvari introduced new Senior HR Analyst, Sheri Green-Johnson.

Ms. Sorvari reviewed the recruitment data from January 17, 2023 through February 17, 2023.

Ms. Griffith advised about California State University Sacramento and SETA partnership. This partnership has been over two decades. It allows the California State University Sacramento students to come in as Substitute Teachers or Volunteers to the Head Start Program. SETA provides classes and pays wages. This partnership creates a career pathway as many students apply for permanent positions with SETA.

C. Governing Board Minutes for January 5, 2023: No Questions

V. **Committee Reports**

➤ Executive Committee:

Ms. Wash discussed the appropriate date and time for the Executive Committee. It was decided the next meeting would be held on Monday, 6, 2023, at 10:00 a.m., in-person.

Ms. Shapira left the meeting at 9:57 a.m.

➤ Budget/Planning Committee Meeting:

Ms. Mohammed will not be able to attend any meetings on Friday.

Mr. Han reviewed on what the Budget/Planning Committee is.

Mr. Han advised Ms. Long that there will be reimbursement provided for mileage and child care.

The majority of the Policy Council members agreed on meetings being held on Fridays at 10:00 a.m. during the month of March. The next meeting will be held Friday, March 3, 2023, at 10:00 a.m., in-person at the SETA Administrative building.

VI. Other Reports

A. Executive Director's

Ms. Hernandez discussed meeting Policy Council and Parent Advisory Committee members during the Meet and Greet with Ms. Ndiaye. She wished her farewell to Ms. Desha and reiterated her support for all of Ms. Marie Desha's leadership development and years of service at SETA.

Ms. Hernandez acknowledged that this Friday, March 3rd is Employee Appreciation Day and thanked the staff for their work. She stated that the work that Head Start has been doing for many years is critical to laying the foundation for future leaders in this country. Additionally, she encouraged the staff to take some time to care for themselves and their families.

Ms. Wash reminded the members of the AB-1234 Ethics Training after this meeting. Participation is mandatory for PC and PAC Board members and Alternates.

B. Head Start Deputy Director's Report:

Ms. Griffith talked about Employee Appreciation Day, Winter Series, and thanked Ms. Desha for her years of service at SETA.

C. Chair's Report – No report.

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services – No report.

✓ Kelly Sprake – (Interim) School Readiness, Special Education, and Mental Health Services

Ms. Griffith advised on the new Education Manager, Megan Lamb, who will join the next Policy Council meeting.

✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring

Ms. Ocegueda reported on the services provided. She advised that SETA continues working with the California Department of Public Health, the Coronavirus Task Force, and the Sacramento County Immunization Assistance Program. Childhood immunizations are continued to be provided county-wide, including flu shots, Tdap, MMR, COVID-19 vaccines, boosters, and tests. The clinics are being housed on-site at the different centers. For more information, she encouraged to connect with the Health Unit at SETA or Delegate Agencies.

Ms. Ocegueda advised on continuing monitoring efforts for county-wide Safe Environments and Unannounced Safety and Supervision reviews.

She advised forming a Health Service Advisory Committee (HSAC) with the participation of Delegate Agencies' representatives, stakeholders, and other community health professionals. The Committee will look at health and nutrition services, including mental and oral health. The first project for this Committee is to fulfill the Final Rule requirement on mask removal and develop an evidence-based COVID-19 Mitigation Policy that will be then adopted county-wide.

E. Open Discussion and Comments: Ms. Wash, Ms. Bonner, and Ms. Jones wished farewell to Ms. Desha and thanked her for her years of service at SETA.

F. Public Participation: None

VII. **Adjournment:** The meeting was adjourned at 10:12 a.m.

ITEM III-A – ACTION

ELECTION OF COMMUNITY ACTION BOARD ALTERNATES

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Ms. Fienishia Wash and Ms. Donna Bonner serve as the Head Start representatives from the Low-Income Sector. Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

That the Council elect two alternates to serve as Low-Income Sector representatives to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY COUNCIL
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee. See attached information on the Parent Activity Fund.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

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

ITEM III-C – ACTION

APPROVAL OF HEAD START ARPA AND CRRSA BUDGET MODIFICATIONS AND REQUEST FOR NO-COST EXTENSION

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification of funds from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) Funds (\$112,099) and from the American Rescue Plan (ARPA) Act Funds (\$1,030,539) totaling **\$1,142,638**. The funds are being repurposed from underspent funds from Personnel, Fringe and Other (deferred maintenance) and being moved to Equipment and Construction to help complete the outdoor major renovations and install a new play structure and shade structure at Northview Early Learning Center. River Oaks Center for Children is also relinquishing \$81,148 from ARPA funds and SETA will be using those funds towards the completion of the Northview Early Learning Center project.

Along with the budget modification, SETA is also requesting a twelve month no-cost extension for the amount up to **\$4,769,715** to complete the projects noted above and an extension for delegate and partners to complete their projects and purchases.

Details of the Budget Modification and No-Cost Extension are provided below.

American Rescue Plan Act Fund Budget Modification

SETA is requesting a Budget modification in the amount of **\$1,030,539**. The reprogrammed amounts are coming from under-spent categories from the grantee's Personnel, Fringe and Other cost categories. The funds will be moved to the Equipment and Construction cost categories. Additionally, \$81,148 of the request is due to the partner agency, River Oak Center for Children relinquishing the remaining balance of their funding. The funds will be moved to the Construction cost category. The reallocated funds will be used for the following projects:

Equipment - \$210,000

Northview Early Learning Center Play Structure and Shade Structure – With the funds, SETA will be completing a renovation of the outdoor play area for the children at the center. Included in the project will be new play equipment and laying synthetic surface (\$180,000) and the installation of a new shade structure (\$30,000). These costs are subject to ACF approval of the modified 1303 application previously approved for the Northview indoor major renovation project.

Construction - \$820,539

Northview Early Learning Center Outdoor Major Renovation – SETA will also be utilizing the reprogrammed funds to go towards the completion of various outdoor renovation projects. Items include the repaving of the parking lot, installing parking lot lighting, a roller gate, purchase and installation of an office pod, and other miscellaneous projects. Previously the office pod and parking lot projects had received approval, however, increased costs to the project requires SETA to move additional funds to complete those projects.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$1,193,444	(\$555,826)	\$637,618
Fringe Benefits	720,519	(376,170)	344,349
Travel	-	-	-
Equipment	545,000	210,000	755,000
Supplies	-	-	-
Contractual	3,432,759	(81,148)	3,351,611
Construction	-	820,539	820,539
Other	220,000	(17,395)	202,605
Total	6,111,722	-	6,111,722

Coronavirus Response and Relief Supplemental Appropriation Act Fund Budget Modification

Construction (\$112,099)

Northview Early Learning Center Outdoor Major Renovation – In conjunction with the ARPA funds, SETA will also be utilizing the reprogrammed CRRSA funds to go towards the completion of various outdoor renovation projects. Items include the repaving of the parking lot, installing parking lot lighting, a roller gate, purchase and installation of an office pod, and other miscellaneous projects.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Equipment	-	-	-
Supplies	\$660,460	(\$112,099)	\$548,361
Contractual	876,891	-	876,891
Construction	-	112,099	112,099
Other	-	-	-
Total	1,537,351	-	1,537,351

No-Cost Extension Request

The current ARPA and CRRSA funds expire on March 31, 2023. SETA is requesting a twelve month no-cost extension in the amount not to exceed \$4,001,300 from ARPA funds and \$768,415 from CRRSA funds for a total not to exceed of **\$4,769,715**. The funds will be utilized to address:

- 1.) Incomplete pre-approved projects;
- 2.) Projects included in the Budget Modification Request above;

ARPA					
Cost Category	Budget	Budget Modification	Updated Budget	Expenditures To Date	Est. Remaining Balance for No-Cost Extension Request
Personnel	1,193,444	(555,826)	637,618	(637,618)	-
Fringe Benefits	720,519	(376,170)	344,349	(344,349)	-
Equipment	545,000	210,000	755,000	-	755,000
Contractual	3,432,759	(81,148)	3,351,611	(925,850)	2,425,761
Construction	-	820,539	820,539	-	820,539
Other	220,000	(17,395)	202,605	(202,605)	-
Total	\$6,111,722	\$ -	\$ 6,111,722	\$ (2,110,422)	\$ 4,001,300

CRRSA					
Cost Category	Budget	Budget Modification	Updated Budget	Expenditures To Date	Est. Remaining Balance for No-Cost Extension Request
Supplies	660,460	(112,099)	548,361	(548,361)	-
Contractual	876,891	-	876,891	(220,575)	656,316
Construction	-	112,099	112,099	-	112,099
Total	\$1,537,351	\$ -	\$ 1,537,351	\$ (768,936)	\$ 768,415

RECOMMENDATION

Approve the Budget Modifications in the amount of \$1,142,638 and approve the request for a no cost extension for ARPA and CRRSA funds in the amount not to exceed \$4,769,715.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D – ACTION

APPROVAL OF COVID-19 MITIGATION POLICY

BACKGROUND:

In accordance with 45 CFR §1302.47(b)(9) the Office of Head Start requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of COVID-19 in the community.

This policy has been developed with the Health Services Advisory committee to meet the needs of our community and program

Staff will be available to answer questions.

RECOMMENDATION:

Approve Sacramento County Covid Mitigation Policy

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

COVID-19 Mitigation Policy

Policy: To prevent and mitigate the spread of Coronavirus Disease 2019 (COVID-19) or other related or similar pandemic or infectious diseases, Sacramento Employment and Training Agency (SETA) Head Start/Early Head Start program shall have procedures in place and take all precautions necessary to ensure the health and safety of children served by Head Start program, their families, and the program's staff. This includes but is not limited to volunteers, community partners, student interns, contractors, consultants, delegate agencies and partners, and guests.

Procedures set forth may have limitations on group gatherings and events, and additional requirements pertaining to social distancing, face coverings, hygiene, disinfection/sanitation including frequent disinfecting and cleaning of all high-contact surfaces, symptom checks and screening procedures, exposure signage, and related measures pertaining to the operation of Head Start/Early Head Start program and activities to prevent the spread of COVID-19 or other related or similar pandemic or infectious diseases. This is in accordance with evidence-based practices from established health agencies and in consultation with SETA Head Start/Early Head Start Program's Health Services Advisory Committee (HSAC).

SETA Head Start/Early Head Start program shall follow any federal, state, and local laws, orders, regulations, or health and safety guidelines including, without limitation, those issued by the Centers for Disease Control and Prevention ("CDC"), Governor, and/or State or County Public Health. SETA Head Start/Early Head Start program shall apply new and updated policies and requirements and train SETA staff to ensure proper implementation. Such policies and procedures will be flexible to scale up or down dependent on current conditions and recommendations.

Furthermore, SETA Head Start/Early Head Start program will comply with local county orders as it pertains to physical distancing protocols and face covering requirements, as such Order may be amended, updated, or superseded from time to time. The Order may be found as of the date hereof on the County website at <http://COVID19.saccounty.net> and, as indicated on the County website.

Rationale: In accordance with Children and Families Administration final rule of 01/06/2023 Supplementary Policy ACF-PI-HS-23-01 and Office of Head Start Performance Standard 1302.47(b)(9), childcare centers are to provide an evidence-based COVID-19 mitigation policy developed in consultation with the Health Services Advisory Committee (HSAC) that can be scaled up or down to prioritize the health and safety of children served by Head Start program, their families, and the program's staff. SETA Head Start/Early Head Start program will follow policies and other regulations and guidance as they relate to mitigating COVID-19 or other related or similar pandemic or infectious diseases.

Procedure

SETA Head Start/Early Head Start program will take a variety of actions to prevent and mitigate the spread of Coronavirus Disease 2019 (COVID-19) or other related or similar pandemic or infectious diseases. This includes maintaining frequent communication with local departments of public health, families, staff, delegates and providers about implemented policies and practices to keep everyone safe.

The following set of risk reduction strategies for everyday operations will be in place at all COVID-19 community levels, including low levels. Strategies are subject to change as needed and recommended by local, state and federal laws, orders, regulations, or health and safety guidelines. Change may be needed, especially when our community is experiencing a high level of disease burden or when serving high-risk populations. These risk reduction strategies drive current program policy.

The Health Services Advisory Committee (HSAC) will monitor these strategies as needed. HSAC will evaluate the effectiveness and make modifications to the Risk Reduction Strategies based on current public health data and best practices, and the continually evolving landscape of COVID-19 conditions.

As a result, if there are changes to program policy, all SETA staff will be notified and training or refreshers will be provided as needed. SETA Head Start/Early Head Start program will have detailed records of policy changes, distribution, and training.

SETA Head Start/Early Head Start program will monitor compliance for its program and delegate agencies and partners who are sub-recipients of the Head Start and Early Head Start grant. The monitoring reports will provide information regarding their performance, including areas of compliance, non-compliance, and deficiencies.

Risk Reduction Strategies:

Testing for COVID-19: Testing helps detect and stop the transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Share information about COVID-19 testing resources to all.
- Provide weekly testing for those staff granted an exemption to the vaccination requirements and require the same from unvaccinated volunteers, partners, contractors, and consultants.
- Use antigen tests. This is consistent with local, state and federal recommendations.
- Highly encourage and provide resources for testing to children and staff prior to returning after major holiday breaks. This includes but is not limited to volunteers, student interns, contractors, and consultants.
- Conduct internal monitoring for testing of those staff granted an exemption to the vaccination requirements.

Remaining Current and Up-to-Date on Vaccines: Vaccination of adults and children over age 6 months helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Provide information about COVID-19 vaccines and boosters.
- Collaborate with local agencies to provide information and increase access to COVID-19 vaccines and boosters, as well as other childhood and adult immunizations.
- Document confirmation of COVID-19 vaccinations in the same way other immunizations are documented and maintained in the child's file.
- Require partners and outside entities who are working on-site in a SETA Head Start/Early Head Start program daycare center, to complete the Partner COVID-19 tracking form to provide the status of their vaccination and ensure they meet compliance with federal mandates.

Optimizing Indoor Air Quality: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Provide effective ventilation and filtration by following childcare requirements set forth in Child Care Licensing’s (CCL) licensing laws.
- Provide training on universal health precautions.
- Provide safe and healthful accommodations.
- Ensure clean, safe, and sanitary buildings and grounds.
- Conduct internal monitoring for safe environments.
- Allow for fresh air into center. This can be done with the use of fans or open windows.
- Require outdoor play daily unless conditions do not allow.
- Follow best approaches with local health officials. Consider strategies that do not solely rely on outdoor air sources like the examples below:
 - Air filtration (like portable air cleaners);
 - Higher quality facemasks (e.g., N95, KN95, or KF94 respirators) for adults and children; and
 - Alternative indoor spaces with better air quality.

Using Facemasks: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Provide masks to children and staff who prefer to wear a facemask following the exemption guidance outlined in the CDC Guidance for the Use of Face Masks. Situations to **never** use masks:
 1. On children under 2 years.
 2. On children while they are sleeping.
 3. On children while they are eating.
- Follow local health department guidance for the use of facemasks as well as masking guidance for specific situations (e.g., when having symptoms, being infected, or exposed).
- Not prevent any person from wearing a mask as a condition of participation in an activity or entry into a child care center, unless wearing a mask would pose a safety hazard (e.g., during water play).
- Ensure that face masks do not cause children to overheat in hot weather.

Maintaining Clean Hands, and Respiratory Hygiene: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Promote hand hygiene to all.
- Train and monitor staff to follow universal health precautions and preventive health practices.
- Teach, monitor, and reinforce proper handwashing to lower the risk of spreading viruses, including the virus that causes COVID-19.
- Provide hand sanitizers, with at least 60 percent alcohol, for adults and children over 24 months when handwashing is not available.
- Ensure adequate supplies are available to support hand hygiene behaviors (soap, paper products, no-touch trash cans, and hand sanitizers).
- Teach and reinforce covering coughs and sneezes to help keep individuals from getting and spreading infectious diseases, including COVID-19.

Maintaining Stable Groups: This helps maximize protection and minimize transmission of COVID-19. SETA Head Start/Early Head Start program will:

- Maintain consistency by keeping the same groups of staff and children each day in each classroom, as much as possible.

Food Service and Meal Time in The Classroom: To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will:

- Follow proper handwashing, gloving, cleaning, and disinfection practices before and after eating and when preparing food.
- Train and monitor staff to follow proper food safety and handwashing practices when handling and preparing food.
- Follow correct dishwashing practices using the appropriate hot water setting. If handling dishes from a person who is sick, staff should wear gloves and are strongly encouraged to wear a mask.
- Follow local, state and federal guidance.

Toothbrushing in The Classroom: To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will:

- Follow proper toothbrushing, handwashing, cleaning, and disinfection practices before and after toothbrushing per local, state and federal guidance.
- Train and monitor staff to follow proper toothbrushing, handwashing, cleaning, and disinfection practices before and after toothbrushing.

Cleaning Facilities and Disinfection: To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will:

- Follow recommended procedures and universal health precautions for cleaning, sanitizing, and disinfection for specific activities such as diapering, feeding, and exposure to bodily fluids.
- Train and monitor staff to follow the infection control practices and requirements for cleaning and disinfection, housekeeping and sanitation principles, and universal health precautions.
- Ensure buildings and grounds are clean, safe, and sanitary; and safeguard the personal rights of children to have safe and healthful accommodations.
- Complete annual California Department of Pesticide Regulation-approved training.
- Follow the directions on the labels of cleaning products to ensure safe and effective use of the products.
- Follow correct laundry practices using the appropriate hot water setting. If handling dirty laundry from a person who is sick, staff should wear gloves and are strongly encouraged to wear a mask.

Management of COVID-19 Symptoms and Cases and Other Infectious Diseases:

To help maximize protection and minimize transmission of COVID-19, SETA Head Start/Early Head Start program will continue to mitigate cases on an individual basis of those persons with symptoms, positive tests or exposures to COVID-19 or other infectious diseases that are reported to the Human Resources COVID-19 response line. Mitigation is in response to current local, state, and federal guidance. SETA Head Start/Early Head Start program will:

- Require that individuals with symptoms stay home when sick and get tested.
- Exclude or isolate any child or staff showing symptoms of a contagious disease, and follow SETA Head Start/Early Head Start program policy.

- Notify local health authorities, CCL, and other contacts when an individual in the child care center tests positive for COVID-19 or other infectious disease, and if there are outbreaks, in accordance with current reporting requirements.
- Require enrolled families to notify childcare center if their child has COVID-19 and was in care during their infectious period.
- Continue to conduct daily health checks at drop-off and as needed following current SETA Head Start/Early Head Start program policy.
- Require staff, volunteers, partners, contractors, consultants, student interns and guests to notify childcare center if they tested positive, have symptoms or were exposed to COVID-19 or other infectious diseases.

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Victor Han
- PC Governance Self-Assessment Update: Ms. Fienishia Wash
- Health Service Advisory Committee (HSAC) Report – Ms. Fienishia Wash
- Community Resources – Parents/Staff: Ms. Fienishia Wash
 - Community Action Board (CAB) – Ms. Fienishia Wash
 - Maternal, Child Adolescent Health Advisory Board – Jennifer Mohammed
 - Safe Sleep Baby Workshop – Donna Bonner
 - The City of Sacramento Public Resources – Fienishia Wash

NOTES:

SAFE SLEEP BABY



MUTUAL ASSISTANCE NETWORK
تقديم مي نمايد:

ورکشاپ خواب امن کودک

تاریخ برگزاری ورکشاپ:
چهارمین جمعه ی هر ماه
زمان:
۱ الی ۲:۳۰ بعد از ظهر

- خواب ایمن کودک در زوم ارائه خواهد شد.
- انتخاب تخت خواب کودک برنامه ریزی خواهد شد.

برای ثبت نام لطفاً تماس بگیرید.
ظرفیت محدود به ۵ خانواده در ماه می باشد.

ما از خانوادههای دری زبان خود دعوت می کنیم تا درباره خواب امن کودک بیاموزند.

آموزش برای همه Pack and Plays برای والدین دارای نوزادان ۳ ساله یا کوچکتر که در حال حاضر جایی برای خواب امن کودک ندارند. تقدیم می گردد. برای اطلاعات بیشتر و ثبت نام لطفاً با زهرا "تارشی" با شماره 530-663 7887 تماس بگیرید.

Arcade Community Center
2427 Marooni Ave, #105
Sacramento, CA 95841






Funding for Mutual Assistance Network Birth & Beyond Family Resource Center is provided by the First 5 Sacramento Commission which uses Proposition 55 (Initiative 5) funds to support the healthy development of children ages zero to five. Additional information about the First 5 Sacramento Commission is online at www.First5Sacramento.net or by calling 916-876-5867.



MUTUAL ASSISTANCE NETWORK PRESENTS

Safe Sleep Baby workshop

2nd & 4th Tuesday of every month from 10-12 pm
February 28, 2023
March 7, 2023
March 28, 2023
April 4, 2023
April 25, 2023

- Safe Sleep Baby will be offered on Zoom.
- Pick of cribs will be scheduled.
- To sign up please call

*Space is limited to 5 families per month.

EDUCATION FOR ALL
Pack n Plays for parents with infants & babies 1 years old or younger who currently do not have a place to safely sleep their baby.

For more information and to register please contact
Salima at 916-514-8096
Arcade Community Center
2427 Marooni Ave, #105
Sacramento, CA 95841






Funding for Mutual Assistance Network Birth & Beyond Family Resource Center is provided by the First 5 Sacramento Commission which uses Proposition 55 (Initiative 5) funds to support the healthy development of children ages zero to five. Additional information about the First 5 Sacramento Commission is online at www.First5Sacramento.net or by calling 916-876-5867.

SAFE SLEEP BABY – DARI

safe Sleep Baby is available every 2nd and 4th Tuesday of the month for 10:00am – 12:00pm via Zoom. Pack N Plays are available for those in need.

Call (916)514-8096 to register.

IN NEED OF ASSISTANCE? THE CITY OF SACRAMENTO IS HERE TO HELP!

Find these COVID-19 resources at SacramentoCOVIDrelief.org



YOUTH AND FAMILY SERVICES

- Free Wi-Fi available in select parks throughout the City of Sacramento
- Free virtual activity and resource center offered through **Youth, Parks & Community Enrichment**
- Seasonal work-based learning programs for young adults through **#SacYouthWorks**
- No cost internet connectivity and computers offered to city residents through **Digital Equity Response program**
- **Youth Link** hub for youth resources, programs, activities, services and online support
- Meals available for seniors and vulnerable residents through **Great Plates**



BUSINESSES AND WORKFORCE TRAINING AND ASSISTANCE

- **Worker Protection Hotline** available to assist workers affected by COVID-19
- **Small Business Hotline** available for business assistance
- Job training and placement opportunities through **Workforce Recovery program**
- The **Small Business Recovery program** offers local businesses forgivable loans
- Support for artists and creative small businesses through the **Creative Economy Recovery program**
- **Webinar Series** to support and guide local businesses through COVID-19 repercussions
- Free **Technical Assistance** program for businesses with one-on-one counseling, webinars, consulting services and more



HOMELESS ASSISTANCE

- Hotel and motel housing, hand-washing stations and portable toilets provided by **Sacramento Homelessness COVID-19 Response Team**
- **Sobriety Center** offering 30 beds and operating 24/7
- **Permanent housing units** converted in two motels

If you or someone you know needs access to homeless services, please contact 211



FINANCIAL AND HOUSING ASSISTANCE SERVICES

- **Free Mediation Services** available for landlords and tenants experiencing issues
- **Temporary eviction ban** for residents unable to pay rent due to COVID-19
- **Temporary waive** on delinquent utility payments for city residents. Hot water will not be shut off
- **Financial Empowerment Center** offering free one-on-one financial counseling and help accessing COVID-19 resources



These services are available to everyone who lives in the City of Sacramento, regardless of immigration status

ITEM IV-B - INFORMATION

SETA'S RECRUITMENT UPDATE

BACKGROUND:

SETA continues to actively recruit, screen, interview and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

ITEM IV-C – 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, February 2, 2023
10:00 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance

Mr. Guerra called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Patrick Kennedy, Vice Chair, Board of Supervisors
Eric Guerra, Chair; Vice Mayor, City of Sacramento
Mai Vang, Mayor Pro Tem, City of Sacramento
Rich Desmond, Member, Board of Supervisors

Members Absent:

Sophia Scherman, Member, Public Representative

Mr. Guerra introduced Supervisor Rich Desmond as the new Board of Supervisors representative.

Ms. Hernandez introduced Ms. Anzhelika Simonenkova as the new Clerk of the Boards.

II. Consent Items

- A. Approval of Minutes of the December 1, 2022 and January 5, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing
Mr. Thatch reviewed Governor Newsom will lift the State of Emergency on February 28, 2023. He stated the next Governing Board meeting on March 2 can still be held virtually, but it will be the last one before returning to in-person meetings in April.
- D. Approval of an Appointment to the Sacramento Works Board

- E. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2023
- F. Approval of Designation of the Children and Family Services Deputy Director as Community Care Licensing Representative

Moved/Kennedy, second/Vang, to approve the following consent items:

- A. Approval of Minutes of the December 1, 2022 and January 5, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants for the period 11/22/2022 through 01/26/2023
- C. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing
- D. Approval of an Appointment to the Sacramento Works Board – Kyla Bryant
- E. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2023
- F. Approval of Designation of the Children and Family Services Deputy Director as Community Care Licensing Representative

Roll call vote:

Aye: 3 (Kennedy, Guerra, Vang)

Nay: 0

Abstention: 1 (Desmond – in regards to item II.A: Approval of Minutes)

Absent: 1 (Scherman)

III. Action Items

A. GENERAL ADMINISTRATION/SETA:

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

Ms. Hernandez reviewed the rotation of the Chair and Vice Chair. Mr. Patrick Kennedy is nominated for Chair and Ms. Mai Vang as Vice-Chair of the SETA Governing Board.

Moved/Guerra, second/Desmond, to approve Mr. Patrick Kennedy as Chair and Ms. Mai Vang as Vice-Chair to the SETA Governing Board

Roll call vote:

Aye: 4 (Kennedy, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

2. Approval to Cancel the November 4 Request for Proposals (RFP) for Building Maintenance, Repair and Construction Projects

Ms. Griffith stated there were no adequate proposals received and requested to cancel the November 4 Request for Proposals for Building Maintenance, Repair and Construction Projects. This proposal will be re-issued in the future.

Moved/Kennedy, second/Desmond, to approve to cancel the November 4 Request for Proposals (RFP) for Building Maintenance, Repair and Construction Projects

Roll call vote:

Aye: 4 (Kennedy, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

3. Approval of Procurement of Professional Architectural Services

Ms. Saurbourne reviewed the request for qualifications that was released in December, 2022, to procure professional architectural services for several Head Start projects, and for future leasehold improvement projects. In result, one (1) competitive proposal was received from Williams + Paddon 196 Architects. Ms. Saurbourne recommended for the Board to find that the non-competitive procurement is appropriate due to lack of competition, and to approve the selection of Williams + Paddon 196 Architects for contracts not to exceed \$250,000.

Moved/Kennedy, second/Desmond, to approve the Procurement of Professional Architectural Services.

Roll call vote:

Aye: 4 (Kennedy, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval of Funding Augmentation Recommendations for the Workforce

Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2022-2023

Mr. Kim advised that SETA received an approximate thirteen percent increase in WIOA allocation. He asked for approval to augment ten subcontracted centers with a combination of job centers operational funds and scholarship funds which are used to fund individual training accounts and support services. The Staff

Funding Augmentation Recommendation Chart was provided in the packet.

Moved/Kennedy, second/Vang, to approve the funding augmentation recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year (PY) 2022-2023.

Roll call vote:

Aye: 4 (Kennedy, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

Community Services Block Grant: No Items

One Stop Services:

2. Approval of the Request for Proposals for the Workforce Innovation and Opportunity Act Title I, Youth Program Services for the Program Years 2023-2027

Ms. Mechals reviewed the Request for Proposals (RFP) for the Workforce Innovation and Opportunity Act Title I and asked for approval to release the RFP. She provided an overview of the WIOA Youth Program.

Moved/Vang, second/Desmond, to approve the release of the Request for Proposals (RFP) for the WIOA Title I, Youth Program Services for Program Years 2023-2027.

Roll Call:

Aye: 4 (Kennedy, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

1. Ratification of the Submission of Application to the California Department of Social Services for Expansion Funds for Fiscal Year 2023-2024

Ms. Griffith asked the Board to ratify the submission of application to the California Department of Social Services, requesting an additional 38 infant/toddler slots at four (4) additional centers throughout Sacramento County with a maximum reimbursement amount of approximately \$925,000.

Moved/Desmond, second/Vang, to approve the expansion funds for fiscal year 2023-2024 to the California Department of Social Services with a maximum reimbursement amount of approximately \$925,000.

Roll call vote:

Aye: 4 (Kennedy, Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

IV. Information Items

- A. Report on American Express Corporate Account Rewards Points Program as of December 31, 2022: No Questions
- B. Fiscal Monitoring Reports: No Questions
- C. Employer Success Stories and Activity Report:
Mr. Walker shared the success stories from Sacramento Regional Transit and Kaiser Permanente.
- D. Dislocated Worker Update:
Mr. Walker commented on the press release noting the downsizing of Intel Corporation by 346 employees due to layoffs.
- E. Unemployment Update/Press Release from the Employment Development Department: No Questions
- F. Head Start Reports:
Ms. Griffith advised the board about this year being a federal review year (Focus Area 2). SETA has been selected for the first part of the review, Classroom Interactions and Teacher Effectiveness Tool (CLASS) in March, 2023. Mr. Guerra thanked Ms. Griffith for working diligently with Sacramento City Unified School District and working with them to reach compliance.

V. Reports to the Board

- A. Chair:

Mr. Guerra thanked the staff for consistent work on the employment and the child care side.
- B. Executive Director:

Ms. Hernandez spoke on bringing Sacramento City and County partners together to understand what role each have to play. SETA is building a concept around the psychological safety internally (with our staff) and externally (with our partners) to be reflective, thoughtful and assessing ourselves as an organization and how we deliver the work that we do to set the groundwork for strategic planning. Ms. Hernandez stated a survey will be distributed to the Board members on the Governing Board Meeting format.

C. Deputy Directors:

Mr. Kim stated there will be an open house for the Florin Job Center on February 23rd, 2023.

D. Counsel: None

E. Members of the Board:

Mr. Kennedy commented on Sacramento City Unified School District improvements.

G. Public: None

VI. **Adjournment:** The meeting adjourned at 10:42 a.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting:

- Budget/Planning Committee Meeting:

- Social/Hospitality Committee Meeting:

NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Jennifer Hernandez) 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 INTERIM DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Council on any items of important information or to deal with special requests which need to be addressed.
 - ✓ Monthly Head Start 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.



Monthly Program Information

Report

March 2023

New OHS Director (NHSA Newsletter)



The new Office of Head Start Director has been announced. Khari Garvin is the director of the Office of Head Start at the Administration for Children and Families at the U.S. Department of Health and Human Services. Joining the Biden-Harris Administration in March 2023, Garvin served as the president and CEO of the United Way of Greater Greensboro in North Carolina, leading the mission to end generational poverty in the Greensboro metro area.

Garvin served as the executive director of the Head Start program for a large, multi-state grantee serving children and in rural communities across five states in the southern, southeastern, midwestern and Great Plains regions of the U.S. As the director of North Carolina's Head Start collaboration office, he convened 55 affiliate grantee organizations including public school systems, community action agencies, county governments and private non-profits that served over 28,000 children and families in all 100 counties.

SETA Policy Council

Garvin is a proud alumnus of the National Head Start Fellowships program, where he worked at the Office of Head Start. He previously served as a Head Start grantee program manager in Illinois. He was an assistant Head Start/Early Head Start program director at a North Carolina Head Start program. Garvin holds a degree in psychology from Emory University and a master's degree in education from Southern Illinois University.

Covid Mitigation Policy (OHS Program Instruction)

In January 2023, the Administration for Children and Families (ACF) published its Final Rule, Mitigating the Spread of COVID-19 in Head Start Programs. This Final Rule removed the universal masking requirement for individuals 2 years and older. It did not address the vaccination requirement from the Interim Final Rule with Comment Period (IFC), so the Head Start Program Performance Standards (HSPPS) at 45 CFR §§1302.93 and 1302.94 remain in effect. The Final Rule requires Head Start programs to have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Services Advisory Committee (HSAC).

To protect children, families, and staff from infection and illness, 45 CFR §1302.47(b)(9) requires Head Start programs to have an evidence-based COVID-19 mitigation policy developed in consultation with their HSAC that can be scaled up or down based on the impacts or risks of COVID-19 in the community.

All Head Start and Early Head Start programs are required to establish and maintain an HSAC (45 CFR §1302.40(b)). The HSAC is an advisory group usually composed of local health providers, like pediatricians, nurses, nurse practitioners, dentists, nutritionists, and mental health providers. Head Start staff and parents also serve on the HSAC.

This Final Rule requires programs to have established an evidence-based COVID-19 mitigation policy in consultation with their HSAC by March 7, 2023.



Head Start in the President’s FY24 Budget (NHSA Newsletter)

The National Head Start Association (NHSA) recognizes the commitment of support and funding in this year’s budget proposal from the President’s desk. The proposal increases funding for Head Start programs by over 9% for a total of \$13.1 billion. Included in the proposed increase is funding dedicated to boost pay for Head Start teachers and staff.

“The Head Start workforce has faced decades of neglect and underfunding. Poverty-level wages—compounded by the complexity and emotional strain of this important work—has made recruiting and retaining qualified professionals incredibly difficult,” said NHSA Executive Director Yasmina Vinci. “We are deeply appreciative—and, frankly, relieved—to see how this budget proposal begins to embrace funding solutions to move toward stabilizing the Head Start workforce while focusing on long-term workforce sustainability.”



Current levels of Head Start funding are inadequate to pay competitive salaries commensurate with education and experience. The early learning workforce, including Head Start, ranks in the lowest 10% of professions for compensation, threatening the stability and ability of Head Start programs to properly serve a maximum number of children. “The leaders of our nation must address the systemic workforce challenges in order for Head Start to continue providing the high-quality services the families’ success depends upon,” Vinci continued. “The Head Start budget must sustain and support the workforce; provide flexibility to address local quality improvement priorities; and address the epidemic of childhood trauma. All this while restoring critical purchasing power and managing deferred maintenance issues and facility constraints. Only then can we, as a nation, prepare our children for success in school and life, empower working parents, and ensure that early learning provides better outcomes for all Americans.”

FY 2023 Head Start Funding Increase (OHS Program Instruction)

President Biden signed the Consolidated Appropriations Act, 2023, into law on December 29, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,996,820,000, an increase of \$960 million over fiscal year (FY) 2022. This increase includes \$596 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 5.6% cost-of-living adjustment (COLA), \$262 million for quality improvement, and \$100 million for expansion of Head Start, Early Head Start, and EHS-CC Partnership programs.

Each grant recipient will also be allocated an amount of quality improvement funding proportionate to their federal funded enrollment — approximately \$280 for each Head Start funded enrollment slot and \$420 for each Early Head Start funded enrollment slot. There will be a minimum floor established to ensure all recipients are able to make a meaningful investment in quality, consistent with Sec. 640(a)(4)(C) of the Act.



Seta Head Start Food Service Operations Monthly Report *February, 2023

2/2/23 - Walnut Grove Class W closed due to no heat.
2/6/23 - Bright Beginnings closed due staffing.
2/14/23 - North Ave had a Field trip on site kitchen prepared 90 meals.
2/21/23 - Alder Grove EHS closed due to skunk fumes.

	Lunch	PM Snack	Breakfast	Field Trips
	33,950	29,142	30,074	1
Total Amount of Meals and Snacks Prepared				93,256
Purchases:				
Food	\$120,310.54			
Non - Food	\$24,439.66			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,746.11	
Vehicle Gas / Fuel:			\$2,405.18	
Normal Delivery Days			19	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2023

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1696	174	10%	660	122	18%
Twin Rivers USD	160	42	26%	56	2	4 %
Elk Grove USD	480	102	21%			
Sac City USD	676	97	14%			
San Juan USD	1044	81	8%	164	9	5%
WCIC	120	6	5%			
COUNTY TOTAL	4176	502	12%	880	133	15%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
February 2023**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/23)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	442	10 (94%)	92%
Sacramento City USD	676	670	0	99%
San Juan USD	1,044	746	240 (93%)	71%
SETA	1,696	1512	60 (92%)	89%
Twin Rivers USD	160	155	2 (98%)	97%
WCIC/Playmate	120	78	40 (98%)	65%
Total	4,176	3,603	352 (94%)	86%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/28/23)	(b) % of capped/closed	(c) % Actual to Funded
San Juan USD	164	156	0	95%
SETA	660	604	0	92%
Twin Rivers USD	56	30	4(58%)	53%
Total	880	790	4(90%)	90%

- (a) Includes children who have dropped during the moth and whose slot will be filled within 30-day allowable period.
- (b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
- (c) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

Elk Grove USD

- EGUSD Head Start Program continues to face a staffing shortage. Currently there are 8 vacant positions within Special Education Teaching and Para Educator, in 8 classes across 6 sites.
- Sites within the zip code of 95823 and 95828 are experiencing lower enrollment due to limited staff.
- EGUSD PreK has 10 enrollment slots capped at the following sites due to limited staffing: Leimbach and McKee.

Sacramento City USD

- Under enrolled at four preschool sites due to drops for TK. Currently working on filling these sites back to 100% as we have pending enrollments that is scheduled to start in the second/third week of March.

San Juan USD

- Classroom(s) continue to be capped at across 8 sites due to limited staffing: Coleman; Davie; Garfield; Howe; Mariposa; Ralph Richardson; Skycrest; Sunrise- totaling 240 enrollment slots.
- Multiple meetings with HR and admin to finalize personnel assignments and re-open two classrooms.
- Experiencing a high volume of families on the waiting list that do not meet the Head Start income guidelines.
- Sites within the zip code of 95622, 95864, and 95610 are experiencing low enrollment inquiry.

SETA

- The following sites have classroom(s) capped due to limited staff: Bright Beginnings; Florin Grammar; Northview - totaling 60 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 3 Family Services Worker II & III; 1 Home Visitor; 27 HS Associate Teacher/Teacher; 1 Lead Teacher/Infant Toddler; 1 Site Supervisor; 2 Home Visitors combined for partners SCOE and River Oak.

Twin Rivers USD

- Classroom(s) capped at the following locations due to limited staffing in teacher and paraeducator positions: Oakdale; Rio Linda totaling 6 enrollment slots.
- Depleted waiting list for Early Head Start option within community zip codes 95838 and 95660.

WCIC/Playmate

- The following classroom(s) remain closed due to limited staffing in the following positions that support classroom ratio and enrollment: 2 Teachers, 2 Associated Teachers, and 1 Program Assistance: 1601W; 1601Y- totaling 40 enrollment slots.
- Waiting list exhausted in the community zip code 95817.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Program Educators and Office Assistants are making daily phone calls to follow up with families with missing information from the inquiry list and preparing families for 23-24 school year.
- EGUSD enrolment increased by 3% from last month after the implantation of handing out business card that list program options and QR code with quick access to applications to recruit families.

- Program Educators are contacting families waitlisted via email and provided next steps in the enrollment process for preparation of the upcoming school year.

Sacramento City USD

- SCUSD enrollment has increased steadily by 5% monthly toward full enrollment.
- Continuing to attend community events, use of past and present parents' referrals, collaborating with the Recruitment Task Force, going out into the community to connect with a variety of organizations. Meeting with staff from different units to discuss advertisement ideas.
- Having flyers created in multiple languages. There is an upcoming community recruitment event on Saturday, March 18, 2023.
- Communication with SCUSD Communications Department to develop and design a preschool flyer that focuses on our preschool programs and share what services are available to families.
- Onboarding of Child Development Specialist in January that is assisting with our Spanish speaking families.
- Following up with families who are on our sites waitlist to inform them of classroom openings that becomes available.

San Juan USD

- ERSEA presentation for families for February PC meeting.
- ERSEA presentation for FACE Family Power Hour for district community on ECE programs.
- ECE ERSEA Admin and team reviewing zipcode data to ensure centers are servicing communities with the most needy families.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., Sacramento Works, CalJOBS, ZipRecruiter, Community Colleges, CSUS, PC/PAC. Employment offers were accepted during February for the following positions: 9 Associate Teachers; 1 Family Services Worker.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Sweet Potato Festival at Sam Pannell Community Center; Mardi Gras on the Boulevard; Network Café, which 22 interest forms were completed by families to inquire of Head Start services.

Twin Rivers USD

- Vacancies for staffing positions are posted on Edjoin and Team Tailor.
- Attended Kindergarten Round-Up event on February 11, 2023, in efforts to recruitment EHS families.
- Distributed posting on various social media platforms and flyers mailed out to targeted zip codes with low enrollment.
- Scheduling appointments for re-enroll confirmation and new enrollments for 23-24 school year.

WCIC/Playmate

- SETA will coordinate list of families that completed on-line inquires within the 95817-zip code and forward to WCIC/Playmate to support recruitment efforts for upcoming 23-24 school year.

ITEM VI – OTHER REPORTS (continued)
Page 2

- D. HEAD START MANAGERS' REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Kelly Sprake –(Interim) School Readiness, Special Education, and Mental Health Services
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

- 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.
