

GOVERNING BOARD

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Executive Director

KAREN GRIFFITH
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:

"Never Stop Learning Because Life Never Stop Teaching"

Author: Unknow

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

DATE: Tuesday, May 23, 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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	✓ <u>Megan Lamb</u> – School Readiness, Special Education, and Mental Health Services	
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E.	Open Discussion and Comments	
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DISTRIBUTION DATE: WEDNESDAY, MAY 16, 2023

Head Start Policy Council meeting hosted by:
Ms. Fienishia Wash (Chair),
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
- _____ Royal Jones, Sacramento City Unified School District
- _____ Stephen Key, Past Parent/Community Representative
- _____ Jessica Mitchell, Elk Grove Unified School District
- _____ Danelle Pecot, San Juan Unified School District
- _____ Rosemary Schapira, Community Agency Representative
- _____ Fienishia Wash, Chair, Grandparent Representative/
Community Representative

Members to be Seated:

- _____ Kahmaria Holleman, SETA-Operated Program

Seats Vacant:

- _____ Vacant, San Juan Unified School District
- _____ Vacant (Perry), San Juan Unified School District
- _____ Vacant (Long), 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 (Mohammed), Home Base Option
- _____ 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, Sacramento City Unified School
District
- _____ Vacant (Self), Early Head Start (SETA)
- _____ Vacant, Community Agency Representative
- _____ Vacant (Stone Smith) Community Agency Representative
- _____ 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	X	X							
Vacant Seated	WCIC													
Vacant Seated	WCIC													
K. Holleman S/B Seated 5/23	SOP	X	X	X	U	E	X							
S. Key Seated 11/22	PP	X	X	X	E/ PCB	X	X							
Vacant Seated	SOP													
R. Jones Seated 2/28	SAC				X	X	X							
Vacant Seated	SJ/EHS													
J. Mitchell Seated 11/22	ELK	X	X	E	X	X	X							
Vacant Seated	HB													
D. Pecot Seated 12/20	SJ	-	X	E	X	U	U							
R. Schapira Seated 1/24	CAR	E	E	X	X	E	U							
Vacant Seated	TR													
Vacant Seated	OC													
Vacant Seated	SOP													
F. Wash Seated 11/22	PP-GP	X	X	X	X	X	X							

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
HB	Home based Option
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

RS: Reseat

***:** Special Meeting

Current a/o 5/16/2023

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 25, 2023
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 25, 2023 regular meeting.

RECOMMENDATION:

That the Policy Council approve the April 25, 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.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Tuesday, April 25, 2023
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:05 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
Jessica Mitchell, Elk Grove Unified School District
Royal Jones, Sacramento City Unified School District
Stephen Key, Past Parent/Community Representative
Kahmaria Holleman, SETA-Operated Program *(arrived and seated at 9:15 a.m.)*

Members Absent:

Rosemary Schapira, Community Agency Representative *(unexcused)*
Danelle Pecot, San Juan Unified School District *(unexcused)*

II. Consent Item

A. Approval of the Minutes of the March 28, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Bonner, to approve the March 28, 2023 minutes as distributed.

Roll call vote:

Aye: 4 (Bonner, Mitchell, Jones, Key)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Schapira, Pecot, Holleman)

III. Action Items

Ms. Holleman arrived and was seated at 9:15 a.m.

Ms. Griffith provided combined presentation for Item III. A-G:

- 2022-2023 Self-Assessment Program Strengths:

- CLASS observation data is used to build teaching skills and to continue to raise CLASS scores and quality teaching;
 - SETA has strong partnerships in the community to help carry out its mission and services;
 - SOP enrollment was at 90% for HS and 90% for EHS in available classes. (excludes classes capped for staffing);
 - 99% of parent survey respondents stated the program helps them prepare their children and family for transition into Kindergarten;
 - Support staff, such as Intervention Specialists and Teachers on Special Assignment are highly valued by the teaching staff;
 - In Early Head Start, Self-Assessment showed strengths in Creative Curriculum fidelity;
 - Parent boards (PAC and PC) continue to provide critical feedback to strengthen the program;
 - Commitment to providing personal care for children, including special diets, medication administration, and special education for children with disabilities.
- The following area of improvement were identified:
 - Utilize routine monitoring protocols to increase compliance with health requirements;
 - Continue to improve on current recruitment, marketing plan and community outreach to meet full enrollment;
 - Continue with Math and STEM curriculum enhancement;
 - Continue to evaluate and improve the recruitment plan for PAC/PC and incorporate different strategies to reach out to parents;
 - More training for staff and parents on specialized services including trauma-informed care;
 - Increase staff recruitment and retention strategies to attract and maintain employees in a highly competitive hiring market.
- SETA continues to work on Five-Year Goals and those are:
 - School Readiness (Increase child outcomes by developing and strengthening social/emotional competencies, family partnerships and staff development);
 - Health and Wellness (Increase the health and well-being of children birth to age 5 by improving the number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care);
 - Attendance (Improve the rate of attendance for children in the Head Start and Early Head Start program);
 - Family Engagement (Improve and promote parent and family engagement that is culturally responsive, reflective, and goal-oriented in order to support families).
- Funded Enrollment 2023-2024:

A detailed chart on funded enrollment was provided. Ms. Griffith stated that there is a decrease in pre-school (Women's Civic Improvement Club of Sacramento (WCIC)) funded enrollment and increase in Early Head Start (EHS) funded enrollment (Sacramento City Unified School District will add two EHS classrooms in 2023-2024).

- **Budget 2023-2024:**
A detailed chart on budget for 2023-2024 was provided. It included budget amount for SETA Operated Program as well as SETA's Partners and Delegate Agencies. The total budget amount is \$65,666,004 (Basic grant and Training/Technical Assistance).
- **Program Changes:**
 - Voluntary relinquishment and redistribution of 176 enrollment slots from Delegates to Grantee (SJUSD-156, WCIC-20);
 - HS-EHS conversion of 328 preschool enrollment slots to 55 infant/toddler enrollment slots (Delegates-176, Grantee-152);
 - 6 new centers; 2 centers closing.
- **Head Start (HS) and Early Head Start (EHS) Program Options:**
A detailed chart on HS and EHS Program Options for 2023-2024 was provided. Ms. Griffith noted the reduction of part-day program options (4 hours per day) and the increase in full-day program options (6,5; 7; 8 hours per day) due to the increased need for working HS/EHS parents.
- **Cost of Living (COLA) and Quality Improvement (QI) 2023-2024:**
Ms. Griffith shared that SETA was notified by the Office of Head Start about 5.6% COLA adjustment and additional funds for QI. This is the highest COLA SETA ever received. Countywide COLA and QI is \$5,185,044.
- **2023-2024 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program highlights:**
 - Parent Services/Training
 - Tuition, reimbursement;
 - Family Literacy Project (FLIP);
 - Conferences
 - Parent/Child Service Consultants;
 - Disaster Preparedness Training;
 - CPR/FA Aide Training
 - Staff Training/Development
 - Tuition Reimbursement;
 - ECE Apprenticeship Program;
 - Staff Coaching and Training;
 - Conferences
 - Curriculum Fidelity Training;
 - Trauma Informed Care/Approaches;

- Parents as Teachers Training
- 2023-2024 Grant Highlights:
 - Expansion of Head Start full day classes from 77% in 2022-2023 to 85% in 2023-2024;
 - Expansion of Early Head Start classes from 55 to 62 classes;
 - Expansion of Head Start, Transitional Kindergarten and State Preschool Partnership (HS-TK-CSPP) from two classrooms to a total of nine;
 - Added Intervention and Social Work Staffing to support increased need for Mental Health Services;
 - Increased wages and increased employer medical insurance contributions for staff

A. Approval of Annual Self-Assessment for 2022-2023 and Resulting Program Improvement Plan for the SETA-Operated Program

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Policy Council members or the public.

Moved/Mitchell, second/Jones, to approve Program Year 2022-2023 Self-Assessment and resulting Program Improvement Plan for the Head Start/Early Head Start/EHS programs.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

B. Approval of Program Year 2023-2024 Head Start and Early Head Start Refunding Applications

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Policy Council members or the public.

Moved/Mitchell, second/Jones, to approve the Program Year 2023-2024 Head Start and Early Head Start Refunding Applications.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

C. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2023-2024

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Policy Council members or the public.

Moved/Mitchell, second/Bonner, to approve the Program Year 2023-2024 Head Start and Early Head Start Budgets for Basic and Training/Technical Assistance (TTA) in the amount of \$65,666,004.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

D. Approval of the 2023-2024 Head Start and Early Head Start Program Options and Center Locations for Sacramento County

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Policy Council members or the public.

Moved/Mitchell, second/Jones, to approve the Head Start/Early Head Start countywide program options and center locations

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Schapira, Pecot)

E. Approval of 2023-2024 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Policy Council members or the public.

Ms. Bonner thanked SETA team for all of the great work.

Moved/Bonner, second/Jones, to approve the Program Year 2023-2024 SETA Head Start/Early Head Start Training/Technical Plan as aligned with established five-year goals and objectives.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Pecot, Schapira)

F. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Griffith stated that the Selection Criteria included in the packet drives SETA enrollment. There were no changes from the last year. There were no questions from the Policy Council members or the public.

Moved/Bonner, second/Jones, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County as attached.

Roll call vote:
Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Pecot, Schapira)

G. Approval of the Submission of the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement Application for Program Year 2023-2024

The item overview was included in the combined presentation for Item III A-G. There were no questions from the Policy Council members or the public.

Moved/Mitchell, second/Jones, to approve the submission of the Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for the Head Start and Early Head Start base grant in the amount of \$5,185,044 for Program Year 2023-2024.

Roll call vote:
Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)
Nay: 0
Abstention: 1 (Wash)
Absent: 2 (Pecot, Schapira)

H. A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical, and Analytical Unit and the Supervisory Unit

Ms. Saurbourne reviewed the item. The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) met on March 30, 2023 regarding the application of the Federal Cost Of Living Adjustment (COLA) and Quality Improvement (QI) for

Head Start and the implementation of the same benefit to all represented employees. A tentative agreement was reached on March 30, 2023 with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

Specifically, consistent with the Memoranda of Understanding the parties have agreed that effective Pay Period 14 (pay period dates of 6/11/2023 through 6/24/2023) with the pay date of July 7, 2023, the Agency shall increase salary and benefits as follows:

- A. The salary schedule for all represented classifications shall increase by seven percent (7%), or by one dollar and fifty cents (\$1.50) per hour, whichever is greater; and
- B. The Agency health insurance contribution for employee only will increase by forty dollars (\$40.00) per month from \$645.00 to \$685.00 and the family contribution will increase by two hundred fifty-five dollars (\$255.00) from \$1,225.00 to \$1,480.00.

Ms. Saurbourne further advised that on April 20, 2023, AFSCME voted to ratify the agreement reached on March 30, 2023. The ratification has passed for the Clerical, Technical, Analytical, and Supervisory units but not Head Start. Ms. Saurbourne stated that the Resolution needs to be amended, and Head Start needs to be struck out from the Resolution. SETA hopes to reach an agreement with the Head Start unit and bring it to this Board in the near future.

Moved/Bonner, second/Mitchell, to approve the Resolution and the negotiated salary and health insurance contribution increases effective Pay Period 14, 2023, and strike out the Head Start portion from the Resolution.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Pecot, Schapira)

I. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management

Ms. Saurbourne reviewed the item. Consistent with the Tentative Agreement (TA) for represented employees, SETA is recommending the following provisions to the Unrepresented Resolution to be effective Pay Period 14 (pay dates 6/11/2023 through 6/24/2023):

- A. The salary schedule for all unrepresented classifications shall increase by seven percent (7%), or by one dollar and fifty cents (\$1.50) per hour, whichever is greater; and

- B. The Agency health insurance contribution for employee only will increase by forty dollars (\$40.00) per month from \$645.00 to \$685.00 and the family contribution will increase by two hundred fifty-five dollars (\$255.00) from \$1,225.00 to \$1,480.00; and
- C. Removal of Consultant Range I Step B from Salary Schedule. Step B was \$15 per hour which falls below the California minimum wage. No individuals are affected by this change.

Moved/Jones, second/Bonner, to approve the Personnel Resolution Covering Unrepresented Employees and salary schedule effective Pay Period 14, 2023.

Roll call vote:

Aye: 5 (Bonner, Mitchell, Jones, Key, Holleman)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Pecot, Schapira)

IV. **Information Items**

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Han reviewed the fiscal report for eight months in the 2022-2023 program year. He 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. Mr. Han confirmed that SETA submitted Request for No-Cost Extension last month. A response has yet to be received. The American Express credit card statement was reviewed, and nothing was out of the ordinary. Ms. Jones-Villalta asked about STORM funds. Ms. Han advised that those funds are separate, and SETA has not applied for them yet. The SETA-Operated California Department of Education (CDE) and California Department of Social Services (CDSS) Funding reports were reviewed for March 2023. Nutrition services budget allocation change was made, and now it's at 98.3% for Head Start and 64% for Early Head Start. Ms. Wash asked about the increase in Operating Costs for this month. Ms. Griffith commented that it's due to overtime allowed for staff during Winter Series workshops. The CitiBank card statement was reviewed, and nothing was out of the ordinary.
- Community Resources – Parents/Staff:
 - Disability Industry Career Expo: Ms. Bonner went through details.
 - SMUD Paid Summer Internship for High School Students: Ms. Bonner went through details.

B. SETA's Recruitment Update

Ms. Sorvari introduced herself and reviewed the recruitment data from March 18, 2023 through April 13, 2023. She thanked PC and PAC members for their participation/volunteering in recruitment screenings and interviews.

C. Governing Board Minutes for March 2, 2023: No Questions

V. **Committee Reports**

➤ Executive Committee:

The next meeting will be held in person on May 1, 2023, at 10:00 a.m., at the SETA Administrative building.

➤ Budget/Planning Committee Meeting:

The next meeting will be held in person on May 9, at 1:00 p.m., at the SETA Administrative building.

➤ Social/Hospitality Committee Meeting:

The next meeting will be held in person on April 28, 2023, at 12:00 p.m., at the SETA Administrative building.

VI. **Other Reports**

A. Executive Director's

Ms. Hernandez thanked board members for taking their time and studying today's meeting agenda packet. She encouraged Board members to participate in upcoming all staff meeting, scheduled for August, 2023.

B. Head Start Deputy Director's Report:

Ms. Griffith advised that as of April 7, there is no longer a vaccine mandate for Head Start. Staff does not have to prove vaccination for hiring, and no weekly testing is required for those with the exemption. We hoping to expand substitute teachers' and volunteers' pools and bring back volunteers and parent aids to the centers. The video from Dudley center, "The World is a Rainbow was played for all meeting participants.

C. Chair's Report: No Report

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No Report

✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services: No Report

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No Report

E. Open Discussion and Comments:
Mr. Jones and Ms. Wash thanked all SETA team staff for great work on this year's grant application.

F. Public Participation: None

VII. **Adjournment:** The meeting was adjourned at 10:25 a.m.

ITEM III-A-ACTION

ELECTION OF HEAD START POLICY COUNCIL VICE-CHAIR AND PARLIAMENTARIAN FOR PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2022-2023. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

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

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

SECTION 3: Duties of Officers

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

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

- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

ITEM III-A-ACTION (continued)
Page 2

RECOMMENDATION:

That the Policy Council elect a Vice Chair and Parliamentarian.

Vice Chair:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B-ACTION

ELECTION OF COMMUNITY ACTION BOARD ALTERNATE

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 one alternate to serve as Low-Income Sector representative to the Community Action Board.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C-ACTION

APPROVAL OF BUDGET MODIFICATION FOR
HEAD START/EARLY HEAD START PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the SETA Operated Program Head Start and Early Head Start program in the amount of \$3,156,783.

Due to the lasting effects of the pandemic and a highly competitive hiring market, SETA had various personnel vacancies throughout the program year. As a result, under-spent funds from Personnel and Fringe Benefits will be reprogrammed to T/TA Travel (Out-of-State), Equipment, Supplies, Contractual and Other. Funds will be reprogrammed from:

1. FY' 2022-23 Head Start/Early Head Start Basic Grant #09CH011763

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

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start/Early Head Start budget modification in the amount of \$3,156,783 from Personnel, Fringe Benefits, Equipment, Supplies and Other to Construction from the 2022-2023 Basic funding.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report – Ms. Fienishia Wash
- Community Resources – Parents/Staff: Ms. Fienishia Wash
 - Community Resource Projects Services
 - Hillsdale Career Center Resume Workshop
 - Sacramento Works Basic Computer Skills Class
 - Sacramento Works for Youth
 - Sacramento Works Workshops Calendar (May, 2023)

NOTES:

Apply Online

Apply for Energy Services in Sacramento, Yuba or Sutter

This application covers **LIHWAP** (water and wastewater assistance) and **LIHEAP** (weatherization and energy bill assistance) for residents of Sacramento, Yuba, and Sutter counties.

CRP utilizes government and utility grants to provide free energy and money-saving services to individuals and families in need. If you apply for our energy services, you may qualify to receive free services such as energy bill assistance, water/sewer bill assistance, the replacement of inefficient or non-operable appliances (refrigerators, microwaves, etc.), cooling/heating repair or replacement, water heater repair or replacement, new windows, insulation, and more. Your address, income and the state of your household will all factor into your qualification.

PLEASE NOTE that we are required to collect personal information like your social security number to qualify you for our programs. Your information is always kept confidential and private and is not used for any other purpose.

[APPLY ONLINE FOR CRP ENERGY SERVICES](#)

Solicitar Servicios en el Condado de San Joaquín

¿Es usted un trabajador agrícola o vive con un trabajador agrícola en el condado de San Joaquín County? Es posible que califique para LIWP (Programa de climatización para personas de bajos ingresos), que puede proporcionar servicios de climatización, paneles solares y actualizaciones de eficiencia energética GRATIS para trabajadores agrícolas o familias de trabajadores agrícolas que viven en el condado de San Joaquín County. Haga clic a continuación para precalificar y agregarse a nuestra lista de espera.

TENGA EN CUENTA que estamos obligados a recopilar información personal como su número de seguro social para calificarlo para nuestros programas. Su información siempre se mantiene confidencial y privada y no se utiliza para ningún otro propósito.

[SOLICITE EN LÍNEA SERVICIOS EN EL CONDADO DE SAN JOAQUIN](#)

Apply for WIC

Do I Qualify?

You may be eligible for WIC if you

- Are pregnant
- Are breastfeeding a baby under the age of one
- Had a baby within the last six months
- Have a child under the age of five
- Experienced a pregnancy loss/termination



Hillsdale Career Center Resume Workshop

Applying to Jobs and / or Internships?

Join us for this resume workshop to learn tips on how to format, structure and create detail content for your resume. This workshop consists of lecture and lab where you will be able to work on your own resume with the guidance of a Job Coach.

4th Wednesday of Every Month
9:00 am - 12:00 pm

Location:

Hillsdale Job Center
5655 Hillsdale Blvd. Ste #8
Sacramento, CA 95842
916-263-4100

*****Must have an account in Caljobs*****

If not please register at
www.CaljOBS.ca.gov

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



SACRAMENTOWORKS

A proud partner of America's Job
Center of California Network



BASIC COMPUTER SKILLS CLASS

New to Computers?

This Class is for you!
Learn PC Basics, Internet and E-Mail

2nd and 4th Thursday

9:00 am - 11:00 am

THIS WORKSHOP WILL TEACH BASIC COMPUTER SKILLS, INCLUDING:

- KEYBOARD, MOUSE,
- DATA STORAGE (USB DRIVE)
- STARTING AND CLOSING PROGRAMS
- INTRODUCTION TO MICROSOFT WORD (CREATING, FORMATTING SAVING, EDITING, LOADING AND PRINTING DOCUMENTS)
- HOW TO NAVIGATE THE INTERNET
- USAGE OF COMMON BROWSERS FOR JOB PURPOSES AND SEARCH ENGINES
- EMAIL BASICS, INCLUDING COMPOSING MESSAGES AND HOW TO ATTACH DOCUMENTS.

Location:

Hillsdale Job Center
5655 Hillsdale Blvd. Ste #8
Sacramento, CA 95842
916-263-4100

Must be registered in Caljobs
to register visit
www.CaljOBS.ca.gov

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



Sacramento Works for Youth

AN EMPLOYMENT AND TRAINING PROGRAM FOR YOUTH AND YOUNG ADULTS AGES 16-24.

This program provides a variety of services to prepare you for continued education or training that will lead to employment in high demand occupations with career and promotional opportunities.

Services offered include:

- Career Awareness, Career Counseling and Career Exploration
- Workplace Readiness Skills Training
- Paid Work Experience
- Occupational Skills Training
- Comprehensive Guidance and Counseling
- Financial Literacy Education
- Support and Preparation for Post-Secondary Education and Training

Contact one of the Sacramento Works for Youth providers for program details – see reverse side.



Brought to you by:

- Asian Resources, Inc.
- California Human Development
- City of Sacramento
- Elk Grove Unified School District Adult Education
- Folsom Cordova Community Partnership
- Goodwill @ Sacramento Valley & Northern Nevada
- Greater Sacramento Urban League
- International Rescue Committee
- Juma Ventures
- La Familia Counseling Center, Inc.
- Lab Family Community Development
- North State Building Industry Association
- Sacramento City Unified School District Adult Education
- Waking The Village :: Creation District Site



MAY 2023

Sign up for workshops online:
www.caljobs.ca.gov

MON	TUE	WED	THU	FRI
1 Department Of Rehabilitation Representative On-Site	2 Virtual Orientation 9:00am – 10:00am Virtual Job Talk 1:30pm – 2:30pm	3 Financial Literacy 10:00am – 11:30am	4 Stress Management 12:00pm – 1:00pm	5 Virtual Services Center Closed
8 Department Of Rehabilitation Representative On-Site	9 Virtual Orientation 9:00am – 10:00am	10 Interview Competitive Edge 9:00am – 11:00am	11 Stress Management 12:00pm – 1:00pm	12 Virtual Services Center Closed
15 Department Of Rehabilitation Representative On-Site	16 Virtual Orientation 9:00am – 10:00am Virtual Job Talk 1:30pm – 2:30pm	17 How to Get a State Job 12:00pm – 1:00pm	18 Basic Computer 9:00am – 12:00 pm Stress Management 12:00pm – 1:00pm	19 Virtual Services Center Closed
22 Department Of Rehabilitation Representative On-Site	23 Virtual Orientation 9:00am – 10:00am	24 Resume 9:00am – 12:00pm	25 Stress Management 12:00pm – 1:00pm Basic Computer 9:00am – 12:00 pm	26 Virtual Services Center Closed
29 Department Of Rehabilitation Representative On-Site	30 Virtual Orientation 9:00am – 10:00am	31		

SCAN HERE TO JOIN THE
VIRTUAL ORIENTATION
MEETING ID: 848 4717 2877
PASSWORD: 275484



SETA Policy Council

SACRAMENTO WORKS JOB CENTER – HILLSDALE
5655 HILLSDALE BLVD. STE #8 SACRAMENTO, CA 95842
916-263-4100
MONDAY-THURSDAY 8:30 AM – 4:30 PM
ONE-ON-ONE CAREER COACHING PROVIDED DAILY SEE THE FRONT DESK

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.)

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

Thursday, April 6, 2023
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:02 a.m. The roll was called and a quorum was established.

Members Present:

Sophia Scherman, Member, Public Representative
Patrick Kennedy, Chair, Board of Supervisors
Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento

Members Absent:

Eric Guerra; Vice Mayor, City of Sacramento
Rich Desmond, Member, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the March 2, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approval of Minutes of the March 2, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants for the period 2/24/2023 through 3/24/2023

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

III. Action Items

A. GENERAL ADMINISTRATION/SETA:

- 1. Approval of Selection of Audit Firm

Ms. Saurbourne introduced herself and reviewed the item. On February 17, 2023, SETA released a Request for Proposals (RFP) to procure audit services for the fiscal year ending June 30, 2023. A Public Notice Announcement was posted in the Sacramento Bee, on the California Society of Municipal Finance Officers website, and available for download from SETA's website. Additionally, SETA directly solicited seven audit firms that participated in the RFP process three years ago. One firm attended a proposers' conference and submitted a proposal by the deadline of March 21, 2023.

Moved/Scherman, second/Vang, to approve the finding of non-competitive procurement for professional audit services to be appropriate and approve the selection of Badawi & Associates for audit services for SETA for the fiscal year ending June 30, 2023, for a fee not to exceed \$49,930 for one year with two optional, additional one-year terms.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

2. Approval of COVID-19 Mitigation Policy

Ms. Griffith reviewed the item. In January 2023, the Office of Head Start removed the Federal Mask Mandate and required that all programs develop an evidence-based COVID-19 Mitigation Policy that responds to local conditions. This policy was developed with the Health Services Advisory Committee to address the Sacramento changes. Ms. Griffith noted that a judge struck down the Head Start Vaccine Mandate two days ago.

Ms. Vang thanked Ms. Griffith for her brief presentation and thanked the members of the Health Advisory Committee for their work on this policy.

Moved/Vang, second/Scherman, to approve Sacramento County COVID-19 Mitigation Policy.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval of an Appointment to the Sacramento Works Board

Mr. Kim reviewed this item to appoint Mr. Victor McGee, Center Director, with the Sacramento Job Corps Center to the Workforce Board.

Ms. Vang thanked Ms. Anderson from Pro Youth and Families for her service in the community. The vacancy occurred due to Ms. Anderson's resignation. She welcomed Mr. McGee to the Sacramento Works Board.

Moved/Vang, second/Scherman, to approve an appointment of Mr. Victor McGee to be the CBO/Youth services representative on the Sacramento Works Board.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

2. Approval of the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan for Program Years 2021-2024, 2-Year Update, and Authorize SETA's Executive Director to Make Revisions Required by the State

Ms. O'Camb introduced herself and reviewed the item. The Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan were developed, consistent with the California Workforce Development Board (CWDB) policy guidance issued on October 27, 2022. The CWDB policy guidance outlined specific instructions, required plan updates, and supported the State Plan policy objectives that would work towards the shared vision of creating a comprehensive workforce system that impacts poverty, promotes income mobility, and embeds equity as a cornerstone of service-delivery. The policy guidance also provided conditions and processes for stakeholder engagement, including enrollment strategies. It also required demonstrated alignment and coordination with re-entry services for formerly incarcerated and other justice-involved individuals, coordination with County Health and Human Services Agencies and other partners serving CalFresh employment and training customers, coordination with Local Child Support Agencies to provide workforce services to the unemployed, underemployed, and payment delinquent non-custodial parent. Coordination with programs that serve individuals with developmental and intellectual disabilities, and coordination with programs serving English language learners, including refugees are required as well. It asked workforce areas to consider changes in the labor market and economic conditions as economies rebound from pre-pandemic states. At the same time, Californians are faced with pandemic-induced inflation and possible recession, the impacts of which are exacerbated for low-income communities with long-standing disparities and economic inequities. The Capital Region's Local Workforce Development Boards (LWDBs) facilitated two joint planning/public input meetings to solicit input from local workforce development

stakeholders on developing regional and local plans. The meetings were facilitated through Zoom. Drafts of the regional and local plans were posted on the SETA website on January 13, 2023, and links to both were made available to all of the required stakeholders, as well as to over four hundred (400) partners and other interested parties for comment via email. SETA and the other Capital Region Boards received no additional public comment before the February 13, 2023 deadline. The workforce partners in other workforce areas did the same. The Sacramento Works Board approved the plan updates at the March 22, 2023 meeting. The draft was then submitted to the State Workforce Board by the submission deadline of March 30, 2023. Supervisor Kennedy's signatures will be secured and a fully executed will be submitted if approved by the SETA Governing Board. In addition, the staff is seeking further approval to authorize SETA's Executive Director to make revisions required by the State.

Ms. John, Director of Workforce Development with Valley Vision, reviewed highlights and initiatives of the plans.

Ms. Scherman asked if assistance to foster children and youth is included in regional and local plans. Ms. O'Camb replied that foster youth is served under the Workforce Innovation and Opportunity Act (WIOA). Youth case-management services will be provided through the Community Services Block Grant (CSBG) Youth and Senior Supports (YSS) Special Project for the 2023 calendar year for Black/African American youth, including foster youth in Sacramento County. Ms. Scherman asked to meet with the Workforce Development Manager after the meeting. Ms. Hernandez commented there is active communication with the California Youth Connection to become advocates and board members to represent youth voice and provide feedback. Ms. O'Camb added that in the Sacramento Area's Workforce Development Plan under the youth section there are a number of youth initiatives that are outlined, such as Summer Training and Employment Program for Students (STEPS), Gap Inc. – This Way Onward, Innovative Pathways to Public Service (IPPS), etc.

Mr. Kennedy commented that both of the plans were well-written and thought-through.

Ms. Vang asked what happens to the plans once they pass Board approval and how the progress is measured.

Ms. O'Camb stated that is one of the asks in the policy guidance from the State Workforce Board. Recognizing that economies and labor markets change, SETA works within it regularly. Ms. Hernandez added that at the last meeting of the Workforce Development Board, there was a lengthy discussion about prioritizing the metrics and providing regular updates on progress made regarding the items listed in the plan. She stated that periodic updates will also be provided to the SETA Governing Board.

Moved/Vang, second/Scherman, to approve the Capital Region's Workforce Development Plan and the Sacramento Area's Workforce Development Plan two-year updates for Program Years 2021-2024, and authorize SETA's Executive Director to make revisions required by the State.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

Community Services Block Grant:

3. Approval of the Private Sector Lists and the Appointment of Private Sector Organizations to Select Representatives and Alternates to Serve on SETA's Community Action Board

Ms. Davis-Jaffe introduced herself and reviewed the item. There are two new organizations on the Private Sector List: one is the Life Skills Training and Educational Program (LifeSTEPS), and another is Turning Point. SETA's Community Action Board currently has a Private Sector vacancy. It was vacated by Mr. John Foley with the Sacramento Self-Help Housing.

Ms. Scherman thanked Ms. Davis-Jaffe for keeping everybody on board with what is happening and keeping the interest going. She gave appreciation for Ms. Davis-Jaffe's work across the various Boards.

Mr. Kennedy asked for clarification if this item was brought to the Board solely because the vacancy occurred. Ms. Davis-Jaffe responded that it is an effort to prevent having vacancies for too long on the Community Action Board.

Moved/Vang, second/Scherman, to approve Private Sector list and the appointment of Private Sector organizations to select representatives and alternates to serve on the Community Action Board.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

One Stop Services: No Items

Refugee Services:

4. Non-Competitive Procurement Funding and Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2022-2023

Ms. O’Camb corrected the title of the item. The correct item title is “Non-Competitive Procurement Finding and Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2022-2023”. Ms. O’Camb reviewed the item. The funding augmentation is recommended in the total amount of \$630,000 for the eight Refugee Support Services programs that are expected to reach high or full-enrollment levels early in the year due to atypical flows in arrivals and expand their enrollment capacity by an additional 210 clients. This will bring SETA’s total resource allocation to providers this year to approximately \$8.3 million to serve just under three thousand refugees. The augmentation is recommended for providers that, through January 2023, were at or above fifty-five percent of their end-of-year enrollment goals and also based on their cost per participant, capacity, and willingness to take on additional funded slots. All additional enrollments must occur before September 30, 2023.

Moved/Scherman, second/Vang, to approve the Refugee Support Services (RSS) funding augmentation recommendations for the eight RSS program providers for Program Year 2022-2023, as indicated in the packet.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

5. Approval of Staff Funding Recommendation for the Services to Older Afghans Program Under the Refugee Support Services (RSS) Set-Aside Grant

Ms. O’Camb reviewed the item. SETA staff is recommending Muslim American Society Social Services Foundation (MAS-SSF) for the one-time funding of \$250,000 in RSS Set-aside funds to serve a minimum of 120 Afghans, 60 years of age and older. Services must be completed by September 30, 2024. Providers were solicited through the Request for Proposals that was released on January 27, 2023. Three applications were received. MAS-SSF’s proposal received the top rank from the eleven-member evaluation team. Ms. O’Camb extended her gratitude to the ten other evaluators that participated in reading proposals and their managers and supervisors for allowing them time to evaluate the proposals.

Ms. Vang expressed her excitement for this new program and asked about outcomes tracking process to evaluate its effectiveness and possible continuation.

Ms. O’Camb replied as with all federal grants, there is heavy tracking and reporting, mainly because that is how effectiveness is demonstrated and to showcase the good work. She advised that all the tracking documents were already developed and a training program was set up.

Moved/Scherman, second/Vang, to approve staff recommendation to fund MAS-SSF for the Services to Older Afghans program under the Refugee Support Service (RSS) Set-aside grant in the amount of \$250,000 to serve a minimum of 120 Afghans 60 years of age and older.

Roll call vote:

Aye: 3 (Scherman, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

C. CHILDREN AND FAMILY SERVICES: No Items

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report: No Questions

C. Dislocated Worker Update:

Mr. Walker reviewed Greenheck Fan Corporation's closure of the McClellan facility. The employees will either retire or move to a former facility in Rocklin. SETA will conduct outreach and provide an orientation on May 17, 2023 to help Greenheck transition employees to another facility.

D. Head Start Reports: No Questions

V. Reports to the Board

A. Chair: No Report

B. Executive Director:

Ms. Hernandez provided updates on key areas of work. SETA is revamping the hiring process to make it more streamlined and transparent and reduce the number of vacancies. The Lunch and Learn was provided to staff during Women’s History Month and was well received. The goal is to provide opportunities for staff to learn from various leaders within the community and across the State about work that aligns with SETA. A committee will plan an all-staff meeting for August 2023, and it is an excellent opportunity for Governing Board Members to engage. The Workforce Development team will be restarting quarterly training sessions with partners. That will be a good opportunity to troubleshoot and share information.

Ms. Vang stated that there needs to be more publicity and an online presence of SETA.

C. Deputy Directors:

Ms. Griffith brought to the Board's attention that for the last month and a half, SETA has experienced a Child Care and Adult Food Program review by the California Department of Social Services. It was concluded that there are no findings and noted outstanding systems and services. She recognized the efforts of the Health and Nutrition Manager, Ms. Gricelda Ocegueda, the Health and Nutrition Coordinator, Ms. Judy Lema, and the overall Head Start team that worked on the review

D. Counsel: No Report

E. Members of the Board: No Report

F. Public: None

VI. **Adjournment:** The meeting adjourned at 10:53 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.



Seta Head Start

Food Service Operations Monthly Report

*April, 2023

- 4/5/23 - Grizzly Hollow had a Field Trip to the park we prepared 35 meals for them.
- 4/10/23 - Mather Class B closed due to staffing issues.
- 4/12/23 - Kennedy closed due to staffing issues and Northview class A closed due to staffing issues.
- 4/18/23 - Capital City Class U closed due to staffing issues.
- 4/24/23 - Freeport Closed due to staffing issues and Elkhorn Class U closed due to staffing issues.
- 4/26/23 - Alder Grove IT Classes U & M closed due to staffing issues.
- 4/27/23 - Alder Grove IT Classes U & M closed due to staffing issues.
- 4/27/23 - Homebase had a Field Trip to the Sacramento Zoo we prepared 170 meals for them.
- 4/28/23 - Homebase had a Field Trip to Fairy Tale Town we prepared 70 meals for them.

Lunch	PM Snack	Breakfast	Field Trips
31,830	27,810	29,170	3

Total Amount of Meals and Snacks Prepared **89,085**

Purchases:

Food	\$123,750.36
Non - Food	\$14,884.55

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: **\$1,970.71**

Vehicle Gas / Fuel: **\$2,562.40**
Normal Delivery Days **22**

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 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	208	12%	660	138	21%
Twin Rivers USD	160	47	29%	56	3	5 %
Elk Grove USD	480	110	23%			
Sac City USD	676	108	16%			
San Juan USD	1044	81	8%	164	9	5%
WCIC	120	9	8%			
COUNTY TOTAL	4176	563	13%	880	150	17%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/23)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	446	0	93%
Sacramento City USD	676	663	0	98%
San Juan USD	1,044	785	236 (97%)	75%
SETA	1,696	1546	72 (95%)	91%
Twin Rivers USD	160	154	0	96%
WCIC/Playmate	120	81	40 (101%)	67%
Total	4,176	3,667	348 (96%)	88%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (04/30/23)	(b) % of capped/closed	(c) % Actual to Funded
San Juan USD	164	165	0	101%
SETA	660	613	4 (94%)	93%
Twin Rivers USD	56	28	20 (78%)	50%
Total	880	806	24 (94%)	92%

- (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

- Staffing shortage continues to effect Head Start Program with 11 vacant positions, across 7 sites.
- 5% of the eligible families within 95823 and 95828 zip code when contacted for enrollment, have opted to remain on the waitlist if preferred school.

Sacramento City USD

- Due to staffing shortage, enrollment is under by 14 students. Goal to have all sites at 100% by the end of May.

San Juan USD

- Current staff shortages in positions that support classroom ratio and enrolment. Content Specialist positions are still open due to HR policies not allowing current staff apply until May 1st.
- Classroom(s) continue to be capped at across 10 sites due to limited staffing: Coleman; Davie; Garfield; Howe; Mariposa; Ralph Richardson; Skycrest; Sunrise- totaling 236 enrollment slots.

SETA

- The following sites have classroom(s) capped due to limited staff: Alder ELC; Bright Beginnings; Florin Grammar; Hiram; Northview - totaling 72 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 3 Family Services Worker II & III; 1 Home Visitor; 35 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 1 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: Morey; Oakdale; Rio Linda; Village- totaling 20 enrollment slots.

WCIC/Playmate

- Limited staffing in the following positions that support classroom ratio and enrollment: 2 Teachers, 2 Associated Teachers.
- The following classroom(s) remain closed due to limited staff: 1601W and 1601Y- totaling 40 enrollment slots.
- Reduction in eligible families within neighborhood surrounding Oak Park due to changes in community demographics over the past year.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- To fill vacancies, the PreK Program Specialist will use informational business card with PreK information and QR code printed on it for quick access to our applications. This business card will be handed out during community events to families interested in applying for our PreK program.
- Families on the waiting list are being contacted via email, follow up process for next steps is being provided.
- As we get through this enrollment process, we will be able to make modifications and changes to be more efficient for the upcoming 23-24 school year.

Sacramento City USD

- Continuing to attend community events within a variety of organization to bring awareness of services we provide and the programs we have available to families. SCUSD has community event on Saturday, May 20, 2023.
- Collaborating with SCUSD Communications Department and Matriculation and Orientation Center (MOC) to create unique ways to advertise our preschool programs and have preschool flyers created in multiple languages.
- Following up on translation services for the enrollment team to better assist the families with the enrollment process, and with families who are on our sites wait list to inform them of classroom openings that becomes available.
- The Enrollment staff will be collaborating with the District's Technology Services so we can find ways to streamline our preschool enrollment process.

San Juan USD

- Program Manager and School Community Worker were interviewed by Telemundo—for future television publicity regarding the ECE department of San Juan Unified School District.
- ERSEA and Family Engagement Content tabled at San Juan Unified Family Matter's Conference ran by the Family and Community Engagement department on April 15th.
- ERSEA and Family Engagement Content had an art activity table at Fair Oaks Art Festival and gave out information about the San Juan program.
- SCWs attended the Food Distribution Event at the District Office ran by the McKinney-Vento Department—putting ECE recruitment postcards in each food box/bag. This event provided food support to 400 households.
- Program manager and ECE admin are continuing to meet regularly with HR to ensure that positions are posted.
- Program manager and ECE admin are working with communications to get a ROBO call/Text/and email to the entire TK -12 Families to announce current open enrollment and the new school year enrollment starting.
- Onboarded 2 SCWs, support recruiting of new families.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., Cal JOBS, ZipRecruiter, and Indeed. Employment offers were accepted during March for the following positions: 1 Teacher; 2 Associate Teachers; 2 Family Services Worker.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: South Sacramento Earth Day, Spring Extravaganza, Resource Fair and Tax Preparation Services, Earth Day Community Health Fair, Holistic Health Fair, Kids Day in Hagginwood Park, 35 Interest Forms were completed by families to inquiring of Head Start services.
- Family Services Workers received training on First Impressions-Waiting List to Enrollment. Trainings are designed to support practices when engaging families inquiring of services and methods to minimize obstacles during the enrollment process.
- SETA Head Start is in the beginning stages of formulating ideas for redesigning the website. When complete, the responsive web design will increase traffic and conversion with updated content, while provide families with more user-friendly experience.

Twin Rivers USD

- Use of marquees signage increased awareness of Early Head Start openings by 3%. Recent inquires have transitioned into enrollment appointments, and confirmation these families will fill slots for 23-24 Program Year.

WCIC/Playmate

- SETA will continue to provide list of families that completed on-line inquires within the 95817-zip code to support recruitment.
- Enrollment recruitment flyers provided to Oak Park Community Health Center.
- During parent conferences, teachers are informing families of openings and providing flyers to share with family and friends.

ITEM VI – OTHER REPORTS (continued)
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- 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
 - 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: 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.
