

**GOVERNING BOARD**

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**MAI VANG**  
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**ADMINISTRATION**

**JENNIFER HERNANDEZ**  
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:***

*"If something is Important enough, you should try even if the Probable outcome is Failure."*

*Author: Elon Musk*

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

**DATE:** Tuesday, August 22, 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](http://www.seta.net).

**AGENDA**

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| <p><b>I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u></b><br/>➤ PC Meeting Attendance Update</p> <p><b>II. <u>Consent Item</u></b></p> <p>A. Approval of the Minutes of the July 25, 2023 Regular Meeting</p> <p><b>III. <u>Action Items:</u></b></p> <p>A. Election of Head Start Policy Council Vice-Chair and Parliamentarian for Program Year 2023-2024 (Fienishia Wash)</p> | <p>1-3</p> <p>4-9</p> <p>10-11</p> |
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#### **IV. Information Items**

- A. Standing Information Items 12-25
- 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
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#### **V. Committee Reports**

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- Executive Committee Meeting: Ms. Fienishia Wash
- Budget/Planning Committee Meeting: Ms. Fienishia Wash
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- Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash

#### **VI. Other Reports**

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- A. Executive Director’s Report – Ms. Jennifer Hernandez
- B. Head Start Deputy Director’s Report – Ms. Karen Griffith
- ✓ Monthly Head Start Report
- C. Chair’s Report
- ✓ PC Recruitment
- D. Head Start Managers’ Reports
- ✓ 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: TUESDAY, AUGUST 15, 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
- \_\_\_\_\_ Rosemary Schapira, Community Agency Representative
- \_\_\_\_\_ Fienishia Wash, Chair, Grandparent Representative/Community Representative

**Members to be Seated:**

\_\_\_\_\_

**Seats Vacant:**

- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ Vacant (Pecot), 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	X	X	X				
Vacant Seated	WCIC													
Vacant Seated	WCIC													
Vacant Seated	SOP													
S. Key Seated 11/22	PP	X	X	X	E/ PCB	X	X	X	X	X				
Vacant Seated	SOP													
R. Jones Seated 2/28	SAC				X	X	X	X	X	X				
Vacant Seated	SJ/EHS													
J. Mitchell Seated 11/22	ELK	X	X	E	X	X	X	E	U	X				
Vacant Seated	HB													
Vacant Seated	SJ													
R. Schapira Seated 1/24	CAR	E	E	X	X	E	U	X	X	X				
Vacant Seated	TR													
Vacant Seated	OC													
Vacant Seated	SOP													
F. Wash Seated 11/22	PP-GP	X	X	X	X	X	X	X	X	X				

## GLOSSARY OF ACRONYMS

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

**X:** Present

**E:** Excused

**R:** Resigned

**U:** Unexcused Absence

**S/B/S:** Should be Seated

**H:** Holiday

**HS:** Holding Seat

**AP:** Alternate Present

**E/PCB:** Excused, Policy Council Business

**E/PCB:** Excused, Policy Committee Business

**OGC:** Outgoing Chair

**RS:** Reseat

**\*:** Special Meeting

*Current a/o 8/11/2023*

ITEM II-A - CONSENT

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

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the July 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, July 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 9:00 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  
Royal Jones, Sacramento City Unified School District *(arrived and seated at 9:02 a.m.)*  
Stephen Key, Past Parent/Community Representative  
Rosemary Schapira, Community Agency Representative  
Jessica Mitchell, Elk Grove Unified School District *(arrived and seated at 9:01 a.m.)*

#### **Members Absent:**

### **II. Consent Item**

#### **A. Approval of the Minutes of the June 27, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Key, to approve the June 27, 2023 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 2 (Wash, Jones)

Absent: 0

### **III. Action Items**

#### **A. Election of Head Start Policy Council Vice Chair and Parliamentarian for Program Year 2022-2023**

There were no nominations for Vice Chair or Parliamentarian.

Moved/Bonner, second/Key, to table the election of the Policy Council Vice Chair and Parliamentarian for Program Year 2022-2023 to the next meeting.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 0

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

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

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**  
Mr. Han reviewed the fiscal report for eleven months in the 2022-2023 program year. He advised that the Carryover request has been approved; however, Budget Modification is still awaiting approval. Once the Budget Modification is approved, it will help utilize under-spend funds during the next program year. Currently, Total Head Start Year-to-Date expenditures are at 79.9%. For the Non-Federal Share Year-to-Date, countywide expenditures are at 30%, above the required 25%.  
He reviewed the SETA Operated Programs (SOP) Head Start/Early Head Start 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 re-confirmed that SETA got a notification for approval of a No-Cost Extension for another 12 months. The American Express credit card statement was reviewed, and nothing was out of the ordinary. The credit amount listed on the report is due to refunds. The CitiBank card statement was reviewed, and nothing was unusual.
- **Health Service Advisory Committee (HSAC) Report**  
The next meeting will be held in person on July 25, 2023, at 2:00 p.m., at the SETA Administrative building.
- **Community Resources – Parents/Staff:**  
Ms. Wash reviewed the community resources provided in the packet.

##### **B. SETA's Recruitment Update**

Ms. Griffith will promote this weekend's job fair on the ABC10 channel to increase public awareness and participation.

Ms. Sorvari reviewed the recruitment data from June 16, 2023, through July 13, 2023. She advised that any job offers or hirings are now noted in the Comments



section of the report, per Policy Council's request. This report is provided as backup information to the agenda packet. Ms. Wash thanked the Human Resources team for their great work.

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

**V. Committee Reports**

➤ Executive Committee:

The next meeting will be held in person on July 31, 2023, at 10:00 a.m., at the SETA Administrative building.

➤ Budget/Planning Committee Meeting:

The next meeting will be held in person on Aug 8, 2023, at 1:00 p.m., at the SETA Administrative building.

➤ Social/Hospitality Committee Meeting:

The next meeting date is to be determined.

**VI. Other Reports**

A. Executive Director's: No Report

B. Head Start Deputy Director's Report:

Ms. Griffith advised that an official report from the Office of Head Start on Federal Review results was received. There were no areas of concern, no findings, or non-compliance. The reviewers were very impressed with the systems in Sacramento. Additionally, from the Office of Head Start Specialist, the notification on the grant approval was received. Ms. Griffith stated that SETA is currently working on transitioning many locations and classes from Preschool to Early Head Start (EHS). SETA continues purchasing new materials, setting up the classrooms, and working closely with Community Care Licensing and Fire Marshals to get classrooms licensed for the new program year.

Ms. Griffith informed the Policy Council about the National Head Start Association blast emails on the proposed budget, released by the House of Appropriation, for the fiscal year 2023-2024, which indicated a \$750 million cut to the Head Start program.

SETA was invited to participate in the screening of the "Black Boys" documentary, which will be held in Los Angeles, CA. Afterward, there will be a panel with the Child Equity Project, King Makers of Oakland, Center for Black Educator Development, and the new director of the Office of Head Start at the Administration for Children and Families, Khari Garvin. SETA was invited to send a small team to be a part of the screening and panelists and then work

throughout the year on a cohort to discuss how black male humanity is approached, especially in education.

SETA is partnering with Mutual Network Assistance for the upcoming Community Health Event on September 16, 2023. More details are coming. The monitoring team is finalizing the calendar of events that includes safety, supervision, milk service, and the COVID-19 Mitigation Policy.

Ms. Griffith advised that Ms. Carr continues to meet with the delegate agencies to stay on track for enrollment for the next program year.

Ms. Wash asked how the team for the “Black Boys” screening and panel is being selected. Ms. Griffith stated that the discussion is in its early stage. However, they are considering including the team member heading up SETA’s male involvement piece, intervention and education specialists, home visitor, community engagement staff member, and Diversity, Equity, and Inclusion Committee representative.

C. Chair’s Report:

Ms. Wash thanked SETA staff for all the reports provided and keeping Policy Council abreast of the program.

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:

Ms. Lamb shared the CLASS (Class Assessment Scoring System) School Readiness report: SETA is between Quality and Competitive thresholds in terms of the quantitative scores. The team is excited to work with Training and Technical Assistance Support this coming year to identify a few critical areas for additional focus and to help understand where some barriers can be found and how to improve them. Ms. Griffith added that the CLASS tool scores teachers’ interactions in the areas of emotional support, classroom organization, and instructional support.

Ms. Lamb advised that SETA is holding pre-service training this week and next. This week is heavily focused on the curriculum and education content. Next week is about best practices, safety and supervision pertaining to the physical and emotional safety of children in care. That includes bloodborne pathogens, personal rights, and ensuring that all SETA staff are well-versed in providing high-quality care. Last Friday, the all-day training was held on piloting the Creative Curriculum 6th Edition, a useful tool for teachers and teaching staff. Five SETA-Operated classrooms were chosen, and staff were trained by a Teaching Strategies facilitator. Pilot updates will be provided in upcoming meetings.

SETA had over five sites that participated in Focus Area 2 review and were observed by the reviewers. Today, the Program Officers are visiting those sites to recognize and express their appreciation for their hard work.

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

E. Open Discussion and Comments:

F. Public Participation: None

**VII. Adjournment:** The meeting was adjourned at 9:28 a.m.

## ITEM III-A-ACTION

### ELECTION OF HEAD START POLICY COUNCIL VICE-CHAIR AND PARLIAMENTARIAN FOR PROGRAM YEAR 2023-2024

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2023-2024. 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 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
  - Diaper Program
  - Our Legacy
  - What is an ITIN?
  - Women's Health and Fitness Day

#### **NOTES:**



# Diaper Program

Free Safe Sleep Training & Diapers



- Guardians of children under 12 months need to first attend Safe Sleep Training
- Diaper availability & sizes may vary



**Call or Text**  
916.900.6708

**Black Child Legacy Campaign**  
[Linktr.ee/ourlegacy.lt](https://linktr.ee/ourlegacy.lt)

STRENGTHENING FAMILIES TO CREATE A  
UNITED, SAFE, & EMPOWERED COMMUNITY



# OUR LEGACY

## LIBERTY TOWERS

BCLC for the Foothill Farms & North Highlands Community  
5132 Elkhorn Blvd, Sacramento, CA 95842

LT BCLC is here with you and for you. We are partnered with the Department of Human Assistance, CPS, Probation, Birth & Beyond, WEAVE, Impact Sac, and many more community organizations that are ready to support you on your journey.



- Family Wrap Around Services
- Prenatal/Paranatal Care including free Safe Sleep Baby Training and Diaper Program
- Employment Resources
- Food/Nutrition Resources
- Community Events
- Youth Enrichment Programs
- Mentoring & Tutoring (Youth & Adults)
- Spiritual, Grief, & Emotional Support
- Community Service Opportunities
- Individual & Community Advocacy

### HOW TO REACH US



**916.900.6708** (call or text)



**blackchildlegacy.org**  
**libertytowers.org**



**bclc@libertytowers.org**



**SCAN TO GET CONNECTED**  
**LINKTR.EE/OURLEGACY.LT**





A safe place where youth can have fun,  
play games, eat good food, connect with  
great friends, and grow spiritually.

**LIBERTY TOWERS YOUTH CENTER**

5229 Elkhorn Blvd.  
Sacramento, CA 95842

**DOORS OPEN AT 6PM**  
**ACTIVITIES FROM 6:30PM - 8PM**



Check out our Instagram:  
[\*@libertytowersyouth\*](#)

# What is an ITIN

INDIVIDUAL TAXPAYER  
IDENTIFICATION  
NUMBER



## **AN "ITIN" IS**

An Individual Taxpayer Identification Number (ITIN) which is a powerful tool that can open doors for undocumented individuals who are not eligible for a SSN

## **WHAT IS AN ITIN USED FOR?**

The IRS issues ITINs to enable people without a SSN to file and pay taxes. However, you can also use an ITIN for additional purposes such as:

- Opening a bank account
- Obtaining a home mortgage
- Securing a driver's license (in select states)
- Applying and participating in paid internship and fellowship programs that are open to ITIN holders
- Pursuing career opportunities through independent contracting, freelancing, or starting a business

## **IS IT SAFE TO APPLY FOR AND USE AN ITIN AS AN UNDOCUMENTED INDIVIDUAL?**

Generally, yes. ITINs are issued by the IRS for tax filing and payment purposes, and taxpayer privacy is of utmost importance.

## **WHAT ARE THE BENEFITS OF HAVING AN ITIN TO PAY TAXES?**

- It demonstrates that you are complying with tax filing obligations and federal tax laws.
- Filing taxes can serve as proof of "good moral character" in immigration cases involving the immigration adjustment process.
- Filing taxes documents your work history and physical presence in the U.S., which could be helpful should Congress provide a path to citizenship.

## **HOW CAN I APPLY?**

- Make an in-person appointment with an IRS-authorized Certifying Acceptance Agent (CAA)
- Make an in-person appointment at an IRS Taxpayer Assistance Center (TAC)
- Mail in your ITIN Application to the IRS

## **WHAT DOCUMENTS DO I NEED?**

- Form W-7, Form 1040, Proof of Identity & Foreign Status Documents



# Women's Health and Fitness Day



Join us: **The 4th Tuesday of the Month**

4:00 to 5:00pm



River Oak Center for Children

4625 44th Street Room #36

Sacramento, California 95820

Pre-register: (916) 226-2725

**Body, Mind and Spirit**



**The Sacramento City Unified School District is not a sponsor, endorser, or otherwise associated with the above . Permit Number F-63**

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: Ms. Fienishia Wash

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- Budget/Planning Committee Meeting: Ms. Fienishia Wash

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- Social/Hospitality Committee: Ms. Fienishia Wash

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- Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash

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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.

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- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. 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

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- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.

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# Summer Summary

## August Monthly Report

Home visitors from SETA, SJUSD, SCOE and ROCC all came together for a countywide homebased conference. Staff spent time learning about personal safety, other home visitors shared about some of the successful activities they have done using their curriculum, and showcased some best practices, the home visitors were able to spend some quality time practicing some self-care activities, including making their own aromatherapy body scrubs, and making a vision board. This was followed up by a catered lunch and an afternoon session from a father and son team on how to build effective teams. The result was very positive and we look forward to making this an annual event.



The Early Head Start homebased families had a socialization at the Sacramento Zoo in April. Over 60 families attended with their families, which ended up being over 150 people who enjoyed a day at the zoo. Our health/nutrition unit coordinated an oral health event and were able to provide dental screens to over 40 of our homebased children.



In our Preschool Homebased program, the children hosted a tea party with their parents during their socialization. Children were able to pour the tea themselves and for their parents, and best of all, no tea cups were broken! This was followed by a story time and a parent meeting.





SETA Head Start in partnership with many community organizations, held a Community Health Event on May 23, 2023 at Pothong Market.

**Thank you to all who participated!**

We look forward to our next event in July so that families have the opportunity to prepare for **Back to School!**



**Participating Partners**

Service	Agency
Childhood Immunizations + COVID Vaccines	Sac County - IZ Assistance Program
Medi-Cal Services/Renewals	Sac Covered
Obesity Prevention	Sac County - Health Edu.
Lead Education	Sac County - Childhood Lead Poisoning
Lead Housing Program	Sac Housing and Redevelopment Agency (SHRA)
Oral Health Education	CNSU
Oral - Dental Screenings	Avesis - Access Dental
Oral - Dental Screenings	Smile Dental Services - Dr. Park's Office
Oral Health Education	Sac County - Oral
Oral Health Services Info	Children's CHOICE - Pediatric Dentistry
Head Start Recruitment	Head Start
Health & Nutrition	Head Start

**The following services were available:**

- Childhood immunizations COVID-19 vaccines and boosters
- Health screenings
- Dental screenings and fluoride varnish
- Enrollment into Head Start
- Housing information
- Nutrition information
- Communicable disease prevention education





# Summer Series

SETA hosted a 6 night Summer Series of virtual and in person trainings. Topics included STEM, Purposeful Play, Self Care, Creativity, Art, Brain development, and more! This was a time for educators to come together and learn, play and recharge their caregiver batteries!



SETA Policy Council



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Tuesday, August 22, 2023



# Seta Head Start

## Food Service Operations Monthly Report

### \*July, 2023

- 7/5/23 - Norma Johnson Class 1214 B Closed due to no air.
- 7/10/23 - Hillsdale (whole site) was closed due to replacing toilets and floors.
- 7/14/23 - Freedom Park had a field trip to Freedom Park Recreation and Park District we prepared 80 sack lunches.
  - Mather had a field trip to Stone Creek we prepared 20 sack lunches.
  - 16th Avenue had a field trip to Fairytale Town we prepared 60 sack lunches.
- 7/20/23 - LaVerne Stewart went to Sky Park we prepared 20 sack lunches.
- 7/21/23 - Marina Vista had a field trip to the Marina Vista Park we prepared 40 sack lunches.
  - Capital City had a field trip to the Sacramento Zoo we prepared 40 sack lunches.
  - CP Huntington had a field trip to Artivio Guerrero Park we prepared 40 sack lunches.
  - Crossroads had a field trip to the Sacramento Zoo we prepared 75 sack lunches.
  - Job Corps had a field trip on site we prepared 50 sack lunches.
  - Preschool Homebase had a function to Oasis Park we prepared 130 meals.
- 7/28/23 - EHS Homebase had a function to Swansten Park we prepared 120 meals.
  - North Avenue had a field trip to Meadows Community Park we prepared 80 sack lunches.
  - Northview had a field trip to Fairytale Town we prepared 80 sack lunches.
  - Galt had a field trip to Derr-Okamoto Park we prepared 100 sack lunches.
  - Elkhorn had a field trip to Numbus Fish Hatchery we prepared 100 sack lunches.
  - Sharon Neese had a field trip to Swanston Park we prepared 60 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
26,552	22,408	22,574	17

Total Amount of Meals and Snacks Prepared 72,669

**Purchases:**

Food	\$77,913.05
Non - Food	\$12,704.08

**Building Maintenance and Repair:**

**Janitorial & Restroom Supplies:**

**Kitchen Small Wares and Equipment:**

**Vehicle Maintenance and Repair:**

Vehicle Gas / Fuel:	\$1,860.15
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**July 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
<b>SETA operated</b>	1696	244	<b>14%</b>	660	174	<b>26%</b>
<b>Twin Rivers USD</b>	160	48	<b>30%</b>	56	4	<b>7 %</b>
<b>Elk Grove USD</b>	480	113	<b>24%</b>			
<b>Sac City USD</b>	676	118	<b>17%</b>			
<b>San Juan USD</b>	1044	88	<b>8%</b>	164	11	<b>7%</b>
<b>WCIC</b>	120	9	<b>8%</b>			
<b>COUNTY TOTAL</b>	<b>4176</b>	<b>620</b>	<b>15%</b>	<b>880</b>	<b>189</b>	<b>21%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (07/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
Elk Grove USD	480 (0) <sup>d</sup>	N/A	N/A	N/A
Sacramento City USD	676 (48) <sup>d</sup>	40	0	83%
San Juan USD	1,044 (0) <sup>d</sup>	N/A	N/A	N/A
SETA	1,696 (1,276) <sup>d</sup>	1,193	34 (96%)	93%
Twin Rivers USD	160 (0) <sup>d</sup>	N/A	N/A	N/A
WCIC/Playmate	120 (0) <sup>d</sup>	N/A	N/A	N/A
<b>Total</b>	<b>4,176 (1,324)<sup>e</sup></b>	<b>1,233</b>	<b>34 (96%)</b>	<b>93%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (07/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
San Juan USD	164	154	0	94%
SETA	660 (651) <sup>d</sup>	604	4 (93%)	93%
Twin Rivers USD	56 (0) <sup>d</sup>	N/A	N/A	N/A
<b>Total</b>	<b>880 (758)<sup>e</sup></b>	<b>797</b>	<b>24 (94%)</b>	<b>92%</b>

- (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.
- (d) Funded enrollment reduced due to classes/center closed during Summer.
- (e) Total funded enrollment in the Summer months.

## **Reasons for Program Under Enrollment**

### ***Elk Grove USD***

- Closed during Summer. Return to services August 10, 2023.

### ***Sacramento City USD***

- Operating at reduced funded enrollment, due to classes/centers closed during Summer. Return to full services September 5, 2023.

### ***San Juan USD***

- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services September 14, 2023.

### ***SETA***

- The following sites have classroom(s) capped due to limited staff: Hiram; Marina Vista; Northview - totaling 38 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 3 Family Services Worker; 27 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 1 Home Visitors combined for partners SCOE.
- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 7, 2023.

### ***Twin Rivers USD***

- Closed during Summer. Return to services August 17, 2023.

### ***WCIC/Playmate***

- Closed during Summer. Return to services September 11, 2023.

## **Strategies/Action Step(s) for Under Enrollment**

### ***Elk Grove USD***

- Continuing community outreach and recruitment during program closure in summer months: Advertise programs through the district website and social media platforms.

### ***Sacramento City USD***

- During the summer months and the other Wrap Programs are closed, we will discuss with the Communications Department the dynamics on how we can best advertise for preschool and ensure that our website is updated with detailed information regarding our programs and have updated flyers and posters made.
- Follow-up with families who are on that site's wait list to inform them of classroom openings.

### ***San Juan USD***

- 10-month SCWs have been shifted to 12-month.
- Recruiting through neighborhood canvassing in the following zip codes: 95864; 95608; 95821; 95825, 95610.
- Employment vacancies have been filled for enrollment support, AFST is scheduled to start August 7.

### ***SETA***

- SETA held a Job Fair and job offered 48 positions at that event as well as an additional 13 offers to Teaching/ Home Base staff and 3 FSW's throughout July.
- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal. Employment offers were accepted during July for the following positions: 1 Family Services Worker, 1 Associate Teachers.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: WIC Breast Feeding Celebration, Super Parent Day, Access Dental Back to School Event, Glo Preemies NICU Community Baby Shower, CJUSD School Community Back to School Resource Fair, Marysville Community Baby Shower. Through these recruitment events, 45 Interest Forms were completed by families inquiring of Head Start services.

### ***Twin Rivers USD***

- Continuing community outreach and recruitment during program closure in summer months: Mail recruitment flyer to zip codes with low enrollment, post on various social media platforms.

### ***WCIC/Playmate***

- Continuing community outreach and recruitment during program closure in summer months: Oak Park Community events, Wellspring Women's Center, Sacramento Food Bank and Family Services.

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
  - Megan Lamb – School Readiness, Special Education, and Mental Health Services
  - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

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

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

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