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**ADMINISTRATION**

**D'ET SAURBOURNE**  
Interim Executive Director

**KAREN GRIFFITH**  
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***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, September 26, 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).

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E. Open Discussion and Comments

F. Public Participation

**VII. Adjournment**

**DISTRIBUTION DATE: Tuesday, September 19, 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	8/22	9/26	10/24	11/21
D. Bonner Seated 11/22	PP-FP	X	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	X			
Vacant Seated	SOP													
R. Jones Seated 2/28	SAC				X	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	X			
Vacant Seated	HB													
Vacant Seated	SJ													
R. Schapira Seated 1/24	CAR	E	E	X	X	E	U	X	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	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 9/18/2023*

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 22, 2023  
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the August 22, 2023 regular meeting.

RECOMMENDATION:

That the Policy Council approve the August 22, 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, August 22, 2023  
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:02 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  
Stephen Key, Past Parent/Community Representative  
Rosemary Schapira, Community Agency Representative  
Jessica Mitchell, Elk Grove Unified School District

#### **Members Absent:**

### **II. Consent Item**

#### **A. Approval of the Minutes of the July 25, 2023 Regular Meeting**

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Mitchell, to approve the July 25, 2023 minutes as distributed.

Roll call vote:

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

Nay: 0

Abstention: 1 (Wash)

Absent: 0

### **III. Action Items**

#### **A. Election of Head Start Policy Council Vice Chair and Parliamentarian for Program Year 2023-2024**

There were no nominations for Vice Chair or Parliamentarian.

Moved/Bonner, second/Jones, to table the election of the Policy Council Vice Chair and Parliamentarian for Program Year 2023-2024 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 twelve months in the 2022-2023 program year. 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 84.5%. SETA worked with the Delegate Agencies on project planning for underspent funds, and the Carryover will be requested within the next couple of months. For the Non-Federal Share Year-to-Date, countywide expenditures are 29.7%, above the required 25%. For the Administrative category, countywide expenditures are 9.2% below the 15% cap.  
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. These funds will expire on March 31, 2024. 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 date is to be determined.
- **Community Resources – Parents/Staff:**  
Ms. Wash reviewed the community resources provided in the packet.

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

Ms. Sorvari reviewed the recruitment data from July 14, 2023, through August 10, 2023 and July 29, 2023 Job Fair report. Both of these reports were provided as backup information to the agenda packet.

##### **C. Governing Board Minutes for April 6, 2023: No questions**

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

- **Executive Committee:**

The next meeting will be held in person on September 1, 2023, at the SETA Administrative building.

➤ Budget/Planning Committee Meeting:

The next meeting will be held in person on September 12, 2023, at 1:00 p.m., at the SETA Administrative building.

➤ Social/Hospitality Committee Meeting:

The next meeting will be held in person on August 25, 2023, at 12:00 p.m., at the SETA Administrative building.

➤ Personnel/Bylaws Committee Meeting:

The next meeting will be held in person on August 22, 2023, at 10:30 a.m., at the SETA Administrative building.

## VI. Other Reports

A. Executive Director's: No report

B. Head Start Deputy Director's Report:

Ms. Griffith shared that Children and Family Services Managers had an all-day planning meeting on August 21, where they looked at many changes coming to SETA and how they continue to navigate. The Strengths, Weaknesses Opportunities Treats (SWOT) analysis helped identify areas needing an action plan. SETA continues to assist Delegate Agencies as they have experienced turnover in their leadership and program changes.

Ms. Griffith advised that SETA is working on planning for the upcoming Delegate/Partners Kick-Off, scheduled for October 18, 2023, at Citrus Heights Community Center. Ms. Dana Staser from Dana Staser Consulting has been identified as a keynote speaker at the event. Ms. Staser was previously a Head Start Director and works with agencies to develop program systems.

Last year's statistics show a reduction in staff turnover by 68%, making it the lowest rate for over six years.

Ms. Griffith stated that SETA's Executive Director, Ms. Jennifer Hernandez, announced her resignation. The City and County of Sacramento will appoint the new Executive Director. In the meantime, SETA will have an Interim Executive Director.

C. Chair's Report:

Ms. Wash thanked everybody for their hard work, dedication, and participation.

D. Head Start Managers' Reports

✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:

Ms. Carr advised that July's enrollment is 92% for Early Head Start and 93% for Head Start across the county.

✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services:

Ms. Lamb stated that SETA continues to support Delegate Agencies by visiting their sites, sharing resources, providing training, and setting the foundation for clear, ongoing communication and developing a strong sense of trust.

She shared that SETA's team attended a documentary screening of Black Boys in Los Angeles, CA, as a kickoff to applying for the National Community of Practice grant and supporting young African-American boys' school readiness and success. The Office of Head Start provided the definition of equity as fair and just treatment to all children, families, and those who support them, enabling everyone to achieve their full potential.

Ms. Lamb was happy to see that equity is more than something being added on. It's something that permeates all of the different work being done, all of the approaches that Head Start is taking to ensure equitable access to education across the country.

Mr. Christian Buckhalter, Education Coordinator for the Early Head Start Home Based Program, and Ms. Veronica Jones, Support Services Program Officer, introduced themselves and shared their experience during a documentary screening of Black Boys.

Ms. Schapira suggested co-collaboration with Sac Family Connect and/or Sacramento Children's Home in North Sacramento Family Resource Center to work on an application for the National Community of Practice grant.

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

Ms. Ocegueda advised that the Back to School Community Event will be held on September 16 at Robertson Community Center, located at 3525 Norwood Avenue, Sacramento, CA 95838, from 10:00 a.m. – 2:00 p.m. in partnership with Mutual Network Assistance. The flyer will be provided to Committee Members shortly.

The HSAC will meet on November 14, 2023, at 9:00 a.m. and is open to any parent countywide to attend. There will be an evite provided shortly. Reservation is required due to limited space capacity. Additionally, HSAC recently finalized and approved the countywide Hemoglobin Risk Assessment in response to a change in the Bright Futures Periodicity Schedule, recommendations for the American Academy of Pediatrics, as they recommended observing hemoglobin levels at different intervals of the child's ages. Ms. Ocegueda advised that through HSAC, the Lead Poisoning

Prevention Policy has been updated to align with the Sacramento County Department of Public Health Lead Poisoning Prevention program, and if a child is considered at risk, there is a process in place to assist the family to receive help. She also stated that HSAC continues to work on finalizing the COVID-19 Mitigation/Disease Mitigation Policy that has been provided countywide and is being implemented. SETA will monitor to ensure proper implementation and combine it with Monitoring for Compliance Quality Improvement (MCQI) starting in September 2023.

E. Open Discussion and Comments:

Ms. Wash welcomed Ms. Gibson, Assistant Superintendent of Early Learning and Care for the Sacramento City Unified School District (SCUSD). Ms. Gibson introduced herself and Dr. Angel Carson, the SCUSD Coordinator. Ms. Gibson expressed her gratitude for partnering with SETA and looks forward to working closely together.

Ms. Gaylon Ndiaye recognized and encouraged to applaud Ms. Wash's achievement of completing the University of California, San Francisco Repair Certification program, the 2023 Communiversity Teach-In Series on Racial Black Feminist Approaches to Health-Care and Healing, as well as completion of Introductory Grant Writing Certification.

F. Public Participation: None

VII. **Adjournment:** The meeting was adjourned at 9:49 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 III-B-ACTION

**TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:**  
**FIRST READING OF MODIFICATIONS TO THE BYLAWS OF THE SETA-OPERATED**  
**HEAD START/EARLY HEAD START POLICY COUNCIL**

BACKGROUND:

The Personnel/Bylaws Committee 2022-2023 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council (PC).

Additions are indicated by green *italic type*, deletions are indicated by red ~~striketrough~~.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the PC will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

# **BYLAWS OF THE SACRAMENTO COUNTY**

## **HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

Policy Council First Reading: 09/26/2023  
Policy Council Final Approval:  
Governing Board Approval:



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**BYLAWS FOR THE SACRAMENTO COUNTY  
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

**ARTICLE I**

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

**ARTICLE II**

Purpose, Powers, Duties and Functions

**Section 1: Purpose**

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.  
  
45 Code of Federal Regulations (CFR) 1305.2: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

**Section 2: Powers, Duties and Functions**

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  - 3. Written procedures for program planning.
  - 4. Strategic long-term goals and measurable objectives for program in funding application.
  - 5. The selection of delegate agencies and their service areas.
  - 6. The composition of the PC and the procedures by which policy group members are chosen.
  - 7. Criteria for defining recruitment, selection, and enrollment priorities.
  - 8. Participate in the annual self-assessment of the Grantee's progress by carrying out the programmatic and fiscal intent of its grant application, including planning or other corrective actions that may result from the review of the annual audit and findings from the Federal monitoring review.
  - 9. Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.
  - 10. In accordance with Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1), the Policy Council shall approve and submit to the governing body decisions about personnel policies and consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for

program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency will be in accordance with SETA Personnel Policies and Procedures. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
  13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high-quality program.
  15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

### **ARTICLE III** Membership.

#### **Section 1: Election/Appointment of Members**

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Parent Ambassador Representative shall be elected by the Parent Ambassador Committee.

**Section 2: Parent Representatives**

- A. The Parent Membership shall consist of:
  - Six (6) Representatives elected from the SOP PAC
  - Two (2) Representatives from Sacramento City Unified School District
  - Three (3) Representatives from San Juan Unified School District
  - Two (2) Representatives from Elk Grove Unified School District
  - Two (2) Representatives from Twin Rivers Unified School District
  - Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
  - Two (2) Representatives from Home Base Option
  - Two (2) Representatives from EHS - SOP
  - One (1) Representative from EHS - San Juan Unified School District
  - One (1) Representative from EHS – Twin Rivers Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

**B. Community Representatives**

Additional PC members shall include:

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

Community members desiring to be reappointed must apply for membership on a yearly basis.

**Section 3: Alternates**

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
  - 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
  - 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
    - a. The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
    - b. For the policy on Alternate attendance reference Article III: Membership, Section 6: Attendance, A: Absences.
    - c. An Alternate who does not attend a PC meeting shall receive an attendance letter from the Clerk of the Boards.
  - 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

#### **Section 4: Other Provisions**

- A. A majority of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.

- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

**Section 5: Terms**

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

**Section 6: Attendance**

- A. **Absences:** Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the ~~Social Services/Parent Involvement (SS/PI)~~ **Governance/Parent Engagement** Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
  - 1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

**Section 7: Removal**

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

**ARTICLE IV**  
Meetings

**Section 1: Meetings**

A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4<sup>th</sup> Tuesday in November of each year.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority 41% of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum.



## Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

### A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

### B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

### C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

### D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator or the Clerk of the Boards and request an excused

absence prior to the meeting.

### **Section 3: Open Meetings**

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

### **Section 4: Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to ~~(SS/PI)~~ **Governance/Parent Engagement** Coordinator or Clerk of the Boards within ten (10) calendar days of change.

### **Section 5: Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

### **Section 6: Nominations/Elections**

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

### **Section 7: Voting**

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

### **Section 8: Meeting Reimbursement**

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and

## Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

<sup>1</sup>Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> ed., Copyright, 2001

- A. Members will receive reimbursement for the actual cost of child care (not to exceed ~~\$40~~ **\$60** in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
  2. Interview/screening/exam panels
  3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
  4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
  5. Program Area Committees
  6. Health Services Advisory Committee (HSAC)
  7. Ad Hoc (special) Committee meetings
  8. Community Action Board meetings (CAB)
  9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
  10. Workforce Development Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
  11. Maternal, Child and Adolescent Health Advisory Board
  12. Sacramento Medi-Cal Dental Advisory Committee
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, ~~regardless of the number of meetings attended.~~ **unless they left and went home/work for two (2) or more hours and is required to come back for another meeting. Members will only receive reimbursement for mileage for that meeting.** Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

## ARTICLE V

### Officers

#### Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

## **Section 2: Election and Term of Office**

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. 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.
- C. 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 the PC officers shall be as prescribed in these Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the

Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.

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

**Section 4: Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

**ARTICLE VI**  
**Committees**

There is hereby created standing committees of the PC. No committee meeting shall have a majority of PC members present without proper public notice.

**Section 1: Standing Committees**

**Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

**Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for

approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.

- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

### **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

### **Social/Hospitality Committee**

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

### **Parent Ambassador Committee**

Parent Ambassador Committee shall be composed one (1) staff member, former parents, and other members who shall be selected after each annual meeting of the PC. The Parent Ambassador Committee representatives shall oversee the committee. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, childrens' and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

### **Section 2: Program Area Committees**

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

**Section 3: Special Committees:**

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

**ARTICLE VII**  
Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report
- Monthly Average Daily Attendance Report

**ARTICLE VIII**  
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

*PC Board approved:*



ITEM-III-C-ACTION

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE  
2023 REGION 9 HEAD START ASSOCIATION FAMILY ENGAGEMENT AND  
CULTURAL EFFECTIVENESS CONFERENCE

BACKGROUND:

SETA recently applied to be part of a year-long Community of Practice (CoP) focusing on Supporting School Readiness and Success of Young African American Boys. SETA was one of 12 programs selected to participate throughout Region 9 (California, Arizona, Nevada and Hawaii and the Samoan Islands).

The purpose of the CoP is to support programs in implementing a culturally responsive, strength-based program focused on efforts to address the school readiness needs of African American boys and families. Successful implementation of a culturally responsive, strength-based program will require systematic implementation, and ongoing self-evaluation Training, technical assistance and additional support will be provided to align the model with program policies, practices, and goals.

The kick-off and launch of the CoP will occur at the Region 9 Head Start Association Family Engagement and Cultural Effectiveness. Cynthia Yao, Regional Program Manager for the Office of Head Start has made attendance at this launch a requirement of SETA's participation in the CoP. (See notification)

In alignment with the CoP guidance, the Children and Family Services (CFS) staff recommends sending three (3) staff (Education/ Family Engagement) and one (1) parent as representatives of SETA's Community of Practice team to the Region 9 Head Start Association Family Engagement & Cultural Effectiveness Conference in Honolulu, Hawaii during the week of October 24-27, 2023. Anticipated costs are approximately \$3000 per persons and will cover travel, lodging and per diem.

RECOMMENDATION:

Approve out of state travel to the Region 9 Head Start Association Family Engagement & Cultural Effectiveness Conference

PRESENTER: Karen Griffith

**From:** [Yao, Cynthia \(ACF\)](#)  
**To:** [Karen L. Griffith](#)  
**Cc:**  
**Subject:** Acceptance into the Region 9 SSRSYAAB Community of Practice: Please Respond ACCEPT or DECLINE  
**Date:** Wednesday, September 6, 2023 3:31:43 PM  
**Importance:** High

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Hello Region 9 Directors!

We are pleased to inform you that your application has been reviewed and your program is selected to participate in the Region 9 Supporting School Readiness Success of Young African American Boys (SSRSYAAB)! We are very excited to bring this pilot program and opportunity for you to engage in a Community of Practice (CoP) focused on supporting your team in implementing a culturally responsive, strength-based approach to addressing the school readiness needs of African American boys and their families. As part of your selection into this CoP, you will be provided with individualized technical assistance in developing an implementation plan as well as opportunities to receive training and technical assistance with other CoP participants through in person and virtual events. The kick-off and launch of the SSRSYAAB CoP is scheduled to occur at the Region 9 Head Start Association Family Engagement and Cultural Effectiveness Conference from October 24-27, 2023 in Honolulu, Hawaii. We are working on possible pre-conference event tentatively scheduled for the afternoon of October 24<sup>th</sup>. Your team's attendance at this launch is a requirement of your participation in the CoP. Here is a link to register and make hotel reservations for the conference: <https://www.region9hsa.org/conferences/family-engagement-and-cultural-effectiveness/overview/> We are currently developing out the schedule for this year-long commitment and plan to share the remaining in person event dates during the kick off meeting.

If you are no longer interested or unable to attend the required launch, please let us know **no later than Friday, September 8<sup>th</sup>**, so that we can review and accept other interested recipients into this community of practice. Please accept or decline this selection by emailing: Karina Garcia at [karina.garcia@stginternational.com](mailto:karina.garcia@stginternational.com) with your decision. Thank you again for applying and we are looking forward to an exciting new year exploring the integration of school readiness and supports to children and families.

Cynthia Yao  
Regional Program Manager  
Office of Head Start – Region 9  
90 – 7<sup>th</sup> Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103

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## ITEM III-D-ACTION

### APPROVAL TO CHANGE HEAD START PROGRAM APPROACH FOR THE PROGRAM YEAR 2023-2024

#### BACKGROUND:

This agenda item provides the opportunity for The Policy Council to approve Program Approach changes for Sacramento City Unified School District (SCUSD) and San Juan Unified School District (SJUSD), both SETA delegate agencies for program year 2023-2024.

With the requested program approach changes for San Juan USD and Sacramento City USD, class-size waivers for new classrooms/centers are also being submitted and removed for others previously granted waivers.

#### Proposed Changes:

##### San Juan Unified School District (SJUSD)

SJUSD will be exchanging the classes currently serving 24 children in a LDO model. There is no overall change to the number of children being served.

- Four (4) classes at Marshall Elementary will be changed from LDO (HS/CSPP Wrap) with 24 students per class to Duration classes with 20 children each.
- In lieu of this change, four school sites in proximity to Marshall namely Cottage, Encina, Howe and Ralph Richardson that are approved to operate a Duration class in each school site will change to LDO (HS/CSPP Wrap) to accommodate 24 students in each class. The change will support the 16 slots displaced from Marshall Head Start.

##### Sacramento City Unified School District (SCUSD)

Staffing challenges and changes at the district level necessitate program modifications to the centers serving Head Start. The district will not operate the Head Start -TK collaboration classes which will shift 48 slots back to stand alone preschool classes. Additionally, there is a relocation of 20 slots due to construction.

- In 2023-24, SCUSD is approved to expand its HS/TK/CSPP collaboration model with 48 slots co-mingled with TK and CSPP enrollment slots distributed in 9 school sites with the SCUSD boundaries. Due to a shift in the configuration of the TK collaborative classrooms to TK only and the need to address staff shortages in preschool classrooms, there are reassignments of teachers to preschool classrooms. Hence, SCUSD will no longer operate a HS/TK/CSPP collaboration program option.

- All 48 HS slots that were approved in the HS/TK/CSPP collaboration model are being proposed to operate as two (2) HS/CSPP collaboration classes of 24 students each. The two HS/CSPP collaboration classes will be in C.A. Jones Skills Center, a former Head Start location and John Bidwell Elementary, an existing Head Start location.
- Nicholas Elementary will have a scheduled school renovation that will displace its HS/CSPP Wrap class. The construction is expected to take at least two years. The class at this site will be moved to C.B. Wire Elementary.

### Request for Class-size Waivers

The proposed changes for San Juan USD and Sacramento USD will necessitate a request for class-size waivers for new centers. The following is a summary of the class-size waiver request:

Center (Classroom)	Class ID with Approved Class Size Waiver	Proposed Class-size Waiver	Action Requested
<b>San Juan USD</b>			
Marshall Rm 2	1707 R	-	Remove
Marshall Rm 3	1707X	-	Remove
Marshall Rm 4	1707S	-	Remove
Marshall Rm 8	1707T	-	Remove
Cottage Rm B2		1709V	Add
Encina Rm U4		1712W	Add
Howe Rm J1		1725R	Add
Ralph Richardson Rm 1		1719X	Add
<b>Sacramento City USD</b>			
Nicholas Elementary K3	1826 R	-	Remove
Earl Warren Classroom P2	1803Y	-	Remove
Edward Kemble Classroom P1	1804 Y	-	Remove
Ethel Phillips Classroom D7	1805 Y	-	Remove
Isador Cohen Classroom 2	1847 Y	-	Remove
John Bidwell Classroom 21	1813 Y	-	Remove
Mark Twain Classroom 14	1853 Y	-	Remove

Martin Luther King, Jr. Classroom 30	1892Y	-	Remove
Parkway Classroom P1	1827 Y	-	Remove
Susan B. Anthony Classroom 24	1820 Y	-	Remove
C. B. Wire Classroom P10	-	1824R	Add
CAJ Skills Center Classroom 1A	-	1834R	Add
John Bidwell Classroom 21	-	1813S	Add

There is no net fiscal impact for these proposed changes.

**RECOMMENDATION:**

Approve Program Approach change for both Sacramento City Unified School District and San Juan Unified School District for Program Year 2023-2024.

**PRESENTER:** Karen Griffith

## 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
  - In Need of Diapers?
  - Monthly Yoga with Rola
  - Out-of-School Youth
  - Work for California State Job Fair

#### **NOTES:**



# IN NEED OF *Diapers?*



**CALL OR VISIT OUR OFFICE TODAY!**



In partnership with the Sacramento Food Bank and Family Services, ARI provides FREE diapers for infants and children. Please call or visit any of our locations if you are in need of diapers.

**ARI HEADQUARTERS**  
6270 ELDER CREEK RD.  
SACRAMENTO, CA 95824  
916-454-1892

**ARI JOB CENTER**  
2411 ALHAMBRA BLVD. STE. 110  
SACRAMENTO, CA 95817  
916-324-6202

**ARI CITRUS HEIGHTS**  
5750 SUNRISE BLVD. STE. 100  
CITRUS HEIGHTS, CA 95610  
916-745-4313



# MONTHLY YOGA WITH ROLA

**EVERY 2ND THURSDAY 8:30-AM-9:30AM**

ARI HEADQUARTERS | 6270 ELDER CREEK RD, SACRAMENTO, CA 95824

## BRING

- water
- yoga mat
- block or bolster  
(pillow/rolled towel)



SCAN QR CODE  
TO SIGN UP!

PLEASE WEAR COMFORTABLE CLOTHES & ARRIVE 10 MINUTES EARLY

Rola (Ru-lah) is the founder and the organizer of ĩama yoga. She is a Registered Yoga Teacher (RYT) and will be offering restorative yoga class, which is an alignment-focused practice that includes muscle-conditioning, strength-building, and breathing techniques.







# OUT-OF-SCHOOL YOUTH PAID WORK EXPERIENCE PROGRAM

ARE YOU 18-24 YEARS OLD AND NEED A JOB?

## About the Program

ARI Youth Employment Program is currently seeking out-of-school youths looking for opportunities to gain work experience or plan for higher education.

Participants will have access to one-on-one mentoring, employment training, and support services including funding assistance to attend training/post-secondary school.

This program requires a 2-year commitment.



## Eligibility Requirement

- Out of School Youths and Graduates
- Parent or Pregnant
- Foster Care or Unhoused
- Have a Disability
- Limited Work Experience
- Low Income
- Meet Eligibility Barriers
- Must reside in Sacramento County

## Program Benefits

- Paid Work Experience
- Employment Support Services
- GED Preparation
- Transportation Assistance
- Case Management
- Life Skills Development
- Academic and Career Exploration



For more information call 916-324-6202  
Email [Lindsey.T@asianresources.org](mailto:Lindsey.T@asianresources.org) or  
[Petra.V@asianresources.org](mailto:Petra.V@asianresources.org)



# Work for **No Degree Required** **California State Job Fair**

## Oct. 3 | 9 a.m. - 1 p.m.

Sacramento Employment and Training Agency  
925 Del Paso Blvd, Ste 100, Sacramento

Think you need a college degree to work for the State of California? Think again! There are plenty of state careers that don't require a college degree.

### Find your next career! Opportunities include:

- Agricultural Aide
- Agricultural Technician
- Custodian
- Legal Secretary
- Office Assistant
- Office Technician
- Pest Prevention Assistant I/II/III
- Personnel Specialist
- Plant Quarantine Inspector
- Program Technician
- Senior Legal Typist
- Student Assistant
- And more!



Scan with your phone or visit  
[Talentspace](#) to register.

Over 40 state departments are hiring. Join us, meet recruiters and attend workshops!

Hosted By



SACRAMENTOWORKS  
A SETA PROGRAM

Work for  **No Degree Required**  
**California State Job Fair**

# WORKSHOPS

**Oct. 3 | 9 a.m. - 1 p.m.**

Sacramento Employment and Training Agency  
925 Del Paso Blvd, Ste 100, Sacramento

## FIRST SESSION

- **9:30 a.m.** - How to Begin Your State Career
- **10 a.m.** - Tailoring Your State Application
- **10:30 a.m.** - Preparing for a State Interview

## SECOND SESSION

- **11 a.m.** - How to Begin Your State Career
- **11:30 a.m.** - Tailoring Your State Application
- **12 p.m.** - Preparing for a State Interview



Scan with your phone or visit  
[Talentspace](#) to register.



Hosted By



SACRAMENTOWORKS  
A SETA PROGRAM

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, June 1, 2023  
10:00 a.m.

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

Ms. Vang called the meeting to order at 10:00 a.m. The roll was called and a quorum was established.

Members Present:

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

Members Absent:

Sophia Scherman, Member, Public Representative  
Patrick Kennedy, Chair, Board of Supervisors

**II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

*Pursuant to Government Code Section 54957.6*

*Agency Negotiator: Dee Contreras*

*Employee Organization: AFSCME Local 146*

Closed Session was entered at 10:06 a.m. Returned from Closed Session at 10:35 a.m. There was nothing to report out.

**III. Consent Items**

- A. Approval of Minutes of the April 27, 2023 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Moved/Desmond, second/Guerra, to approve the following consent items:

- A. Approval of Minutes of the April 27, 2023 Special Board Meeting
- B. Approval of Claims and Warrants for the period 4/21/2023 through 5/19/2023

C. Approval to Extend the Agreement with Community Link Capital Region for the 2-1-1 Sacramento Human Services Database

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

**IV. Action Items**

**A. GENERAL ADMINISTRATION/SETA:**

1. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2023-2024

Ms. Saurbourne introduced herself and reviewed the item. She highlighted the following changes from the prior year:

- Head Start (HS)/Early Head Start (EHS) budget increase due to Cost-of-Living Adjustment (COLA);
- Increases in State funding;
- Reduction in Children and Family Services (CFS) Department budget for HS and EHS due to the end of one-time American Rescue Plan (ARP) and Coronavirus Response and Relief Supplemental Appropriations (CRRSA) funding;
- Slight increase in Workforce Innovation and Opportunity Act (WIOA) funding in Workforce Development Department (WDD);
- Increase in discretionary grants for WDD;
- Refugee Social Services (RSS) funding continues to increase as more refugees are arriving in Sacramento County;
- SETA received Regional Equity and Recovery Partnership (RERP) funds from the California Workforce Development Board (CWDB) in the amount of \$670,313;
- Second round of Prison to Employment (P2E) funding is anticipated;
- The reduction in some of the items on the budget is due to one-time funding sources that are not continued beyond this year.

Ms. Saurbourne advised that 45.5% of the SETA budget is spent on salaries and fringe benefits for SETA's staff; about 43% is sent out to subcontractors and obligations in the community. The budget will be finalized in August as some funding sources are still coming in and might change based on the end of the fiscal year spending as well.

Moved/Guerra, second/Desmond, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public; schedule a Public Hearing on the Final Budget; and direct staff to post and

publish notice of that Public Hearing on the Final Budget to commence on August 3, 2023 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board Meeting Room at 925 Del Paso Boulevard, Sacramento, California.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

2. A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit

This item was removed from the agenda.

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

1. Ratification of the Acceptance of Prison to Employment (P2E) Funds from the Golden Sierra Job Training Agency and the Execution of the Funding Agreement, and Authorize the Executive Director to Execute Modifications to the Agreement of Other Documents Required by the Funding Source

Mr. Walker reviewed this item. He advised that in August 2022, the Golden Sierra Job Training Agency submitted a regional application to CWDB on behalf of the Capital Region's Workforce Boards, including Golden Sierra Job Training Agency, Yolo County, North Central Counties Consortium, and SETA. The Region was awarded \$1,111,298 in April 2023 to serve the formerly-incarcerated and other justice-involved individuals. SETA's subaward is \$566,762, and the subgrant agreement was executed on April 24, 2023. Under the agreement, SETA will subcontract with Asian Resources, Inc., the Greater Sacramento Urban League, La Familia Counseling Center, and the Elk Grove Unified School District jail program. Services will include case management, needs assessments, job readiness training/assistance, Pre-Apprenticeship Training, and Vocational Training.

Moved/Guerra, second/Desmond, to ratify the acceptance of \$566,762 in P2E Funds and the execution of the funding agreement, and authorize the Executive Director to execute modifications or other documents required by the funding source.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

Community Services Block Grant:



2. Approval of the Appointment of Low-Income Organizations to Democratically Elect Low Income Sector Representatives and Alternates to Serve on the Community Action Board (CAB), and Authorize the Executive Director to Select from the List to Backfill Vacancies

Ms. Davis-Jaffe reviewed the item. She advised that the Community Action Board (CAB) is comprised of twelve members. SETA is looking to replace one open seat for low-income individuals. The application was received from Our Kids Community Breakfast Club. The applicant has extensive experience working with low-income individuals and youth in Del Paso Heights in North Sacramento. Approval of this item will help CAB obtain feedback on how to ensure that SETA is serving the whole community of Sacramento with our low-income members representing the community interest.

Ms. Davis-Jaffe requested the following portion of the recommendation previously stated in the item be removed: “, and authorize the Executive Director to select from the list to backfill vacancies”.

3. Approval of the 2024-2025 Community Services Block Grant (CSBG) Community Action Plan

Moved/Guerra, second/Desmond, to approve the following action items:

- B-2. Approve the appointment of Our Kids Community Breakfast Club as a low-income sector organization to democratically elect Low-Income Sector representatives and alternates to serve on the Community Action Board, as indicated on the attached chart.
- B-3. Approve the 2024-2025 Community Services Block Grant Community Action Plan.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

One Stop Services:

4. Agree with the Sacramento Works, Inc. Workforce Development Board to Approve the Funding Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, for Program Year 2023-2024

Ms. Mechals reviewed the item and attachments provided in the packet. She advised that five top-ranked providers are recommended for full funding based on their request. Of seventeen applications received, two are for new providers

(California Indian Manpower and Lutheran Social Services). Ms. Mechals stated that during the last Sacramento Works Board (SWB) meeting on May 24, 2023, this item was approved with the exception of Goodwill Industries. SWB members expressed concerns over Goodwill Industries' history of health and safety issues. They directed legal counsel to work with SETA staff to review and make a determination as to whether the historical health and safety issues had been addressed. To fulfill this recommendation, SETA's team and the legal counsel met with the current President of Goodwill Industries. They confirmed that Goodwill Industries has no current or pending litigation regarding health or safety issues and that the historical health and safety issues had been resolved. In addition, he confirmed to SETA that the organization had recently obtained a three-year Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation that signifies the quality of the certified program operator.

Moved/Desmond, second/Guerra, to approve the staff funding recommendation for the WIOA, Title I, Youth Program, PY 2023-2024; and approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

5. Agree with the Sacramento Works, Inc. Board to Approve the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan for Program Year 2023-2024

Mr. Kim reviewed the item. He advised that this annual agreement with SWB item establishes how funds allocated to Sacramento County through WIOA, Adult and Dislocated Worker programs will support services, activities, and functions within the Sacramento Works Job Center System. Mr. Kim corrected the Recommended Resource Allocation Plan, FY 2023-2024, attached to the item in the packet: the header's program year of the second to last column should read 2023-2024.

Moved/Guerra, second/Desmond, to approve the WIOA Resource Allocation Plan for Program Year 2023-2024.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

6. Approval of Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Adult and Dislocated Worker Programs, Program Year 2023-2024

Mr. Kim reviewed the item. He advised that the purpose of this item is to request the Board's approval to extend contracts for the subcontracted Job Centers to cover the last year under the previous four-year Request for Proposals (RFP), Program Year 2023-2024. Mr. Kim shared that SETA plans to release the new RFP for the next cycle.

Moved/Guerra, second/Desmond, to approve the staff funding recommendation for the WIOA, Title I, Adult/Dislocated Worker Programs as listed on the attached chart, and approve the stipulation that all Job Center contracts will include the requirement that a minimum of 20 percent of the funds be expended on training services.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

7. Agree with the Sacramento Works, Inc. Board to Approve an application to the California Workforce Development Board for Local Area Subsequent Designation and Workforce Development Board Recertification

Mr. Kim reviewed the item. He advised that this is another agreement with SWB item to approve the submission of an application to the state requesting approval to continue to designate the Sacramento Works, Inc. Board as the local workforce development board for the City and County of Sacramento.

Moved/Desmond, second/Guerra, to approve the submission of an application to the California Workforce Development Board for Local Area Subsequent Designation and recertification of the local workforce development board, Sacramento Works, Inc.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

Refugee Services: No Items

**C. CHILDREN AND FAMILY SERVICES:**

1. Approval of Budget Modification for Head Start/Early Head Start Program Year 2022-2023

Ms. Griffith introduced herself and reviewed the item. She advised that this item supports the need for the SETA Operated Head Start/Early Head Start program budget modification request for funds from 2023-2023 Basic funding based on new Office of Grant Management guidance established in April 2023. The new process requires an approved Budget Modification from the Administration for Children and Families (ACF) prior to requesting a carryover. This budget modification reflects under-spent Personnel and Fringe Benefits funds due to various personnel vacancies throughout the program year and includes funds from Elk Grove School District and Twin Rivers School District. These funds were reallocated based on the data received from the Safe Environment Specialists, which provided detailed analysis of the centers for risks. The plan being submitted is based on these results. It revealed the following areas for improvement: aging play and shade structures, aging materials in classrooms, and the need for building maintenance and repair in areas such as painting, concrete, drainage, and turf.

Ms. Griffith explained that any carryover funds must be allocated to a project that will be completed in the next fiscal year as a one-time cost and, therefore, cannot be applied toward an ongoing salary increase. The carryover funds will be only available for the next 12 months. Additionally, per federal regulation 45 CFR §75.430 (f) and ACF-IM-HS 22-04, §4, SETA is not in the position to use under-spent funds as incentives for staff due to a lack of written policy(ies) that are agency approved, vetted by the fiscal specialist for Region IX, approved by SETA Policy Council and SETA Governing Board; nor has any such policy(ies) been negotiated with the American Federation of State, County and Municipal Employees (AFSCME).

Ms. Griffith stated that this budget modification is presented to the Board within the required timelines for carrying these funds into the next program year, keeping them in Sacramento County. In the future, once the funds are carried over, if there is a change in scope for these funds due to other decision-making, another budget modification may be submitted, making changes to those funds.

Ms. Norma Johnson, the public participant, introduced herself and stated that she speaks on behalf of staff in the field regarding this budget modification in particular. She noted that the federal government had given programs the option to offer retention bonuses. Ms. Johnson pointed out that most of the money saved is from the Head Start unit in the field. Ms. Johnson insisted retention bonuses should have been included in negotiations on Cost-of-Living Adjustment (COLA) for Head Start with AFSCME. She also stated that COVID-19 funds could be used for retention bonuses and that staff is probably unaware of this. Ms. Johnson shared that all of the programs she knows of gave their staff or at least field staff retention bonuses and that SETA is the only agency that did not

do that. She encouraged giving staff retention bonuses that will use a part of under-spent and COVID-19-related funds. Ms. Norma Johnson requested the Board not approve this item or delay approval of this item while negotiations continue.

Mr. Guerra thanked all Early Childhood Education (ECE) staff and Ms. Johnson for her life dedication to ECE. He stated that this Board had taken an important step forward in the last couple of years by creating a City and County-wide task force on ECE so there is a significant focal point of the effort to help families. Mr. Guerra asked about the consequences of not approving this item today and delaying it. He noted that he would like to have an opportunity to work through this problem. Ms. Griffith responded that if SETA cannot modify the budget, carryover cannot be requested within the timelines required, and the funds will be returned to the federal funding entity. This information was confirmed by Program Special at Region IX in San-Francisco, Dow-Jane Pai.

Ms. Griffith stated that in the last two years, SETA had received a total of 7.7% COLA from the Office of Head Start. SETA has given their teaching staff 16-24% COLA between last years and this year's negotiated terms. She stated that this is more than what SETA was provided by the federal government. SETA made program changes and cuts to give a higher COLA to employees. Ms. Griffith advised that one-time payments don't make a substantial change for employees. SETA is impacting the wage of the employees' long term because wages compound as they build year after year and go towards retirement. The one-time payments were just one of the many retention ideas given by ACF, and the other was to increase wages for sustainability, and that is what SETA has done.

Mr. Guerra thanked SETA's staff for their work. He agreed that increasing the salaries, particularly for those in a retirement system is an important factor because the bonuses don't count towards retirement. However, he stated that a path forward to finding a solution for the field staff should be discussed. Mr. Guerra confirmed with Ms. Griffith that if this budget modification is approved today, the funds will stay with SETA, and another budget modification can be made in the new program year should there be a new intended purpose for such funds. Additionally, he directed staff to have a deeper conversation with labor partners on this matter. Ms. Hernandez agreed that SETA will have a conversation with the labor partners to agree on a possible path to use these funds in the fiscal year 2023-2024 once the policy is in place.

Mr. Desmond agreed with Mr. Guerra and stated that the budget modification should be made to keep the funds in Sacramento County but continue to discuss and possibly modify the use of some of these funds in the future. He expressed his concern that if the decision on budget modification is delayed to get closer to a drop-dead date, it may be challenging for this Board to meet in time to make a decision.

Ms. Vang thanked SETA staff for all of their great work and Ms. Johnson for her passionate public comment on the retention bonuses. She was in support of all the comments made by Board members previously.

Moved/Desmond, second/Guerra, to 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, and direct SETA staff to have the conversation with labor partners on the path forward to responding to the question of retention and bonuses.

Roll call vote:

Aye: 3 (Guerra, Vang, Desmond)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Kennedy)

**V. Information Items**

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

**VI. Reports to the Board**

- A. Chair: No Report
- B. Executive Director: No Report
- C. Deputy Directors:  
Ms. Saurbourne advised that this past year the auditors in the management letter recommended that SETA formalize an information security policy for the agency. She informed the Board that SETA is putting such policy in place to address the issues on the management letter. Ms. Saurbourne also followed up on the requested reasons for low response levels during the Audit Request for Proposals (RFP) process compared to the last procurement levels. Those reasons included a lack of capacity, inability to make an appropriate proposal, and not being selected in the previous RFP processes.

Ms. Saurbourne introduced a new Fiscal Chief, Mario Maslac, who started today.

Ms. Griffith advised that SETA Children and Family Services (CFS) will have a federal review June 12-16. She reported that the field staff and leadership team are excited to showcase their work to reviewers.

D. Counsel: No Report

E. Members of the Board: No Report

F. Public: None

**VII. Adjournment:** The meeting adjourned at 11:12 a.m. in memory of Terri Carpenter.

**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, July 6, 2023  
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:00 a.m. The roll was called and a quorum was established.

Members Present:

Eric Guerra; Vice Mayor, City of Sacramento  
Mai Vang, Vice Chair, Mayor Pro Tem, City of Sacramento  
Sophia Scherman, Member, Public Representative  
Patrick Kennedy, Chair, Board of Supervisors  
Rich Desmond, Member, Board of Supervisors (*arrived and seated at 10:14 a.m.*)

Members Absent:

**II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

*Pursuant to Government Code Section 54957.6*

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 10:03 a.m. Returned from Closed Session at 10:13 a.m. There was nothing to report out.

**III. Consent Items**

- A. Approval of Minutes of the June 1, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Add Solvera Consulting to SETA's Vendor Services List

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

- A. Approval of Minutes of the June 1, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants for the period 5/19/2023 through 6/16/2023
- C. Approval to Add Solvera Consulting to SETA's Vendor Services List



Regarding Item III-C, Mr. Kennedy asked if there is something specifically related to assist community based nonprofit organizations and partners on federal reporting requirements, as this is often where these smaller organizations get caught up. Ms. O’Camb advised that this was within the scope of service and the leadership team (coordinators and managers) is expected to help develop their capacity to administer federal and state-funded programs. Recently there was a reporting workshop that took place for all SETA contractors and partners.

Mr. Desmond arrived and was seated at 10:14 a.m.

Roll call vote:

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

Nay: 0

Abstention: 1 (Desmond)

Absent: 0

#### **IV. Action Items**

##### **A. GENERAL ADMINISTRATION/SETA:**

1. Approval of Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit

Ms. Saurbourne introduced herself and reviewed the item. The Resolution and the negotiated salary and health insurance contribution increases will be effective Pay Period 16, 2023. SETA and the American Federation of State, County, and Municipal Employees (AFSCME) met on May 25 and June 7, 2023, to discuss the Federal Cost of Living Adjustment (COLA) increases. On June 20, 2023, AFSCME held a ratification vote for the Head Start Unit, where members voted and resulted in ratification of the tentative agreement.

Moved/Guerra, second/Scherman, to approve the Resolution and the negotiated salary and health insurance contribution increases effective Pay Period 16, 2023, pay period dates of 7/09/2023 through 7/22/2023, pay date of August 4, 2023.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

##### **B. WORKFORCE DEVELOPMENT DEPARTMENT: No items**

Community Services Block Grant: No items

One Stop Services: No items

Refugee Services: No Items

**C. CHILDREN AND FAMILY SERVICES: No items**

**V. Information Items**

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report: No Questions

C. Dislocated Worker Update: No Questions

D. Unemployment Update/Press Release from the Employment Development Department: No Questions

E. Head Start Reports:

Ms. Griffith shared the Office of Head Start monitoring report of SETA's Focus Area 2 Federal review received yesterday. She announced that there were no findings, no areas of concern, or non-compliance. Ms. Griffith stated that it was a wonderful glowing report and that she is very proud of SETA's staff that participated. She thanked Mr. Guerra and Ms. Vang for their participation in Board Members' interview. Ms. Scherman and Mr. Kennedy congratulated Ms. Griffith on a great review.

Mr. Kennedy asked for the reasoning for lowered Head Start spending during the last ten months. Ms. Griffith explained that the spending appears lower due to vacancies and other one-time funding sources. However, there is no impact on the program. The under-spend funds will be carried over into the next program year.

Mr. Kennedy advised on the resignation of the Sacramento City Unified School District (SCUSD) Superintendent and encouraged SETA to continue communication with Interim SCUSD Superintendent Lisa Allen.

**VI. Reports to the Board**

A. Chair: No Report

B. Executive Director:

Ms. Hernandez advised on the All Staff meeting, scheduled for Friday, August 4, 2023, 9:00 a.m.-4 p.m. at Citrus Heights Community Center. She extended the invitation to all the members of the Board. The keynote speaker, Niki Spears, participated in various conferences involved with education, Head Start program and is known for being community-centered and community-driven. Ms.

Hernandez also advised that SETA is holding quarterly Coffee Chat sessions that help lift communication barriers and provide an opportunity to share the great work

of SETA's teams. Additionally, SETA will have a Town Hall meeting tomorrow, Friday, July 7, 2023, co-sponsored by AFSCME Local 146 to engage all SETA staff in conversation about the agency's future.

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Mr. Guerra thanked SETA for working through Labor Negotiations, for outreach and communication with the community and staff, and for providing refugee support to newcomers.

F. Public: None

**VII. Adjournment:** The meeting adjourned at 10:36 a.m.

**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, August 3, 2023  
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:00 a.m. The roll was called and a quorum was established.

Members Present:

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

Members Absent:

Eric Guerra; Vice Mayor, City of Sacramento

**II. Consent Items**

- A. Approval of Minutes of the July 6, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Accept Funding from the Sacramento Municipal Utility District (SMUD) to Provide On-The-Job Training Services, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source

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

- A. Approval of Minutes of the July 6, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants for the period 5/19/2023 through 6/16/2023
- C. Approval to Accept Funding from the Sacramento Municipal Utility District (SMUD) to Provide On-The-Job Training Services, and Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source

Roll call vote:

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

Nay: 0  
Abstention: 0  
Absent: 1 (Guerra)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA:**

##### **1. TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:**

Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2023-2024

Mr. Maslac introduced himself and reviewed the final SETA fiscal year 2023-2024 budget, which increased by \$11,847,562 over last year. The most significant change from the recommended budget approved on June 1 is an increase to \$2,916,667 in fixed assets due to budget modification approved on June 1, listed under the Schedule of Appropriations. Additionally, there was a significant increase in the refugee support services funding due to additional funding for Ukrainian refugees' housing programs and some carryover changes. The rest of the variance comes from the projections for the rest of the fiscal year versus the actual costs incurred for this fiscal year ending on June 30, 2023.

Moved/Scherman, second/Desmond, to adopt the attached Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2023-2024

Roll call vote:  
Aye: 4 (Vang, Desmond, Scherman, Kennedy)  
Nay: 0  
Abstention: 0  
Absent: 1 (Guerra)

##### **2. Approval of Reappointment to the Sacramento Works Workforce Development Board**

Mr. Kim reviewed the reappointment of Mr. Jasso to the Sacramento Works Workforce Development Board for a three-year term.

Moved/Vang, second/Scherman, to approve the reappointment of Mr. Jasso to the Sacramento Works Workforce Development Board for a three-year term beginning August 6, 2023

Roll call vote:  
Aye: 4 (Vang, Desmond, Scherman, Kennedy)  
Nay: 0  
Abstention: 0

Absent: 1 (Guerra)

**B. WORKFORCE DEVELOPMENT DEPARTMENT:**

General/Discretionary: No items

Community Services Block Grant:

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2024 Program Year

Ms. Davis-Jaffe introduced herself and reviewed the item. SETA is the designated Community Action Agency for Sacramento County and takes pride in serving the community. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address needs, services, and recommendations identified in the Community Action Plan that the SETA Governing Board approved on June 1, 2023. The Community Action Board approved the CSBG RFP at its July 12, 2023 meeting, with the following recommended changes:

- Greater emphasis on the promotion of the Strengthening Families Protective Factors Framework Logic Model in the language of the RFP, and;
- Inclusion of an additional statement on the priorities for service not presented in order of importance. Additional language and requirements about being equity-focused and intentional about the intersection of issues facing low-income community members were also included.

Those changes have been made. If approved by the Governing Board today, the CSBG RFP will be released on August 4, 2023, at 1:00 p.m. Proposals are due on September 14, 2023, at 4 p.m.

Moved/Desmond, second/Scherman, to approve the CSBG Request for Proposals for the 2024 Program Year.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

One Stop Services: No items

Refugee Services:

2. Non-Competitive Procurement Finding and Approval to Augment Funds to Refugee Program Service Providers Under the Refugee Support Services (RSS) Housing Assistance for Ukrainians (HAU) Grant, Program Year (PY) 2022-2024

Ms. O’Camb introduced herself and reviewed the item. She advised that housing and utility assistance will be limited to individuals enrolled in SETA’s Refugee Support Services (RSS) program. The supporting letter from the Department of Social Services, former State Refugee Coordinator Kathy Yang, as well as individual provider awards, were provided in the packet.

Moved/Scherman, second/Desmond, to find that non-competitive procurement for the augmentations is appropriate, and approve the funding augmentation recommendations for the nine RSS employment program providers for PY 2022-2023, as indicated in the attached funding charts.

In addition, approve the following stipulation:

1. Providers must maintain status as recipients of RSS employment program funding, and must provide case management services to eligible participants.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

**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 advised that the Yellow Freight tracking company is closing all its California locations. SETA will hold a conference call with representatives from the South Sacramento location to assist potential dislocated workers. More information will be provided in the next meeting.

D. Unemployment Update/Press Release from the Employment Development Department: No Questions

E. Head Start Reports: No Questions

**V. Reports to the Board**

A. Chair: No Report

B. Executive Director:

Ms. Hernandez advised that the SETA's All Staff meeting at Citrus Heights Community Center is tomorrow. She extended the invitation to all the members of the Board and hoped to see them at some portion of the program.

Ms. Hernandez shared that SETA was invited to participate in the Good Jobs, Great Cities Learning Network, organized by the National League of Cities. She thanked the City of Sacramento for allowing SETA to join their efforts.

SETA has been conversing with various workforce partners and hearing more and more about professionals coming into Sacramento to work in the clean energy space. A concerted effort is happening to build more connections to complement and supplement each other in that approach. SETA will continue to advocate for a more inclusive placement process emphasizing underserved populations and support the network of partners in workforce development.

Ms. Hernandez advised that the California Workforce Development Board approved the SETA Workforce Development Board's application and was awarded \$5 million through the High Road Training Partnership which will support work around Aggie Square.

This week trainings were held in the Children and Family Services Department for teaching personnel in preparation for a new school year.

Last weekend SETA held a very successful Head Start recruitment event. Over forty job offers were made on the spot. The outreach to partners was very effective, as well, staff efforts on the event day. Ms. Hernandez acknowledged the SETA staff's hard work, especially during the summer months, as they prepare to go back into the rigorous programs, whether in Workforce or in Childhood Education Programs.

C. Deputy Directors:

Ms. Griffith introduced herself and acknowledged UC Davis nurse interns joining today's meeting. They assist SETA by providing health screenings and health activities to children in-service, as well as training and TB tests to SETA's staff. SETA values the great partnership with the UC Davis Betty Irene Moore School of Nursing.

Mr. Kennedy thanked nurse interns for their commitment to embarking on one of the most difficult jobs in serving the community.

D. Counsel:

Mr. Thatch advised on the requested information regarding the selection process used for the agency's Executive Director. The memo was distributed to the Board Members in late May. The Law Office of Gregory Thatch looked at other joint powers agencies with the city and the county. The Governing Board Members at those agencies play a



significant role in selecting the Executive Director. The law office offered the language that could be amended to the current Joint Powers Agreement by the decision of the Board of Supervisors and City Council.

Mr. Kennedy requested Ms. Hernandez to work with the Counsel to agendaize the topic for a future meeting.

E. Members of the Board: No Report

F. Public: None

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

ITEM V

COMMITTEE REPORTS

**V. Committee Reports**

- Executive Committee Meeting: Ms. Donna Bonner

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- Budget/Planning Committee Meeting: Ms. Donna Bonner

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- Social/Hospitality Committee: Ms. Donna Bonner

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- Personnel/Bylaws Committee Meeting: Ms. Donna Bonner

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NOTES:

ITEM VI

OTHER REPORTS

BACKGROUND:

- A. INTERIM EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Interim Executive Director (Ms. D'et Saurbourne) 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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# Seta Head Start

## Food Service Operations Monthly Report

### \*August, 2023

7/31/23 - 8/4/23 - Parker closed due to Mandatory Training.  
 8/3/23 - 8/4/23 - CP Huntington / Phoenix Park closed due to Mandatory Training  
 8/4/23 - All Staff Mandatory Training.  
 8/10/23 - Grizzly Hollow closed due to main water pip broke in complex.  
 8/15/23 - Kennedy closed due to water being turned off.  
 8/25/23 - Homebase had a field trip to Safetyville we prepared 75 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	35,460	32,080	32,080	1
<b>Total Amount of Meals and Snacks Prepared</b>				<b>99,695</b>
<b>Purchases:</b>				
Food	\$103,578.64			
Non - Food	\$9,486.96			
<b>Building Maintenance and Repair:</b>			<b>\$0.00</b>	
<b>Janitorial &amp; Restroom Supplies:</b>			<b>\$0.00</b>	
<b>Kitchen Small Wares and Equipment:</b>			<b>\$0.00</b>	
<b>Vehicle Maintenance and Repair:</b>			<b>\$1,609.25</b>	
<b>Vehicle Gas / Fuel:</b>			<b>\$2,867.55</b>	
Normal Delivery Days			22	

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**August 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>	1544	129	<b>8%</b>	699	92	<b>13%</b>
<b>Twin Rivers USD</b>	160	30	<b>19%</b>	56	1	<b>2 %</b>
<b>Elk Grove USD</b>	480	34	<b>7%</b>			
<b>Sac City USD</b>	676	71	<b>11%</b>	16	2	<b>13%</b>
<b>San Juan USD</b>	888	48	<b>5%</b>	164	2	<b>1%</b>
<b>WCIC</b>	100	0	<b>0%</b>			
<b>COUNTY TOTAL</b>	<b>3848</b>	<b>312</b>	<b>8%</b>	<b>935</b>	<b>97</b>	<b>10%</b>

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (08/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
Elk Grove USD	480	373	0	78%
Sacramento City USD	676 (48) <sup>d</sup>	36	0	75%
San Juan USD	888	534	208 (79%)	60%
SETA	1,544	1,079	34 (71%)	70%
Twin Rivers USD	160	149	0	93%
WCIC/Playmate	100 (0) <sup>d</sup>	N/A	N/A	N/A
<b>Total</b>	<b>3,848 (3,140)<sup>e</sup></b>	<b>2,171</b>	<b>242 (75%)</b>	<b>69%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (08/31/23)</b>	<b>(b) % of capped/closed</b>	<b>(c) % Actual to Funded</b>
San Juan USD	164	153	0	93%
SETA	699	608	37 (92%)	87%
Twin Rivers USD	56	29	20 (81%)	52%
SCUSD	16	0	16 (100%)	0%
<b>Total</b>	<b>935</b>	<b>790</b>	<b>73 (92%)</b>	<b>84%</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 summer months.

## **Reasons for Program Under Enrollment**

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

- Due to programmatic changes, EGUSD experienced a staffing shortage for both teachers and paraeducators, affecting full enrollment.
- Parents continue to inquire if teachers have been hired before accepting placement and vacant slots.

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

- Limited staff at American Legion and Elder Creek EHS, affecting full enrollment of 16 slots.
- During the summer months there is only a total of two 12-month teachers, and two 12-month instructional aides. Finding substitutes throughout the summer was challenging and affected the enrollment of students attending on a consistent basis throughout the summer.
- Return to full services September 5, 2023.
- Goal is to have this site to at least 90% by the end of September.

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

- Limited staffing shortages in positions that support classroom ratio and enrolment.
- Classroom(s) closed across 6 locations due to limited staffing: Davie; Encina; Garfield; Howe; Ralph Richardson; Sunrise- totaling 208 enrollment slots.
- Incurred a Type A violation at one site, which meant WRAP sites were moved to other locations.
- Finalizing Teacher Placements which impact participant placements in classrooms.

### ***SETA***

- The following sites have classroom(s) capped due to limited staff: Hiram; Marina Vista; Northview - totaling 38 enrollment slots.
- Florin, Illa Collin and Walnut Grove pending license for EHS classrooms- totaling 33 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 30 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 1 Home Visitor for SCOE.

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

- The following sites have classroom(s) capped due to limited staff: Rio Linda and Village- totaling 20 enrollment slots.
- Classrooms 1403P, 1403Q, and 1403W have returned to the Rio Linda site for the first time since 2021/22. The zip codes for the Rio Linda service area are: 95652, 95660, 95673.
- Vacancies in the following staffing positions: Head Start Site Supervisor, 9 ECE Para Educators, 4 Teachers, and Family & Community Liaisons.

### ***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: Advertise programs through the district website and social media platforms.
- High impact sites with secured staffing continue to maintain an active waitlist for any open spot within the 95624 and 95758 zip codes.

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

- Continuing to attend community events, word of mouth, collaborating with the Assistant Superintendent, ELC, Family Engagement Coordinator, and the Parent Advisor to discuss and exchange ideas about recruitment for our program that will increase our preschool enrollment.
- Collaborating with SCUSD Communications Department to create unique ways to advertise our preschool programs to present to the community the services we provide and the programs we have available to families. Following up 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 to make the process smoother and easier to navigate.

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

- Recruiting by attending community events in Fair Oaks to help fill slots on East-End of District, canvassing apartments, neighborhoods and contacting local within the 95864; 95608; 95821; 95825, 95610, 95622 zip codes.
- Program manager and ECE admin are continuing to meet regularly with HR to ensure that positions are posted.
- Home-Based socializations are planned at various library and community spaces to showcase our program and information is being distributed to non-attending families.
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas.

### ***SETA***

- 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, SETA Job Fair. Employment offers were accepted during August for the following positions: 3 Family Services Worker, 11 Associate Teachers, 3 LT/IT.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: National Night Out, Galt Job & Resource Fair, Del Paso Block Works, Free Hair Cut Tuesday, and Care Fest. Through these recruitment events, 15 Interest Forms were completed by families inquiring of Head Start services.

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

- All of the vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommends staffing to HR for hiring.
- Contracted with Child Care Careers (CCC) substitute to temporarily fill the vacancies.
- Assist individual families to acquire documents prior to enrollment appointments.
- Flyers were provided for recruitment for at the following locations: The Department of Human Services, Farmers' Markets throughout the service area, Convenience Stores, Rio Linda Public Library, Del Paso Heights Public Library, and Wal-Mart on Watt Ave.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months have started the transitioning process. EHS families who are transitioning have been contacted to start the HS registration process.

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

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



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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