

GOVERNING BOARD

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County of Sacramento

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Vice Mayor
City of Sacramento

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Board of Supervisors
County of Sacramento

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Mayor Pro Tem
City of Sacramento

ADMINISTRATION

D'ET SAURBOURNE
Interim Executive Director

KAREN GRIFFITH
Deputy Director

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Sacramento, CA 95815

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Website:
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Thought of the Day:

"Success comes from knowing that you did your best to become the best that you are capable of becoming."

Author: John Wooden

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

DATE: Tuesday, November 28, 2023

TIME: 9:00 a.m.

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

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

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- D. Head Start Managers' Reports
- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services

- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing.

E. Open Discussion and Comments

F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 22, 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:

- _____ Fienishia Wash, Outgoing Chair, Community Representative
- _____ Laura Quinones-Neri, Community Agency Representative
- _____ Debra Cummings, Community Agency Representative
- _____ Graciela Garduno, EHS San Juan Unified School District
- _____ Nadera Jamili, San Juan Unified School District

Seats Vacant:

- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, EHS San Juan Unified School District
- _____ 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, EHS Twin Rivers 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, EHS SETA-Operated Program
- _____ Vacant, EHS SETA-Operated Program
- _____ Vacant (Pierce), SETA-Operated Program
- _____ Vacant (Torres), SETA-Operated Program
- _____ Vacant (Taneja), SETA-Operated Program
- _____ Vacant, (Escalona), SETA-Operated Program
- _____ Vacant, SETA-Operated Program
- _____ Vacant, SETA-Operated Program
- _____ Vacant, Community Agency Representative

_____ Vacant (Stone Smith) Community Agency Representative
_____ Vacant, Foster Parent Representative
_____ Vacant, Grandparent Representative
_____ Vacant (Wash) Outgoing Chair
_____ Vacant, Parent Ambassador
_____ Vacant, Parent Ambassador
_____ Vacant, Past Parent Representative
_____ Vacant, Past Parent Representative

**** 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	X	X	
Vacant Seated	WCIC													
Vacant Seated	SOP													
S. Key Seated 11/22	PP	X	X	X	E/ PCB	X	X	X	X	X	X	E/ PCB	E	
Vacant Seated	SOP													
R. Jones Seated 2/28	SAC				X	X	X	X	X	X	X	X	E/ PCB	
G. Garduno S/B/S: 11/21	SJ/EHS													
J. Mitchell Seated 11/22	ELK	X	X	E	X	X	X	E	U	X	X	X	X	
Vacant Seated	HB													
N. Jamili S/B/S: 11/21	SJ													
R. Schapira Seated 1/24	CAR	E	E	X	X	E	U	X	X	X	X	X	X	
L. Quinones-Neri S/B/S: 11/21	CAR													
D. Cummings S/B/S: 11/21	CAR													
Vacant Seated	TR													
F. Wash S/B/S: 11/21	OC-CR	X	X	X	X	X	X	X	X	X	X	X	X	
Vacant Seated	SOP													
Vacant Seated	PP-GP													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PA	Parent Amabassador
PPR	Past Parent Representative
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

RS: Reseat

∗: Special Meeting

Current a/o 11/21/2023

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 24, 2023
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the October 24, 2023 regular meeting.

RECOMMENDATION:

That the Policy Council approve the October 24, 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, October 24, 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
Rosemary Schapira, Community Agency Representative
Jessica Mitchell, Elk Grove Unified School District

Members Absent:

Stephen Key, Past Parent/Community Representative (*excused*)
Royal Jones, Sacramento City Unified School District (*excused/PC business*)

II. Consent Item

A. Approval of the Minutes of the September 26, 2023 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Schapira, to approve the September 26, 2023 minutes as distributed.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

III. Action Items

A. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:

Final Reading of Modifications to the Bylaws of the SETA-Operated head Start/Early Head Start Policy Council

Ms. Wash opened the public hearing at 9:04 a.m. She reviewed changes to the Policy Council (PC) Bylaws.

There were no questions from the public.

Ms. Wash closed the public hearing at 9:07 a.m.

Moved/Bonner, second/Mitchell, to hear any additional testimony and take action to close the public hearing and approve the amendments to the PC Bylaws as attached.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

B. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:

Approval of Changes to the SETA Personnel Policies and Procedures Sections 9 and 11

Ms. Wash opened the public hearing at 9:08 a.m.

Mr. Richardson introduced himself and reviewed the item. He advised that in light of changes to new California laws, updated Labor Agreements, and Federal Regulations, SETA has conducted a thorough review of Section 9 to update all leave related policies, added Section 11.21 for a new mandated Lactation Accommodation policy, and added Section 11.22 for a new Personally Identifiable Information (PII) policy. Due to the repeal of the vaccine mandate from the Office of Head Start, Section 11.20 may be permanently removed.

There were no questions from the public.

Ms. Wash closed the public hearing at 9:10 a.m.

Moved/Bonner, second/Mitchell, to open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Sections 9 and 11.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

C. TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:

Approval of SETA Longevity Compensation Policy

Ms. Wash opened the public hearing at 9:11 a.m.

Mr. Richardson reviewed the item. He stated that during the Governing Board Meeting on June 1, 2023, Agency staff was tasked to work with AFSCME to discuss incentive compensation options. The Labor Management Committee (LMC) consisting of Agency staff and AFSCME representatives, met on June 22, 2023, August 11, 2023, and September 13, 2023. This policy is a direct outcome of those meetings.

The purpose of this policy shall be to retain and reward qualified employees for their continuing employment with SETA, as well as to enhance the total benefits package for recruitment purposes. While this is intended to be an ongoing benefit, it will be subject to funding capacity and grant approval processes.

In accordance with federal guidelines, the LMC came to a resolution as to what an effective and sustainable longevity compensation policy would look like in order to reward employees who have remained in service with SETA for a minimum of five (5) years. The incentive would begin with a \$500 incentive on the pay period following the five (5) year anniversary. Every subsequent five (5) year anniversary would see a \$250 increase to that incentive amount.

There were no questions from the public.

Ms. Wash closed the public hearing at 9:13 a.m.

Moved/Bonner, second/Mitchell, to open a public hearing, take public testimony, and take action to close the public hearing and approve the Longevity Compensation Policy and update Personnel Policies and Procedures Section 8 (Compensation).

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

D. Approval to Submit a Request to Carry Over Funds from Program Year 2022-2023 to Program Year 2023-2024 for Head Start and Early Head Start

Ms. Griffith reviewed the item. She advised that the total amount of the Carryover request is \$10,136,494 from 2022-2023 to 2023-2024. Of that, over 6M is contractual, meaning those are funds for the delegate agencies. SETA has been currently meeting with the delegate agencies to determine their plans to ensure that this funding is allocated and spent in the next program year.

SETA is requesting a carryover request of Head Start and Early Head Start/CCP Basic funds, in the amount of \$3,599,197, to purchase and complete unfinished equipment-related items (Four HVACS, Four Play Structures, Shade Structure at Walnut Grove, and Office Pod at Northview) complete unfinished building deferred maintenance projects and purchase classroom supplies/materials/furniture that have been delayed due to supply chain issues as a result of the pandemic from program year 2022-2023. The request is to allow flexibility in spending the funds for an additional 12 months.

SETA delegates plan to use the Carryover funds for shade structures, flooring, carpeting, classroom furniture, and paving, as well as professional development for their staff.

Ms. Bonner raised a concern over the safety in the parking lot for the Bannon Creek site. Ms. Griffith stated that she has recently met with the Facilities Director for the Twin Rivers Unified School District (TRUSD). The TRUSD Facilities Director committed to more safety signage around the SETA sites. Ms. Griffith will follow up on this matter.

Moved/Bonner, second/Mitchell, to approve the submission of a carryover request for Program Year 2023-2024, from Head Start supplemental duration grant in an amount not to exceed \$10,136,494.

Roll call vote:

Aye: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

E. 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/Mitchell, second/Bonner, 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: 3 (Bonner, Mitchell, Schapira)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Key, Jones)

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Han reviewed the fiscal report for the two months of the 2023-2024 program year ended on September 30, 2023. Year-to-date Countywide expenditures are at 12.1%. To be on the budget, it should be around 16.67%. Mr. Han advised that this is due to some delegate agencies being behind on submitting their claims. Administrative expenditures are at 10.4% countywide, which is below the 15% maximum. 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. SETA reached out to the delegate agencies and confirmed that they are confident in their ability to spend these funds before the expiration date. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace for the beginning of the new program year. The Travel (Out-of-State) and Head Start/Early Head Start (HS/EHS) Training or Staff Developments/Parent Aids is high due to recent multiple out-of-state conferences and trainings. The Nutrition Services for EHS are on the hired end. SETA contracted with the new vendor in hopes of better pricing. Mr. Han also reminded the Policy Council that the Nutrition Service Program is one month ahead of the Head Start program. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary.
- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised on the HSAC Community Event, scheduled for November 14, 2023, at 9 a.m.
- Community Resources – Parents/Staff:
Ms. Wash reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Ms. Sheri Green-Johnson reviewed the recruitment data from September 15, 2023, through October 13, 2023 provided as backup information to the agenda packet.

C. Governing Board Minutes for September 7, 2023: No questions

V. Committee Reports

- Executive Committee:
The next meeting will be held in person on October 30, 2023, at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee Meeting:

The next meeting will be held in person on November 14, 2023, at 1:00 p.m., at the SETA Administrative building.

VI. Other Reports

A. Interim Executive Director's:

Ms. Saurbourne announced that Ms. Sheri Green-Johnson was promoted to HR Manager. She also thanked Policy Council members for their dedication, hard work, and meeting attendance.

B. Head Start Deputy Director's Report:

Ms. Griffith congratulated members on a great End-of-the-Year Celebration event. She thanked Ms. Schapira for the keynote speech and thought the content was wonderful.

Ms. Griffith spoke about last week's Delegate/Partners Kick-Off event. The keynote speaker, Ms. Dana Staser from Dana Staser Consulting, provided helpful strategies to get the program on track with performance standards, goals, and monitoring aspects. Ms. Griffith said it was beneficial for both SETA internal staff and Delegates as SETA looks at creating a new five-year grant cycle application as well as new five-year goals.

Ms. Griffith pointed out that included in the packet, there are activities in the community for July through October that SETA Head Start attended for recruitment of qualified families as for the month of September, Preschool is at 76%, and Early Head Start is at 85%. She encouraged Policy Council members to continue to recruit for Head Start.

C. Chair's Report:

Ms. Wash advised that next month there will be meeting for the Parent Ambassadors Committee. The exact time and date is to be determined.

D. Head Start Managers' Reports

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

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

Ms. Lamb shared her experience attending the School Readiness breakout room during the Delegate/Partners Kick-Off event. She stated they had group discussions about the School Readiness goal for the next grant cycle. It has been decided that the current School Readiness goal to increase child outcomes by developing and strengthening social-emotional competencies, family partnerships, and staff development remains standing for the next grant cycle.

Ms. Lamb agreed with Ms. Wash and recognized the importance of building relationships amongst teams and agencies so there is a foundation of trust and respect that will then extend into the classroom and to working with families, and it starts together internally.

Ms. Lamb advised that a safety phrase for when classroom staff have a moment that is not conducive to a safe, healthy learning environment was decided on, and it is: "I need a coffee break."

Ms. Schapira stated that she supports the chosen safety phase as there have been many conversations about parallel processes and modeling what we expect in children, and it's a good example for children to see how adults healthily regulate themselves. Ms. Schapira stressed the importance of wrap-around services for families so that when children come to the classroom, they are in the capacity and ready to learn.

- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Blaney introduced herself and reported on behalf of Ms. Ocegueda. She advised on the Hemoglobin Risk Assessment that was recently developed with assistance from community doctors to ensure that children enrolled in the program are up to date on the Bright Futures EPSTT schedule, where they are supposed to have hemoglobin risk assessment at regular intervals. SETA rolled out Hemoglobin Risk Assessment for Family Service Workers and Home Visitors to complete with families if there is none from the doctor to help make sure children's health is being thoroughly followed up on.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing: No report

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 9:49 a.m.

ITEM III-A-ACTION

ELECTION OF COMMUNITY REPRESENTATIVES AND ALTERNATES FOR
PROGRAM YEAR 2023-2024

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2023-2024. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: B. Community Representatives

Additional PC members shall include:

- Two (2) Parent Ambassador Representatives 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.
- 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.

Applications will be distributed at the board meeting. Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect two Community Representatives and two Alternates.

Past Parent Representatives:

Alternates:

Grandparent Representatives:

Alternates:

Foster Parent Representatives:

Alternates:

Community Agency Representatives:

Alternates:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B-ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING
APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND
PROCEDURES SECTION 9

BACKGROUND:

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, and the work environment.

In light of changes to new California laws, SETA has added a new policy to Section 9.22, Reproductive Loss Leave, and updated Section 9.18, Paid Sick Leave for Temporary Staff.

The new policy, 9.22, Reproductive Loss Leave, is being added to be compliant with CA Senate Bill 848 which grants employees up to 5 days of unpaid protected leave following a reproductive loss event. A “reproductive loss” includes: miscarriage, failed surrogacy, stillbirth, unsuccessful “assisted reproduction” (such as artificial insemination or embryo transfer), or failed adoption. A copy of the new policy is attached for review.

Section 9.18, Paid Sick Leave for Temporary Staff, has been updated to be compliant with SB-616 which increases the minimum hours of sick leave available for temporary employees. A redlined copy of the policy is attached for review.

Both of the new requirements go into effect January 1, 2024.

The Governing Board is scheduled to take action on the policy on December 7, 2023.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personnel Policies and Procedures Sections 9.18 (Paid Sick Leave for Temporary Employees) and Section 9.22 (Reproductive Loss Leave).

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Reproductive Loss Leave

Section 9.22

Employees who have worked for SETA for at least 30 days will be eligible for up to five (5) days of protected reproductive loss leave. This leave shall be unpaid, however, the employee may utilize paid leave accruals, including paid sick leave, if they so choose.

A “reproductive loss” includes: miscarriage, failed surrogacy, stillbirth, unsuccessful “assisted reproduction” (such as artificial insemination or embryo transfer), or failed adoption.

In the event that an employee suffers more than one reproductive loss within a 12-month period, the Agency shall not grant more than 20 days total of protected reproductive loss leave within a 12-month period.

Reproductive loss leave may be taken on non-consecutive days but must be taken, in full, within three (3) months of the event.

If prior to or immediately following a reproductive loss event, an employee is on a leave of absence, the employee shall complete their reproductive loss leave within three (3) months of the end date of the other leave.

Employees requesting leave under this policy may be required to submit appropriate documentation. For confidentiality purposes, all documentation should go directly to Human Resources.

Unprotected Leave

A protected reproductive loss leave will turn into unprotected leave under the following conditions:

1. The time off needed exceeds five (5) days for one event
2. The time off needed goes beyond the three (3) month timeframe
3. The time off needed for multiple events exceeds 20 days in a 12-month period

CA Senate Bill SB-848 – Leave for Reproductive Loss

Paid Sick Leave for Temporary Staff

Section 9.18

Sick leave ~~credits-hours~~ shall be earned by temporary ~~staff-employees~~ that are paid through the SETA payroll system in accordance with the California Paid Sick leave requirements.

- A. Sick leave ~~credit hours~~ shall ~~accrue to the employee upon completion of the regular work assignment on the last day of the bi-weekly pay period in which in it is earned~~ be issued upon hire and will be replenished the first pay period of every calendar year.
- B. Sick leave is ~~accrued-administered~~ as follows:
- a. ~~Sick leave shall accrue on the basis of 1 hour per 30 hours worked, and may be accumulated up to 48 hours or 6 days. On the first day of the calendar year, or upon date of hire, temporary employees shall receive an allotment of forty (40) hours of paid sick leave.~~
- C. Temporary staff, that have completed at least ninety (90) days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
- a. Physical or mental illness
- b. On or off-the job injury
- ~~e. Necessary medical or dental care, as long as they had provided reasonable notice to their scheduling supervisor.~~
- ~~c.~~
- d. Exposure to or active contagious disease ~~under circumstances by which~~ such that the health of employees or ~~members of~~ the public would be endangered by the attendance of the employee.
- e. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period or death in the employee's immediate family
- f. Pregnancy and childbirth
- ~~g. Attendance, at any location, during a serious medical treatment or operation, including childbirth, performed upon a spouse, child or close living relative residing with the employee.~~
- ~~h.g. An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or s~~Specified purposes for an

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Leave

Paid Sick Leave for Temporary Staff

employee or family member who is a victim of domestic violence, sexual assault, or stalking.

D. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, or exposure to a contagious disease.

~~E. An employee may use up to 24-40 hours of sick leave in a 12-month period. To utilize the benefits, the temporary staff member/employee must request payment of sick leave hours, which hours can only be used on a day that the temporary staff member/employee was scheduled to work or was working. The agency reserves the right to request documentation regarding the need to utilize sick leave.~~

~~E.F. Paid sick leave hours for temporary employees that are unused at the end of the last pay period of the calendar year shall not be carried over into the following 12-month period.~~

~~F.G. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.~~

~~G.H. Accrued Unused sick leave benefits/hours will not be cashed out upon termination. However, if a temporary staff member/employee returns within a year of terminating their employment their previous balance will be restored if within the same calendar year.~~

~~H. In the event that any of the terms or provisions of this policy are declared invalid or unenforceable by any Court of competent jurisdiction or any Federal or State Government Agency having jurisdiction over the subject matter of this Agreement, the remaining terms and provisions that are not affected thereby shall remain in full force and effect.~~

~~I. In the event that any of the terms or provisions of this policy are altered due to changes in Local, State, or Federal law those changes will take effect in lieu of the terms outlined in this policy, but the remaining terms and provisions that are not affected thereby shall remain in full force and effect.~~

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Paid Sick Leave for Temporary Staff

Section 9.18

Sick leave hours shall be earned by temporary employees that are paid through the SETA payroll system in accordance with the California Paid Sick leave requirements.

- A. Sick leave hours shall be issued upon hire and will be replenished the first pay period of every calendar year.
- B. Sick leave is administered as follows:
 - a. On the first day of the calendar year, or upon date of hire, temporary employees shall receive an allotment of forty (40) hours of paid sick leave.
- C. Temporary staff, that have completed at least ninety (90) days of employment, may utilize their accumulated sick leave when unable to perform their work duties by reason of:
 - a. Physical or mental illness
 - b. On or off-the job injury
 - c. Necessary medical or dental care
 - d. Exposure to or active contagious disease such that the health of employees or the public would be endangered by the attendance of the employee.
 - e. Illness, serious medical treatment, or operation in the employee's family, including parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, sibling, or designated person. *Designated person is defined as a person identified by the employee at the time the employee requests paid sick days permitted to one designated person per 12-month period
 - f. Pregnancy and childbirth
 - g. Specified purposes for an employee or family member who is a victim of domestic violence, sexual assault, or stalking.
- D. The Agency may also require a fitness for duty examination or release upon return from absence for a serious illness, or exposure to a contagious disease.
- E. An employee may use up to 40 hours of sick leave in a 12-month period. To utilize the benefits, the temporary employee must request payment of sick leave hours, which hours can only be used on a day that the temporary employee was scheduled to work or was working.
- F. Paid sick leave hours for temporary employees that are unused at the end of the last pay period of the calendar year shall not be carried over into the following 12-month period.

- G. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited.

- H. Unused sick leave hours will not be cashed out upon termination. However, if a temporary employee returns within a year of terminating their employment their previous balance will be restored if within the same calendar year.

ITEM III-C-ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:
APPROVAL OF WAGE INCREASE FOR HEAD START PARENT INTERN
(TEMPORARY) CLASSIFICATION

BACKGROUND:

Beginning on January 1, 2024, the minimum wage in California will be increasing to \$16.00 per hour. The current wage for the position of Head Start Parent Intern (Temporary) is \$15.50 per hour. The Agency will need to increase the hourly rate for the Head Start Parent Intern (Temporary) classification to \$16.00 in order to comply with the new state minimum wage.

The Governing Board is scheduled to take action on the policy on December 7, 2023.

RECOMMENDATION:

Open a public hearing, take public testimony, close the public hearing, and take action to approve the hourly wage increase for Head Start Parent Intern (Temporary) from \$15.50 to \$16.00 per hour effective January 1, 2024.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D-ACTION

TIMED ITEM 9 A.M. AND PUBLIC HEARING:

APPROVAL OF NEW JOB SPECIFICATION AND SALARY SCHEDULE FOR CHILDREN AND FAMILY SERVICES QUALITY ASSURANCE COORDINATOR (SUPERVISORY)

BACKGROUND:

In the past few years, the need for ongoing monitoring and support of SETA’s delegates operating Head Start/Early Head Start SETA Operated Program has grown. SETA has also acquired additional funding from California Department of Education and California Department of Social Services which requires increased oversight of regulation adherence. As a result, additional support is needed in leadership of SETA’s Quality Assurance unit.

The Quality Assurance Coordinator (Supervisory) position coordinates and supervises the delivery and compliance of quality assurance services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; provides and coordinates planning, development, implementation, training and technical assistance and delivery of monitoring and standards to the Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; ensures compliance through ongoing review, monitoring and follow-up support. Coordinates and participates in the development of the self-assessment, community assessment, PIR and annual report and monitors program activities to ensure all grantee and delegate agency operated Early Head Start/Head Start programs meet or exceed performance standards and adheres to other relevant regulations; and performs related work as required.

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

	Step A	Step B	Step C	Step D	Step E	Step F
CHILDREN AND FAMILY SERVICES QUALITY ASSURANCE COORDINATOR (SUPERVISORY)	\$30.08	\$31.58	\$33.16	\$34.82	\$36.56	\$38.39

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

RECOMMENDATION:

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

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START/ EARLY HEAD START COORDINATOR (QUALITY ASSURANCE) (SUPERVISORY)

ORGANIZATIONAL RESPONSIBILITY

A Head Start Coordinator/Early Head Start (Quality Assurance) is responsible to the Deputy Director, Children and Family Services (CFS) Department or designee.

DEFINITION

Under general direction, coordinates and supervises the delivery and compliance of quality assurance services for the Head Start/Early Head Start programs, including federal, state and local regulations, policies and procedures; provides and coordinates planning, development, implementation, training and technical assistance and delivery of monitoring and standards to the Head Start/Early Head Start programs and services throughout the area served by the Sacramento Employment and Training Agency; ensures compliance through ongoing review, monitoring and follow-up support. Coordinates and participates in the development of the self-assessment, community assessment, PIR and annual report and monitors program activities to ensure all grantee and delegate agency operated Early Head Start/Head Start programs meet or exceed performance standards and adheres to other relevant regulations; and performs related work as required.

INTERPERSONAL SKILLS EXPECTATIONS

- Must be able to listen, interact positively and professionally, and get along with all persons of various social, cultural, economic, and educational backgrounds in a respectful and productive manner.
- Must be able to establish and maintain cooperative working relationships with the majority of the staff.
- Must be self-directed and able to work collaboratively, ready and willing to work on daily assignments and special projects, with quick turnaround and a can-do attitude.
- Must be open and able to share, discuss and work through ideas with others in order to establish and maintain cooperative working relationships.

DISTINGUISHING CHARACTERISTICS

This classification is assigned to develop and evaluate programs provided by the grantee and delegate agency operated Head Start/ Early Head Start programs in the area served by the Sacramento Employment and Training Agency. Responsibilities include quality assurance, project management and development, tracking and reporting compliance, training, monitoring, evaluating all services in the grantee operated program and the Child and Adult Care Food Program (CACFP).

EXAMPLES OF ESSENTIAL DUTIES

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

1. Develops and implements effective monitoring systems to ensure that the program meets or exceed performance standards and adheres to other relevant regulation.

2. Monitors and evaluates program activities, system procedures, policies and procedures of the grantee operated programs and delegate agencies to ensure compliance with program performance standards, federal, state and local regulations.
3. Performs reviews and analysis on compliance on all Head Start/Early Head Start systems and reports findings to management and delegate agency operated Head Start/Early Head Start programs.
4. Develop, organize and implement requirements pertaining to compliance with Head Start regulations, including the annual Self-Assessment process, USDA/CACFP monitoring, and the development of the quality improvement plans.
5. Works collaboratively with the fiscal department to ensure CACFP claims are submitted accurately and timely.
6. Oversees CACFP and coordinates monitoring functions of meal services for compliance with Federal and State regulations regarding type, service size, timing, proper storage, handling, preparation, delivery, and serving of food.
7. Provides detailed reports which indicate areas of noncompliance and deficiencies, recommends actions to be taken, according to applicable protocols and performance evaluation standards.
8. Develop policies and procedures pertaining to quality assurance and monitoring.
9. Perform field evaluations and follow-up reviews.
10. Coordinates facilities and classroom inspections at all centers.
11. In conjunction with management, develops monitoring projects to meet the program goals and objectives.
12. Assist Management team with the planning and providing training and/or technical assistance regarding Quality Assurance, Program Design, Management and Improvement, as needed.
13. Conduct desk audits to ensure accurate ChildPlus monitoring report data.
14. Develops ongoing monitoring, evaluation standards, instruments and procedures.
15. Maintain systems, database, files, etc. ensuring security and confidentiality of data.
16. Researches areas for best practices and system improvement to be implemented by the Head Start/Early Head Start program.
17. Researches federal, state and local regulations, policies and procedures for best practices and monitoring system improvement to be implemented by the Head Start/Early Head Start program.
18. Maintains a thorough knowledge of Head Start policies and procedures, changes and updates to Federal, State and Local regulations. This includes participation in relevant groups or meetings
19. Assist with special projects, programs, events and other duties as needed.

20. Perform other related duties as assigned by the Head Start/Early Head Start Manager or Director.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Head Start/Early Head Start and SETA programs and functions.
- Head Start Performance Standards, OHS Monitoring Review Protocols, and Title 22, Child Care Licensing Regulations.
- Early Childhood Education (Head Start Early Learning Outcomes Framework, Quality Rating Improvement System, Infant/Toddler Environmental Rating Scale (ITERS), Early Childhood Environmental Rating Scale (ECERS), Classroom Assessment Scoring System (CLASS).
- USDA/CACFP requirements for child care food programs.
- Staff development and training; and coaching techniques
- Microsoft Office.

AND

Ability to:

- Plan, organize and supervise the work of others.
- Provide training for the grantee and delegate agency operated Head Start/ Early Head Start program's Head Start staff.
- Speak and write effectively.
- Ensure proper maintenance of monitoring records.
- Ensure program compliance with all federal, state and local regulations.
- Maintain records and prepare reports.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.

AND

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

- I. At least three (3) years minimum of professional level experience in quality assurance delivery, including two years in the Head Start program, or two (2) years of successful supervisory experience.

OR

- II. Any advanced education, such as a bachelor's degree (or higher) in social services, child/ human development, business management, Organizational Development/ Management, data management systems or related field is highly desirable.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California Driver's License is required. A good driving record of at least three (3) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

PHYSICAL DEMANDS/QUALIFICATIONS

Essential Physical Attributes:

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
 - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
 - Understand conversation in person or on the phone.
3. Sufficient Vision to:
 - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
 - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
 - Sit for long periods of time throughout the day;
 - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
 - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
 - Move from one area in the workplace to another.

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
 - America's Job Centers of California, Sacramento Works, Inc.
 - Community Services Block Grant Program
 - SETA's Refugee Program

NOTES:

Sacramento Works, Inc. America's Job Centers of California (AJCC)

SITE LOCATION	PHONE	PUBLIC ACCESS HOURS	ORIENTATIONS	LANGUAGES
Asian Resources AJCC 2411 Alhambra Blvd., Ste. 110 Sacramento, CA 95817	P: (916) 324-6202 F: (916) 324-6230	M-F 8:00 - 4:30	Walk-in Basis MON-FRI @ 8:00-3:00 p.m.	English, Hmong, Bisayan, Spanish, Vietnamese, Russian, Pashto, Farsi, Turkish, Cantonese, Ukrainian, Lao, Thai, Tagalog, Punjabi, Urdu, Dari
PRIDE Industries AJCC (Crossroads) 7011 Sylvan Road, Suite A Citrus Heights, CA 95610	P: (916) 676-2540 F: (916) 721-0288	M-Th 9:00-4:30 F (Call) 9:00-12:00	Walk-in Basis M-TH 9:00-4:30 p.m. Call for appt. FRI 9:00 -12:00 p.m.	English, Russian, Spanish,
Elk Grove – South County AJCC* 8401 A Gerber Road Sacramento, CA 95828	P: (916) 793-2319 F: (916) 689-3470	M-TH 8:30 - 4:00 F 8:30 -12:00 TH-until 7P during school yr.	Every other WED @ 10 a.m. Call for more information	English, Spanish, Cantonese, Farsi, Dari, Pashto, Urdu, Hindi
Folsom Cordova AJCC 10826 Gadsten Way Rancho Cordova, CA 95670	P: (916) 294-9107 F: (916) 361-8683	M - Th 9:00 - 3:00 F (Call) 9:00 - 12:00	Walk-in Basis M-TH @ 9:00-4:30 p.m. Call for Appointment FRI @ 9:00 -12:00 p.m.	English, Spanish, Russian, Dari, Farsi, Hindi, Armenian, and Arabic, Ashanti
Franklin/Florin AJCC * 3801 Florin Road, Suite 107 Sacramento, CA 95823	P: (916) 282-0711	M-TH 8:30 - 4:30 Appointment Only F 8:30 - 12:00 Virtual Only	Walk-in Basis & TUES @ 9:00 a.m. Virtual	English, Cantonese, Mandarin, Hmong, Spanish
Fruitridge Community Collaborative 4625 44 th Street Sacramento, CA 95820	P: (916) 435-6760	M-TH 8:30 – 4:00 F 8:30-12:00 By Appointment	Call for Appointment	English, Spanish
Galt AJCC * 1000 C Street, Ste. 100 Galt, CA 95632	P: (209) 744-7702 F: (209) 744-7719	M-TH 8:30 - 5:00 F 8:30 - 1:00	MON @ 9:00 a.m. (Must Pre-Register)	English, Spanish
Greater Sacramento Urban League AJCC 3725 Marysville Boulevard Sacramento, CA 95838	P: (916) 286-8600 F: (916) 614-9001 Resource Room: P: (916) 286-8623	M, T, TH 9:00 - 4:00 W 9:00 - 4:00 Walk in Basis	Call for Appointment (must pre-register)	English, Spanish



COMMUNITY SERVICES BLOCK GRANT PROGRAM

The SETA Community Action Board's mission is to coordinate a community response to address the root causes of poverty in Sacramento County



ABOUT US

The Sacramento Employment and Training Agency (SETA) operates the Community Services Block Grant (CSBG) program for Sacramento County. The program provides a network of resources and services in hopes of reducing poverty. Our goal is to empower Sacramento County residents to become self-sufficient through long-term and emergency support.

TYPES OF SERVICES

SETA's CSBG partner agencies provide a variety of services to income-eligible Sacramento County residents including:

- Rental Assistance
- Employment Support
- Utility Assistance
- Driver's License Support
- Food assistance
- Transportation
- Eviction Avoidance
- Clothing Support
- Homelessness Services
- Skills development
- Training
- Case Management

SETA CSBG 2023 PARTNER AGENCIES

- Elk Grove Adult and Community Education (EGACE)
- Folsom Cordova Community Partnership
- Francis House Center
- International Rescue Committee
- La Familia Counseling Center, Inc.
- My Sister's House
- Opening Doors
- South County Services
- The Salvation Army (TSA)
- River City Food Bank
- Volunteers of America
- Waking the Village
- Women's Empowerment
- World Relief



FOR ADDITIONAL INFORMATION, CONTACT US!

Arys Scott

916-263-6705

CSBG@seta.net

Are You a Refugee in Need of a Job?



SETA's Refugee Program Service Providers can help!

If you have been in the U.S. less than five years and live in Sacramento County, you may be eligible for FREE:

- English Language Instruction
- Employment Services, including Job Placement and Job Retention Assistance
- Supportive Services to Help You Succeed (Employment Supports, and Housing, Utilities, and Technology Assistance)

Through our program providers, you will gain the knowledge and skills needed to land a job, or to get back to work!

To get started, call one of our nine providers today to find out if you qualify for our program services.

Asian Resources, Inc. 5750 Sunrise Blvd. #100 (916) 745-4313	Bach Viet Association, Inc. 1050 Fulton Ave., #110 (916) 481-0340
Elk Grove Adult and Community Education 8401 Gerber Rd. (916) 793-2325	Folsom Cordova Community Partnership 10826 Gadsten Way (916) 294-9107 exts. 840505/840503
Folsom Cordova Adult School 10850 Gadsten Way (916) 294-9106	International Rescue Committee 2020 Hurley Way #420 (916) 482-0120
Lao Family Community Development, Inc. North Sacramento Location (916) 393-7501	Lao Family Community Development, Inc. South Sacramento Location (916) 359-2788
Sacramento City Unified School District/ CAJ 5451 Lemon Hill Ave. (916) 395-5802 main line, ext. 701059/701065 (916) 826-0967 Remote Job Coach Line	Twin Rivers Unified School District 5703 Skvarla Ave (916) 566-2785 ext. 25111

"Helping refugees succeed since 1983"



We Are Hiring

Apply Now

Join the University of California Nutrition Education Program!

We're searching for someone who can spearhead outreach and education within after-school programs and preschool classrooms. As a Nutrition Educator, you will coordinate, and deliver youth nutrition education and physical activity classes.

The Ideal Candidate Will:

- be self-directed,
- enjoy working with children,
- have excellent communication skills,
- have a demonstrated experience with program coordination and delivery
- have a desire for on-going professional development in the field of nutrition and health.

Responsibilities include:

Conducting engaging sessions encompassing learner-centered activities like demonstrating culturally authentic recipes, meal planning, teaching food safety, interpreting nutrition labels, physical activity and sharing gardening techniques. Additionally, this role involves offering guidance to partner agencies and schools to enhance their policies, systems, and environments, ultimately aiming to improve health outcomes.

APPLY NOW AT:

<https://ucanr.edu/about/jobs/?jobnum=2676>

or scan the QR code:



The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, age or protected veteran status. If you have questions, please email the Human Resources Department.

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, October 5, 2023
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:03 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

IV. Action Items

A. GENERAL ADMINISTRATION/SETA

2. Approval of Recommendations for Amendments to the Sacramento Employment and Training Agency Joint Exercise of Powers Agreement

Legal Counsel reviewed the item. This matter was continued from the Governing Board's meeting of September 7, 2023, to address issues raised during that meeting regarding the process for appointment of the Executive Director.

Staff and Legal Counsel propose that your Board consider these two options and select either Option One or Option Two for recommendation to the City Council and Board of Supervisors to amend Section 14 of the JPA to modify the Executive Director selection process.

OPTION ONE.

"The Governing Board shall appoint an Executive Director who shall serve at the pleasure of the Governing Board."

OPTION TWO.

“The Governing Board, in consultation with the County Executive and City Manager, shall appoint an Executive Director who shall serve at the pleasure of the Governing Board.”

Moved/Kennedy, second/Desmond, to approve amendments to the Sacramento Employment and Training Agency Joint Exercise of Powers Agreement to: (1) revise procedures for Appointment of the Executive Director as provided in the Option 2; (2) increase the authority of SETA to contract for goods and services up to the amount of the federal Simplified Acquisition Threshold; (3) authorize staff and legal counsel to present the proposed amendments to the Sacramento County Board of Supervisors and the Sacramento City Council for review and approval.

Roll call vote:

Aye: 3 (Desmond, Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

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 10:08 a.m. Returned from Closed Session at 10:18 a.m. There was nothing to report out.

Supervisor Desmond left the meeting at 10:18 a.m.

III. Consent Items

- A. Approval of Minutes of the September 7, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Retiree Medical insurance Subsidy for Calendar Year 2024
- D. Approval of Out of State Travel to Attend the 2023 Region 9 Head Start Association Family Engagement and Cultural Effectiveness Conference

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

- A. Approval of Minutes of the September 7, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Retiree Medical insurance Subsidy for Calendar Year 2024
- D. Approval of Out of State Travel to Attend the 2023 Region 9 Head Start Association Family Engagement and Cultural Effectiveness Conference

Roll call vote:
Aye: 3 (Vang, Scherman, Kennedy)
Nay: 0
Abstention: 0
Absent: 2 (Guerra, Desmond)

IV. Action Items

A. GENERAL ADMINISTRATION/SETA:

1. Approval of Appointments to the Sacramento Works Board

Mr. Kim reviewed the item to appoint Mr. Rojas, Business Representative for District Council 16 of Northern CA and Nevada, and Ms. Saurbourne, SETA's Interim Executive Director, to the Sacramento Works Board.

Moved/Scherman, second/Kennedy, to approve appointments of Mr. Rojas to be a Labor representative, and Ms. Saurbourne to be an "Other" representative on the Sacramento Works Board.

Roll call vote:
Aye: 3 (Vang, Scherman, Kennedy)
Nay: 0
Abstention: 0
Absent: 2 (Guerra, Desmond)

B. WORKFORCE DEVELOPMENT DEPARTMENT:

General/Discretionary: No items

Community Services Block Grant: No items

One Stop Services: No items

Refugee Services: No items

C. CHILDREN AND FAMILY SERVICES:

1. Approval to Change Head Start Program Approach for the Program Year 2024-2024

Ms. Griffith reviewed the item. She advised on grant proposal changes for San Juan (SJUSD) and Sacramento City (SCUSD) Unified School Districts. SJUSD is looking to move sixteen (16) slots from the Marvin Marshall Center to the Cottage, Encina, Howe, and Ralph Richardson centers. That includes class-size waivers for those locations. SCUSD had previously planned on having Head Start (HS)/Transitional Kindergarten

(TK)/California State Preschool Program (CSPP) collaboration program option; however, as the school year has started with new administration and staffing constraints, they are unable to carry out that models for this program year. All forty-eight (48) slots are being proposed to operate as two (2) HS/CSPP collaboration classes of twenty-four (24) students each. The two (2) 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. In addition, Nicholas Elementary will have a scheduled school renovation that will displace its HS/CSPP Wrap class. The class at this site will be moved to CB Wire Elementary.

Moved/Scherman, second/Vang, to approve Program Approach change for both SCUSD and SJUSD for Program Year 2023-2024.

Roll call vote:

Aye: 3 (Vang, Scherman, Kennedy)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Desmond)

V. 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 Intel had just issued a warn notice laying off fifty-eight (58) individuals. Additionally, he shared that on September 29, 2023, the Foundation for California Community Colleges laid off two hundred fifty-nine (259) individuals due to the released contract for their Community Impact call center. SETA received the notice yesterday, October 4, 2023. SETA will attempt to reach out to those individuals in an effort to provide the assistance needed. Mr. Walker said it won't be as impactful as a regular rapid response.

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:

Mr. Kennedy welcomed SETA's new Interim Executive Director, Ms. D'et Saurbourne.

B. Interim Executive Director:

Ms. Saurbourne introduced herself, said she was glad to serve, and looked forward to the next few months.

C. Deputy Directors:

Ms. Griffith provided a follow-up on SCUSD. She contacted Lisa Allen on September 19, 2023, to arrange a meeting. The meeting will be scheduled for early November. Ms. Griffith thanked the members of the Board for approving the Out Of State Travel item (Consent Item III-D) today. She advised that SETA was one of 12 programs selected to participate throughout Region 9 (California, Arizona, Nevada, Hawaii, and the Samoan Islands) in a year-long Community of Practice (CoP). 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. In alignment with the CoP guidance, SETA's Community of Practice team will be sent to the Region 9 Head Start Association Family Engagement & Cultural Effectiveness Conference during the week of October 24-27, 2023.

D. Counsel: No Report

E. Members of the Board:

Ms. Vang asked Legal Counsel to verify the timeline for Action Item IV-A-2. Legal Counsel stated that after this meeting, he and SETA staff will present the proposed amendments to the Sacramento County Board of Supervisors and the Sacramento City Council for review and approval.

F. Public: None

VII. **Adjournment:** The meeting adjourned at 10:28 a.m.

ITEM V

COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Ms. Fienishia Wash

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

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.

- 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

- 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.

2022-2023 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
Enrollment Summary						
Total Funded Enrollment	660	164	56	880	156,712	23236
Actual Enrollment	1078	281	56	1415	179,902	25586
# Enrolled < 45 days	90	42	3	135	8,516	1311
Of enrollees, # Pregnant Women	30	16	0	46	11,759	1303
# pregnant women who left before baby was born	5	1	0	6	783	73
# of infants subsequently enrolled after birth	16	11	0	27	5,710	687
# Total staff	148	61	24	233	61,920	7938
# of classes	38	10	7	55	11,263	1240
Child Demographics						
Age: under 1	21%	30%	0%	22%	26%	24%
Age: 1 years old	35%	26%	30%	33%	32%	33%
Age: 2 years old	40%	35%	64%	40%	38%	38%
Age: 3 years old	5%	9%	5%	6%	3%	5%
Race & Ethnicity						
Hispanic	46%	31%	27%	42%	39%	73%
Non-Hispanic	54%	69%	88%	58%	61%	27%
Am. Indian/Alaska Native	1%	0%	0%	1%	2%	2%
Asian	10%	15%	7%	11%	2%	5%
Black or African America	26%	15%	46%	25%	28%	10%
Native Hawaiian/Pac.Islander	1%	0%	4%	1%	1%	0%
White	31%	52%	5%	34%	48%	58%
Bi-racial/Multi-racial	15%	4%	13%	13%	12%	6%
Other or Unspecified	16%	14%	25%	16%	7%	19%
Primary Language						
English	66%	36%	77%	61%	71%	54%
Spanish	21%	18%	14%	20%	23%	40%
Native Central/South Am.	0%	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	4%	38%	4%	11%	2%	2%
East Asian	6%	0%	4%	5%	1%	3%
Native No.American/Alaskan	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%	0%
European/Slavic	2%	7%	0%	3%	1%	1%
African	0%	1%	0%	0%	1%	0%
American Sign Language	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	0%	2%	1%	1%	0%
# children in foster care	4%	0%	2%	3%	4%	4%
First year enrollees	49%	44%	79%	50%	51%	54%

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
Family Demographics						
# of Families	931	240	53	1224	151,800	22055
# of One Parent Families	63%	30%	64%	57%	60%	53%
# of Two Parent Families:	37%	70%	36%	43%	40%	47%
..... Advanced or baccalaureate degree	11%	22%	4%	13%	11%	11%
.....Associate degree, vocational school	28%	31%	19%	28%	22%	28%
.....High School graduate or GED	43%	38%	51%	42%	47%	37%
.....Less than high school graduate	18%	10%	26%	17%	19%	22%
# income below 100% poverty	65%	60%	55%	63%	57%	42%
% Over Income	5%	5%	4%	5%	4%	5%
# families experiencing homeless	6%	1%	4%	5%	7%	10%
# families receiving TANF	20%	15%	32%	20%	6%	29%
# families receiving SSI	4%	3%	4%	4%	5%	3%
Families receiving WIC	64%	79%	55%	74%	57%	66%
Families receiving SNAP	48%	23%	68%	44%	46%	36%
# Families on active military duty	0%	1%	0%	0%	1%	1%
% Families receiving EHS services	92%	52%	100%	85%	83%	85%
Child Health Services						
Children with medical home	96%	98%	100%	97%	95%	97%
Children with health insurance	96%	100%	100%	97%	96%	99%
Med Screenings Complete	53%	58%	47%	54%	62%	58%
Needing Med. Treatment	20%	21%	28%	20%	15%	17%
Rec'd Med. Treatment	81%	93%	71%	83%	71%	14%
Dental						
Up to date oral health care	97%	109%	100%	100%	56%	59%
Immunization						
Complete/up to date/exempt						
....at enrollment	75%	53%	84%	71%	65%	70%
....at end of program year	78%	69%	89%	76%	69%	78%
Education Screenings/Assessments						
# Completed Ed. Screenings	75%	65%	91%	74%	72%	72%
Disabilities						
% Diagnosed	19%	7%	7%	16%	16%	18%
% receiving special services	100%	100%	100%	100%	100%	100%
Services to Pregnant Women						
# of Pregnant Women	30	16	0	46	11,759	1303
Prenatal Health-1st trimester	7%	6%	0%	7%	16%	13%
Prenatal Health-2nd trimester	40%	31%	0%	37%	39%	36%
Prenatal Health-3rd trimester	53%	63%	0%	57%	45%	51%
# with medical insur.	97%	94%	0%	96%	91%	97%
# rec'd professional dental exam	57%	69%	0%	61%	50%	50%

2022-2023 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
# identified medically high risk	40%	13%	0%	30%	25%	22%
Pregnant Women receiving the following services:						
prenatal health care	100%	100%	0%	100%	92%	93%
postpartum health care	47%	81%	0%	59%	71%	72%
mental health interventions	23%	63%	0%	37%	33%	41%
substance abuse prevention	83%	88%	0%	85%	81%	77%
substance abuse treatment	7%	25%	0%	13%	23%	17%
prenatal education on fetal develop.	100%	88%	0%	96%	86%	88%
info. on benefits of breastfeeding	90%	88%	0%	89%	86%	87%
Staff Qualifications						
# of Teachers	78	20	6	104	21,286	2244
..... Teachers with AA degree	27%	40%	0%	28%	24%	33%
.....Teachers with BA or higher degree	36%	45%	67%	39%	25%	40%
.....Teachers with permit	36%	5%	0%	28%	39%	22%
# of Teacher Assistants	N/A	N/A	N/A	N/A	N/A	N/A
.....Teacher Assistants with permit						N/A
.....Teacher Assistants with AA degree						N/A
.....Teacher Assistants with BA or higher						N/A
# of Home Visitors	33	7	0	40	5,135	898
.....Home Visitors with permits, AA degree, BA degree or higher	100%	100%	0%	100%	89%	92%
Teaching Staff Ethnicity/Race						
Hispanic	24%	15%	40%	23%	34%	63%
Non -Hispanic	76%	85%	60%	77%	66%	37%
Am. Indian/Alaska Native	0%	0%	0%	0%	2%	3%
Asian	33%	11%	17%	28%	3%	11%
Black or African America	12%	11%	33%	13%	27%	9%
Native Hawaiian/Pac.Islander	1%	0%	0%	1%	0%	0%
White	32%	78%	0%	40%	54%	54%
Bi-racial/Multi-racial	4%	0%	0%	3%	6%	3%
Other or Unspecified	18%	0%	50%	16%	7%	20%
Teaching Staff Languages other than English						
Spanish	42%	25%	67%	38%	82%	80%
Native Central/South America	0%	0%	0%	0%	1%	0%
Caribbean languages (Haitain-Creole)	0%	5%	0%	1%	1%	0%
Middle Eastern/India	17%	30%	0%	19%	4%	5%
East Asian	41%	5%	33%	31%	4%	10%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	1%	0%	1%
European/Slavic	2%	30%	0%	9%	4%	2%

2022-2023 Program Information Report - Early Head Start (EHS)

	SOP	San Juan	Twin Rivers	County Totals	Nat'l Avg.	State Avg.
African	0%	5%	0%	1%	2%	1%
American sign language	0%	10%	0%	3%	1%	0%
Other or Unspecified	0%	0%	0%	0%	1%	1%
# of Volunteers	40	11	14	65	107,376	8696

*Due to rounding, not all numbers will equal 100%.

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
Enrollment									
Total Funded Enrollment	1696	480	676	1044	160	120	4176	587,027	57423
Actual Enrollment	1911	598	774	879	182	103	4447	540,706	51350
# Enrolled < 45 days	85	41	31	21	11	5	194	19,872	2209
# Total staff	545	66	151	159	36	15	972	139,560	14345
# of classes	79	22	33	46	7	6	193	31,653	2723
Child Demographics									
Age: 2 years old	17%	3%	4%	7%	12%	9%	10%	5%	9%
Age: 3 years old	40%	30%	36%	36%	43%	45%	37%	46%	46%
Age: 4 years old	44%	67%	58%	57%	45%	47%	52%	48%	44%
Age: 5 years old	0%	0%	2%	0%	0%	0%	0%	1%	1%
Race & Ethnicity									
Hispanic	44%	30%	49%	24%	28%	51%	39%	35%	72%
Non -Hispanic	56%	70%	51%	76%	62%	49%	61%	65%	28%
Am. Indian/Alaska Native	1%	2%	0%	0%	0%	0%	1%	2%	2%
Asian	12%	32%	24%	21%	14%	1%	19%	2%	6%
Black or African America	27%	22%	17%	13%	35%	31%	22%	32%	10%
Native Hawaiian/Pac.Islander	1%	2%	2%	0%	3%	0%	1%	1%	0%
White	28%	31%	47%	52%	10%	7%	35%	47%	64%
Bi-racial/Multi-racial	13%	6%	11%	8%	15%	10%	11%	11%	6%
Other or Unspecified	19%	6%	0%	6%	23%	51%	12%	5%	10%
Primary Language									
English	65%	63%	66%	42%	79%	65%	61%	74%	60%
Spanish	22%	10%	17%	10%	10%	34%	17%	20%	33%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	0%	0%
Caribbean	0%	0%	0%	0%	0%	0%	0%	1%	0%
Middle Eastern/Indic	6%	13%	4%	42%	5%	0%	13%	1%	3%
East Asian	4%	12%	12%	0%	3%	1%	6%	1%	3%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	1%	0%	0%	0%	0%	0%	0%
European/Slavic	1%	0%	1%	4%	1%	0%	1%	1%	1%
African	1%	0%	0%	1%	0%	0%	0%	1%	0%
American Sign Language	0%	0%	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	1%	2%	0%	0%	1%	0%	1%	1%	0%
# children in foster care	1%	1%	2%	1%	2%	0%	1%	2%	3%
First year enrollees	51%	72%	77%	67%	66%	54%	62%	67%	65%
Family Demographics									
# of Families	1740	577	725	817	166	96	4121	503,515	48344
# of One Parent Families	58%	45%	49%	28%	52%	79%	49%	60%	53%

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
# of Two Parent Families	42%	55%	51%	72%	48%	21%	51%	40%	47%
Highest Household Education Level									
....Advanced or baccalaureate degree	8%	15%	8%	22%	7%	0%	12%	9%	9%
....Associate degree, vocational school	28%	33%	35%	32%	25%	21%	31%	21%	27%
....High School diploma or GED	42%	38%	46%	36%	45%	61%	41%	49%	40%
....Less than high school graduate	22%	13%	10%	10%	23%	18%	16%	18%	22%
# income below 100% poverty	65%	65%	47%	45%	51%	69%	57%	51%	40%
# over income	12%	9%	7%	12%	11%	1%	10%	6%	7%
# families experiencing homeless	3%	6%	2%	2%	1%	0%	3%	6%	8%
# families receiving TANF	20%	18%	17%	15%	58%	34%	20%	6%	15%
# families receiving SSI	3%	7%	4%	3%	3%	3%	4%	6%	3%
Families receiving WIC	62%	44%	51%	61%	49%	57%	57%	41%	60%
Families receiving SNAP	43%	40%	41%	24%	49%	53%	39%	51%	39%
Families on active military duty	0%	1%	1%	0%	0%	1%	0%	1%	1%
% families receiving HS Services	99%	100%	95%	58%	100%	100%	90%	82%	81%
Child Health Services									
Children with medical home	99%	90%	100%	100%	100%	100%	98%	95%	96%
Children with health insurance	99%	95%	100%	100%	100%	100%	99%	96%	97%
....Underweight	4%	10%	8%	8%	9%	0%	7%	6%	5%
....Healthy weight	62%	56%	54%	67%	57%	65%	61%	61%	59%
....Overweight	13%	13%	13%	11%	11%	10%	12%	13%	12%
....Obese	18%	18%	20%	13%	20%	24%	18%	17%	18%
Med. Screenings Complete	67%	53%	67%	82%	66%	73%	68%	75%	70%
....at enrollment	26%	45%	39%	62%	19%	73%	39%	55%	42%
....at end of program year	67%	53%	67%	82%	66%	73%	68%	75%	70%
Needing Med. Treatment	22%	20%	18%	19%	36%	7%	20%	17%	23%
Rec'd Med. Treatment	92%	69%	99%	90%	75%	100%	89%	72%	74%
Up to date on oral health care	80%	79%	33%	73%	105%	95%	72%	72%	78%
Needing Dental Treatment	10%	21%	4%	8%	17%	16%	11%	15%	19%
Dental Treatment Rec'd	80%	64%	80%	76%	100%	7%	74%	60%	67%
Immunization									
Complete/up to date/exempt									
....at enrollment	95%	94%	96%	93%	93%	100%	95%	80%	95%
....at end of program year	96%	97%	96%	96%	98%	100%	96%	84%	97%
Education Screenings/Assessments									
# Completed Ed. Screenings	82%	49%	87%	79%	89%	84%	78%	81%	74%
Disabilities									

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
% Diagnosed	11%	19%	15%	10%	23%	9%	13%	14%	15%
# of Health Impairments	1%	4%	0%	1%	12%	0%	2%	1%	3%
Emotional disturbance	0%	0%	0%	0%	0%	0%	0%	0%	0%
# Speech/language impairments	80%	62%	90%	62%	41%	100%	74%	53%	74%
#Intellectual disabilities	0%	0%	0%	4%	2%	0%	1%	1%	1%
Hearing impairment, include deaf	0%	2%	1%	0%	0%	0%	1%	0%	1%
Orthopedic impairment	0%	0%	2%	1%	2%	0%	1%	0%	0%
Visual impairment, include blind	0%	0%	0%	0%	0%	0%	0%	0%	0%
Specific learning disability	2%	0%	0%	1%	0%	0%	1%	1%	1%
Autism	15%	33%	8%	29%	39%	0%	21%	8%	18%
Traumatic brain injury	0%	0%	0%	0%	0%	0%	0%	0%	0%
Non-categorical/develop. delay	0%	0%	0%	2%	2%	0%	1%	32%	1%
Multiple disabilities	0%	0%	0%	0%	0%	0%	0%	1%	0%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff Qualifications									
# of Teachers	80	22	35	46	8	6	197	33,278	3373
..Teachers with AA degree	38%	0%	0%	0%	0%	33%	20%	24%	29%
..Teachers with BA or higher	63%	100%	100%	100%	100%	67%	84%	70%	66%
..Teachers with permit	0%	0%	0%	0%	0%	0%	0%	4%	4%
# of Teacher Assistants	125	33	33	34	16	4	245	35,279	3027
..Teacher Assistants with permit	30%	9%	33%	68%	0%	25%	31%	40%	31%
..Teacher Assistants w/AA degree	24%	24%	45%	9%	44%	25%	26%	20%	37%
..Teacher Assistants w/BA degree or higher	14%	58%	15%	0%	31%	0%	19%	10%	15%
...None of the above	31%	9%	6%	0%	0%	50%	19%	30%	16%
# of Home Visitors	12	N/A	N/A	N/A	N/A	N/A	12	926	204
..Home Visitors with permit, AA degree, BA degree of higher	100%	N/A	N/A	N/A	N/A	N/A	100%	90%	94%
..None of the above	0%	N/A	N/A	N/A	N/A	N/A	0%	10%	5%
Staff Ethnicity									
Hispanic	20%	5%	25%	15%	11%	50%	19%	27%	65%
Non- Hispanic	80%	95%	75%	85%	89%	50%	81%	73%	35%
Am. Indian/Alaska Native	1%	0%	3%	0%	0%	0%	1%	1%	3%
Asian	31%	24%	28%	8%	33%	50%	26%	3%	9%
Black or African America	18%	7%	13%	1%	4%	10%	12%	27%	7%
Native Hawaiian/Pac.Islander	2%	2%	0%	0%	8%	0%	2%	1%	1%
White	24%	31%	53%	74%	13%	0%	37%	58%	62%
Bi-racial/Multi-racial	5%	5%	3%	1%	4%	0%	4%	5%	1%
Other or Unspecified	19%	31%	0%	16%	38%	40%	19%	5%	17%

2022-2023 Program Information Report - Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin River	WCIC	County Totals	Nat'l Avg	State Avg
Staff Languages other than English									
Spanish	38%	21%	31%	23%	33%	50%	33%	79%	81%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%	0%	0%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%	1%	0%
Middle Eastern/Indic	20%	10%	17%	36%	27%	0%	20%	6%	5%
East Asian	30%	24%	33%	9%	27%	38%	28%	4%	8%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	3%	7%	3%	0%	13%	0%	3%	1%	1%
European/Slavic	9%	0%	14%	23%	0%	0%	9%	4%	2%
African	0%	0%	0%	5%	0%	0%	0%	1%	0%
American Sign Language	0%	0%	3%	5%	0%	0%	1%	1%	0%
Other or Unspecified	0%	38%	0%	0%	0%	13%	5%	2%	1%
# of Volunteers	40	56	151	43	53	10	353	393,328	20570
*Due to rounding, not all numbers will equal 100%.									



Seta Head Start

Food Service Operations Monthly Report

*October, 2023

10/5/2023- Homebase Preschool had a field trip to Fog Willow Farms we prepared 60 sack lunches.
 10/6/2023- CP Huntington had a field trip to William Land Park (Zoo) we prepared 36 sack lunches.
 10/11/2023- Mather had a field trip to Roemer Pumpkin Patch we prepared 35 sack lunches.
 10/12/2023- Mather had a field trip to Roemer Pumpkin Patch we prepared 50 sack lunches.
 10/12/2023- Hillsdale Class B closed due to staffing.
 10/12/2023- Hillsdale Class B closed due to staffing.
 10/18/2023- Northview had a field trip to Keema Pumpkin Patch we prepared 70 sack lunches.
 10/19/2023- Bannon Creek had a field trip to Dave's Pumpkin Patch we prepared 20 sack lunches.
 10/20/2023- Elkhorn had a field trip to Dave's Pumpkin Patch we prepared 96 sack lunches.
 10/20/2023- Galt had a field trip Keema Pumpkin Patch we prepared 96 sack lunches.
 10/23/2023- Marina Vista closed due to Plumbing Issues.
 10/24/2023- Bright Beginnings had a field trip to Roemer Pumpkin Patch we prepared 30 sack lunches.
 10/26/2023- Nedra Court had a field trip to Dave's Pumpkin Patch we prepared 32 sack lunches.
 10/26/2023- Parker had a field trip to Roemer Pumpkin Patch we prepared 15 sack lunches.
 10/27/2023- Fruitridge Site closed due to Plumbing Issues.
 10/27/2023- 16th Ave had a field trip to Roemer Pumpkin Patch we prepared 58 sack lunches.
 10/27/2023- Homebase had a field trip to Keema Pumpkin Patch we prepared 100 sack lunches.
 10/27/2023- CP Huntington had a field trip to Roemer Pumpkin Patch we prepared 36 sack lunches.
 10/31/2023- Grizzly Hollow had a field trip to Mike's Pumpkin Patch we prepared 49 sack lunches.
 10/31/2023- Capital City had a field trip to Dave's Pumpkin Patch we prepared 26 sack lunches.
 10/31/2023- Norma Johnson had a field trip to Dave's Pumpkin Patch we prepared 49 sack lunches.
 10/31/2023- Hopkin's Park had a field trip to Keema's Pumpkin Patch we prepared 46 sack lunches.
 10/31/2023- Alder IT classes M and U were closed due to skunk spray.

Lunch	PM Snack	Breakfast	Field Trips
36,420	33,130	34,240	18

Total Amount of Meals and Snacks Prepared 104,714

Purchases:

Food	\$125,700.18
Non - Food	\$9,819.95

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$1,819.66

Vehicle Gas / Fuel:	\$2,628.23
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

October 2023

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1544	151	10%	699	121	17%
Twin Rivers USD	160	32	20%	56	1	2 %
Elk Grove USD	480	50	10%			
Sac City USD	676	81	12%	16	4	25%
San Juan USD	888	58	7%	164	5	3%
WCIC	100	4	4%			
COUNTY TOTAL	3848	376	10%	935	131	14%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/23)	(b) % of capped/closed	(c) % Actual to Funded
Elk Grove USD	480	414	0	86%
Sacramento City USD	676	585	0	87%
San Juan USD	888	665	136 (88%)	75%
SETA	1,544	1,244	0	81%
Twin Rivers USD	160	136	0	85%
WCIC/Playmate	100	75	0	75%
Total	3,848	3,119	136 (84%)	81%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (10/31/23)	(b) % of capped/closed	(c) % Actual to Funded
San Juan USD	164	146	12 (96%)	89%
SETA	699	629	37 (95%)	90%
Twin Rivers USD	56	33	16 (83%)	59%
SCUSD	16	0	16 (100%)	0%
Total	935	808	81 (95%)	86%

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

Reasons for Program Under Enrollment

Elk Grove USD

- EGUSD continues to experience staffing shortage in both teachers and paraeducators positions.
- To fill inclusion spots, EGUSD is connecting with other PreK Special Education teachers to see if they have students who are ready to join our program.

Sacramento City USD

- The following sites will provide services for EHS program, although currently not active due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots.
- The 2 Early Head Start sites are currently on hold, however, we have a total of 10 enrollment applications that has been turned in: Elder Creek- received 6 enrollment applications for the toddler classroom; American Legion- received 3 enrollment applications for the toddler classroom and 1 enrollment application for the infant classroom.
- John Bidwell, Rm 21 (Head Start only classroom) has officially opened and currently has 8 children enrolled. We are in the process of completing full enrollment by end of November.
- Data Technician did a data dive on children under the age of 6 years in different zip codes and the findings indicated that area code 95823 was the zip code with the most needs assessment. However, all 3 of our sites within that zip code are full. Bowling Green McCoy and Bowling Green Chacon is at 100%, while Parkway data currently shows 71%, however all of the incoming enrollment applications for Parkway is currently being processed and they will be at 100% as well.

San Juan USD

- Limited staffing shortages in positions that support classroom ratio and home base at the following locations: Davie; Howe; Home Base - totaling 148 enrollment slots.
- Seven families were in the process of enrolling, but lost interest when immunization records of children were requested.
- Multiple students in the IEP process are accepted, but need additional parent/home/school collaboration meetings to set student up for success—delaying the enrollment process.
- Collaboration meetings with central enrollment (TK-12) revealed data that showed low enrollment across all grade-levels.

SETA

- The following sites have classroom(s) capped due to limited staff: Hiram Johnson; Illa Collins; North Avenue; Walnut Grove - totaling 37 enrollment slots.
- Florin pending license for EHS classroom- totaling 8 enrollment slots.
- Vacancies in the following positions that support classroom ratio or enrollment: 24 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor); 5 Family Services Workers; 1 Home Visitor for SCOE.

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Oakdale; Rio Linda and Village- totaling 16 enrollment slots.
- Village Early Head Start waiting list is exhausted.
- Vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers and Family & Community Liaison.

WCIC/Playmate

- Despite our efforts to create a welcoming and inclusive learning environment, the local population demographics do not currently support a full enrollment. We remain committed to providing quality education to the students we do have, and we continue to explore strategies to attract families to the area who may benefit from our school's offerings.
- WCIC have exhausted our waiting lists. There are a total of 7% children who have income waivers.

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 enrollment slots within the 95624 and 95758 zip codes.

Sacramento City USD

- Collaborated with the Assistant Superintendent, and we will be creating a strategic plan to focus on recruitment for preschool and design an Early Learning and Care Recruitment Redesign Team that will specifically focus on recruitment, which we will discuss a variety of objectives that will increase our preschool enrollment.
- Collaborating with SCUSD Communications Department to align our preschool standards with SCUSD graduate profile to gain knowledge on how we can provide resources and solutions to families that prevents them to attend our programs on a daily basis. We are also 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 to find ways to streamline our preschool enrollment process to make the process smoother and easier to navigate.

San Juan USD

- Had a successful Campaign in the month of October, "Every Day Counts!" Takeaways form event: Team building and brainstorming with all involved staff regarding enrollment process; Immunizations were provided at school district—speeding up enrollment; Earlier recruitment initiatives, including: changing SCW contract to include summer recruiting, and mass-notification (call and texts) to entire district led to increased wait lists; Orientation completed at registration office during screening to get students in classroom faster; Systematizing and improved monitoring the Online Interest Form process.
- Multiple Recruitment Events: Saturday Oct 7- Family Matters Conference ran by the FACE department of the school district; Saturday Oct 21 - Family and Community Engagement Event—Fall Literacy Festival; Friday Oct 27 - SCWs and FACE Content Specialist were invited and tabled at the Salam Islamic Center
- Program Manager and Administrators went to admin meeting to collaborate with district school site admin for possible future expansion of opening preschool and infant/toddler classrooms.

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 Recruitment Portal, SETA Job Fair. Employment offers were accepted during the month of October for the following positions: 4-Family Services Worker, 6-Associate Teachers, 1-Associate Teacher/Infant Toddler.
- Recruitment and networking opportunities to increases awareness of Head Start services and community visibility: North Highlands Halloween Extravaganza; Sacramento State University Equity Networking Summit; Mutual Assistance Harvest Festival; North Sacramento Family Resource Center Trunk-or-Treat; Rancho Cordova Community Harvest Festival; Community Works Healthy Day; South Side Park Walk-n-

Roll-Disability Awareness. From these recruitment events, 61 Interest Forms were completed with 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.
- Successful hiring processes this month to fill the following positions: ECE Teacher, 2 ECE Para Educators and ECE Teacher.
- Collaborated with local college to discuss employment pipeline. Recruitment hiring fair at American River College.
- District wide recruitment communication sent out to all families in TRUSD.
- Recruitment taken place during Morey Avenue Fall Festival. Collaborated recruitment efforts with Black Mothers United, Sacramento Food Bank (Diaper Distribution), The Guardian Life and TRUSD Police Department. Flyers passed out at Walmart Shopping Center on Watt Avenue weekly.
- Continuing to contact families from the ranked waiting list appropriately.

WCIC/Playmate

- During our October 2023 Monthly Parent/Policy Committee Meeting, our staff distributed recruitment fliers to parents, families, and friends and inform them about our available openings.
- Staff handed out flyers at local supermarkets: Food Co supermarket, Dollar Tree Store, and dropped off flyers at the Oak Park Post Office.
- Staff are connecting with parents who have children who will be turning 3 years next month.
- WCIC maintains an ongoing practice of verbally communicating information to our families about childhood vaccinations to ensure their awareness and understanding.

ITEM VI – OTHER REPORTS (continued)
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- D. HEAD START MANAGERS' REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:
- Lisa Carr Family Engagement, Home Base, and ERSEA Services
 - Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
 - Betsy Uda – Safe Environments, Facilities, and Licensing.

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

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