

Thought of the Day:

“Nothing is impossible. The word itself says ‘I’m Possible’”

Author: Audrey Hepburn

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, January 23, 2024

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 Council meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

PAGE NUMBER

- | | | |
|------------|---|------------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the December 19, 2023 Special Meeting | 4-9 |

GOVERNING BOARD

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

D’ET SAURBOURNE
INTERIM EXECUTIVE DIRECTOR

III.	<u>Action Items:</u>	
A.	Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024	10-11
B.	Election of Policy Council Secretary, Treasurer, and Parliamentarian for Program Year 2023-2024	12-13
C.	Election of Community Action Board Representative and Alternates	14
D.	Approval of Out-of-state Travel to Attend the 2024 Region 9 Head Start Association Science, Technology, Engineering, Math (STEM) Conference (Karen Griffith)	15
E.	Approval of Budget Modification for the American Rescue Plan Act Funds And the Coronavirus Response and Relief Supplemental Appropriation Act Funds (Karen Griffith)	16-19
IV.	<u>Information Items:</u>	
A.	Standing Information Items	20-28
	<ul style="list-style-type: none"> ➤ 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 <ul style="list-style-type: none"> • Retro Family Movie • Unleash Creativity (Sacramento Public Library) 	
B.	SETA’s Recruitment Update – Ms. Sheri Green-Johnson	29
V.	<u>Committee Reports:</u>	30
	<ul style="list-style-type: none"> ➤ Executive Committee Meeting: Ms. Fienishia Wash ➤ Budget/Planning Committee Meeting: Ms. Fienishia Wash ➤ Parent Ambassador Committee Meeting: Ms. Fienishia Wash 	
VI.	<u>Other Reports:</u>	31-36
A.	Interim Executive Director’s Report – Ms. D’et Saurbourne	
B.	Head Start Deputy Director’s Report – Ms. Karen Griffith	
	✓ Monthly Head Start Report	
C.	Chair’s Report	
	✓ PC Recruitment	
D.	Head Start Managers’ Reports	
	✓ <u>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services	
	✓ <u>Megan Lamb</u> – School Readiness, Special Education, and Mental Health Services	
	✓ <u>Gricelda Ocegueda</u> – 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, JANUARY 17, 2024

Parent Advisory Committee meeting hosted by:
Fienishia Wash (Chair) and Graciela Garduno (Vice Chair)

**POLICY COUNCIL
BOARD MEETING ATTENDANCE**

PROGRAM YEAR 2023-2024

The **2023-2024** Board was seated on
November 28, 2023

BOARD MEMBER	SITE	11/28	12/19*	1/23	2/27	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
Vacant Seated	PP-FP													
Vacant Seated	WCIC													
A. Cuffee S/B/S: 1/23	SOP													
Vacant Seated	PP													
M. Sami S/B/S: 1/23	SOP													
Vacant Seated	SAC													
G. Garduno Seated 11/21	SJ/EHS	X	X											
Vacant Seated	ELK													
K. Robertson S/B/S: 1/23	ELK		U											
Vacant Seated	HB													
N. Jamili S/B/S: 1/23	SJ	E	U											
Vacant Seated	CAR													
L. Quinones-Neri Seated 11/21	CAR	X	X											
D. Cummings Seated 11/21	CAR	X	X											
Vacant Seated	TR													
F. Wash Seated 11/21	OC	X	X											
L. Jones-Villalta S/B/S: 1/23	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
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 1/16/2024

ITEM I - CALL TO ORDER/ROLL CALL

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

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

Members to be Seated:

- _____ Nadera Jamili, San Juan Unified School District
- _____ Kizzie Robertson, Elk Grove Unified School District
- _____ Aterious Cuffee, SETA-Operated Program
- _____ Maryum Sami, SETA-Operated Program
- _____ Le Andra Jones-Villalta, SETA-Operated Program

Seats Vacant:

- _____ Vacant, Elk Grove 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, 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, Foster Parent Representative
- _____ Vacant, Grandparent Representative
- _____ 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**

ITEM II-A-CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 19, 2023
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the December 19, 2023 special meeting.

RECOMMENDATION:

That the Policy Council approve the December 19, 2023 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL 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, November 28, 2023
9:00 a.m.

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

Ms. Wash called the meeting to order at 9:04 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

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

New Members Seated Present:

New Members to be Seated but Absent:

Kizzie Robertson, Elk Grove Unified School District (*unexcused*)
Nadera Jamili, San Juan Unified School District (*unexcused*)

Members Absent:

II. Consent Item

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

The minutes were reviewed; no questions or corrections.

Moved/Quinones-Neri, second/Cummings, to approve the November 28, 2023 minutes as distributed.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

III. Action Items

A. Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024

Ms. Wash reviewed the item. The Policy Council (PC) needs to elect one voting Foster Parent, two voting Parent Ambassadors, and two Past Parents representatives and their alternates. There were no applicants to be considered at this time.

Moved/Garduno, second/Cummings, to table the election of the Foster Parent, Past Parent and Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

B. Election of Policy Council Officers for Program Year 2023-2024

Ms. Wash reviewed the bylaws and officer positions.

Ms. Garduno and Ms. Wash nominated themselves for Chair. A vote was taken. Ms. Wash was unanimously approved.

Ms. Cummings nominated Ms. Garduno for Vice Chair. A vote was taken to appoint Ms. Garduno as Vice Chair. It was unanimously in favor.

There were no other qualified candidates to be elected as Secretary, Treasurer, or Parliamentarian.

Moved/Quinones-Neri, second/Cummings, to approve Ms. Wash as Chair, Ms. Garduno as Vice Chair, and table the election of the Secretary, Treasurer, and Parliamentarian positions to the next meeting.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

C. Selection of Representatives and Alternates to Attend the Annual California Head Start Association (CHSA) Parent and Family Engagement Conference

Ms. Wash reviewed the item. According to current bylaws for the SETA Head Start PC, Ms. Wash, Chair, will represent the PC at the Annual CHSA Parent and Family Engagement Conference. Two additional representatives and two alternates need to be elected to attend the Conference.

Representatives/alternates must have a child/children currently enrolled in the HS/EHS program. Attendees will be required to provide a report on their

experiences during the Conference and a travel expense form; reimbursements will be dispensed after the submission of this form.

Ms. Garduno is the only candidate with a child currently enrolled in the program. She expressed her interest in attending the Conference. Ms. Griffith, SETA's Deputy Director, suggested approving additional interested qualified Parent Advisory Committee (PAC) representative as there are no other eligible PC representatives.

Moved/Quinones-Neri, second/Cummings, to select Ms. Garduno as PC representative to attend the Annual CHSA Parent and Family Engagement Conference and use remaining funding to select an additional interested eligible representative from PAC.

Roll call vote:

Aye: 3 (Cummings, Quinones-Neri, Garduno)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Robertson, Jamili)

IV. Information Items

A. Standing Information Items

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**
Mr. Han reviewed the fiscal report for the fourth month of the 2023-2024 program year ended on November 30, 2023. He advised that total Countywide Year-to-Date expenditures are at 28.5%. The Non-Federal Share Year-to-Date expenditures are at 31.3%, above the required 25%. Administrative expenditures are at 9.5% which is below 15.0% 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 and met with 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. The Travel (Out-of-State) is high due to recent multiple out-of-state conferences. The American Express and CitiBank credit card statements were reviewed, and nothing was out of the ordinary.
- **Health Service Advisory Committee (HSAC) Report:**
The next meeting will be determined at a later date
- **Community Resources – Parents/Staff:**
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Mr. Darryl Pouncey reviewed the recruitment data from November 9, 2023, through December 8, 2023 provided as backup information to the agenda packet.

C. Governing Board Minutes for November 2, 2023: No questions

V. **Committee Reports**

➤ Executive Committee:

The next meeting will be determined at a later date.

➤ Budget/Planning Committee Meeting:

The next meeting will be held on January 9, 2024, at 1:00 p.m., at the SETA Administrative building.

➤ Parent Ambassador Committee Meeting:

The next meeting will be determined at a later date.

VI. **Other Reports**

A. Interim Executive Director's:

Ms. Saurbourne introduced herself and welcomed new members. She advised that the City and the County of Sacramento continue their recruitment efforts in regard to SETA's Executive Director's position.

Ms. Saurbourne additionally advised that starting January 2024, the new SETA logo and updated letterheads will be in use.

B. Head Start Deputy Director's Report:

Ms. Griffith advised that on October 30, 2023, SETA received a letter indicating that pursuant to Section 641A(h)(3) of the Head Start Act, Sacramento Employment and Training Agency is required to develop a plan in collaboration with the Office of Head Start (OHS) to address its current under enrollment status. This directive includes SETA-operated centers as well as delegate agencies. A Full Enrollment Action Plan was developed to meet the 97% enrollment threshold based on guidance and resources from the OHS Regional Office.

Ms. Griffith introduced Ms. Melanie Nicolas, SETA's Administrative Program Officer, who presented the 2022-2023 SETA Head Start Annual Report, which was recently released and is now available on www.headstart.seta.net. The flyer has been provided to the Committee members.

C. Chair's Report: No report

D. Head Start Managers' Reports

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

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

Ms. Lamb introduced herself and welcomed new members of the Board. She advised that in early January 2024, two new Teachers on the Special Assignment (TOSAs) will start their work. One TOSA was hired for Pre-K and another for Early Head Start classrooms. In mid-January, SETA will train Site Supervisors, Family Service Workers, and other head staff to prepare for an active danger situation at the site.

SETA continues working on implementing a “coffee break” safety phrase across all sites to ensure teachers’ access to unscheduled breaks when needed. Such practice is one of the initiatives supported on the federal level of Head Start as well.

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

Ms. Ocegueda introduced herself. She advised that with the departure of Ms. Donna Bonner, the Health Services Advisory Committee (HSAC) is looking for an interested member of the Board to join HSAC.

Ms. Ocegueda also advised that SETA’s Quality Assurance team is preparing to start their visits in the new year. The team will work with the Delegate Agencies to strengthen their internal monitoring based on the assessment from the last five years.

✓ Betsy Uda – Safe Environments, Facilities, and Licensing:

Ms. Uda introduced herself and advised that SETA is getting ready for the winter break (December 22, 2023-January 2, 2024 agency closure) and winter storms that are coming in. Additionally, SETA is working on securing environments in case of unwanted visitors during the holiday break.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. **Adjournment**: The meeting was adjourned at 10:26 a.m.

ITEM III-A-ACTION

ELECTION OF POLICY COUNCIL 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) 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) 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.

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

RECOMMENDATION:

That the Policy Council elect two Parent Ambassador Representatives, two Past Parent Representatives, one Foster Parent Representative and Alternates.

Parent Ambassador Representatives:

Alternates:

Past Parent Representatives:

Alternates:

Foster Parent Representatives:

Alternates:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B-ACTION

ELECTION OF POLICY COUNCIL SECRETARY, TREASURER, AND PARLIAMENTARIAN FOR 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.

- A. 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.
- B. 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.
- C. 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-B-ACTION (continued)
Page 2

RECOMMENDATION:

That the Policy Council elect a Secretary, Treasurer, and Parliamentarian.

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-C-ACTION

ELECTION OF COMMUNITY ACTION BOARD REPRESENTATIVES AND ALTERNATES

BACKGROUND:

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

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

RECOMMENDATION:

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

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-D-ACTION

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE
2024 REGION 9 HEAD START ASSOCIATION SCIENCE, TECHNOLOGY,
ENGINEERING, MATH (STEM) CONFERENCE

BACKGROUND:

The Region 9 Head Start Association (R9HSA) hosts an annual conference for STEM content. R9HSA’s Early Childhood STEM Institute is focused on bringing the Early Childhood community a fun and engaging experience to learn science principles in an interactive, hands-on approach, enabling Head Start education staff to teach about science principles. The 2024 conference will be held in Phoenix, Arizona March 20-22, 2024.

The theme for 2024 is Children as Innovators. Workshops will showcase strategies for children and families, Birth to 5, that elevate innovation, creativity, curiosity, and discovery through observation and experimentation. In addition, R9HSA will also be hosting strategic planning of including the effects of the proposed rule making of the Head Start Performance Standards.

For the 2024 conference, ten (10) education staff members have been selected to not only attend the conference but present as well, showcasing SETA’s leadership in STEM. An additional one (1) staff member will attend March 18-20, 2024 to participate in the Region 9 Board meeting and Strategic Planning. Estimated costs for travel and conference are \$2,000 per person.

RECOMMENDATION:

Approve out of state travel to the Region 9 Head Start Association STEM Institute.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-E-ACTION

APPROVAL OF BUDGET MODIFICATION FOR
THE AMERICAN RESCUE PLAN ACT FUNDS AND THE CORONAVIRUS
RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT FUNDS

BACKGROUND:

This agenda item provides the opportunity for the Governing Board to approve a budget modification for the American Rescue Plan Act (ARPA) funds and the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) funds in the amount of \$1,366,993.

The funds are being repurposed from underspent funds from Equipment and Construction to Personnel, Fringe, Supplies and Other (deferred maintenance) to help fund the incentive program and health and wellness initiatives that have been implemented at SETA. SETA still plans to complete the outdoor major renovations and install a new play structure and shade structure at Northview Early Learning Center. However, those projects will be completed utilizing SETA's base grant funding, with a budget modification request to follow:

1. Head Start/Early Head Start Coronavirus Response and Relief Supplemental Appropriation Act Grant (CRRSA) #09HE000671-01
2. Head Start/Early Head Start American Rescue Plan Act Grant (ARPA) #09HE000671-01

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

SETA staff will be available to answer questions.

RECOMMENDATION:

Approve a Head Start/Early Head Start American Rescue Plan Act and Coronavirus Response and Relief Supplemental Appropriation Act grants budget modification in the amount of \$1,366,993 from Equipment and Construction to Personnel, Fringe, Supplies and the Other cost categories.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____



**Budget Justification for
Budget Modification Request 2023-2024
American Rescue Plan Act (ARPA) and Coronavirus Response and Relief
Supplemental Appropriation Act (CRRSA) Funds
09HE000671**

Background:

Budget Modification – The Sacramento Employment and Training Agency (SETA) is submitting a request for a budget modification of funds from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) Funds (\$96,752) and from the American Rescue Plan Act Funds (\$1,270,241) totaling **\$1,366,993**. The funds are being repurposed from underspent funds from Equipment and Construction to Personnel, Fringe, Supplies and Other (deferred maintenance) to help fund the incentive program and health and wellness initiatives that have been implemented at SETA. SETA still plans to complete the outdoor major renovations and install a new play structure and shade structure at Northview Early Learning Center. However, those projects will be completed utilizing SETA’s base grant funding, with a budget modification request to follow.

Details of the Budget Modification are provided below.

American Rescue Plan Act Fund Budget Modification

SETA is requesting a Budget modification in the amount of **\$1,270,241**. The reprogrammed funds will be coming from the Northview outdoor major renovation project (Construction) and various Equipment Purchases (HVAC, shade structures and Northview) and the funds will be moved to the Personnel, Fringe, Supplies and Other categories.

Personnel and Fringe - \$631,895 & \$309,713

SETA will be funding the new incentive program and the health and wellness week that SETA offered its staff during the agency’s annual winter closure. SETA’s new incentive program offered staff a longevity pay that was based on their years of service. With programs struggling to recruit staff, SETA is using the plan to help recruit as well as retain staff. SETA also offered the staff a health and wellness week during the agency’s annual winter closure. The agency paid for the week closure, which staff would normally have to utilize their leave accruals to pay for those closure dates. As a result of paying for the closure week, SETA is allowing staff to save their leave accruals to be used at another time. SETA will also be moving funds to account for the effects to the fringe benefits, namely the SCERS employer contributions, as a result of the new incentive program and health and wellness week.

Supplies - \$141,471

SETA will be moving funds to the supplies categories to fund supply purchases that were utilized during the year to help enhance Head Start classrooms.

Other - \$187,162

SETA will be moving funds to help pay for various indoor and outdoor deferred maintenance projects. These projects are separate of the Northview Project and other approved equipment purchases.

Construction (\$761,958) and Equipment (\$508,283) Changes

As mentioned earlier the Northview Outdoor Major Renovation projects will be now utilizing Basic Grant funding to complete. There have also been some delays in the project timeline. The four HVACs also ended up costing significantly less than projected, as a result the savings will be moved into the categories mentioned above. The Shade Structure at Walnut Grove, ended up also being a completely different project due to ADA regulations, and ended up with a large cost savings. And the remaining Northview Equipment items will be funded through Basic Grant funds as mentioned above.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$637,618	\$631,895	\$1,269,513
Fringe Benefits	344,349	309,713	654,062
Travel	-	-	-
Equipment	755,000	(508,283)	246,717
Supplies	-	141,471	141,471
Contractual	3,351,611		3,351,611
Construction	820,539	(761,958)	58,581
Other	202,605	187,162	389,767
Total	6,111,722	-	6,111,722

Coronavirus Response and Relief Supplemental Appropriation Act Fund Budget Modification

SETA is requesting a Budget modification in the amount of **\$96,752**. The reprogrammed funds will be coming from the Northview outdoor major renovation project (Construction) and moved into the Supplies category.

Supplies (\$96,752)

SETA will be moving funds from the Construction category to the supplies categories to fund supply purchases that were utilized during the year to help enhance Head Start classrooms. As mentioned above, SETA will still complete the major outdoor renovations at Northview ELC, but will utilize Basic Grant funding to do so.

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-

Equipment	-	-	-
Supplies	\$548,361	\$96,752	\$645,113
Contractual	876,891	-	876,891
Construction	112,099	(96,752)	15,347
Other	-	-	-
Total	1,537,351	-	1,537,351
*EHS and EHS-CCP Grants are consolidated.			

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. Le Andra Jones-Villalta
 - Daddy's Here, Father Support Group Special Services
 - Tot Time at the Nimbus Fish Hatchery

NOTES:



Event

West Sacramento	Entertainment	Kids
-----------------	---------------	------



Retro Family Movie

🕒 Sat Jan 27 2024 at 02:00 pm to 04:00 pm

(GMT-08:00) 📍 Arthur F. Turner Community Library Yolo County Library, 1212 Merkley Ave, West Sacramento, CA, United States

Share your favorite childhood movies with your kids at Retro Family Movie! Watch a classic family-friendly movie on the big screen and enjoy some free popcorn! January's movie is a 1984 classic that features the wedding of a frog and a pig!

Rated G.



Unleash creativity

We offer advanced software, tools and equipment to create anything you can dream of. From printing your own chess pieces to recording your own music, we can help you bring your inspiration into reality.

- Studio-quality musical recording hardware and instruments
- Letting you explore your creative skills with specialized software
- Helping you discover and learn the tools of the trade for music production, 3D design and more

Makerspace

Central Library

Advanced tools to create music, designs, and 3D objects. Come create your concept.

Hours

Tuesday: noon - 6 p.m.

Wednesday: noon - 6 p.m.

Thursday: 1 p.m.- 6 p.m.

Friday: noon - 6 p.m.

Saturday: 10 a.m. - 6 p.m.

Equipment & Hardware

- Makerbot Replicator+
- Portable photography lighting equipment
- Oculus Rift Virtual Reality
- Silhouette Cameo
- Synthesizers & Vocoder
- Digital piano and keyboards
- Electronic drums
- Microphones

Also there is outdoor learning for infants to five years..this is the explore and learn 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 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.



Seta Head Start

Food Service Operations Monthly Report

*December, 2023

12/14/23 - Home Base had a field trip to Winter Wonderland we prepared 60 sack lunches
 12/20/23 - Marina Vista closed due to interior painting
 12/21/23 - Marina Vista closed due to interior painting

	Lunch	PM Snack	Breakfast	Field Trips
	24,970	22,840	23,145	1
Total Amount of Meals and Snacks Prepared				71,015

Purchases:

Food	\$69,736.56
Non - Food	\$12,586.31

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair:	\$0.00
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Vehicle Gas / Fuel:	\$1,571.31
Normal Delivery Days	13

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

December 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	172	11%	699	136	19%
Twin Rivers USD	160	36	23%	56	2	4 %
Elk Grove USD	480	71	15%	NA		
Sac City USD	676	83	12%	16	4	25%
San Juan USD	888	68	8%	164	5	3%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	435	11%	935	147	16%

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
December 2023

HS Center Name (*) CCTR/CSPP Funded	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	37	0	37		93%
*Bret Harte	20	20	0	20		100%
*Capital City	20	20	0	20		100%
*CP Huntington	20	19	1	20		100%
*Crossroad Garden	60	56	0	56		93%
*Elkhorn	80	73	0	73		91%
*Freedom Park	60	58	1	59		98%
*Freeport	20	19	0	19		95%
*Hillsdale	80	80	2	82		103%
*Job Corps	20	20	0	20		100%
*Marina Vista	60	24	0	24		40%
*Mather	80	60	3	63		79%
*Norma Johnson	40	38	0	38		95%
*North Avenue	60	53	0	53		88%
*Northview	80	75	2	77		96%
*Phoenix Park	60	40	2	42		70%
*Sharon Neese	60	59	2	61		102%
Alder Grove ELC	20	9	0	9		45%
Bannon Creek	40	31	1	32		80%
Bright Beginnings	40	34	0	34		85%
Dudley	20	18	0	18		90%
Florin	20	17	0	17		85%
Franklin	20	15	1	16		80%
Fruitridge	40	36	0	36		90%
Galt	80	80	0	80		100%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	97	2	99		83%
Hopkins Park	40	40	0	40		100%
Kennedy Estates	20	16	0	16		80%
LaVerne Stewart	20	19	1	20		100%
Nedra Court	40	28	0	28		70%
Parker	20	12	0	12		60%
Solid Foundation	40	37	0	37		93%
Spinelli	20	15	2	17		85%
Strizek Park	20	18	0	18		90%
Walnut Grove	24	23	1	24		100%
Total	1544	1336	21	1357	0%	88%

(a) Reason and action plan provided when enrollment is below 100%
(b) Site(s) with capped classrooms due to staffing
(c) Percentage when capped/closed amount deducted from funded amount
(d) Site/classroom pending license

SETA HEAD START/EARLY HEAD START

End of Month Enrollment Report

December 2023

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	18	16	2	18		100%
*Alder Grove I/T	16	9	1	10		63%
*Bret Harte	9	9	0	9		100%
*Captial City	16	12	0	12		75%
*CP Huntington	16	16	0	16		100%
*Crossroad Garden	15	14	2	16		107%
*Elkhorn	16	14	0	14		88%
*Florin (d)	8	0	0	0	8 (100%)	0%
*Freedom Park	16	12	3	15		94%
*Hillsdale	9	9	0	9		100%
*Hiram Johnson (b)	32	18	4	22	4 (79%)	69%
*Hopkins	6	6	0	6		100%
*Illa Collins	16	8	0	8		50%
*Job Corps	25	23	3	26		104%
*Marina Vista	9	8	0	8		89%
*Mather	15	15	1	16		107%
*Norma Johnson	9	8	1	9		100%
*North Avenue	16	10	1	11		69%
*Northview	16	15	1	16		100%
*Phoenix Park	8	7	2	9		113%
*Sharon Neese Center	25	23	2	25		100%
EHS Home Base	200	200	3	203		102%
Galt	16	16	0	16		100%
Grizzly Hollow	9	8	2	10		111%
River Oak - Home Base	72	59	5	64		89%
SCOE - Home Base	77	60	4	64		83%
Walnut Grove	9	0	0	0		0%
Total	699	595	37	632	12 (92%)	90%

Head Start/Early Head Start Reasons/Observations for under enrollment:

The following sites have classroom(s) capped due to limited staff: Hiram Johnson - totaling 4 enrollment slots. Florin pending license for EHS classroom- totaling 8 enrollment slots.

Vacancies in the following positions that support classroom ratio or enrollment: 23 Education positions (HS Associate Teacher/Teacher, Lead Teacher/Infant Toddler, Site Supervisor).

Strategies/Action Plan:

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. There are 12 employment offers pending in December for the following positions: 10-Associate Teachers, 1-Associate Teacher/Infant Toddler, 1 Lead Teacher/Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: The Grove Holiday Job Fair. From these recruitment events, 3 Interest Forms were completed with families inquiring of Head Start services.

(a) Reason and action plan provided when enrollment is below 100%
 (b) Site(s) with capped classrooms due to staffing
 (c) Percentage when capped/closed amount deducted from funded amount
 (d) Site/classroom pending license

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
 - 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.
