

Thought of the Day:

“To bring about change, you must not be afraid to take the first step. We will fail when we fail to try.”

Author: Rosa Parks

AGENDA

**Sacramento Employment and Training Agency
HEAD START POLICY COUNCIL
Regular Meeting**

Tuesday March 26, 2024 9:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Council and included in the record.

In-Person Public Comment

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. To submit the request for public comment, please fill out a speaker card and give it to the Clerk of the Boards or send an email at Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Accommodations

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 meeting is digitally recorded and available to members of the public upon request.

This document and other Council meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman

PUBLIC R
EPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

D'et Saurbourne

INTERIM EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

- PC Meeting Attendance Update
- Introduction of Newly Seated Representatives

I.	CONSENT ITEMS:	
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	✓ Monthly Head Start Report	
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	D. Head Start Managers	
	✓ 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 Assurances and On-going Monitoring
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Wednesday, March 20, 2024

Policy Council meeting hosted by:
Fienishia Wash (Chair), Graciela Garduno (Vice Chair),
Maryum Sami (Secretary), and Aterious Cuffee (Treasurer)

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
- Le Andra Jones-Villalta, SETA-Operated Program
- Nadera Jamili, San Juan Unified School District
- Angelina, Mejia, Sacramento City Unified School District
- Aterious Cuffee, Treasurer, SETA-Operated Program
- Maryum Sami, Secretary, SETA-Operated Program

Members to be Seated:

- Destiney Abila, WCIC/Playmate Child Development Center
- Veronica Moreno, WCIC/Playmate Child Development Center

Seats Vacant:

- Vacant, Elk Grove Unified School District
- Vacant (Long), San Juan 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, 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**

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2023-2024**

The **2023-2024** Board was seated on
November 28, 2023, January 23, February 23, 2024

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

CONSENT ITEM I-A

Approval of the Minutes of the February 23, 2024 Special Meeting

RECOMMENDATION:

Approve the minutes of the February 23, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the February 23, 2024 special meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START POLICY COUNCIL Special Meeting

Friday February 23, 2024 11:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 11:02 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
Graciela Garduno, Vice Chair, EHS San Juan Unified School District
Le Andra Jones-Villalta, SETA-Operated Program

New Members Seated Present:

Maryum Sami, SETA-Operated Program
Aterious Cuffee, SETA-Operated Program

New Members to be Seated but Absent:

Kizzie Robertson, Elk Grove Unified School District (*excused*)

Members Absent:

Laura Quinones-Neri, Community Agency Representative (*excused*)
Angelina Mejia, Sac City Unified School District (*excused*)
Nadera Jamili, San Juan Unified School District (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the January 23, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Cuffee, second/Sami, to approve the January 23, 2024, minutes as distributed.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

II. ACTION ITEMS:

A. Election of Policy Council Committee 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/Jones-Villalta, second/Cuffee, to table the election of the Foster Parent, Past Parent and Parent Ambassador Representatives to the next meeting.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

B. Election of Policy Council Secretary, Treasurer, and Parliamentarian for Program Year 2023-2024

Ms. Wash reviewed the bylaws and officer positions.

Ms. Cuffee nominated Ms. Sami for Secretary. A vote was taken. Ms. Sami was unanimously approved.

Ms. Wash nominated Ms. Cuffee for Treasurer. A vote was taken. Ms. Cuffee was unanimously approved.

There were no nominations for Parliamentarian.

Moved/Jones-Villalta, second/Cummings, to approve Ms. Sami as Secretary and Ms. Cuffee as Treasurer, and table the election of Parliamentarian to the next meeting.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

C. Election of Community Action Board Representative and Alternates

Ms. Wash reviewed the item. The PC needs to elect one (1) Representative and two Alternates to serve as Low-Income Sector Representatives to the Community Action Board.

Ms. Garduno nominated herself for Community Action Board Representative. A vote was taken, and she was unanimously approved.

Ms. Cuffee nominated herself as an Alternate. A vote was taken. Ms. Cuffee was unanimously approved.

There were no nominations for the second Alternate position.

Moved/Jones-Villalta, second/Cuffee, to approve Ms. Garduno as Community Action Board Representative and Ms. Cuffee as an Alternate and table the election of the second Alternate for the next meeting.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

D. Approval of Out of State Travel to Attend the 2024 National Head Start Association (NHSA) Annual Conference

Ms. Uda, on behalf of Ms. Griffith, reviewed the item and welcomed new members. She advised that SETA would like to send six (6) staff members and two (2) parents from the Policy Council (PC)/Parent Advisory Committee (PAC). Those two parents would be the current Chairs or their designees.

The 2024 NHSA will take place at the Oregon Convention Center in Portland, Oregon. The Conference brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements.

Ms. Wash advised that Mr. Jones (PAC Chair) designated Ms. Jones-Villalta to attend in his place.

Moved/Sami, second/Cummings, to approve out-of-state travel to the 2024 National Head Start Association (NHSA) Annual Conference.

Roll call vote:

Aye: 5 (Cummings, Sami, Cuffee, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 3 (Quinones-Neri, Jamili, Mejia)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the fiscal report for the sixth month of the 2023-2024 program year ended on January 31, 2024. He advised that total Countywide Year-to-Date expenditures are at 45.5%. The Non-Federal Share Year-to-Date expenditures are at 32.8%, above the required 25%. Administrative expenditures are at 9.9%, below the 15.0% maximum. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. These funds will expire on March 31, 2024. With the Budget Modification approved at the Policy Council meeting on January 23, 2024, SETA will be able to exhaust the funds entirely by the due date. SETA ensures that the delegate agencies will spending those funds before the expiration date. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. The Travel (Out-of-State) and Substitutes categories were high. SETA will be looking into possible

budget modifications to reallocate funds as needed. The Parent Services category includes funds for Parent Aids and Parent Interns, mileage reimbursement, and parent activities. 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 that the next meeting will be held in April, 2024, at the SETA Administrative building. The date and time will be provided at the next meeting.
- Community Resources – Parents/Staff
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. SETA’s Recruitment Update

Ms. Green-Johnson reviewed the recruitment data from January 12, 2024, through February 8, 2024 provided as backup information to the agenda packet. She clarified that the eligibility list is good for one year or until another list opens up and gets combined with the previous one.

C. Governing Board Minutes for December 7, 2023

Ms. Jones-Villalta asked to get clarification on the Action Item III-B-3: Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024.

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, March 6, 2024 at 10 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meetings will be held on Fridays, March 1, 8, and 15, 2024, at 10:00 a.m., at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Tuesday, March 5, 2024, at 10 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

- A. Interim Executive Director**
Ms. Lamb, on behalf of Ms. Saurbourne, provided an update on the hiring of the SETA’s Executive Director. No announcements were to be made at this time.
- B. Head Start Deputy Director: No report**
- C. Chair:**
Ms. Wash advised PC members to wear their badges when they enter the SETA Administrative building so that the receptionist can easily identify them. Those who haven’t received the badges yet were advised to contact Ms. Ndiaye.

Ms. Wash read a poem on Black History month. The poem is attached to these minutes.

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

Ms. Keirse reported on behalf of Ms. Carr. She advised that enrollment has now reached 89% for Head Start and Early Head Start countywide, and SETA continues to recruit new families.

Ms. Keirsy also advised that a large group of SETA staff and parents will attend the Head Start California Annual Conference in Long Beach, California, from February 26 to March 1, 2024.

Ms. Jones-Villalta requested information on the recruitment tracking system used and its outcomes.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb advised that some classrooms require additional staff to keep the children safe and engaged in the lessons. SETA is working diligently to ensure teachers' well-being while reviewing internal practices to maintain functionality, safety, and supervision during staff absences. When sites are closed for renovation or repair, staff are moved to other open sites to lower the need for substitutes and the expense associated with them. She will look into including substitutes in the same training that is provided to regular teaching staff.
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing: Ms. Uda informed that she visited Twin Rivers Unified School District (TRUSD) and Women's Civic Improvement Club (WCIC) sites to see the improvements made since the last review by SETA's consultant Kristen Smith, produced the reports and provided them back to the delegate agencies. She advised that visits to Elk Grove Unified School District are planned for March. When the review is completed, the Policy Council will be provided with a report.

Ms. Uda reported that the Facilities team will be down two (2) maintenance/curriers, and SETA is now recruiting to fill those positions.

E. Open Discussion and Comments

Ms. Davis-Jaffe, Workforce Development Manager, and Ms. Moore, Workforce Development Program Officer, provided the following clarifications on Action Item III-B-3: Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2024:

- The Request for Proposals (RFP) was based on the Community Needs Assessment;
- The RFP was distributed to a variety of current and former delegate agencies, as well as to multiple other agencies;
- Applicants are expected to come to the Offeror's Conference to learn about the Agency's expectations and ask questions;
- Applicants are expected to meet SETA's insurance requirements;
- The readers' team is comprised of staff, county representatives, and members of the Community Action Board;
- Based on readers' team scores, the funding recommendations are made;
- The agencies' proposals resulted in first, second, and third rankings are fundable;
- This year, all twenty-two (22) agencies applied ranked as fundable;

- The funding is distributed from the first ranked agencies to the third until funds get exhausted;
- If additional funding becomes available, the initial funding recommendations get augmented to fund more agencies;
- SETA will be following up with the agencies that ranked lower to help them improve future RFP responses;
- The complete funding recommendation and RFP were posted on the SETA's website: www.seta.net.

F. Public Participation: None

VI. **ADJOURNMENT:** The meeting adjourned at 12:00 p.m.

Note: The minutes reflect the actual progression of the meeting.

Black History

In 1976, the nation began to use this month to celebrate

The history of a culture that when they show up, they really participate

They stand STRONG when they are UNITED and don't stay down long when they fall

People that are INTELLIGENT, CONFIDENT, RESILIENT and CREATIVE most of all

A once hidden history, BURIED deep in the past

If it is not dug up and RETAINED, the ROAD paved for the FUTURE will not last

So let's CELEBRATE BLACK CULTURE and UPLIFT a once degraded population

To STAND tall in the POWER that will help RECONSTRUCT our nation

Spreading PEACE and LOVE, while each one TEACH one as it should be

Continue to look deeper into the beautiful horizons of a YOUNG and GIFTED BLACK

HISTORY!

*Fienishia Wash
PC Chair*

ACTION ITEM II-A

Timed Item 10:00 a.m. and Public Hearing

Approval of Changes to SETA Personnel Policies and Procedures Section 11.05 Vehicle and Driving Policy

Presenter: Bevan Richardson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated Personal Policies and Procedures Section 11.05 Vehicle and Driving Policy.

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.

SETA has a number of classifications that have driving as an essential function of the job duties, either in an Agency vehicle or privately-owned vehicle. Under the current policy, a Motor Vehicle Report (MVR) is obtained annually from the Department of Motor Vehicles by the Agency’s Liability Insurance carrier to determine whether or not an employee meets the carrier’s standard for being a covered driver.

The Department of Motor Vehicles now has the ability to notify the Agency in the event that an employee has a driving incident that affects their driving record automatically, rather than annually for more efficient reporting. Section 11.05 of SETA’s Policies and Procedures would be updated to reflect this new process and all affected employees, current and future, would sign an updated agreement to this requirement.

The Governing Board is scheduled to take action on the policy on April 3, 2024.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Vehicle and Driving Policy

Section 11.05

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by ~~an Agency-run annual~~ Department of Motor Vehicles (DMV) Motor Vehicle Report (MVR) clearance review.
 2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g., corrective lenses, will wear glasses.)
 3. An employee who is required to drive as a part of his/her duties and whose Driver License has expired or been suspended must notify Personnel and the employee's supervisor of that expiration or suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with an expired or suspended Driver License is authorized to drive in the course of his/her work for SETA.
 4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
 4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
 5. Employees shall return the vehicle in the same condition that it was received (no smoking, food wrappers, stains, etc.)

C. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
 - a. The vehicle shall be equipped with seat belts;
 - b. The vehicle must be legal to operate in accordance with California Law; and
 - c. A private vehicle shall include non-owned, rented, leased, and borrowed vehicles.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
 - a. A valid California Driver License, as evidenced by ~~an annual~~ DMV clearance review; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

D. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or his/her own vehicle on SETA business is required; it must be reported to the Agency promptly, accurately, and completely. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
2. General instructions in case of any accidents are:
 - a. Be calm;
 - b. Be courteous;
 - c. Call the police;
 - d. Notify your supervisor immediately;
 - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss;
 - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

F. Cell Phones and Electronic Equipment

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be ~~checked annually~~reviewed by the Agency insurer on all employees where driving is an essential function of the job duties. ~~The MVR for each such employee will be reviewed~~will be provided to the Agency insurer who will receive the MVR from the DMV when there is a driving incident which impacts the employee's driving record and driving is an essential function of the employee's job duties. The MVR will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination. If the employee is in a classification or position for which driving is an essential function, the employee may be placed on unpaid administrative leave or assigned modified duties pending an appeal, at the discretion of the Agency.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no

| cost to the employee for this insurance-

Vehicle and Driving Policy

Section 11.05

- A. It is SETA policy that all vehicles owned by SETA will be used for official SETA business only and will be operated in a manner consistent with all safety and legal requirements of the State of California. All employees using privately owned vehicles to conduct SETA business are bound by the provisions of this policy.
1. Any employee authorized to drive for official SETA business shall have a valid California Driver License and be cleared for coverage under SETA's insurance carrier, as evidenced by a Department of Motor Vehicles (DMV) Motor Vehicle Report (MVR) clearance review.
 2. If an employee's valid California Driver License has any restrictions on it, the employee shall at all times adhere to those restrictions. (e.g., corrective lenses, will wear glasses.)
 3. An employee who is required to drive as a part of his/her duties and whose Driver License has expired or been suspended must notify Personnel and the employee's supervisor of that expiration or suspension as soon as possible, but no later than the beginning of the next regularly scheduled work shift. No employee with an expired or suspended Driver License is authorized to drive in the course of his/her work for SETA.
 4. It is expected that employee will drive in a professional and courteous manner on Agency business.
- B. Use of SETA-Owned Vehicles
1. Any costs for repairing damaged SETA vehicles resulting from willful misconduct by the employee having custody of the vehicle may be recoverable from the employee at the option of SETA.
 2. SETA-owned vehicles will be used to transport authorized SETA employees on official SETA business or persons directly related to the official SETA business being conducted. Nothing herein shall be construed to prohibit the carrying of any person or persons in case of accident or other emergency.
 3. The driver of a motor vehicle used on SETA business must verify that the vehicle is in good operating condition before embarking on a trip.
 4. SETA vehicles shall not be utilized by any employee for out-of-town travel (i.e., 25 miles beyond the City limits) without prior approval of the Executive Director or designee.
 5. Employees shall return the vehicle in the same condition that it was received (no smoking, food wrappers, stains, etc.)

C. Use of Privately-Owned Vehicle

1. A privately-owned vehicle, while being used for official SETA business, shall be considered an official vehicle and subject to the following Policies and Procedures:
 - a. The vehicle shall be equipped with seat belts;
 - b. The vehicle must be legal to operate in accordance with California Law; and
 - c. A private vehicle shall include non-owned, rented, leased, and borrowed vehicles.
2. Any employee authorized use of his/her privately owned vehicle for official SETA business shall have:
 - a. A valid California Driver License, as evidenced by DMV clearance review; and
 - b. Sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws specified in the California Vehicle Code Section 16430.

D. Traffic Citations

Traffic citations issued to an employee while using a SETA or personal vehicle on SETA business are the sole responsibility of the employee involved. Parking citations issued to a SETA vehicle are the responsibility of the employee who parked the vehicle.

E. Accident Reporting

1. Reporting of vehicle accidents by a SETA employee driving a SETA-owned vehicle or his/her own vehicle on SETA business is required; it must be reported to the Agency promptly, accurately, and completely. Proper and timely (as soon as it occurs, but no more than twenty-four (24) hours) reporting is mandatory because personal and SETA liability may be involved.
2. General instructions in case of any accidents are:
 - a. Be calm;
 - b. Be courteous;
 - c. Call the police;
 - d. Notify your supervisor immediately;
 - e. Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss;
 - f. Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

F. Cell Phones and Electronic Equipment

Employees may only use cell phones or other electronic equipment in accordance with applicable California law.

G. Review of Motor Vehicle Records

Motor Vehicle Records (MVRs) will be reviewed by the Agency insurer on all employees where driving is an essential function of the job duties. The MVR will be provided to the Agency insurer who will receive the MVR from the DMV when there is a driving incident which impacts the employee's driving record and driving is an essential function of the employee's job duties. The MVR will be reviewed to ascertain if the employee holds a valid driver license and/or if his/her driving record meets the standards for a covered driver as defined by the underwriting policy of the company providing the Agency with Liability Insurance. The employee may request a copy of the report from the DMV.

If the MVR indicates that the employee does not meet the underwriting standards the employee shall immediately be notified and disqualified from driving for SETA business, in SETA vehicles or those vehicles in the care and custody of the employee. The Union will be notified of such determination. If the employee is in a classification or position for which driving is an essential function, the employee may be placed on unpaid administrative leave or assigned modified duties pending an appeal, at the discretion of the Agency.

H. Appeal Process:

1. An employee disqualified from driving may submit a written appeal requesting an accommodation to the Executive Director within three (3) working days of the notice of disqualification to drive. The Executive Director or designee will meet with the employee, their representative, and the Department Chief to discuss the appeal and the availability of an accommodation. Such accommodation, if available, shall be based solely on the needs of and ability for the Agency to operate efficiently. The Agency may layoff or terminate the employee pursuant to the applicable Memorandum of Understanding if a non-driving assignment is not provided in this process. A final response will be sent to the employee in writing within fifteen (15) working days.
2. Until the employee receives permission to resume driving, he/she will be prohibited from driving for Agency business. Unless an employee is notified not to do so in writing, he/she may continue to park on SETA property.

I. Understanding Insurance

1. Personal auto insurance is required under California law and each vehicle must be insured in order to be operated. This insurance is to protect the financial interests of the employee.
2. Agency liability insurance exists to protect the agency from lawsuits. An employee conducting business for the Agency needs to be covered by this insurance to protect the Agency. There is no cost to the employee for this insurance.

ACTION ITEM II-B

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

RECOMMENDATION:

That the Policy Council elect two (2) Parent Ambassador Representatives, two (2) Past Parent Representatives, and one (1) Foster Parent Representative and Alternates.

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 Parent Representatives 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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-C

Election of Policy Council Parliamentarian for Program Year 2023-2024

RECOMMENDATION:

That the Policy Council elect a Parliamentarian.

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.

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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D

Election of Community Action Board Alternate

RECOMMENDATION:

That the Policy Council elect one (1) Alternate to serve as Low-Income Sector representative to the Community Action Board (CAB).

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.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A

Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parent/Staff: Ms. Maryam Sami
 - Family Fun Night!
 - Spring Extravaganza

NOTES:

Family Fun Night!

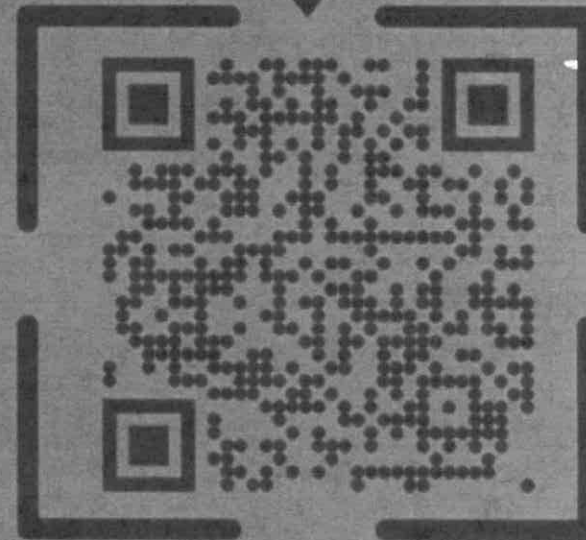
DATE:
Wednesday
April 24, 2024
3:00 p.m. to
5:00 p.m

Only 40 spots
available!

LOCATION:
Capital City School
Multipurpose Room
7222 24th street,
Sacramento, CA, 95822

- Join us for FUN, HANDS-ON activities relating to math and science!
- Snacks provided!
- Open to all enrolled families
- There is a limited space, RSVP soon to guarantee your spot!

SCAN ME



To RSVP scan
QR Code

North Highlands Recreation & Park District

SPRING EXTRAVAGANZA & EGG HUNT

**FREE
EVENT**

EGGcessible (adaptive) Egg Hunt at 10:15am



**Saturday, March 30
10:00am - 12:00pm
Freedom Park**

**Easter egg
hunts,
crafts, vendors,
and more!!**

**Have any questions?
Please call us at (916) 332-7440 or visit our
website at www.nhrpd.org**

**NORTH
HIGHLANDS**
Recreation and Park District

INFORMATION ITEM III-B
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:

INFORMATION ITEM III-C
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:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday February 1, 2024 10:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Ms. Vang called the meeting to order at 10:06 a.m. The roll was called and a quorum was established.

Members Present:

Mai Vang, Chair, City of Sacramento
Sophia Scherman, Vice Chair, Public Representative
Eric Guerra, Member, City of Sacramento

Members Absent:

Patrick Kennedy, Member, Board of Supervisors
Rich Desmond, Member, Board of Supervisors

Recognition of Long-term Employees:

Clairrissa Jenkins, Head Start Intervention Specialist (25 years of service)
Ms. Betsy Uda congratulated Ms. Jenkins on her 25 years at SETA and provided background highlights on behalf of Ms. Ashlee Russell, Ms. Jenkins's supervisor.

Deanna Dykes, Personnel Analytics Supervisor (25 years of service)
Mr. Richardson congratulated Ms. Dykes on her 25 years at SETA and provided background highlights.

Jessica Rainey-Dent, Family Services Worker III (25 years of service)
Ms. Rebel Rickansrud-Young congratulated Ms. Rainey on her 25 years at SETA and provided background highlights.

- I. **CONSENT ITEMS:**
- A. Approval of Minutes of the December 7, 2023 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2024

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

- A. Approval of Minutes of the December 7, 2023 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2024

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

II. ACTION ITEMS:

A. General Administration/SETA

2. Review and Approval of the Agency's Independent Auditor's Report and Financial Statements for Fiscal Year Ended June 30, 2023

Ms. Saurbourne advised that SETA has finalized the audit for the year ending on June 30, 2023, with the new auditing firm. There were no fiscal findings, no audit findings, or management comments.

Moved/Scherman, second/Guerra, to approve the Annual Auditor's Report and Financial Statements of the Agency for the fiscal year ended June 30, 2023.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

3. Approval to Use Fund Balance

Ms. Saurbourne reviewed the item. The Governing Board requested SETA's representation at the Cap-to-Cap events. The 2024 Cap-to-Cap event will be in April 2024. She advised that since Cap-to-Cap is considered a lobbying event, Board approval is needed to utilize the fund balance.

Moved/Scherman, second/Guerra, to approve the use of the agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2024 Cap-to-Cap event in April 2024.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

B. Workforce Development Department

General/Discretionary:

3. Approval to Submit an Application to the Employment Development Department on Behalf of the California Labor and Workforce Development Agency, for Workforce Innovation and Opportunity Act (WIOA) Opportunity Young Adult Career Pathway Program Year 2023-2024, and Authorize the Executive Director to Execute the Agreement, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers

Ms. Mechals introduced herself and reviewed the item. She advised that if this item is approved today, SETA, with four (4) community-based organizations, will submit an application to serve one hundred and sixty-seven (167) participants aged eighteen (18) to twenty-eight (28). SETA will lead as the fiscal agent and develop work-based learning opportunities and occupational skills training. Ms. Mechals stated that this is a great opportunity to work with two new organizations, Anti-Recidivism Coalition and Emerge Careers, and help them deliver WIOA services.

Moved/Guerra, second/Scherman, to approve the submission of an application to the EDD for WIOA OYA Career Pathway Program Funds, and authorize the Executive Director to execute the agreement, and other documents required by the funding source, and enter into subcontracts with service providers.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

4. Approval of Funding Augmentation Recommendations for Refugee Support Services (RSS) Program Providers, Program Year 2023-2024

Ms. O’Camb introduced herself and reviewed the item. She advised that based on the formal notification of the 2024 RSS funding, SETA is seeking approval to augment eight (8) current RSS providers in the amount of \$2,478,222 to expand their enrollment capacity by an additional six hundred and thirty-nine (639) clients bringing them to their maximum capacity. This will result in a new total allocation of \$11,018,918 to RSS providers to serve 2,998 clients. Ms. O’Camb additionally advised that two (2) other current providers not included in this augmentation are Folsom Cordova Community Partnership, which is already funded at its maximum capacity, and World Relief Corporation of the National Association of Evangelicals-Sacramento, which is a new partner building their capacity, recommended to serve twenty (20) additional clients.

Mr. Guerra requested to connect with staff to obtain more information on the qualification process for the program.

Ms. Scherman thanked Ms. O’Camb for her outstanding work and thorough presentations.

Moved/Guerra, second/Scherman, to approve the staff funding augmentation recommendations for the RSS program providers for PY 2023-2024. Additionally, approve the following funding stipulations:

- 1) All VESL/ES, ES Stand Alone, VESL/OJT, and ELL Workforce Navigator budgets must include a minimum allocation of 5 percent for supportive services.

- 2) Participants in Match Grant employment services provided by the International Rescue Committee, World Relief, or Lao Family Community Development are not eligible to participate in RSS-funded programs until all services within the Match Grants have been exhausted.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

C. Children And Family Services Department

1. Approval of Out-of-state Travel to Attend the 2024 Region 9 Head Start Association Science, Technology, Engineering, Math (STEM) Conference

Ms. Garland introduced herself and reviewed the item. She advised that this year's annual STEM Conference will be held in Phoenix, Arizona, on March 20-22, 2024, and the theme is Children as Innovators. Workshops will showcase strategies for children (birth to five years old) and families that elevate innovation, creativity, curiosity, and discovery through observation and experimentation. In addition, the Region 9 Head Start Association (R9HSA) will be hosting strategic planning, including the effects of the proposed rule-making of the Head Start Performance Standards. SETA is seeking the Board's approval for ten (10) selected education staff to attend, present, and bring back the knowledge and one (1) additional staff member to attend and participate in the Region 9 Board meeting and strategic planning.

Moved/Guerra, second/Scherman, to approve out-of-state travel to the Region 9 Head Start Association STEM Institute.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

2. Approval of Budget Modification for the American Rescue Plan Act Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds

Mr. Han introduced himself and reviewed the item. He advised that SETA would like to repurpose Equipment and Construction to Personnel, Fringe, Supplies, and Other (deferred maintenance) funds from the underspent American Rescue Plan Act and the Coronavirus Response and Relief Supplemental Appropriation Act funds that expire on March 31, 2024, to help fund the incentive program and health and wellness initiatives that have been implemented at SETA. SETA still plans to complete the major outdoor renovations at Northview Early Learning Center, utilizing SETA's base grant funding instead. A detailed budget and budget justification were provided in the agenda packet.

Moved/Guerra, second/Scherman, to 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.

Roll call vote:

Aye: 3 (Vang, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Kennedy, Desmond)

III. INFORMATION ITEMS:

A. Recognition of Long-Term Boards Member

Ms. Saurbourne and Ms. Vang congratulated Ms. Scherman on her thirty (30) years of service at SETA as a member of the Governing Board and Private Industry Council (PIC).

B. Fiscal Monitoring Reports: No questions

C. Employer Success Stories and Activity Report: No questions

D. Dislocated Worker Update:

Mr. Walker clarified that one hundred and sixty-eight (168) Sacramento Self-Help Housing layoffs were picked up by contractors who took over that role, and some remain with the Sacramento Self-Help Housing but in another capacity.

Mr. Guerra requested that future updates be provided.

E. Unemployment Update/Press Release from the Employment Development Department: No questions

F. Head Start Reports: No questions

IV. REPORTS TO THE BOARD:

A. Chair: No report

B. Interim Executive Director:

Ms. Saurbourne shared that Ms. Griffith and her staff are at the Community of Practice conference with the Black Boys Project. The update will be provided at the next meeting.

Ms. Saurbourne advised that a company was selected to lead the Agency in strategic planning. The Board members are invited to participate and provide their input.

C. Deputy Directors: No report

D. Counsel: No report

E. Members of the Board:

Mr. Guerra requested that Workforce Development priorities for the region be shared with the members of the Board.

F. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:52 a.m. in the memory of former Governing Board Member, Lauren Hammond.

Note: The minutes reflect the actual progression of the meeting.

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Ms. Fienishia Wash

NOTES:

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

NOTES:

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Interim Executive Director

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.

NOTES:

B. SETA Head Start Deputy Director

This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Policy Council on any items of important information or to deal with special requests which need to be addressed.

- ✓ Monthly Head Start Report

NOTES:

C. Chair

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.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*February, 2024

1/29/24-2/2/24 - Norma Johnson closed due to doing the flooring.
 2/2/24-2/9/24 - Job Corps closed due to moving furniture and panting.
 2/6/24 - Hopkins Park had a field trip on site with the Puppet Show, no sack lunch requested.
 2/8/24-2/16/24 - Nedra closed due to moving furniture and painting.
 2/12/24-2/16/24 - Elkhorn closed due to flooring.
 2/14/24 - Norma Johnson had a field trip to the Sacramento Fire Department, no sack lunch requested.
 2/22/24-3/1/24 - Phoenix Park closed due to moving furniture and painting.
 2/23/24 - Sharon Neese had a field trip to Fairy Tale Town we prepared 85 sack lunches.
 2/28/24 - Homebase Preschool had a field trip to Tumble Buddies we prepared 40 sack lunches.
 2/28/24 - Norma Johnson had a field trip on site with the Puppet Art Show, no sack lunches requested.
 2/29/24 - Norma Johnson had a field trip to Fairy Tale Town we prepared 49 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
34,108	31,032	30,248	3

Total Amount of Meals and Snacks Prepared **95,562**

Purchases:

Food	\$128,966.17
Non - Food	\$16,715.33

Building Maintenance and Repair: **\$0.00**

Janitorial & Restroom Supplies: **\$0.00**

Kitchen Small Wares and Equipment: **\$0.00**

Vehicle Maintenance and Repair: **\$1,033.81**

Vehicle Gas / Fuel:	\$1,930.07
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 2024

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	197	13%	699	143	20%
Twin Rivers USD	160	40	25%	56	3	5 %
Elk Grove USD	480	85	18%	NA		
Sac City USD	676	89	13%	16	**0	0%
San Juan USD	888	78	9%	164	5	3%
WCIC	100	5	5%	NA		
COUNTY TOTAL	3848	474	13%	935	151	16%

**Corrections made

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/29/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480	450	0	94%	1% -
Sacramento City USD	676	615	24 (96%)	91%	2% +
San Juan USD	888	710	119 (92%)	80%	0%
SETA	1,544	1,447	0	94%	1% +
Twin Rivers USD	160	149	0	93%	4% +
WCIC/Playmate	100	87	0	87%	1% +
Total	3,848	3,458	143 (93%)	90%	1% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (02/29/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	142	12 (93%)	87%	1% +
SETA	699	660	0	94%	4% +
Twin Rivers USD	56	37	16 (93%)	66%	5% +
SCUSD	16	0	16 (100%)	0%	0%
Total	935	839	44 (94%)	90%	1% +

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

Reasons for Program Under Enrollment

Elk Grove USD

- EGUSD has sites with exhausted waitlist.
- Delay of opening classroom due to facilities or building repair.
- Children with IEP's continue to be identified to move into the inclusion classrooms.

Sacramento City USD

- The following sites are on hold for EHS services, due to staffing shortage: American Legion and Elder Creek -totaling 16 enrollment slots.
- Sites are under enrolled due to students dropping from the program, moving out of state or out of our district.

San Juan USD

- Limited staffing in positions that support classroom ratio and home base at the following locations: Choices; Davie; Encina; Howe; EHS Home Base - totaling 131 enrollment slots.
- As of the beginning of March, the following San Juan Unified School District preschool sites have exhausted waitlists: Choices Charter; Encina; Garfield; Grand Oaks; Howe; Ralph Richardson.
- Though the posting has been put online, Homebase Teacher vacancy can only be filled by external applicants even though there may be internal candidates interested in the position, and HR has not provided any external candidates.
- The district was closed for one week for school recess/holiday—with less time to process enrollments this month.
- There has been an influx of interest forms submitted, but a majority are filling out interest forms for the 24-25 school year due to the school district currently doing their TK enrollment.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 16 Education positions (HS Teacher, Associate Teacher, Lead Teacher/Infant Toddler) and 2 Family Service Workers.

Twin Rivers USD

- The following sites have classroom(s) capped due to limited staff: Oakdale; Rio Linda and Village- totaling 16 enrollment slots.
- Waiting list is exhausted in the following services areas: 95673, 95560, 95652.
- Continued vacancies in the following staffing positions: Head Start Site Supervisor, ECE Para Educators (4), Teachers (2).

WCIC/Playmate

- WCIC continue remain committed to providing quality education to the students we do have, and continue to explore strategies to attract families within the zip code of 95817.
- Due to a majority of 3yr old's enrolled, 2 classrooms are capped at 17.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- We are in the process of identifying eligible children who are turning 3yrs old in our Parent Child Playgroup program.
- ChildPlus student profiles are being filtered to identify siblings of students who will be turning 3yrs old soon.

- Registrations for our 24-25 PreK enrollments have allowed us to reach out to families with children who are age eligible for the current school year.
- Our ERSEA team is almost fully staffed and continues to monitor responses submitted on the 2023-2024 online interest form.

Sacramento City USD

- A fourth Coordinator has on-boarded, and will be specifically working with the Early Head Start Programs. We have a total of 10 enrollment applications that has been turned in: For Elder Creek: We received six (6) enrollment applications for the toddler classroom. For American Legion: We received three (3) enrollment applications for the toddler classroom and one (1) enrollment application for the infant classroom.
- We are reaching out to these families, so we can update their information. Continuing to follow up with families who are on our sites wait list to inform them of classroom openings that becomes available.
- Continuing to attend community events, word of mouth, collaborating with the Assistant Superintendent, ELC, K-12 Enrollment Team, SCUSD Attendance Team to discuss shared vision and ways we can enhance the preschool program to align with district standards and policies for enrollment and recruitment.
- School Community Liaison (SCL) is building a rapport with community organizations, and is in communication with these organizations to inquire about upcoming events that will be taking place within the community.

San Juan USD

- ERSEA Content Specialist updated physical EHS & HS Flyer in collaboration with the Communications Department.
- ERSEA Content Specialist and SCW distributed flyers at local businesses and partners close to ZIP codes with low enrollment.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. There were 4 Associate Teachers and 1 Lead Teacher/Infant Toddler onboarded in February. There are 4 employment offers pending for the following positions: 1-Associate Teachers, 2-HS Teacher, 1 Associate Teacher/Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Presentation on Head Start services at Network Cafe and Connection Cafe.

Twin Rivers USD

- All of the vacant staff positions are posted on TRUSD website, Edjoin, and Team Tailor. Contracted with Childcare Careers (CCC) substitute to temporarily fill vacancies.
- The ERSEA team recruited in the following community events: Black History Celebration, Food Distribution, and Kindergarten Round-Up. Recruited over 10 families and distributed information to families on what documents are needed for enrollment.
- Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months will be contacted to start the HS registration process.

WCIC/Playmate

- Throughout February, WCIC distributed fliers to several key locations: Serna Center including the Early Learning and Care Development Department, Family and Community Empowerment Department, Colonial Heights Library, Asian Resource Inc., and Sac Works One Stop Career Center.
- In February 2024, WCIC purchased two monthly bus passes for two families.

OTHER REPORTS ITEM V (continued)

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D. Head Start Managers

- ✓ 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 Assurances and On-going Monitoring
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

NOTES:

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.

NOTES:

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.

NOTES: