

GOVERNING BOARD

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*Thought of the Day: "Love is the
greatest refreshment in life."*

~ Pablo Picasso

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, May 24, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/87147414406?pwd=VGVubDRpWXc3ZUtYY1I0eGEvSzkYUT09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Head Start Policy Council (PC) is conducting this meeting on Zoom at <https://us02web.zoom.us/j/87147414406?pwd=VGVubDRpWXc3ZUtYY1I0eGEvSzkYUT09>. Meeting ID: 871 4741 4406. Passcode: 092096. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone: One tap mobile: +16699006833,,87147414406# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/87147414406?pwd=VGVubDRpWXc3ZUtYY1I0eGEvSzkYUT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Policy Council and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Policy Council shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

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- B. Head Start Deputy Director's Report
- ✓ Deputy Director's Monthly Report
 - ✓ Quality Assurance Summary Report – Sacramento City Unified School District
- C. Chair's Report
- ✓ PC/PAC Orientation, Friday, June 3, 2022 at 9:00 – 11:00 a.m.
- D. Head Start Managers' Reports
- ✓ Lisa Carr - Family Engagement, Home Base, Health/Oral Health, and ERSEA Services
 - ✓ Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments
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VII. Adjournment

DISTRIBUTION DATE: Wednesday, May 18, 2022

Head Start Policy Council meeting hosted by:
Charles Taylor (Chair) and Kara Long (Vice Chair)

ITEM I - CALL TO ORDER/ROLL CALL

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

_____	Charles Taylor, Chair, Past Parent/Community Representative
_____	Crisanta Martin, WCIC/Playmate Child Development Center
_____	Donna Bonner, Foster Parent Representative/Community Representative
_____	Lesly Lainez Carballo, SETA-Operated Program
_____	Kahmaria Holleman, SETA-Operated Program
_____	Stephen Key, Past Parent/Community Representative
_____	Kara Long, San Juan Unified School District
_____	Carissa Salee, San Juan Unified School District
_____	Rosemary Schapira, Community Agency Representative
_____	Tonya Shead, Twin Rivers Unified School District
_____	Fienishia Wash, Grandparent Representative/Community Representative

Seats Vacant:

_____	Vacant, San Juan Unified School District
_____	Vacant (Coultrup), Early Head Start, San Juan Unified School Dist.
_____	Vacant (E. Gutierrez) San Juan Unified School District
_____	Vacant, Sacramento City Unified School District
_____	Vacant, Sacramento City Unified School District
_____	Vacant, Twin Rivers Unified School District
_____	Vacant (Land), WCIC/Playmate Child Development Center
_____	Vacant, Home Base Option
_____	Vacant (Wash) Home Base Option
_____	Vacant (Sanders), SETA-Operated Program
_____	Vacant (Torres), SETA-Operated Program
_____	Vacant (Pierce) SETA-Operated Program
_____	Vacant (Torres) SETA-Operated Program
_____	Vacant (Taneja), SETA-Operated Program
_____	Vacant (Jetton), Early Head Start/Home Base (SOP)
_____	Vacant (Olguin), Early Head Start, Sac. City Unified School Dist.
_____	Vacant (Self), Early Head Start (SETA)
_____	Vacant, Community Agency Representative
_____	Vacant (Stone Smith) Community Agency Rep.
_____	Vacant, (Goris) Elk Grove Unified School District
_____	Vacant (Wash) Outgoing Chair

**** Please call your alternate, Policy Council Chair (Charles Taylor: [916] 870- 9167), or Head Start staff (Marie Desha: [916] 263-4082 or Monica Newton: [916] 263-3753) if you will not be in attendance. ****

POLICY COUNCIL BOARD MEETING ATTENDANCE

PROGRAM YEAR 2021-2022

The **2021-2022** Board was seated on
November 23 & December 16, 2021,
January 25 & April 25, 2022

BOARD MEMBER	SITE	11/23	12/16		1/25	2/22	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
D. Bonner Seated 12/16	PP-FP	X	X		X	X	X	X							
Vacant Seated	SJ/EHS														
D. Ferreyra Seated 1/25	WCIC	-	-		X	U	U	E							
C. Martin Seated 4/25	WCIC	-	-		-	-	U	X							
K. Holleman Seated 1/25	SOP	-	-		X	X	X	X							
S. Key Seated 12/16	PP	X	X		X	X	X	X							
L. Lainez Carballo Seated 1/25	SOP	-	-		X	X	X	X							
K. Long Seated 12/16	SJ	X	X		X	X	X	X							
C. Salee Seated 1/25	SJ	-	-		X	X	X	X							
R. Schapira Seated 1/25	CAR	X	U		X	X	X	X							
T. Shead Seated 4/25	TR							X							
C. Taylor Seated 12/16	PP	X	X		X	X	X	X							
Vacant Seated	SOP														
F. Wash Seated 12/16	PP-GP	X	X		X	X	X	X							

GLOSSARY OF ACRONYMS

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

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

OGC: Outgoing Chair

RS: Reseat

***:** Special Meeting

Current a/o 4/29/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 26, 2022
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the April 26, 2022 meeting.

RECOMMENDATION:

That the Policy Council approve the April 26 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, April 26, 2022
9:00 a.m.

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

Mr. Charles Taylor called the meeting to order at 9:00 a.m. and read the thought of the day. Mr. Taylor called the roll; a quorum was met.

Members Present:

Donna Bonner, Foster Parent/Community Representative
Charles Taylor, Past Parent/Community Representative
Fienishia Wash, Grandparent/Community Representative
Kara Long, San Juan Unified School District
Rosemary Schapira, Community Agency Representative
Carissa Salee, Early Head Start, San Juan Unified School District
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program
Stephen Key, Past Parent/Community Representative

New Member to be Seated Present:

Crisanta Martin, WCIC/Playmate Child Development Center
Tonya Shead, Twin Rivers Unified School District

Members Not Present:

Diana Ferreyra, SETA-Operated Program (*Unexcused*)

II. Consent Item

A. Approval of the Minutes of the March 22, 2022 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Shead, second/Bonner, to approve the March 22, 2022 minutes as distributed.

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreyra)

III. **Action Items**

- A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Moved/Bonner, second/Long, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Council Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing.

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreira)

- B. **CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957**

The Board went into closed session at 9:23 a.m. At 9:52 a.m., Mr. Taylor called the meeting back into open session and reported that the following eligible lists were approved in closed session: Approval of Eligible List for: Associate Teacher, Health Nutrition Specialist, Home Visitor, Human Resources Manager, Personnel Clerk, Site Supervisor

There was no list for Cook Driver.

- C. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
- E. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
- F. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- G. Approval of 2022-2023 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start as Aligned with Established Five-Year Goals and Objectives

Ms. Denise Lee gave a combined presented for action items III-C-G. Ms. Lee welcomed the new Committee members. We are on a five-year funding cycle. This refunding application is for Year 3 of 4. The new school year will operate August 1, 2022 through July 31, 2023. The refunding application must be submitted by May 1, 2022. The funding cycle was shortened to a four-year cycle due to a grant consolidation done in 2021 to combine the EHS-Child Care Partnership grant to the Head Start grant. There will be an opportunity to apply for a twelve-month extension if there are remaining funds and/or unfinished projects at the end of the Year 4. The Self-Assessment is a one-time snap shot monitoring review where a team of staff look closely at a variety of documents, interview staff, look at data, and look at previous monitoring results. The Self-Assessment takes approximately 2-3 weeks, usually in January and February of each year to see how we are performing. We do the assessment mid-way through the year so we know what program improvement needs to be addressed and what should be included in the refunding application. We have strong Classroom Assessment Scoring System (CLASS) scores. The current scores are higher than pre-pandemic scores and on-par with National averages. SETA has strong partnerships to help carry out its mission and services. A new marketing campaign was launched to build program awareness and encourage enrollment. The flexibility of staff has made it possible for services to continue during this time of the COVID-19 pandemic. Our commitment to personal care for children overseeing a variety of special diets, medications, administration and special education for children with disabilities continues to be a strength of the program. Areas we continue to improve on are routine monitoring protocols and re-engagement of staff and training activities. We need to re-establish attendance practices and continue to recruit more parents to sit on the boards. We need to continue to expand use of technology to meet and maintain full enrollment. Another area of improvement is to increase staff recruitment and retention. All of these points guide us toward the short and long-term goals. The five-year goals continue around school readiness, health and wellness, attendance and family engagement. Funded enrollment will be 4,176 for Head Start children and 880 Early Head Start children. This is 60 less enrollment slots for Head Start and 8 more enrollment slots for Early Head Start than 2021-2022. There will be 112 school sites in Sacramento County and 247 classrooms. We continue to provide services with two EHS partners, four school districts and one community-based organization (WCIC).

The budget is \$63,936,857 for Basic and Training/Technical Assistance. The funding for Training/Technical Assistance is specifically earmarked for staff and parent training. There are a few program changes including, a voluntary relinquishment of enrollment slots/funding. Sacramento City Unified School District took on more transitional kindergarten and universal pre-k, which resulted in a lack of spare classrooms. They are doing a large district movement with preschool enrollment, which resulted in displacement of 60 Head Start enrollment slots, that were requested to give back to the grantee along with the funding. Those slots were re-distributed within Sacramento County with Elk Grove Unified School District (EGUSD) and SETA-Operated program. EGUSD will serve 40 of

the 60 slots by strengthening and advancing their services to children with disabilities. Ten classrooms will have 4 reserved slots for children with disabilities. Twenty slots will remain with SETA and operate out of Spinelli. Hours have been extended at three school sites from 4 hours per day to 6.5 hours per day. Four-hour models are not as popular for parents as six-hour models. SETA will take the 60 enrollment slots that are being displaced with the extended hours and convert them to eight new infant and toddler slots. The Office of Head Start allows programs to move between Head Start and Early Head Start; this is called a conversion. There will be new locations in 2022-2023: Spinelli, Florin East Grammar School, Pleasant Grove Elementary, Foulks Ranch Elementary, and Miwok Village Elementary. There will be six centers closing/replacing alternate preschool services: American Legion, Florence Markofer, Sierra Enterprise, AM Winn, Isador Cohen, and Mark Twain. Closure does not mean services are not available, but more likely replaced with alternate preschool services. Countywide program options include full day, part day, year-round, traditional school year and home-based. Early Head Start does not have part day options, as they were designed to operate year-round. Training/Technical Assistance (TTA) funds will be spent on training and support to teachers and parents. Some sample TTA activities include tuition reimbursement, family literacy project where books are sent home and to promote in-home reading and to build in-home libraries, parent and staff conferences, parent and child consultant services for health or nutrition, disaster preparedness training, CPR/first aid training, ECE apprenticeship program, staff coaching and training and trauma informed training.

Moved/Wash, second/Key, to approve the following action items:

- C. Approval of Annual Self-Assessment for 2020-2021 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
- E. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
- F. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
- G. Approval of 2022-2023 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start as Aligned with Established Five-Year Goals and Objectives

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreira)

H. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Lee reviewed that this is annual action item for the Committee to review and approve the Selection Criteria for entering a Head Start and Early Head Start program. This Selection Criteria is priority ranking to ensure if the program has a waiting list for services, families the determination on who takes priority to enter the program is managed fairly and equitably. There are no recommended changes for this year.

Moved/Key, second/Bonner, to approve the Head Start Enrollment Selection Criteria and the Early Head Start Enrollment Selection Criteria for Sacramento County

Roll call vote:

Aye: 10 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin, Shead)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Ferreira)

I. Approval of Budget Modification Request for Head Start and Early Head Start in Program Year 2021-2022

Ms. Lee stated programs are in the process of assessing how COVID-19 CARES Act funds are being used. No funds should be returned. The program has also identified under-spent Basic funds that were extended due to the COVID-19 pandemic. The program will put those funds towards the Northview project, instead of using 2021-2022 Basic grant funds. The budget modification will reprogram Basic funds for Northview, leaving under-spent funds in construction that can be reprogrammed for other deferred maintenance projects.

Moved/Key, second/Wash, to approve the budget modification request for Head Start Basic and Early Head Start CARES Act, in the amount of \$1,150,000, to complete the Northview Early Learning Center tenant improvements

Roll call vote:

Aye: 9 (Bonner, Wash, Long, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Ferreira, Shead)

Ms. Tonya Shead left the meeting at 10:35 a.m.

IV. Information Items

A. Standing Information Items

➤ **Fiscal Monthly Report/Corporate Card Monthly Statement of Account:**

Mr. Han reviewed the Head Start/Early Head Start fiscal expenditure reports for fiscal year 2021-2022. We are 62 percent spent for base grant. Nothing was out of the ordinary for the credit card statements

➤ **Community Resources – Parents/Staff:**
Ms. Bonner reviewed the community resources.

B. Governing Board Minutes for March 3, 2022: No Questions

V. Committee Reports

➤ **Executive Committee Meeting:**

The next Executive Committee meeting will be Tuesday, May 3, 2022 at 10:00 a.m., via zoom and will be a joint PC & PAC meeting

➤ **Budget/Planning Committee Meeting:**

The next Budget Committee meeting will be Tuesday, May 10, 2022 at 1:00 p.m., via Zoom.

➤ **Social/Hospitality Committee Meeting:**

The next Social/Hospitality Committee meeting will be Wednesday, May 4, 2022 at 12:00 p.m., in-person in the Shasta room.

VI. Other Reports

A. Head Start Deputy Director's Report: No Report

B. Chair's Report

Mr. Taylor introduced Ms. Crisanta Martin as a new member of PC.

C. Open Discussion and Comments:

Ms. Jones Villalta presented on the Parent Engagement Survey. It was created to help parents more actively participate. The survey is provided in Spanish and English. A digital copy will be forwarded to PC/PAC and to Ms. Lisa Carr. Ms. Griffith suggested to integrate the Parent Engagement Survey with the Family Engagement Survey so families are not getting multiple surveys

D. Public Participation: None

VII. Adjournment: The meeting was adjourned at 11:06 a.m.

ITEM III-A- ACTION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR COUNCIL MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has issued the long-existing state of emergency related to COVID-19, which remains in effect. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. In September 2021, the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Council Meetings, provided necessary procedures are followed.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Council meeting to be held by teleconference procedures consistent with AB 361, the Council must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

ITEM III-A-ACTION (continued)
Page 2

RECOMMENDATION:

Authorize the continued use of teleconferencing for Head Start Policy Council meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Council has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B - ACTION

CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

BACKGROUND:

This item provides an opportunity for the Policy Council to take action on personnel items.

CLOSED SESSION PERSONNEL – PURSUANT TO GOVERNMENT CODE SECTION 54957

- ✓ Approval of Eligible List for: Associate Teacher and Associate Teacher/Infant Toddler, Children and Family Services Education Program Officer, Family Service Worker II and III, Head Start Cook/Driver, Head Start Education Coordinator, Head Start Teacher, Information Technology Engineering Analyst
- ✓ Report out of closed session

NOTES:

ITEM III-C- ACTION
Public Hearing and Timed Item

APPROVAL OF CHANGES TO THE SETA PERSONNEL POLICIES AND
PROCEDURES REGARDING HIRING OF HEAD START GRANTEE
OPERATED PROGRAM STAFF

BACKGROUND

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes to Head Start Standards, the work environment, and the business needs of the Agency.

The Agency values the involvement of Head Start parents and the Policy Council in the recruitment process of hiring Head Start staff. In order to continue with this appreciated involvement and hire qualified candidates without delay, some aspects of the policy were modified.

In a highly competitive hiring market, applicants are less likely to wait through lengthy recruitment processes to accept a job offer. Since the Policy Council meets only once per month, SETA risks applicants no longer being available after the Policy Council has reviewed and approved Eligible Lists. The proposed modifications permit Human Resources staff to continue through the hiring process, including making job offers, without delays between Policy Council meetings and/or requiring Special Policy Council meetings for Closed Session to approve Eligible Lists. Hence, the changes allow for more flexibility and faster timelines in the hiring process without removing vital parent participation in the hiring process.

The policy changes include:

Eligible Lists (Section 4.05)

- E. ~~Eligible lists for Head start positions will be submitted to the Policy Council for approval.~~ **Recruitment information will be shared with the Policy Council at minimum every other month.**
- F. ~~Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed, and report for work.~~

Filling Vacant Positions (Section 5.01)

- E. ~~A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the CFS Deputy Director and the Policy Council.~~

ITEM III-C-ACTION (continued)

Page 2

Appointments (Section 5.02)

F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointment from among those candidate approved by the Appointing Authority. ~~and Policy Council, as applicable.~~

The redlined version and final version of each policy are attached.

The SETA Governing Board will take action on June 2, 2022.

Staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the updated policies regarding the hiring of Head Start grantee operated program staff.

PRESENTER: D'et Saurbourne

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

Eligible Lists

Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
 - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
 - 2. Internal Only List: Employees who have successfully completed all components within an internal only examination.
 - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
 - 4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list does not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment is necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- ~~E. Eligible lists for Head Start positions will be submitted to the Policy Council for approval.~~ **Recruitment information will be shared with the Policy Council at minimum every other month.**
- ~~F. Only after the eligible list has been approved by the Policy Council may a candidate be officially offered a Head Start position, employed and report to work.~~

Section 5: Certifications, Appointments & Transfers

Filling Vacant Positions

Section 5.01

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity. All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the regular employee is performing the exempt duties, the employee shall retain all of the rights of a regular employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.
- ~~E. A vacancy within the Head Start Grantee Operated Program will not be filled until concurrence is reached between the CFS Deputy Director and the Policy Council.~~

Appointments

Section 5.02

- A. For each vacancy in the regular service, the Human Resources Department Chief shall certify those on the eligible list(s). With exception of a reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the Human Resources Chief may certify from a comparable eligible list of substantially the same or higher level.
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- C. The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- D. The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- E. Appointments made may be subjected to a probation period.
- F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority ~~and Policy Council, as applicable.~~
- G. Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- H. If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- I. Appointments may be made to exempt, probationary, regular, or temporary status.
- J. Probationary Appointment
 - 1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory performance in order to achieve regular status.
 - 2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

K. Regular Appointment

1. An appointment where the probation period has been satisfactorily served by the incumbent.
2. Continuity of employment is contingent continued funding.
3. There is no status, or right of transfer, to either the City of Sacramento or County of Sacramento.

L. Temporary Appointment

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded regular or full-time employees.

M. Exempt Appointment

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

N. Appointment at Lower Levels

1. The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

Eligible Lists

Section 4.05

As soon as possible after an examination has been completed, the Executive Director or Appointing Authority shall prepare an eligible list consisting of the names of persons successfully passing the examination and scoring high enough to be included on the eligible list.

- A. Eligible lists are established in rank order of names or scores of those persons available for certification for employment to existing vacancies.
- B. There are the following types of eligible lists:
 - 1. Re-employment: Employees with regular status laid off due to lack of work or reduction in force. Appointment of persons from this list is mandatory.
 - 2. Internal Only List: Employees who have successfully completed all components within an internal only examination.
 - 3. Open List: Persons qualifying as a result of having successfully completed all components within an Open examination.
 - 4. Reinstatement: Persons who have resigned from Agency service, were in good standing with regular status, and have petitioned for reinstatement within one (1) year from the date of resignation.
- C. The life of eligible lists shall be no longer than one (1) year from the date established, unless extended up to one (1) additional year by the Executive Director. However, names shall remain on the reemployment list for two (2) years from the date of layoff.
- D. Eligible lists for the same classification may be merged or combined. This occurs when an eligible list does not have sufficient numbers of candidates needed to fill the anticipated number of vacancies, and additional recruitment is necessary. The two lists are combined or merged to create one eligible list. Candidates from the first list are merged into the new list by score. A new ranking is given and the candidates are notified of their placement on the new list. Candidates merged into the new list may remain on the list for the life of the new list.
- E. Recruitment information will be shared with the Policy Council at minimum every other month.

Section 5: Certifications, Appointments & Transfers

Filling Vacant Positions

Section 5.01

The Agency is an Equal Opportunity Employer and will consider all applicants accordingly, without regard to race, color, creed, religion, national origin, ancestry, age, genetic information, gender identity and gender expression, physical and/or mental disability, medical condition, sexual orientation, sex (including pregnancy, child birth and related medical conditions), marital status, military and veteran status, political affiliation, or Union membership activity. All vacancies in the Agency shall be filled by transfer, promotion, demotion, reemployment, reinstatement, or from a certified eligible list.

- A. Recruitment procedures for the position of the Executive Director shall be determined by the Governing Board of the Agency.
- B. When recruiting employees for the exempt service, the Executive Director shall use such procedures and methods as deemed appropriate.
- C. The Executive Director shall make an appointment to all available exempt positions as soon as it is reasonably possible to do so; however, as an alternative, a regular employee may be designated to temporarily assume the duties of an exempt position until such time as the exempt position may be filled. During the period in which the regular employee is performing the exempt duties, the employee shall retain all of the rights of a regular employee.
- D. Prior to appointment, candidates may be required to complete a declaration pertaining to possible conflicts of interest or contractual relationships with the Agency.

Appointments

Section 5.02

- A. For each vacancy in the regular service, the Human Resources Department Chief shall certify those on the eligible list(s). With exception of a reemployment list, if an eligible list contains less than five (5) available candidates, or does not exist for the class in which requisition is made, the Human Resources Chief may certify from a comparable eligible list of substantially the same or higher level.
- B. No Head Start funds may be obligated for payment of salary to any regular employee until the employee has cleared fingerprinting, passed a physical examination, successfully completed a Tuberculosis screen and obtained appropriate adult immunizations.
- C. The Appointing Authority may examine applications, examination records, and any reports of background investigation of the eligible person certified.
- D. The Appointing Authority may conduct any additional investigations or tests of fitness, which are job related.
- E. Appointments made may be subjected to a probation period.
- F. After the interview and any investigation desired, the Executive Director or Appointing Authority may make appointments from among those candidates approved by the Appointing Authority.
- G. Appointments are made by the Executive Director normally at the first step in the salary range. Appointments at a step higher than the first step will only be made with the approval of the Executive Director and notice will be provided to the Union.
- H. If the eligible person(s) fails to present her/himself for duty at the time and place agreed upon, without a good cause, she/he shall be deemed to have declined the appointment.
- I. Appointments may be made to exempt, probationary, regular, or temporary status.
- J. Probationary Appointment
 - 1. An appointment where the incumbent will serve a six-month or designated probationary period during which she/he must demonstrate satisfactory performance in order to achieve regular status.
 - 2. During her/his probation the employee may be released from Agency service, with or without cause, without the right of appeal.

K. Regular Appointment

1. An appointment where the probation period has been satisfactorily served by the incumbent.
2. Continuity of employment is contingent continued funding.
3. There is no status, or right of transfer, to either the City of Sacramento or County of Sacramento.

L. Temporary Appointment

1. An appointment where the incumbent is hired to perform specific tasks in relation to a specific project and for a specified period of days.
2. When deemed essential to the work program, the Executive Director may establish temporary positions that are not provided for in the position and salary plans, subject to confirmation by the Governing Board and Policy Council at its next regular meeting.
3. The salaries established for such positions will not exceed the hourly rate of pay set forth in the salary plan for the full-time employees with comparable qualifications or duties.
4. A probation period does not apply to a temporary employee, nor will she/he be entitled to any benefits afforded regular or full-time employees.

M. Exempt Appointment

1. The appointment of a qualified person to fill a position for which there is no probationary period and the incumbent serves at the pleasure of the appointing authority. Just cause is not required for discipline and there is no appeal right.

N. Appointment at Lower Levels

1. The Executive Director, Head Start Department Chief or Appointing Authority may, when she/he deems it appropriate, fill vacant positions at a lower classification level than that authorized in the position plan.

ITEM III-D–ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR 2021-2022

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2021-2022. 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-D-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-E – ACTION

APPROVAL OF BUDGET MODIFICATION REQUEST FOR HEAD START AND EARLY HEAD START IN PROGRAM YEAR 2021-2022

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a budget modification request for Grant Number 09CH011763-02 to reprogram 2021-2022 Basic funds, in the amount of **\$2,100,800**, from Personnel, Fringe and Construction to Equipment, Supplies and Other.

On April 26, 2022, the Policy Council approved a Head Start and Early Head Start Budget Modification, in the amount of \$1,150,000 for program year 2021-22. Specifically, the Budget Modification reprogrammed \$274,477 from Early Head Start CARES Act funding and \$875,523 from Head Start Basic funding to support the Northview construction project. As a result of the Budget Modification, funds that were budgeted for Northview construction in the 2021-2022 Basic budget would be available for other high priority deferred maintenance projects; projects that would otherwise not be afforded with Basic grant funds.

Additionally, SETA anticipates under-spent funds in Personnel and Fringe Benefits due to staff vacancies during the program year. Fund will be reprogrammed to cover increased operating costs.

The budget modification is as follows with a detailed narrative sent under separate cover.

Head Start Basic Budget (\$2,010,800)

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$13,961,014	(\$723,600)	\$13,237,414
Fringe Benefits	8,399,271	(356,400)	8,042,871
Travel	-		-
Equipment	-	695,000	695,000
Supplies	451,000	130,000	581,000
Contractual	22,450,865		22,450,865
Construction	1,060,000	(930,800)	129,200
Other	4,708,182	1,185,800	5,893,982
Total	51,030,332	-	51,030,332

Early Start Basic¹ Budget (\$90,000)

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$4,809,731		\$4,809,731
Fringe Benefits	2,872,172		2,872,172
Travel	-		-
Equipment	-		-
Supplies	209,500		209,500
Contractual	4,381,920		4,381,920
Construction	90,000	(90,000)	-
Other	885,930	90,000	975,930
Total	13,249,253	-	13,249,253

¹ includes EHS-CCP, which was consolidated in PY' 2021-22

A detail narrative is sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve a budget modification request for Head Start Basic and Early Head Start, in the amount of \$2,100,800, for deferred maintenance projects and increased operating costs.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-F-ACTION

APPROVAL OF THE SUBMISSION OF THE HEAD START/EARLY HEAD START COST OF LIVING ADJUSTMENT (COLA) AND QUALITY IMPROVEMENT APPLICATION FOR PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Head Start/Early Head Start Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for Program Year 2022-2023 for \$1,729,147, as follows:

	Head Start	Early Head Start
Cost of Living Adjustment (COLA) ¹	\$1,132,517	\$306,838
Quality Improvement (QI)	\$220,456	\$69,336
TOTAL	\$1,359,780	\$369,367

¹ The COLA amount has been adjusted by \$6,807 to reflect a HS-EHS conversion, pending ACF approval

On April 20, 2022, the Office of Head Start/Administration for Children and Families (OHS/ACF) released Consolidated Appropriations Act 2022 funding for Federal Fiscal Year (FY) 2021, making additional funds available to existing Head Start and Early Head Start programs.

The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scale of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement (QI) funds are allocated proportionately based on federal funded enrollment levels. These funds are permanent increases effective at the start of the FY 2022 budget period and are retroactive if this period has already commenced.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees. SETA management and the union met and negotiated the use of funds. Details can be found in the Budget Narrative. Applications are due June 1, 2022.

Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the submission of the Cost of Living Adjustment (COLA) and Quality Improvement (QI) application for the Head Start and Early Head Start base grant in the amount of \$1,729,147 for Program Year 2022-2023.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

HEAD START-EARLY HEAD START BUDGET (with Conversion)							Agreement #		09CH011763 (Year 3 of 4)		Fiscal Year:		2022-2023		Budget Period:		From 8/01/22-7/31/23					
Grantee/Delegate: <u>SETA</u>									City: <u>Sacramento</u>				Zip Code: <u>95815</u>				Phone: <u>916-263-3800</u>					
Program contact: <u>Denise Lee</u>									Chair: <u>Charles Taylor (PC Chair) & Donna Bonner (PAC Chair)</u>													
HEAD START							Early Head Start & Early Head Start - CCP															
# of children enrolled: 4,176							# of Class Sites: 108															
# of handicapped: 418							# of Classes: 193															
							# of children enrollee: 880							# of Class Sites: 30								
							# of handicapped: 88							# of Classes: 54								
Cost Categories	Head Start Basic	Head Start COLA	Head Start QI	Head Start TA	Head Start Total	Head Start * Non-Federal	EHS Basic	EHS COLA	EHS QI	EHS TA	EHS Total	EHS * Non-Federal	Total									
Personnel	\$ 14,028,222	\$ 374,119	\$ 53,721	\$ 172,210	\$ 14,628,272	\$ 1,918,111	\$ 5,148,576	\$ 126,881	\$ 24,157	\$ 126,145	\$ 5,425,759	\$ 1,560,923	\$ 20,054,031									
see attached Schedule A. Personnel																						
Fringe Benefits	\$ 8,229,072	\$ 250,378	\$ 35,813	\$ 100,484	\$ 8,615,747	\$ 1,103,107	\$ 3,019,427	\$ 80,049	\$ 16,105	\$ 73,606	\$ 3,189,187	\$ 768,812	\$ 11,804,934									
See attached Schedule B - @ approx. \$ 1																						
Travel	\$ 5,000			\$ 24,000	\$ 29,000		\$ -			\$ -	\$ -		\$ 29,000									
see attached Schedule C. Travel																						
Equipment	\$ -			\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -									
see attached Schedule D. Equipment																						
Supplies	\$ 385,000			\$ -	\$ 385,000	\$ -	\$ 50,000			\$ -	\$ 50,000	\$ -	\$ 435,000									
see attached Schedule E. Supplies																						
Contractual	\$ 22,281,599	\$ 508,020	\$ 130,922	\$ 107,915	\$ 23,028,456	\$ 5,799,021	\$ 4,381,920	\$ 99,908	\$ 29,074	\$ 44,624	\$ 4,555,526	\$ 1,136,982	\$ 27,583,982									
Twin Rivers USD (160)(56)	\$ 2,255,261	\$ 51,420	\$ 8,446	\$ 15,930	\$ 2,331,057	\$ 582,765	\$ 1,005,011	\$ 22,914	\$ 4,412	\$ 13,712	\$ 1,046,049	\$ 261,513	\$ 3,377,106									
Elk Grove USD (480)	\$ 3,921,097	\$ 89,401	\$ 25,340	\$ 15,685	\$ 4,051,523	\$ 927,850							\$ 4,051,523									
Sacramento City USD (676)	\$ 5,720,600	\$ 130,430	\$ 35,687	\$ 31,200	\$ 5,917,917	\$ 1,606,416					\$ -	\$ -	\$ 5,917,917									
San Juan USD (1,044) (163)	\$ 8,963,043	\$ 204,357	\$ 55,114	\$ 33,400	\$ 9,255,914	\$ 2,313,979	\$ 2,024,595	\$ 46,161	\$ 12,922	\$ 30,912	\$ 2,114,590	\$ 528,648	\$ 11,370,504									
WCIC (120)	\$ 1,421,598	\$ 32,412	\$ 6,335	\$ 11,700	\$ 1,472,045	\$ 368,011							\$ 1,472,045									
SCOE (77)					\$ -	\$ -	\$ 720,998	\$ 16,439	\$ 6,067		\$ 743,504	\$ 185,877	\$ 743,504									
River Oak (72)					\$ -	\$ -	\$ 631,316	\$ 14,394	\$ 5,673		\$ 651,383	\$ 160,944	\$ 651,383									
Construction None													\$ -									
Other	\$ 4,742,875	\$ -		\$ 122,600	\$ 4,865,475	\$ 4,067,750	\$ 857,894	\$ -		\$ 35,688	\$ 893,582	\$ 61,798	\$ 5,759,057									
see attached Schedule H. Other																						
TOTAL DIRECT CHARGES	\$ 49,671,768	\$ 1,132,517	\$ 220,456	\$ 527,209	\$ 51,551,950	\$ 12,887,990	\$ 13,457,817	\$ 306,838	\$ 69,336	\$ 280,063	\$ 14,114,054	\$ 3,528,515	\$ 65,666,004									
Indirect Charges																						
TOTAL	\$ 49,671,768	\$ 1,132,517	\$ 220,456	\$ 527,209	\$ 51,551,950	\$ 12,887,990	\$ 13,457,817	\$ 306,838	\$ 69,336	\$ 280,063	\$ 14,114,054	\$ 3,528,515	\$ 65,666,004									

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account:
Mr. Victor Han
- Community Resources – Parents/Staff: Ms. Rosemary Schapira,
Ms. Marie Desha
 - North Sacramento Family Resource Center
 - Guild Theater
 - Juneteenth
 - Community Fair

NOTES:

ST+HOPE
PRESENTS

FAMILY MOVIE
MATINEE

AT THE GUILD THEATER



EVERY FIRST
SUNDAY
2 PM
Showtime



SATURDAY, JUNE 18, 2022
4PM - 9PM • 40 ACRES

ART • MUSIC • FOOD
ENTERTAINMENT • ACTIVITIES



WWW.STHOPE.ORG/EVENT/JUNETEENTH-BLOCK-PARTY



COMMUNITY FAIR

SATURDAY, MAY 21

10AM-2PM AT LUTHER BURBANK HIGH SCHOOL

Free to all families.

Wide Open Walls Student Mural Live Painting ♦ Live Performances by M'Ster Lewis and Sparks Across Darkness
Motivational Speakers from Improve Your Tomorrow ♦ Meet Slamson and the Sacramento Kings 916 Crew
Student Performances ♦ See the Big Reveal of Central Kitchen's New Truck Design

FREE STUFF!*

Free Meals (provided by The Central Kitchen food truck, Raley's and SMUD) ♦ Free Wellness Kits and Yoga Mats ♦ Free Books
Free Groceries To-Go (provided by Sacramento Food Bank & Family Services) ♦ Free COVID-19 Testing and Vaccinations (provided by SCUSD and UC Davis Health)
Free Dental Screenings and Resources (provided by Center for Oral Health) ♦ Free Bike Repairs (provided by Sacramento Area Bicycle Advocates)
Free Giveaway Items (provided our community partners) ♦ Free Yoga Workshop (provided by YMCA) ♦ Free First Aid Kits (provided by UC Davis Health) ... and more!

*While supplies last



THANK YOU
TO OUR
PARTNERS



ITEM IV-B – INFORMATION
SETA GOVERNING BOARD MINUTES

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND
TRAINING AGENCY GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Meeting Held Electronically

Thursday, April 7, 2022
10:00 a.m.

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

Mr. Kennedy called the meeting to order at 10:02 a.m. The roll was called and a quorum confirmed.

Members Present:

Don Nottoli, Member, Board of Supervisors
Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento (*joined at 10:12 a.m.*)
Patrick Kennedy, Vice Chair, Board of Supervisors

Members Absent:

Sophia Scherman, Member, Public Representative

The agenda was reordered, Action item III-A-1 was addressed prior to the consent items.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Mr. Thatch reviewed this item, the State of Emergency order is still in effect through March 31, 2022, this order could continue through June 2022.

Moved/Vang, second/Nottoli, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0
Absent: 2 (Scherman, Guerra)

II. Consent Items

- A. Approval of Minutes of the March 3, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Non-Competitive Procurement Finding for License for Facilities Use Agreement with the Highlands Community Charter School

Mr. Thatch stated this is a sole source finding, retroactive based on a determination made by the Board at the March 3rd meeting. He suggested the following addition, "In addition, SETA will enjoy considerable cost savings."

- D. Approval of the Summer Training and Employment Program for Students (STEPS) Contract Extension with Foundation for California Community Colleges in Partnership with the Department of Rehabilitation and Authorize the Executive Director to Execute the Agreement, Modifications and Future Extensions, and Any Other Documents Required by the Funding Source

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

- A. Approval of Minutes of the March 3, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 2/23/22 through 3/30/22
- C. Approval of Non-Competitive Procurement Finding for License for Facilities Use Agreement with the Highlands Community Charter School, with suggested amended language by legal counsel
- D. Approval of the Summer Training and Employment Program for Students (STEPS) Contract Extension with Foundation for California Community Colleges in Partnership with the Department of Rehabilitation and Authorize the Executive Director to Execute the Agreement, Modifications and Future Extensions, and Any Other Documents Required by the Funding Source

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

III. Action Items (continued)

A. GENERAL ADMINISTRATION/SETA

2. Approval to Extend Audit Services Agreement for Fiscal Year Ending June 30, 2022 and Authorize the Executive Director to Sign the Agreement

Ms. Saurbourne reviewed SETA has one more year left of the three-year procurement cycle with Eide Bailly for audit services. The base contract amount is being increased by 5% in accordance with the contract and original RFP. An additional amount of up to \$12,000 for the implantation of GASB 87 was recommended. This is the first year GASB 87 is being implemented and anticipate there will be a significant amount of work.

Moved/Nottoli, second/Vang, to approve the extension of the agreement with Eide Bailly for audit services for the fiscal year ending June 30, 2022, plus GASB 87 assistance, for a total amount up to \$62,041 for two major federal programs, plus \$4,000 for any additional major program audits if required, and authorize the Executive Director to sign the agreement.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Guerra)

3. Approval of Trust Resolution to Adopt the Amended and Restated Mission Square Retirement 401(A) Money Purchase Plan Adoption Agreement and Authorize the Executive Director to Submit the Agreement to Mission Square Retirement and to Take Other Action Required to Finalize the Agreement

Ms. Saurbourne reviewed SETA has a 401(A) plan for management and confidential employees. The IRS has a six-year review rule, which has to go before the Board for review to continue with the plan. The Governing Board last took action in 2016, there has been no substantive changes.

Moved/Vang, second/Nottoli, to approve the resolution to adopt the amended and restated Mission Square Retirement Governmental Money Purchase Plan Adoption Agreement and authorize the Executive Director to submit the plan document to Mission Square Retirement for final review and approval and to take any other action necessary to finalize the Agreement.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Guerra)

4. Approval to Negotiate an Agreement with the City of Sacramento for the Aggie Square Community Workforce Ambassador Program, and Authorize the

Executive Director to Execute the Agreement, Modifications, and Any Other Documents Required by the Funding Source, Subject to Legal Counsel Approval

Ms. Carpenter reviewed this agreement is crucial to provide support to set up an ambassador program to support the Aggie Square project area. The support would help by identifying community ambassadors and establishing hubs in the Aggie Square area that will be able to deploy community ambassadors to identify employment resources and needs. To provide the necessary support for residents to be able to compete and apply for the emerging jobs in the Aggie Square project area.

Ms. Vang thanked Ms. Carpenter and Ms. Palone for their hard work.

Moved/Vang, second/Kennedy, to approve the negotiation of an agreement with The City of Sacramento for the Aggie Square Community Workforce Ambassador Program, and authorize the Executive Director to execute the agreement, modifications, and any other documents required by the funding source, subject to legal counsel approval.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Vang)

Nay: 0

Abstention: 0

Absent: 2 (Scherman, Guerra)

5. Approval of Selection of Janitorial Companies and Authorize the Executive Director to Negotiate with Each Vendor and Execute Each Agreement

Ms. Lee reviewed this is a follow up from the approved RFP released in January. Five proposals were received to provide janitorial services at the 36 learning centers and one central kitchen. A team of seven reviewed and scored the proposals; recommending the proposals with the top two scores and the two lowest prices. The recommendation is to move forward with two of the three current contractors.

Moved/Nottoli, second/Vang, to approve the selection of companies for each Group for janitorial services for the SETA Head Start/Early Head Start early learning centers and central kitchen and authorize the Executive Director to negotiate and execute each agreement.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Scherman)

Mr. Eric Guerra joined the meeting at 10:12 a.m.

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES: No Items

IV. Information Items

A. Preview of the SETA Website Redesign

Ms. Carpenter stated the last update to the SETA website was in 2012. SETA programs have changed. SETA contracted with a copywriter and is working with the web developer, EMRL, to clearly communicate SETA's updated message.

Mr. Floyd Diebel with EMRL presented the draft website. He shared that focus groups revealed that there was a lack of understanding and clarity of what SETA does. Staff worked with a copywriter to create a clear story reflecting what SETA does and its history. "Connect people to their potential" is the new brand to encompass what SETA is and does. Design goals for the website are people first, simplicity, and accessibility. The estimated completion date is end of fiscal year.

Mr. Kennedy commented this update is long overdue, great work. Mr. Guerra agreed, the interface update is much needed. There are two ways to look at it, dislocated workers and Head Start are not isolated entities; they are working together under SETA. Need to make sure people know all are part of SETA. There should be ease in the interface for employers looking for workforce resources. They should be able to know what resources are available/offered. Mobile friendly/accessibility is important too.

Ms. Vang asked is the design user friendly for mobile phones, as this aspect will be critical.

Mr. Diebel replied it will be.

Mr. Guerra acknowledged Ms. Jaclyn Moreno's chat comment.

Mr. Diebel answered for something like Head Start users will be led to the Head Start website proper for something else we would build it out on the SETA site. All public notices will remain on the site, and the footer navigation. The staff section will be removed and become a stand-alone site. Public traffic is mixed with staff traffic. There will be more detailed content.

Ms. Lee commented the update included an updated SETA logo. This change will affect letterhead, signage, etc.

- B. Report of American Express Corporate Account Rewards Points Program as of December 31, 2021

Ms. Vang asked how the points are being used.

Ms. Saurbourne answered the Board approved them to be used for travel, customer support and incentives, and employee recognition/activities. This last year SETA used the points for small appliances (i.e. microwaves) for the staff breakroom.

- C. Fiscal Monitoring Reports: No Questions
- D. Employer Success Stories and Activity Report: No Questions
- E. Dislocated Worker Update:

Mr. Guerra asked for an update on Emerald Textiles

Mr. Walker answered they are laying off 112 individuals. Employees are largely monolingual, Punjabi or Hindi, thus creating a challenge in communicating with staff. The secondary languages are Spanish and Hmong. It became apparent the employer was not interested in SETA going out to the site. SETA did visit the site. The facilities are not closing entirely. It will remain as a distribution site. What that looks like we are still figuring out. Mr. Walker also shared that Dome Printing did rescind their layoff.

- F. Unemployment Update/Press Release from the Employment Development Department: No Questions
- G. Head Start Reports

Ms. Lee reviewed during the Sacramento City USD strike, the grantee program offered families to temporarily receive services at an alternate SETA location. Twenty-eight (28) families took advantage of the temporary transfer and returned back to Sac City USD for services when the strike ended. The countywide electronic system made it easier to transition with no new paperwork since documentation is available online. This was a positive result of COVID-19.

V. **Reports to the Board**

- A. Chair:
Mr. Guerra stated that in the future he and the Vice Chair would like to make sure we have a strong labor compliance with all our contract work. We have different grants SETA receives from the State and Federal level. As we move forward,

that becomes a critical point, as an employment agency, to make sure we are supporting our workers.

B. Interim Executive Director:

Ms. Lee reminded board members there are two meetings in April. The next meeting is scheduled for Thursday, April 28 for Head Start/Early Head Start refunding applications. There will be no meeting in May.

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Mr. Nottoli stated he has a conflict for the April 28th meeting. Ms. Vang has a scheduling conflict as well. Due to the scheduling conflicts, a new date and time will be determined in order to reach a quorum.

F. Public: None

VI. **Adjournment:** The meeting adjourned at 10:49 a.m.

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Mr. Charles Taylor

- Budget/Planning Committee Meeting: Mr. Charles Taylor

- Social/Hospitality Committee Meeting: Mr. Charles Taylor

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. Denise Lee) 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. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- ❖ Monthly Deputy Director's Report
- ❖ Quality Assurance Summary Report - Sacramento City Unified School District

- 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.

- ✓ PC/PAC Orientation, Friday, June 3, 2022 at 9:00 – 11:00 a.m.

in this issue >>>

Welcome Head Start Apprentices!
Update from the Office of Head Start
From the National Head Start Association (NHSA)
Capitol Advocacy Day May 9-10, 2022
SETA Staff Share S.T.E.M.
HS/EHS Classrooms' Environmental Ratings Scales
Observation



Head Start children

Monthly Program Information Report

Welcome Head Start Apprentices!

SETA, in partnership with the Los Rios Community College District/Consumes River College and DIR/Division of Apprenticeship Standards (DAS), will launch its first DAS/DIR-approved ECE Apprenticeship Program on June 6th with 19 entry-level candidates starting their new career in child development (13 on board already and 6 expected to start before June 6th). Apprentices will work in the Head Start/Early Head Start classrooms while attending ECE college courses to earn their child development permit and extended opportunities to earn an Associate's Degree in Early Childhood Development. **Welcome Apprentices!**

Maryam K. Alrubaye – Hiram Johnson
Gabrielle M. DeLaney – Phoenix Park
Martha E. Gonzalez – Elkhorn
Rahila Kanwal – Freedom Park
Karla A. Morales – Grizzly Hollow
Pang Nou Lee Moua – Florin Grammar
Bibi Yasmin Razawy - Hopkins Park
Tasia Roddy - Norma Johnson
Vanessa M. Salinas – Galt
Diana Sanchez – Bright Beginnings
Iffat Shah – Mather
Jaunell D. Thomas-Merritt – Hillsdale
Marlene Torres – North Avenue

We hope your professional journey with SETA will lead to many happy years of teaching the Head Start/Early Head Start children.

Head Start Policy Council

Update from the Office of Head Start FY 2022 Head Start Funding Increase

ACF-PI-HS-22-02
Issued: April 14, 2022

This Program Instruction (PI) provides information about Cost of Living Adjustment (COLA) and quality improvement (QI) funds available to grant recipients supplemental funding.

On March 25, 2022, President Biden signed the Consolidated Appropriations Act, 2022, into law. The funding level for programs under the Head Start Act is \$11,036,820,000, an increase of \$289 million over fiscal year (FY) 2021. This increase includes \$234 million to provide all Head Start/Early Head Start, grant recipients a 2.28% cost-of-living adjustment (COLA) and \$52 million for quality improvement. COLA funds must be used to permanently increase the Head Start pay scale by no less than 2.28% and be applied from the start of a recipient's FY 2022 budget period. This includes salaries of current staff and the pay range of unfilled vacancies. Additionally, each grant recipient will be allocated an amount of quality

improvement funding proportionate to their federal funded enrollment. There are various projects that quality improvement funds may support, however, the Office of Head Start (OHS) strongly encourages grant recipients to prioritize investing this funding to increase compensation for staff (wages and benefits) to help recruit and retain a qualified Head Start workforce.

Why is this important? The additional funding will help increase wages of Head Start/Early Head Start workers, offering a more competitive wage in a highly competitive hiring market and it will pay employees a more livable wage.

For more information, please visit
<https://eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-22-02>

A Joint What? Senate Resolution on Vaccine and Mask Requirements

In response to the Senate's vote to pass S.J.Res. 39, a joint resolution providing for congressional disapproval of the vaccine and mask Interim Final Rule with Comments (IFC) issued last fall, NHSA's statement sounds familiar: "Today, and every day since the start of the COVID-19 pandemic, Head Start programs have been implementing and enforcing masking and vaccine requirements according to community needs. NHSA continues to urge the Administration and the Department of Health and Human

Services to recognize the reality of local differences for Head Start programs across the country and grant them the flexibility they need to keep classrooms open."

We are losing count of the amount of times NHSA has formally reached out to the Administration since the IFC was issued (just kidding: the official count is 10) asking for clarity and additional guidance.



Head Start children

With that in mind, it is heartening to see that the conversation is ongoing in Congress. In the meanwhile, the Head Start community continues to work together and do everything in their power to prioritize the health and safety of children, families, and staff, ensure classrooms remain open, and maintain on-the-ground partnerships.

Update from the Office of Head Start (continued) >>>



Head Start Categorical Eligibility for Families Eligible for Supplemental Nutrition Assistance Program (SNAP)

ACF-IM-HS-22-03
Issued April 21, 2022

The Department of Health and Human Services (HHS) announced that children who qualify for Supplemental Nutrition Assistance Program (SNAP) are now considered eligible for Head Start.

For the purposes of Head Start eligibility determination, the Office of Head Start (OHS) will expand its interpretation of "public assistance," as used in the Head Start statute, to include SNAP. OHS's interpretation of the statute has been to consider only Temporary Assistance for Needy Families (TANF) and Supplemental Security Income (SSI) as public assistance. Previously, OHS had not considered including SNAP in this definition because it had slightly higher income threshold than the base income threshold for Head Start services. However, recently there has been a sharp reduction in families that establish eligibility through the current public assistance definition, so OHS has reconsidered this interpretation to make the public assistance route more available to families and grantees.

Upon issuance of this IM, public assistance includes SNAP for purposes of determining categorical eligibility. Head Start programs can use this guidance in determining eligibility and in enrolling those children that met their selection criteria consistent with the Head Start Program Performance Standards at 45 CFR §§1302.10-16. If a program has vacant slots, this guidance can support enrolling additional families.

Why is this important? This change will simplify the administrative burden facing programs and families, while also providing greater access to Head Start for families who most need it.

For more information, please visit <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-03>

Head (Start) to the Capitol Advocacy Day May 9-10, 2022

From: Heads Up! Region IX Head Start Association

Register NOW...

Join the Head (Start) to the Capitol Advocacy Day to learn all about grassroots advocacy, HSC's budget ask and Region IX HAS's #HeartofHeadStart campaign. Rally on the West Steps of the Capitol and hear from speakers including a Head Start teacher, parent, and legislative officials including our budget champion, California Assembly Majority Leader Eloise Gómez Reyes. Then, attend a legislative meeting and tell your legislator why Head Start is important to you and why teachers are the #Heart of Head Start!

May 10 Rally: Featured Speakers

- Head Start California Executive Director Christopher Maricle (Sacramento, CA)
- Head Start California Board President Stacey Scarborough (Los Angeles, CA)
- Early Childhood Policy Council Parent Representative Lissete Frausto (Oakland, CA)
- Head Start Teacher Sara Feiling (Auburn, CA)
- Sacramento Mayor Pro Tem Eric Guerra (Sacramento, CA)
- California Assembly Majority Leader Eloise Gómez Reyes (San Bernardino, CA)



SETA Staff Share S.T.E.M

Congratulations to our S.T.E.M team that presented at the Region 9 Head Start Association S.T.E.M Institute. Led by Susan Garland, this Head Start and Early Head Start team has continued to support Science, Technology, Engineering and Math concepts in HS/EHS classrooms. George Washington Carver said, "Since new developments are the products of a creative mind, we must therefore stimulate and encourage that type of mind in every way possible." This group of teachers is doing just that!



Summer Closures

Summer closures for SETA's traditional school-year centers will begin June 10th, returning to school on August 8th.

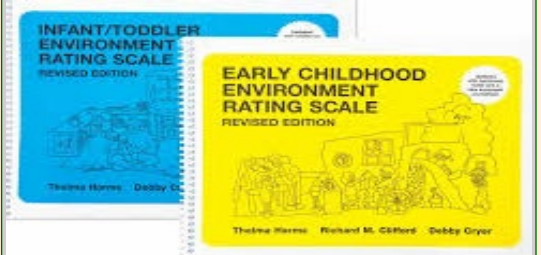
Traditional centers include:

- Alder Grove Preschool
- Bright Beginnings
- Dudley Elementary
- Franklin
- Fruitridge
- Grizzly Hollow
- Illa Collin



HS/EHS Classrooms' Environmental Ratings Scales Observation

This month the classrooms are getting observed using Environmental Ratings Scales for preschool and toddler classes. These tools help evaluate materials across many areas, activities and interactions. The information gathered will be used to ensure the classrooms are set up in the most developmental appropriate ways to support children's learning. This is especially important as we return from COVID-19 modifications that were made over the last 2 years.





Quality Assurance Summary Report

TO: Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – May 2022

Agency	Program Monitored	Details	Review Period	Monitoring Purpose
Sacramento City Unified School District	Head Start Center-based	8 centers 16 classes 32 children's files	March 1-30, 2022	Comprehensive Review <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

This monitoring review was performed using the Monitoring for Compliance and Quality Improvement tool (MCQI). MCQI was designed in *ChildPlus* and is comprised of 25 monitoring checklists representing 363 performance indicators. All indicators align with the Head Start Program Performance Standards (HSPPS), the Head Start Act, Community Care Licensing, and other local, state and federal regulations.

Highlighted Program Strengths and Positive Observations:

- The Lead Teacher and Instructional Aid work well together. There are nurturing relationships between students and teachers. Children seem very comfortable in their classroom and materials are readily accessible to them.
- Staff are consistent with using the whiteboard to reflect current head count upon arrival and departure.
- Excellent documentation that Body Mass Index (BMI) results were provided to parents after a growth assessment screen was done by the nurse. For those children that failed the growth assessment screen there was evidence of follow-up that included documentation of health education resources provided to the parent/guardian.
- Staff training records were compliant and the program met the mandated and safety trainings, and policies and procedures. There was documentation that policies and procedures were in place and provided to staff, volunteers and parents. Staff meet the mandated qualifications and competencies.
- Program has a comprehensive system in place that accommodates caring for a child with a chronic condition, with or without medication needs.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	83%	<ul style="list-style-type: none"> - The program is under-enrolled. - The program has not met the 10% minimum threshold of enrollment for children with disabilities. - Contents of files do not match data in ChildPlus. This is across all content areas.

Areas Reviewed	Percentage Compliant	Individual Indicators Needing Attention
		<ul style="list-style-type: none"> - Not all documents are complete and/or signed by parents (regardless of pre, during and post pandemic enrollment date). - Not all files were kept under lock/key at all times.
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans, Parent Engagement, Home Visits/Parent Conferences)</i>	89%	<ul style="list-style-type: none"> - Not all children had Individual Development Plans (IDP). - Not all families received a home visit and/or parent-teacher conference. - Not all staff followed safety/supervision protocols, resulting in children not being in sight/sounds of a teacher/adult at all times. - Not all staff used positive guidance and/or appropriate tone when responding to children.
Disabilities Services <i>(Screening/Diagnosis, IEP/IFSP, Consent, Services, Classroom Inclusion, Follow-up and Transition)</i>	75%	<ul style="list-style-type: none"> - Not all documents were signed/dated by the parent/guardian. - Limited documentation on follow-up services.
Family and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	89%	<ul style="list-style-type: none"> - Family Partnership Agreements are not completed and/or missing information
Mental Health <i>(Screening, Consent, Referrals, Follow-up, Strategies)</i>	85%	<ul style="list-style-type: none"> - Not all children received required social-emotional and/or developmental screenings.
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	83%	<ul style="list-style-type: none"> - Not all screenings were completed (lead risk assessment, growth assessments, and/or Hct/Hgb. - There were some discrepancies between Special Diet documentation and what food was served. - Staff were not always aware of meal accommodations.
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene, Medications)</i>	86%	<ul style="list-style-type: none"> - Not all age appropriate medical and dental screenings, exams and follow-up were complete within timelines.
Program Design and Management Human Resources <i>(Pre-employment Requirements, Staff Qualifications, Staff Development, and Safety Training)</i>	97%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	94%	No significant noted findings

* Scores between 90-99% per section will be addressed by the program but do not require a formal Corrective Action Plan Monitoring. Scores less than 90% require a program-level Corrective Action Plan. Determination of a Comprehensive Review and/or Differentiated Review will be based on historic data.

Follow-up and Corrective Action Plans:

A program-level Corrective Action Plan (CAP) to address above areas of non-compliance is due to SETA within 45 days of receipt of this report. Governing Board/School Board notification of monitoring results is within 60 days.

Programs complete the program-level CAP using the ChildPlus Internal Monitoring Module to resolve systems-level areas of non-compliance identified during the MCQI review. Each agency remains responsible to correct Non-Compliant indicators at the classroom/center level.



SETA Head Start Food Service Operations Monthly Report April, 2022

4/22/22 - Homebase had a fieldtrip to FairytaleTown, 120 meals were served.

4/29/22 - Homebase had a fieldtrip to FairytaleTown, 70 meals were served.

	Lunch	PM Snack	Breakfast	Field Trips
	32,258	26,742	28,731	2
Total Amount of Meals and Snacks Prepared				87,731
Purchases:				
Food	\$104,158.98			
Non - Food	\$20,686.19			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair :			\$2,153.84	
Vehicle Gas / Fuel:			\$2,460.10	
Normal Delivery Days			22	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

April 2022

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	1756	163	9%	589	130	22%
Twin Rivers USD	140	45	32%	40	9	23%
Elk Grove USD	440	53	12%			
Sac City USD	736	51	7%			
San Juan USD	1052	125	12%	160	21	13%
WCIC	120	6	5%			
EHS CCP				80	13	16%
COUNTY TOTAL	4244	443	10%	869	173	20%

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
April 2022**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (4/29/22)	(b) % Actual to Funded
Elk Grove USD	440	417	95%
Sacramento City USD	736	493	67%
SETA	1,736	1,548	89%
San Juan USD	1,044	777	74%
Twin Rivers USD	160	158	99%
WCIC/Playmate	120	93	78%
Total	4,236	3,486	82%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (4/29/22)	(b) % Actual to Funded
SETA	652	566	87%
San Juan USD	164	156	95%
TRUSD	56	53	95%
Total	872	775	89%

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
(b) If enrollment is less than 100%, agency includes corrective plan of action.

Reasons for Program Under Enrollment

SETA

- Classroom(s) capped due to limited staffing at the following sites: 16th Ave; Florin, Spinelli, and Strizek –totaling 88 enrollment slots.
- Waiting list exhausted at the following sites: American Legion, Bright Beginnings, Illa Collin, Nedra Court, Solid Foundation, and Walnut Grove.

Elk Grove USD

- William Daylor continues to have a classroom capped due to limited teaching staff - totaling 20 enrollment slots.
- Enrollment documents for eligible families are being processed at less than normal speed due to limited clerical staff.

Sacramento City USD

- Enrollment is currently capped at all sites due to staffing shortage– totaling 250 enrollment slots.

San Juan USD

- Classroom(s) continued to be capped at the following sites due to limited teaching staff: Colman, General Davie, Skycrest, and Sunrise.

Twin Rivers USD

- Two enrollments at Oakdale and one at Rio Linda are pending medical clearance.

WCIC/Playmate

- Enrollment Specialist have encountered families on waiting list have either relocated out of the area or express interest in enrolling 2022-2023 program year.

Strategies/Action Step(s) for Under Enrollment

SETA

- Comprehensive outreach plan for countywide recruitment of eligible families with the use of various media outlets: Televised advertisement, displayed on monitors within DMV (Broadway), mailed recruitment flyers to zip codes with low enrollment.
- Presentation on Head Start eligibility and services to the following community partners: Network Café, Empact Autism Festival, Kids Day Fiesta, Independent Living Advisory Committee, and Weave (Mather).
- Reviewing On-line Inquiry/Waiting List process to ensure families are able to access recruitment website and upload documents for enrollment.

Elk Grove USD

- Ongoing recruitment efforts to fill Paraeducators and Enrollment Technician positions.
- Continuing to advertise our programs through the district website and communicating with current school in order to get our flyers send home with students.
- Enrollment packet placed online for easy access for potential new families.

Sacramento City USD

- Enrollment Technicians will focus on enrolling families for the 2022/23 school which includes: Returning students, Wrap Program and TK Collaboration.
- Redesigned recruitment banners and ordering for every site.
- Teachers are participating in recruitment efforts at their site's Open House, distributing flyers and/ or enrollment packets.

San Juan USD

- HR department continues to recruit classroom and support staff by posting employment opportunities and conducting hiring events at central office.
- Continued outreach events to increase enrollment that include working with district FACE department.

Twin Rivers USD

- Focus on enrollment of returning families and posting on social media, and mailed recruitment postcards to zip codes with low waiting list.

WCIC/Playmate

- Continuing community outreach on Fridays to recruit with local family community resource agencies: Wellspring Women's Center and WIC.

ITEM VI – OTHER REPORTS

(continued) Page 2

- D. HEAD START MANAGERS' MONTHLY 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
Karen Griffith - School Readiness, Special Education, Mental Health Services and Facilities/Safe Environment
Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

- 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.
