

GOVERNING BOARD

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City of Sacramento

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Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN
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MAI VANG
Councilmember
City of Sacramento

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Thought of the Day:

"Make each day your masterpiece."

~John Wooden

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, March 22, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/82866184230?pwd=Tlp2dlE5ZWxiNm5VeXcxY0JlWVJwUT09>

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/82866184230?pwd=Tlp2dlE5ZWxiNm5VeXcxY0JlWVJwUT09>. Meeting ID: 828 6618 4230. Passcode: 244471. 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,,82866184230# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/82866184230?pwd=Tlp2dlE5ZWxiNm5VeXcxY0JlWVJwUT09>. 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 Board 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.

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 - ✓ 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
 - ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring
- E. Open Discussion and Comments
- F. Public Participation

VI. Adjournment

DISTRIBUTION DATE: Wednesday, March 16, 2022

Head Start Policy Council meeting hosted by:
Charles Taylor (Chair) & 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
_____ Donna Bonner, Foster Parent Representative/Community Representative
_____ Jessica Coultrup, Early Head Start, San Juan Unified School Dist. Lesly
_____ Lainez Carballo, SETA-Operated Program
_____ Diana Ferreyra, WCIC/Playmate Child Development Center
_____ 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
_____ Fienisha Wash, Grandparent Representative/Community Representative

Members to be Seated:

_____ Crisanta Martin, WCIC/Playmate Child Development Center

Seats Vacant:

_____ Vacant, San Juan Unified School District
_____ 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, 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, 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									
J. Coultrup Holding	SJ/EHS	X	E		X	U									
D. Ferreyra Seated 1/25	WCIC	-	-		X	U									
K. Holleman Seated 1/25	SOP	-	-		X	X									
S. Key Seated 12/16	PP	X	X		X	X									
L. Lainez Carballo Seated 1/25	SOP	-	-		X	X									
K. Long Seated 12/16	SJ	X	X		X	X									
C. Salee Seated 1/25	SJ	-	-		X	X									
R. Schapira Holding	CAR	X	U		X	X									
C. Taylor Seated 12/16	PP	X	X		X	X									
Vacant Seated	SOP														
F. Wash Seated 12/16	PP-GP	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 3/16/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 22, 2022
SPECIAL POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the February 22, 2022 special meeting.

RECOMMENDATION:

That the Policy Council approve the February 22 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

Meeting Held Electronically

Tuesday, February 22, 2022
11:00 a.m.

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

Mr. Charles Taylor called the meeting to order at 11:01 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
Stephen Key, Past Parent/Community Representative
Kara Long, San Juan Unified School District
Rosemary Schapira, Community Agency Representative *(joined at 11:05 a.m.)*
Carissa Salee, Early Head Start, San Juan Unified School District
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program

Members Not Present:

Jessica Coultrup, Early Head Start, San Juan Unified School District *(Unexcused)*
Savita Taneja, SETA-Operated Program *(Resigned)*
Diana Ferreyra, SETA-Operated Program *(Unexcused)*

II. Consent Item

A. Approval of the Minutes of the January 25, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Bonner, to approve the January 25, 2022 minutes as distributed.

Roll call vote:

Aye: 8 (Bonner, Wash, Key, Long, Salee, Lainez Carballo, Shapira, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Coultrup, Ferreyra)

Ms. Rosemary Shapira joined the meeting at 11:05 a.m.

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

Ms. D'et Saurbourne reviewed this item. In order to continue with meetings held in a teleconference format this item must be reviewed and approved every 30 days until the expiration of the Executive Order, March 31, 2022.

Ms. Holleman asked if the Executive Order is for Board meetings or all of SETA-Operated programs.

Ms. Saurbourne clarified this is specific to Board meetings.

Ms. Griffith said for SETA-Operated Programs we are not bringing in volunteers into the classroom yet.

Moved/Salee, second/Key, 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: 8 (Bonner, Wash, Key, Long, Salee, Lainez Carballo, Shapira, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Coultrup, Ferreyra)

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

The board went into closed session at 11:17 a.m. At 11:39 a.m., Mr. Taylor called the meeting back into open session and reported that the following eligible lists were approved in closed session: Associate Teacher / Associate Teacher Infant Toddler, Head Start Teacher, Family Services Worker II, Family Services Worker III, Head Start Cook, Typist Clerk III (Front Desk Receptionist), Accountant I

- C. Approval of the Head Start COVID-19 Vaccine Mandate Policy

Ms. Saurbourne reviewed the new policy. This policy is in response to the Interim Final Rule that came down from the Office of Head Start in November 2021. Anyone paid with Head Start dollars has to be vaccinated against COVID-19 or have an exemption. This was approved by the Governing Board at the February 6, 2022 meeting. The mandate was met by the January 31, 2022 deadline, no staff was reassigned or released from employment as a result of this mandate.

Moved/Key, second/Bonner, to approve the Head Start COVID-19 Vaccine Mandate Policy and Procedure

Roll call vote:

Aye: 8 (Bonner, Wash, Key, Long, Salee, Lainez Carballo, Shapira, Holleman)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Coultrup, Ferreyra)

IV. Information Items

A. Governing Board Minutes for January 6, 2022 – No Questions

V. Other Reports

A. Chair's Report: No Report

B. Open Discussion and Comments: None

C. Public Participation: None

VII. Adjournment: The meeting was adjourned at 11:46 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 recently extended until March 31, 2022 the long-existing state of emergency related to COVID-19. 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. Recently 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. The Head Start Policy Council on March 22, 2022 will be the first council meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Council Agenda.

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:

ITEM III-A-ACTION (continued)

Page 2

- 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.

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: Head Start Child Care Teacher Assistant (Apprenticeship), Associate Teacher (Apprenticeship), Associate Teacher / Associate Teacher Infant Toddler, Family Service Worker II, Family Service Worker III, Head Start Teacher
 - ✓ Report out of closed session

NOTES:

ITEM III-C – 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-C-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-D– ACTION

APPROVAL OF PARENT ADVISORY COMMITTEE AND POLICY COUNCIL
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to discuss and approve a joint parent activity with the Parent Advisory Committee. See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Policy Council approve a joint parent activity with the Parent Advisory Committee.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that according to federal regulations, the expenditure of grant funds solely for entertainment purposes is prohibited. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation, and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM IV-A – INFORMATION

STANDING INFORMATION ITEMS

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Orientation Report(s)
- Officer Training Report(s)
- Community Resources – Parents/Staff: Ms. Rosemary Schapira

NOTES:

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, February 3, 2022
10:00 a.m.

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

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

Members Present:

Don Nottoli, Member, Board of Supervisors
Mai Vang, Councilmember, City of Sacramento
Sophia Scherman, Chair, Public Representative
Eric Guerra, Vice Chair; Councilmember, City of Sacramento (*joined at 10:02 a.m.*)
Patrick Kennedy, Member, Board of Supervisors

II. Consent Items

- A. Approval of Minutes of the January 6, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Acceptance of Strong Workforce Program (SWP) Funding from the Los Rios Community College District to Provide Job Development Services, and the Execution of the Contract by the Executive Director
- D. Approval to Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2022 (D'et Saurbourne)

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

- A. Approval of Minutes of the January 6, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 12/20/2021 through 1/26/2022
- C. Ratification of the Acceptance of Strong Workforce Program (SWP) Funding from the Los Rios Community College District to Provide Job Development Services, and the Execution of the Contract by the Executive Director
- D. Approval to Receive, Adopt and File the Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2022

Roll call vote:

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

Nay: 0
Abstention: 0

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

Moved/Kennedy, second/Scherman, 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: 5 (Guerra, Vang, Scherman, Nottoli, Kennedy)
Nay: 0
Abstention: 0

2. Approval of an Appointment to the Sacramento Works Board

Mr. Kim reviewed this item. The appointment is to fill an open seat under the private sector to Sacramento Works Board.

Ms. Scherman asked what is the turnover percentage for the Sacramento Works Board.

Mr. Kim replied the turnover rate is not high, approximately ten percent a year. Reasons for resigning are usually retirement or other transitions. Most members serve multiple terms. Villara was represented by Mr. Rick Wylie, CEO. Ms. Hosokawa, Human Resources Manager, was recommended to represent Villara.

Moved/Scherman, second/Kennedy, to approve the appointment of Ms. Lynn Hosokawa to the Sacramento Works Board

Roll call vote:
Aye: 5 (Guerra, Vang, Scherman, Nottoli, Kennedy)
Nay: 0
Abstention: 0

3. Approval of the Head Start COVID-19 Vaccine Mandate Policy

Ms. Saurbourne reviewed this item. On November 30, 2021, the Office of Head Start released a COVID-19 Vaccine Interim Final Rule (IFC). All staff paid with Head Start funds are required to be fully vaccinated by January 31, 2022. SETA worked with the Union to develop a vaccine policy and procedure. Staff members exempt from the COVID-19 vaccine will be required to be tested for COVID-19 weekly, at SETA's expense. The recommended changes to the policy were reviewed. As of February 1, 2022, SETA met the mandate; there were no formal separation letters that needed to be sent.

oved/Vang, second/Scherman, to approve the Head Start COVID-19 Vaccine Mandate Policy and Procedure with the noted modifications

Roll call vote:

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

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval to Submit an Application to the U.S. Department of Commerce, Economic Development Administration for the American Rescue Plan Act, Good Jobs Challenge Funds, and Authorize the Executive Director to Execute the Agreement, Subgrant Agreements, Modifications and Any Other Documents Required to Implement a Successful Program

Mr. Kim reviewed this item. In July 2021, the Economic Development Administration (EDA) released a Good Jobs Challenge grants solicitation. Applicants can be awarded up to \$25 million. In August 2021, Valley Vision began planning sessions with multiple regional stakeholders, including SETA. It was agreed to pursue the Information Technology sector. SETA and Valley Vision have been working to develop an application for the region, focusing on Sacramento, Yolo, El Dorado, and Placer counties. SETA would be the lead entity; Valley Vision would be a co-applicant. If awarded SETA would subcontract out to other workforce boards to provide services in their respective areas. The application is for approximately \$12 million to serve 3,000 participants. This will require approval from the City Council and County Board of Supervisors, if awarded.

Moved/Nottoli, second/Vang, to approve the submission of an application to the U.S Department of Commerce, Economic Development Administration for up to \$12 million in American Rescue Plan Act Good Jobs Challenge funds. Upon approval of the County Board of Supervisors and City Council, authorize the Executive Director to execute the agreement, subgrant agreements, modifications and any other documents required to implement a successful program

Roll call vote:

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

Nay: 0

Abstention: 0

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

2. Approval of Non-Competitive Procurement Finding and Funding Augmentation Recommendations for Refugee Support Services (RSS) Program—English Language Learner (ELL) Workforce Navigator and Employment Services (Stand Alone) Activities Program Year (PY) 2021-2022

Ms. O'Camb reviewed this item. SETA is asking to increase the number of refugees served for this program year and accompanying funding to provide housing, utility, and technology support services to the additional clients. The recommended amount of funding to increase enrollments for additional support services to the four providers is just under \$275,000. The recommended amount of funding for additional support services is just under \$35,000. The recommendations are based on providers reaching 70 to 100 percent of their enrollment goals within the first three months of this program year, as well as the cost per participant. All additional enrollments must occur before September 30, 2022.

Moved/Kennedy, second/Scherman, to approve the Non-Competitive Procurement Finding and Funding Augmentation Recommendations for Refugee Support Services (RSS) Program—English Language Learner (ELL) Workforce Navigator and Employment Services (Stand Alone) Activities Program Year (PY) 2021-2022

Roll call vote:

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

Nay: 0

Abstention: 0

C. CHILDREN AND FAMILY SERVICES: No Items

IV. Information Items

- A. Forbes Article on SETA's Homeless Transition Employment Program

Ms. Davis-Jaffe reviewed this item. Last year SETA was awarded funding from the Anthem Foundation. Ms. Ruddell was assigned to the project, enrolling 30 individuals. Ms. Ruddell was able to place 19 of the 30 into jobs. Ms. Ruddell turned one position

into four positions, and she coordinated direct training. The turnover rate was very low. SETA staff worked with the California Workforce Association on the project.

Mr. Nottoli commented that it was nice to see the featured employee. These are critical times for those who are out of work or homeless. This article provides a platform showing the value of what SETA does. He praised Ms. Ruddell for her diligent work.

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

Mr. Walker highlighted that numbers are low and actual job loss has been low.

Mr. Kennedy asked about the Fortuna BMC numbers.

Mr. Walker said it was more of a transaction endeavor than job loss; moving from one employer to another employer.

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

Ms. Lee stated the Head Start Annual Report for program year 2021 was released and included in the packet. The results look a little different due to the impacts of COVID-19. She stated the COVID-19 surge in January highly impacted SETA-Operated programs, with 67 classrooms and four centers closed in the first 20 days of the year. Head Start is bouncing back. She thanked the team on their oversight of the COVID-19 impacts. The rules have changed, the Public Health Office has reduced the requirement of when and how operations will have to close due to a COVID-19 exposure at school.

Mr. Nottoli commented on the Head Start Annual Report's comprehensiveness and illustration of information.

V. Reports to the Board

- A. Chair:

Mr. Guerra gave an update on the Executive Director position search. Board members should be receiving calls and information shortly. He thanked Ms. Denise Lee for her work at the stakeholders meeting.

- B. Interim Executive Director: No Report

C. Deputy Directors:

Mr. Kim reported there is a vacant position on the Community Action Board (CAB) under Public Sector. The vacancy is due to the retirement of Ms. Rivkah Sass. He encouraged recommendations from the Board. Elected or appointed public officials are eligible to apply.

D. Counsel: No Report

E. Members of the Board: No Report

F. Public: None

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

ITEM V
COMMITTEE REPORTS

V. Committee Reports

- Executive Committee Meeting: Mr. Charles Taylor

- Budget/Planning 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

- 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 Recruitment

Monthly Program Information Report

February 2022



Updates from the Office of Head Start

Documenting Services to Enrolled Pregnant Women

ACF-IM-HS-22-02

Issued: February 24, 2022

The Office of Head Start released an Information Memorandum (IM) offering best practices for Early Head Start (EHS) programs to track services delivered to enrolled pregnant women, both directly and from community partners. The information is supported by a toolkit that EHS programs can use to identify ways to better engage expectant families.

For more information go to <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-02>



Our hearts and thoughts are with all who are directly in harm's way as a result of the conflict involving Russia and Ukraine. Please continue to offer compassion and support to your family, friends, community and co-workers during these difficult times.

Head Start Policy Council

COVID-19 Recovery Update

Vaccine and Masking Mandates

- ⇒ The Office of Head Start has not yet released its Final Rule on masking and vaccine mandates, which means the Interim Final Rule is still in effect.
- ⇒ SETA and delegate agency staff have met the vaccine mandate. Staff with exemptions are testing weekly as federally required.
- ⇒ Due to federal mandates, masks are still required in the Head Start/Early Head Start centers for anyone over the age of 2, despite the recent CDC guideline changes.

Restoring Classroom Routines

SETA is in the process of developing procedures and timelines to restore some normal routines in the classroom. Specifically, family-style meal service will resume instead of pre-plated meals; sign-in/out procedures will take place in the classroom instead of at the center's entrance; and the curriculum will re-introduce soft materials in the classroom, sensory, large and small group play/interactions.

Closures Due to Positive Cases/Exposures

January marked a significant spike in COVID-19 cases resulting in more than 67 class closures and four center closures in a 20-day period (grantee only). More than 1,250 children were affected by these closures due to exposures/potential exposures. In February, the program saw a drastic decline in positive cases and had no loss of class time for children as the CDC guidelines changed on quarantine expectations.



SETA Head Start Food Service Operations Monthly Report *February 2022

No school closures or special activities to report for February

Lunch	PM Snack	Breakfast	Field Trips
32,836	26,686	27,916	0

Total Amount of Meals and Snacks Prepared

Purchases:

Food	\$91,529.15
Non - Food	\$24,936.51

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$0.00
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Vehicle Maintenance and Repair :	\$94.80
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Vehicle Gas / Fuel:	\$1,844.46
Normal Delivery Days	19

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

February 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	132	8%	589	116	20%
Twin Rivers USD	140	41	29%	40	9	23%
Elk Grove USD	440	46	10%			
Sac City USD	736	45	6%			
San Juan USD	1052	121	12%	160	21	13%
WCIC	120	5	4%			
EHS CCP				80	10	13%
COUNTY TOTAL	4244	390	9%	869	156	18%

AFE: Annual Funded Enrollment

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (2/28/22)	(b) % Actual to Funded
Elk Grove USD	440	403	92%
Sacramento City USD	736	456	61%
SETA	1,736	1,444	83%
San Juan USD	1,044	766	73%
Twin Rivers USD	160	156	98%
WCIC/Playmate	120	88	73%
Total	4,236	3,313	78%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (2/28/22)	(b) % Actual to Funded
SETA	653	570	87%
San Juan USD	164	141	86%
TRUSD	56	55	98%
Total	873	766	88%

- (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

- Small percentage of families contacted for enrollment requesting to wait until the 2022-2023 program year due to uncertainty of Covid-19 exposure. However, there has been a steady increase in enrollment monthly by 2-3%.
- Classrooms capped due to limited staffing at the following sites: 16th Ave; Florin; Hiram; North Ave; Spinelli; Walnut Grove - totaling 122 enrollment slots.
- Sites in area code of 95824, 95820 and 95690 continue to report waitlist with 0 or < 10 families. Family Service Workers have reported 2 out of 10 families contacted weekly on waitlist have relocated away from Sacramento.
- The 10% over income maximum has been met at this time. Over income waivers capped with the exception of families transitioning from Early Head Start to Head Start for continuity of care.

Elk Grove USD

- Limited teaching staff has led to the absorption of enrolled students throughout classrooms. Additional staff is needed for licensing and ratio caps.
- Low interest in enrollment at Prairie and William Daylor. Waiting list at Prairie and William Daylor continue to be exhausted.

Sacramento City USD

- Enrollment Technicians are working with families that have started the enrollment process but need follow-up on eligibility documents in order to complete enrollment.
- Exhausted waiting list at the following sites: Isador Cohen, James Marshall, John Bidwell, John Cabrillo, Lisbon, Pacific and Susan B. Anthony.

San Juan USD

- Continue to have difficulty staffing open positions for Teachers and Child Development Assistants.
- One classroom at Coleman and Davie remain closed due to staffing and low enrollment.
- Although there is an increase in enrollment, some families still express hesitancy for in-person during this program year.

Twin Rivers USD

- Working with medical providers to obtain documentation required to identify medical condition/diagnosis for children enrolling in the Head Start inclusion spots.

WCIC/Playmate

- Although there was an increase in enrollment by 5% from previous months, there continues to be a challenge with enrollment of new families due to continued hesitation to Covid-19.

Strategies/Action Step(s) for Under Enrollment

SETA

- Engage in outreach for recruitment of eligible families, advertise and present in various media outlets on services Head Start provides with the following community partners: Crisis Nursery, I-Can (Crimes Against Victims Assistance Network) and My Sisters House.
- SETA conducted Empathy Interviews with the following Community Partners in efforts to identify quality of collaboration when referring eligible families to Head Start services: Mustard Seed, Urban Strategies, Sacramento Food Bank and Crisis Nursery.
- Launched social media campaign on Facebook and Google to increase awareness and boost enrollment.

Elk Grove USD

- Continued engagement in community recruitment efforts for qualified families in the 95823-zip code. In addition to Countywide recruitment efforts include the following: post on social media platforms, recruitment flyers mailed to zip codes with low enrollment.

Sacramento City USD

- Onboard new Enrollment Technicians, which will increase enrollment processing and accessibility for families to receive enrollment packet.
- Continue to revamp recruitment flyers, brochures and website.
- Continue to look at registration process and possible ways to streamline enrollment process for families.
- Countywide recruitment efforts include the following: post on their social media platforms, recruitment flyers mailed to zip codes with low enrollment.

San Juan USD

- Registration team continues to work with the Family and Community Engagement Office and outreach at family events across the district to advertise longstanding open positions.
- This outreach is also inclusive of advertising the program to attract enrollment via flyers that are distributed and posted at all schools where there is a HS and/or EHS classroom.
- Advertising the program to attract possible enrollment on social media platforms and mailing of specific zip code flyers.

Twin Rivers USD

- Recruitment activities include the following: posting on social media platforms, referrals from past parents and mailed recruitment flyers to zip codes with low enrollment.

WCIC/Playmate

- Contacting past parents to assist in recruitment efforts. Continuing community outreach on Fridays to recruit with local family community resource agencies: Wellspring Women's Center and WIC.

ITEM VI – OTHER REPORTS (continued)

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- 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, Health/Oral Health, 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.
