

GOVERNING BOARD

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City of Sacramento

ADMINISTRATION

DENISE LEE
Interim Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Phone: (916) 263-3804
Fax: (916) 263-3779

Website:
<http://www.headstart.seta.net>

Thought of the Day:
*"Other things may change us, but we start
and end with family."*

~ Anthony Brandt

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, June 28, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/88359567206?pwd=aFh5ekxkcXI4Um5WckhkQ3pqNWZaQT09>

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/88359567206?pwd=aFh5ekxkcXI4Um5WckhkQ3pqNWZaQT09>. Meeting ID: 883 5956 7206. Passcode: 043033. 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, 88359567206# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/88359567206?pwd=aFh5ekxkcXI4Um5WckhkQ3pqNWZaQT09>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-1887, or Anzhelika.Simonenkova@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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- E. Open Discussion and Comments
- F. Public Participation

VI. Adjournment

DISTRIBUTION DATE: Tuesday, June 21, 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
_____	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
_____	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 (Salee), 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 Anzhelika Simonenkova: [916] 263-1887) 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	X						
Vacant Seated	SJ/EHS														
Vacant Seated	WCIC														
C. Martin Seated 4/25	WCIC	-	-		-	-	U	X	X						
K. Holleman Seated 1/25	SOP	-	-		X	X	X	X	X						
S. Key Seated 12/16	PP	X	X		X	X	X	X	X						
L. Lainez Carballo Seated 1/25	SOP	-	-		X	X	X	X	X						
K. Long Seated 12/16	SJ	X	X		X	X	X	X	E						
C. Salee Seated 1/25	SJ	-	-		X	X	X	X	X						
R. Schapira Seated 1/25	CAR	X	U		X	X	X	X	X						
T. Shead Seated 4/25	TR							X	U						
C. Taylor Seated 12/16	PP	X	X		X	X	X	X	X						
Vacant Seated	SOP														
F. Wash Seated 12/16	PP-GP	X	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 6/21/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 24, 2022
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the May 24, 2022 regular meeting.

RECOMMENDATION:

That the Policy Council approve the May 24, 2022 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, May 24, 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 9:01 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
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
Crisanta Martin, WCIC/Playmate Child Development Center

Members Not Present:

Tonya Shead, Twin Rivers Unified School District (*unexcused*)
Kara Long, San Juan Unified School District (*excused*)

II. Consent Item

A. Approval of the Minutes of the April 26, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Holleman, to approve the April 26, 2022 minutes as distributed.

Roll call vote:

Aye: 7 (Bonner, Wash, Schapira, Salee, Lainez Carballo, Holleman, Key)

Nay: 0

Abstention: 1 (Taylor)

Absent: 3 (Shead, Long, Martin)

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

Mr. Taylor reviewed this item.

Moved/Bonner, 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: 7 (Bonner, Wash, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin)

Nay: 0

Abstention: 1 (Taylor)

Absent: 3 (Shead, Long, Martin)

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

The Board went into closed session at 9:12 a.m. At 9:39 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 & Associate Teacher/Infant Toddler, Children and Family Services Education Program Officer, Family Service Worker II & III, Head Start Cook/Driver, Head Start Education Coordinator, Head Start Teacher, Information Technology Engineering Analyst

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

Approval of Changes to the SETA Personnel Policies and Procedures Hiring of Head Start Grantee Operated Program Staff Policies

Mr. Taylor opened the public hearing at 9:41 a.m.

Ms. Saurbourne stated it is a highly competitive job market. One of the challenges is that the length of time of posting and hiring, we need to make it as fast as possible. We lose candidates because they are offered other jobs before SETA can give an offer. We cannot make a job offer until PC approves. It is important for parents to be involved in the hiring process. We want to have PC and PAC involvement in the hiring process. What is proposed is to remove the approval of the eligibility list by the PC.

Mr. Taylor asked for clarification if the Board will no longer hold closed sessions.

Ms. Saurbourne said the hiring process is the same. The eligibility list is still there the hiring manager uses the list to choose. We are asking to not have to wait to move forward until the PC approves the list. The eligibility list will still be

presented to the Board. This will allow us to move forward more quickly in our hiring process.

Moved/Bonner, second/Key, to close the public hearing and approve the updated policies regarding the hiring of Head Start grantee operated program staff

Roll call vote:

Aye: 8 (Bonner, Wash, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Shead, Long)

D. Election of Policy Council Officers for Program Year 2021-2022

Mr. Taylor reviewed this item and the accompanying bylaws for the available positions of Secretary, Treasurer, and Parliamentarian. There were no nominations. The item was tabled.

Moved/Bonner, second/Key, to approve to table the election of Parliamentarian to the next meeting.

Roll call vote:

Aye: 8 (Bonner, Wash, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Shead, Long)

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

Ms. Lee reviewed the Agency has underspent funds. By using previous years monies, it freed up monies in the current program to use for other projects. The budget modification is moving money from one funding source to another. We are moving funds from the Head Start grant from personnel, fringe and construction to equipment, supplies, contractual and other. Some projects would be to reprogram mentioned funds, for vehicles for our foodservice program, as well as, HVAC replacements for four sites. All of these are going to grantee operated programs at school sites. An office pod is proposed for the Northview Early Learning Center, as a teacher space for breaks and workspace. We are also looking to replace siding, roofing and rubber surfaces where needed. Cost savings for personnel is due to vacancies and not all school sites were opened at the beginning of the year.

Moved/Key, second/Holleman, to approve the budget modification request for Head Start and Early Head Start, in the amount of \$2,100,800, for deferred maintenance projects and increased operating cost

Roll call vote:

Aye: 8 (Bonner, Wash, Schapira, Salee, Lainez Carballo, Holleman, Key, Martin)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Shead, Long)

F. 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

Ms. Lee reviewed this item is to apply for funding for cost of living increase. The Federal Government provides an increase in response to the high cost of living each year, this year the percentage is 2.28 percent applied to personnel, salaries, and staff. Quality Improvement (QI) funds are not always given, however this year they are available. The funds are earmarked to improve staff, this year was given per enrolled child slot. Just under 50 percent is kept in the SETA program (Grantee). SETA is finalizing union negotiations to pay the employees in their wages and medical benefits. These will be ratified on May 25, 26 and 31, 2022. In this case we are struggling across classifications, we are having issues backfilling positions such as SETA teachers, drivers and facilities. The application is due June 1, 2022.

Moved/Bonner, second/Holleman, to 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

Roll call vote:

Aye: 7 (Bonner, Wash, Salee, Lainez Carballo, Holleman, Key, Martin)

Nay: 0

Abstention: 1 (Taylor)

Absent: 3 (Shead, Long, Schapira)

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 expect the Training/Technical Assistance (TTA) grants to be spent down by the end of the year. Costs for food, nutrition, and supplies are slightly higher due to increase cost of items. The credit card statements were reviewed, nothing was out of the ordinary.

- Community Resources – Parents/Staff:
Ms. Schapira shared Fathers will be honored at the North Sacramento Family Resource Center in June, this event will be free.

Mr. Taylor reviewed the community resources.

B. Governing Board Minutes for April 7, 2022: No Questions

V. Committee Reports

- Executive Committee Meeting:
The next Executive Committee meeting will be Friday, May 27, 2022 at 10:00 a.m., via zoom.
- Budget/Planning Committee Meeting:
The next Budget Committee meeting will be Tuesday, June 14, 2022 at 1:00 p.m., via Zoom.
- Social/Hospitality Committee Meeting:
The next Social/Hospitality Committee meeting is to be determined. The Meet & Greet flyer was shared and reviewed for Friday, June 10 at 8:30 a.m. The Parent Bonding Activity will follow from 11:00 a.m. to 1:30 p.m.

VI. Other Reports

- A/B. Interim Executive Director's/Head Start Deputy Director's Report
Ms. Lee stated we are still working on filling the Executive Director position and reviewed the Quality Assurance Report. We are struggling to bounce back from COVID-19 on many levels. We are working with a dedicated team for corrective actions. There is an ongoing effort on oversight and helping agencies that require improvement. There will be a visit from the Regional Office on July 12 & 13, 2022.
- C. Chair's Report
Mr. Taylor shared the PC/PAC Orientation will be held on Friday, June 3, 2022 from 9:00 – 11:00 a.m. at the SETA Administrative Building, in the Board Room.
- D. Head Start Managers' Reports
✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Ms. Carr shared the Head Start commercial in English and Spanish. Reviewed enrollment for the county, we are at 82 percent for Early Head Start we are at 89 percent, we will be meeting with delegates this year. We want 99-100 percent enrollment, not just the 50 percent requirement. Twin Rivers Unified School District is at 99 percent for full enrollment and Elk Grove Unified School District at

95 percent. Ms. Carr announced the apprenticeship program was reopened, the deadline is June 3, 2022.

Mr. Taylor asked who the contact is.

Ms. Carr replied those interested should go to the SETA website, www.seta.net, under careers, select childcare teacher assistant apprentice. This was sent out to the delegate agencies as well. She is meetings with WCIC and Elk Grove Unified School District this week.

- ✓ Karen Griffith - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments - No Report
- ✓ Gricelda Ocegueda – Health, Oral Health, Nutrition, Food Services, Quality Assurance and On-going Monitoring

Ms. Ocegueda said in the next month the Quality Assurance Summary Report for Twin Rivers Unified School District and San Juan Unified School District should be released. Countywide we are gaining information for monkeypox. There was a recall on peanut butter. There was an uptick in COVID-19 countywide, and cases that effected staff shortages at SETA Head Start/Early Head Start. Families continue to be proactive in COVID-19 prevention methods. There is mental health information accessible through the Sacramento County Department of Public Health. We are preparing for the Federal countywide review in the new program year.

Mr. Taylor asked about the peanut butter recall.

Ms. Ocegueda replied the recalled is for Jiff, there are two lot numbers recalled. These items could have been purchased in last six months.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 10:41 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 Committee 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

- Review of Eligible List for: Accountant I, Associate Teacher/Associate Teacher Infant Toddler, Family Services Worker II & III, Head Start Childcare Teacher Assistant, Lead Teacher Infant Toddler, Maintenance Courier, Senior Personnel Analyst, Site Supervisor, Workforce Development Manager
 - ✓ 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 LABOR AGREEMENTS AND REVISED SALARY SCHEDULE

BACKGROUND

The Sacramento Employment and Training Agency (SETA) and the American Federation of State, County, and Municipal Employees (AFSCME) have been in negotiations discussions and meetings since April 2022 and have met six (6) times.

On May 26, 2022, AFSCME ratified a tentative agreement (TA) on a three-year contract for the three bargaining units represented by AFSCME including the Head Start Unit, the Clerical, Technical and Analytical Unit and the Supervisory Unit.

The major provisions of the Agreements between SETA and AFSCME include the following:

- 3 year term effective July 1, 2022 through June 30, 2025
- Direct focus on recruitment and retention with equity and/or COLA increases for employees effective July 1, 2022. A revised Salary Schedule is sent under separate cover.
- Increase in the monthly health contribution of \$25 for employee only and \$200 for family for a total of \$645/month and \$1,225/month respectively, effective the first pay period in July 2022
- Modify temporary assignment to a higher classification to 6 months and extend to temporary reclassification up to one year

The fiscal impact is anticipated to be approximately \$3,212,000 for Children and Family Services and \$500,000 for Workforce Development. The increased costs will be paid for by utilizing funds received from ACF for COLA and QI, and identified cost savings from position vacancies across the agency.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the labor agreements July 1, 2022 – June 30, 2025 and revised salary schedule.

PRESENTER: D'et Saurbourne, Interim Administrative Services Deputy Director/ Fiscal Chief

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Orientation Report(s): Mr. Charles Taylor
- Meet & Greet and Parent Activity Report(s): Mr. Charles Taylor
- Leadership Training: Mr. Charles Taylor
- Community Resources – Parents/Staff: Ms. Marie Desha
 - Bilingual Storytime – North Sacramento Family Resource Center
 - Car Seat Safety – North Sacramento Family Resource Center
 - Kids Crafts – North Sacramento Family Resource Center

NOTES:

Bilingual Story Time

**Please join us for a bilingual (English/Spanish)
Story Time on Zoom**


**Every Tuesday
1pm-2pm**

**Participants will receive a FREE copy of the
story for that week.**



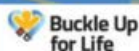
Car Seat Safety Workshop (Español)

July 16 @ 10:00 am - 11:00 am

 **Recurring Event** ([See all](#))

Car Seat Education FREE Virtual Class

Learn how to properly install a car seat to
best protect children.



**75% of child
car seats are
installed
incorrectly.**

It's time we all get it right.



CLICK HERE TO REGISTER
NorthSacFRC.org

Or call us to REGISTER!
(see habla español)

916-679-3743



Do you know that 75% of child car seats are installed incorrectly?

Learn how to properly install a car seat to best protect your children.

Head Start Policy Council

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Tuesday, June 28, 2022

[Click here to register.](#)

North Sacramento Family Resource Center

KID'S CRAFT CLUB



JOIN US ON ZOOM

EVERY FRIDAY

FROM 4PM - 5PM

SUPPLIES WILL BE PROVIDED



**SACRAMENTO
CHILDREN'S HOME**
Group Child Welfare Services for Children and Youth

Head Start Policy Council

*Birth
& Beyond*
Family Resource Centers



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For Ages 6 - 17
Tuesday, June 23, 2020

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:

**SPECIAL 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 27, 2022
1:00 p.m.

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

Mr. Guerra called the meeting to order at 1:02 p.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
Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative

II. Consent Items

- A. Approval of Minutes of the April 7, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of an Appointment to the Community Action Board

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

- A. Approval of Minutes of the April 7, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 3/30/22 through 4/20/22
- C. Approval of an Appointment to the Community Action Board

Roll call vote:

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

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

Mr. Thatch reviewed this item. There are two bills in the legislative process that would extend teleconferencing beyond the state of emergency to be a more normal course.

Moved/Vang, 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 (Nottoli, Vang, Guerra, Kennedy, Scherman)

Nay: 0

Abstention: 0

2. Approval of Appointment to the Sacramento Works Board

Mr. Thatch reported this item was pulled from the agenda and will be re-noticed. No action or discussion was taken.

B. WORKFORCE DEVELOPMENT DEPARTMENT

1. Approval of First Amendment to Restated Memorandum of Understanding with the City of Sacramento, Subject to Legal Counsel Approval, and Authorize the Executive Director to Execute the Agreement and Any Other Documents Pertaining to the Agreement

Mr. Walker reviewed in August of 2018 the City of Sacramento established a workforce training agreement with the labor trades/unions. Since 2019, SETA has provided eligibility determinations on behalf of city contractors, subcontractors, and unions to identify priority workers, local hires and individuals who are currently working on these projects. The MOU ended June 2021. SETA continues to provide reports to the City of Sacramento. Currently SETA is in negotiations with the City of Sacramento to extend the contract to August 2023.

Mr. Guerra stated there have been concerns regarding contractors meeting the labor compliance requirements. He would like to receive updates on the project.

Moved/Vang, second/Nottoli, to approve the First Amendment to Restated MOU with the City of Sacramento, subject to legal counsel approval, and authorize SETA'S Executive Director to execute the agreement and any other documents pertaining to the agreement

Roll call vote:

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

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services: No Items

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Annual Self-Assessment for 2021-2022 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
4. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
5. Approval of 2022-2023 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives
6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Ms. Denise Lee presented items III-C-1-6 via a PowerPoint presentation. She thanked Ms. Melanie Nicolas for her work on the grant writing process. The annual refunding application is for program year 2022-20223, which is August 1, 2022 through July 21, 2023. We are currently in year two of a five-year funding cycle. This application is for year three. The program will operate in 112 centers, 247 classes. Funded enrollment for Head Start will be 4,176 preschool children. Funded enrollment for Early Head Start will be 880 infants/toddlers. The budget will be \$63,936,857 for Basic operations and Training/Technical Assistance (T/TA). This is the funding amount before the cost of living adjustment (COLA) increase and quality improvement (QI) increase. There are a few anticipated program changes including a voluntary relinquishment of 60 enrollment slots and associated funding from Sacramento City Unified School District to SETA. SETA is proposing to reallocate the 40 enrollment slots and associated funding to Elk Grove Unified School District to expand services to children with disabilities. The remaining twenty (20) enrollment slots will be assigned to Spinelli, which was a temporary center during the Northview construction. There are three classrooms in the Head Start program that will expand from 4 hours/day to 6.5 hours/day.

This would displace the afternoon classes in each of these locations. Instead of losing the 60 displaced enrollment slots, the program will convert them to eight (8) infant/toddler slots and expand services at the Hiram Johnson Early Learning Center. Six centers will close across the county and five new centers will open. Those centers closing will be replaced with alternate preschool/TK services. Countywide program options include full day, part day, year-round, traditional school year, and home-based. The most popular model for Head Start is the traditional school day at 6.5 hours/day. Early Head Start does not have part day options, as they were designed to operate year-round.

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

1. Approval of Annual Self-Assessment for 2021-2022 and Resulting Program Improvement Plan for the SETA-Operated Program
2. Approval of Program Year 2022-2023 Head Start and Early Head Start Refunding Application
3. Approval of the SETA Head Start and Early Head Start Budgets for Program Year 2022-2023
4. Approval of the 2022-2023 Head Start and Early Head Start Program Options and Center Locations for Sacramento County
5. Approval of 2022-2023 Training/Technical Assistance Plan for the SETA Head Start and Early Head Start Program, as Aligned with Established Five-Year Goals and Objectives
6. Approval of Selection Criteria for Enrollment in Head Start or Early Head Start Programs

Roll call vote:

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

Nay: 0

Abstention: 0

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

Ms. Lee shared this request will move Northview project costs from the current grant year to under-spent funds from a previous grant year. As a result, the current grant year will have under-spent funds that could be reprogrammed for alternate deferred maintenance projects and/or new building/construction.

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

Nay: 0

Abstention: 0

IV. Information Items

A. Fiscal Monitoring Reports: No Questions

B. Employer Success Stories and Activity Report:

Mr. Walker reported SETA is currently working with a casino in Elk Grove that is part of the Wilton Rancheria; they will be hiring approximately 2,000 individuals.

C. Dislocated Worker Update:

Mr. Walker commented that Vestra Labs was added to the report. They are negotiating to keep staff on, instead of laying off workers.

D. Unemployment Update/Press Release from the Employment Development Department: No Questions

E. Head Start Reports: No Report

V. Reports to the Board

A. Chair: No Report

B. Interim Executive Director: No Report

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board: No Report

F. Public: None

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 1:27 p.m. Returned from Closed Session at 1:36 p.m. There was nothing to report out.

VII. Adjournment: The meeting adjourned at 1:36 p.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.

- C. CHAIR'S REPORT: The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Council, and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Council to provide input on items that may require future action.



Seta Head Start

Food Service Operations Monthly Report

May, 2022

5/12/22 - Crossroads Class M closed due to staffing issues.
 Nedra Class W closed due to staffing issues.
 LaVerne closed due to staffing issues.

5/13/22 - Home Base had a field trip 150 meals were prepared.

5/16/22 - Bright Beginnings Class W closed due to staffing issues.
 LaVerne closed due to staffing issues.

5/17/22 - Kennedy closed due to staffing issues.
 North Ave Class B closed due to staffing issues.
 Elkhorn Class B closed due to staffing issues.

5/18/22 - Grizzly Hollow EHS Class closed due to staffing issues.

5/19/22 - Bannon Creek Class B closed due to staffing issues.
 LaVerne closed due to staffing issues.
 Elkhorn Classes C & D closed due to staffing issues.

5/23/22 - Sharon Neese Class V closed due to staffing issues.

Meetings:

5/20/22 - Food Service Department had a All Staff Meeting.

Lunch	PM Snack	Breakfast	Field Trips
37,916	31,358	32,166	1

Total Amount of Meals and Snacks Prepared	101,440
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Purchases:

Food	\$124,831.51
Non - Food	\$31,523.21

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 :	\$1,020.08
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Vehicle Gas / Fuel:	\$2,867.95
Normal Delivery Days	20

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

May 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	181	10%	589	138	23%
Twin Rivers USD	140	47	34%	40	9	23%
Elk Grove USD	440	57	13%			
Sac City USD	736	51	7%			
San Juan USD	1052	126	12%	160	21	13%
WCIC	120	9	8%			
EHS CCP				80	14	18%
COUNTY TOTAL	4244	471	11%	869	182	21%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (5/31/22)	(b) % Actual to Funded
Elk Grove USD	440	410	93%
Sacramento City USD	736	488	66%
SETA	1,736	1,564	90%
San Juan USD	1,044	776	74%
Twin Rivers USD	160	157	98%
WCIC/Playmate	120	95	79%
Total	4,236	3,490	82%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (5/31/22)	(b) % Actual to Funded
SETA	652	559	86%
San Juan USD	164	151	92%
TRUSD	56	53	95%
Total	872	763	86%

- (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; Strizek - totaling 88 enrollment slots.
- Resignation(s) in the following positions that support classroom ratio and/or enrollment: Family Services Worker (1); Teacher (1); LT/IT (1); Home Visitors (4).
- Waiting list exhausted or remaining families on waitlist do not meet income eligibility at the following sites: American Legion, Bright Beginnings, Illa Collin, Nedra Court, Solid Foundation, and Walnut Grove.
- Home Base option has experienced waitlisted families preferring to remain on waitlist for center-based option, when preferred location(s) are fully enrolled.

Elk Grove USD

- William Daylor Elementary school in the 95828 area is closed due to limited number of interested families and staffing shortage. Classroom have a cap of 20 students with one teacher and two paraeducators.
- Elk Grove Unified School District is seeing under enrollment of students mostly in the 95823 area. Prairie, Reith, and Mack have a combined total of 11 dropped students.
- There is an up-tick with families transitioning out of preschool and signed up for TK in a different area code such as 95757 or 95758.

Sacramento City USD

- There has been a lack of recruitment efforts due to certain union guidelines and regulations, that inhibit the request for certificated or classified staff to work beyond their contracted days or hours.
- Central office staff have taken on multi-responsibilities, that impacts the ability to participate in recruitment efforts.
- Class(es) were capped at the following locations which left 36% of slots unfilled: John Cabrillo, Mark Twain, Susan B. Anthony, Rm. 20.
- Due to the staff shortage and brief period remaining in this school year, enrolment applications will only be accepted for 2022-2023 school year.
- Backlog with processing enrollments were due to loss of 50% of Child Development Specialist (CDS) through retirement, layoffs or transitioning to other employment.

San Juan USD

- The majority of families that submit Preschool Eligibility List (PEL) are over income and ineligible for our programs. With the recent addition of SNAP benefits as a qualifier for eligibility, we are seeing a very small increase in the number of eligible families.
- We continue to have a large number of staff absences, and a limited number of substitutes to fill vacancies and to maintain ratio for licensing.
- Classroom(s) continued to be closed or capped due to limited staff. at the following sites: Colman, General Davie.

Twin Rivers USD

- Remaining families from waiting list expressed interest in enrolling 2022-2023 program year.

WCIC/Playmate

- Remaining families from waiting list expressed interest in enrolling 2022-2023 program year.

Strategies/Action Step(s) for Under Enrollment

SETA

- The marketing campaign of Head Start commercial aired on Comcast Cable channels, received thus far 987 views, over 25, 000 advertisement clicks led to 1,558 visits to the SETA Head Start enrollment web page.
- Presentation on Head Start eligibility and services to the following community partners: International Kids Day Festival: Independent Living Program Community Meeting. Website for On-line Inquiry added a dedicated enrollment phone line to ensure families receive consistent return calls when there are questions on next steps after submitting pre-application.
- Community Partners are now assigned to a signal point of contact when referring families, to ensure information is consistent on how to access recruitment website and upload documents for enrollment.
- Onboarding of (3) Teacher Assistant; (1) Associate Teacher, and (1) Family Services Worker, which resulted from recruitment through employment postings/virtual recruitment, job announcements on SETA Career webpage of vacant positions.

Elk Grove USD

- Ongoing recruitment efforts to fill Paraeducators and Enrollment Technician positions.
- Continuing to advertise our programs through the district website.
- Enrollment packet placed online for easy access for potential new families.

Sacramento City USD

- Although, there was no onboarding of new staff last month, staff placed on modified duty was assigned to assist in the enrollment center.
- Sacramento City Unified School District, Early Learning & Care Department participated in SCUS recruitment fairs.
- Staff member participated in community event “I Love My Community Day” to hand out flyers.

San Juan USD

- With the recent addition of SNAP benefits as a qualifier for eligibility, we are seeing a slight increase in the number of eligible families.
- Our registration team partners with San Juan's Family and Community Engagement (FACE) department at various family engagement and enrollment events to share information about our programs and assist them with completing PEL's.
- HR department hosted hiring events to fill our vacancies. In our front offices, we post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district.
- AFST's are traveling to schools in other regions of our district to enroll families who have transportation issues and to meet with new families.
- Enrollment flyers, translated in different languages in district wide staff and family newsletters.
- Meeting with the San Juan communications team in mid-June to work on a plan for increasing our presence through banners and advertisements across the district.

Twin Rivers USD

- 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' 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.
