

GOVERNING BOARD

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ADMINISTRATION

DENISE LEE
Interim Executive Director

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Sacramento, CA 95815

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

Thought of the Day:

"Believing in people before they have proved themselves is the key to motivating people to reach their potential."

~ John C. Maxwell

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, August 23, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/84650487645?pwd=UGxzcGhGMkVSR1pWcVZOOWw2a1Bidz09>

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/84650487645?pwd=UGxzcGhGMkVSR1pWcVZOOWw2a1Bidz09>. Meeting ID: 846 5048 7645. Passcode: 530704. 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, 84650487645# US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/kcZ7Gqi8tJ>. 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.

AGENDA

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- A. Interim Executive Director's Report
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- C. Chair's Report
- D. Head Start Managers' Reports
 - ✓ Lisa Carr - Family Engagement, Home Base, 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

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VII. Adjournment

DISTRIBUTION DATE: Wednesday, August 17, 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
_____	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 (Shead), 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	X	X	X				
Vacant Seated	SJ/EHS														
Vacant Seated	WCIC														
C. Martin Seated 4/25	WCIC	-	-		-	-	U	X	X	X	U				
K. Holleman Seated 1/25	SOP	-	-		X	X	X	X	X	X	X				
S. Key Seated 12/16	PP	X	X		X	X	X	X	X	X	X				
L. Lainez Carballo Seated 1/25	SOP	-	-		X	X	X	X	X	X	X				
K. Long Seated 12/16	SJ	X	X		X	X	X	X	E	X	X				
Vacant Seated	SJ														
R. Schapira Seated 1/25	CAR	X	U		X	X	X	X	X	X	E				
Vacant Seated	TR														
C. Taylor Seated 12/16	PP	X	X		X	X	X	X	X	X	X				
Vacant Seated	SOP														
F. Wash Seated 12/16	PP-GP	X	X		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 8/10/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 26, 2022
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

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

RECOMMENDATION:

That the Policy Council approve the July 26, 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, July 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
Lesly Lainez Carballo, SETA-Operated Program
Kahmaria Holleman, SETA-Operated Program
Stephen Key, Past Parent/Community Representative
Kara Long, San Juan Unified School District
Fienishia Wash, Grandparent/Community Representative

Members Not Present:

Crisanta Martin, WCIC/Playmate Child Development Center (*unexcused*)
Rosemary Schapira, Community Agency Representative (*excused*)

II. Consent Item

A. Approval of the Minutes of the June 28, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Key, second/Wash, to approve the June 28, 2022 minutes as distributed.

Roll call vote:

Aye: 6 (Bonner, Lainez Carballo, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Martin, Schapira)

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. Griffith reviewed this item.

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: 6 (Bonner, Lainez Carballo, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 2 (Martin, Schapira)

IV. Information Items

A. Standing Information Items

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

Mr. Han reviewed the monthly fiscal expenditure reports for Head Start and Early Head Start. There will be some cost savings that will be reprogrammed to other projects. The CARES Act funds were reviewed, Head Start is fully spent. The American Express and Citi credit card statements were reviewed, nothing was out of the ordinary. Head Start will request a non-federal share waiver for approximately \$1.6 million, due to COVID-19 restrictions not allowing for parent volunteers in classrooms.

➤ **Leadership Training:**

Mr. Taylor reviewed the Leadership training will be held Friday, August 12, 2022 from 8:00 a.m. to 1:00 p.m. at the SETA Administrative building in the Sequoia Room.

➤ **Officer Training:**

Ms. Long reported the training went over the different positions and responsibilities. She found the training to be very helpful.

➤ **Disaster Preparedness Training:**

Mr. Taylor reviewed the Disaster Preparedness training will be held on Monday, August 8, 2022 from 10:00 a.m. to 1:00 p.m. at the SETA Administrative building.

➤ **Community Resources:**

Ms. Bonner reviewed the community resources.

B. SETA's Recruitment Update

Ms. Sorvari reviewed the recruitment positions and information on the number of applications received, exams, and interviews.

C. Governing Board Minutes for June 2, 2022: No Questions

V. **Committee Reports**

- **Executive Committee:**
The next meeting will be held Thursday, July 29, 2022 at 10:00 a.m., via Zoom.
- **Budget/Planning Committee Meeting:**
The next meeting will be held Tuesday, August 9, 2022 at 1:00 p.m., via Zoom.
- **Social/Hospitality Committee Meeting:**
The next meeting will be held Wednesday, August 10, 2022 at 12:00 p.m., in-person at the SETA Administrative Building, in the Shasta room.
- **Personnel/Bylaws Committee Meeting**
The next meeting will be held Friday, August 19, 2022 at 9:00 a.m., in-person at the SETA Administrative Building, in the Redwood room.

VI. **Other Reports**

A/B. Interim Executive Director's/Head Start Deputy Director's Report:

In Ms. Lee absence Ms. Griffith reviewed the visit with the Head Start Regional Specialist. She will return later this year to visit more delegate agencies. There will be a Federal review for the next school year.

C. Chair's Report

Mr. Taylor stated there will be a Sacramento County Oral Health/Dental focus group with Dr. Barbara Aved, Aved and Associates, directly after the Personnel/Bylaws meeting on August 19, 2022 from 10:00 – 11:00 a.m.

D. Head Start Managers' Reports

- ✓ **Lisa Carr** - Family Engagement, Home Base, and ERSEA Services

Ms. Carr provided an EMRL Advertising Agency enrollment campaign update. Google ads, word of mouth, and post cards are the top three ways the community is hearing about Head Start. Efforts continue to achieve full enrollment. There is room for enrollment with Home Base.

- ✓ **Karen Griffith** - School Readiness, Special Education, Mental Health Services, and Facilities/Safe Environments

Ms. Griffith shared the center staff is getting ready for the school year. All teaching staff will be in training the first week of August 2022, including an education and curriculum refresher for teachers and lead teachers.

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

Ms. Ocegueda reviewed tooth brushing is being brought back into the classroom, this will be part of the all staff training in August. Safety preparedness training will be held on August 8, 2022. There will be two Zoom information sessions on COVID-19 vaccines in August. There is a recall for Natierra Organic Freeze-Dried Blueberries due to high levels of lead. Please see the link below for more information about the recall. Effected lot numbers are 2021363-1 & 2022026-1

<https://www.fda.gov/safety/recalls-market-withdrawals-safety-alerts/urgent-nationwide-voluntary-recall-natierra-organic-freeze-dried-blueberry-lot-2021363-1-2022026-1#:~:text=Company%20Announcement-BrandStorm%20Inc.,on%20the%20nutritional%20facts%20panel.>

E. Open Discussion and Comments:

Ms. Holleman spoke on a teacher at Bannon Creek that is leaving, she is working to keep the teacher at the site. A petition was done. Ms. Griffith said Bannon Creek Early Learning Start Center is going from four classrooms to two classrooms and offering longer hours for children/families. Ms. Bobbie Sumpter is a supervisor and is looking forward to the change. The goal is to create stability after all the changes in the last years due to COVID-19.

F. Public Participation: None

VII. **Adjournment**: The meeting was adjourned at 9:45 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 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, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. 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.

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 that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment 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 officials continue to recommend measures to promote social distancing.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

APPROVAL OF HEAD START AND EARLY HEAD START BUDGET MODIFICATION AND CARRYOVER REQUEST FOR FROM PROGRAM YEAR 2020-2021 TO PROGRAM YEAR 2022-2023

BACKGROUND:

This agenda item provides the opportunity for the Policy Council to approve a budget modification and carryover request for Grant Number 09CH011763-01. This action will reprogram 2020-2021 Basic and T&TA funds and carry the funds over to program year 2022-2023. The total amount of the budget modification is **\$956,525**, which will move under-spent funds from Personnel and Fringe Benefits to Supplies. The total amount of the carryover request is **\$2,866,947**, from Program Year 2020-2021 (Year 1) to Program Year 2022-2023 (Year 3). The amounts are different because \$1,910,422 of under-spent 2020-2021 funding is already in the appropriate cost categories to complete the projects.

Under-spent funds in Personnel and Fringe Benefits was largely due to staff vacancies during the program year and pandemic. These funds are not eligible to be used for future personnel and fringe benefits and therefore will be reprogrammed to support the forty (40) SETA operated early learning centers.

Carryover funds will be in the amount of **\$2,866,947** will be used to complete various deferred maintenance projects and center supplies/materials and furniture including: purchasing new outdoor and indoor classroom supplies, computers, furnish and replace old furniture in classrooms, parent areas and welcome spaces, installation of a security gate at 16th Ave Early Learning Center, hire consultants to perform a thorough Safe Environments (SE) monitoring, potential landscaping/tree removal projects, interior and exterior paint, cement/pathway replacements, canvas replacements on shade structures, fencing, artificial turf, tuff sheds, lights/ballast replacements, water heaters, toilets, sinks/countertops, cabinetry and other deferred maintenance projects.

In addition to under-spent funds for the grantee, Elk Grove USD, a SETA delegate agency, is requesting a new shade structure at Irene B. West (Elk Grove Unified School District).

Twin Rivers Unified School District (Head Start) and River Oak Children's Center (Early Head Start) has requested to relinquished their remaining funds totaling \$161,313 for the Head Start program and \$99,609 for the Early Head Start program. To ensure these funds benefit Head Start/early Head Start children and families in Sacramento County, the grantee will put funds into a one-time Program Improvement pool for delegate agencies to apply towards deferred maintenance and/or health and safety projects.

ITEM III-B-ACTION (continued)
Page 2

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

Head Start Basic Budget Modification (\$956,525)*

Cost Category	Budget	Budget Modification	Updated Budget
Personnel	\$13,276,295	(\$307,651)	\$12,968,644
Fringe Benefits	7,538,266	(104,261)	7,434,005
Travel	-	-	-
Equipment	-	-	-
Supplies	572,000	\$411,912	983,912
Contractual	22,180,266	-	22,180,266
Construction	-	-	-
Other	4,739,087	-	4,739,087
Total	48,305,914	-	48,305,914

*\$544,613 of the Budget Modification total is already in the Contractual Cost Category.

Carryover – Program Year 2020-2021 to 2022-2023 (\$2,886,947)

Head Start	Head Start T&TA	Early Head Start	Early Head Start T&TA
\$2,424,312	\$27,853	\$406,948	\$7,834

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 \$956,525 and a subsequent carryover request in the amount of \$2,866,947, for various deferred maintenance projects and classroom supply purchases.

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
- Leadership Training Report(s): Mr. Charles Taylor
- Sacramento County Public Health Oral Health Focus Group Report(s): Mr. Charles Taylor
- Disaster Preparedness Training: Mr. Charles Taylor
- Community Resources – Parents/Staff: Ms. Rosemary Schapira – North Sacramento Family Resource Center (NSFRC)
 - Health and Wellness Flyer
 - The Sac Youth Works Job/Health Fair

NOTES:



Topic: Emergency & Disaster Preparedness Training

Location: 925 Del Paso Blvd. Sacramento, CA 95815 in Sequoia Room

Date: Thursday, September 8, 2022

Time: 10:00am – 1:00pm



Note: Light refreshments will be served & disaster kits will be provided.

RSVP: Beatriz (Beatriz.Ramirez@seta.net; 916-263-5124) &

Anzhelika (Anzhelika.Simonenkova@seta.net; 916-263-1887)



**Consumers Self Help Center
Wellness & Recovery Center**



**Traditional and Alternative
approaches to mental health
Recovery**

**Activity Calendars Online at:
www.consumersselfhelp.org**

WRC provides self-help, value driven and evidence based approaches to mental health services, activities, and groups. Medication support services are referred to us by the Sacramento Adult ACCESS Team, 916-875-155.

Our centers are a supportive place that honors diversity and encourages individuals to reach their highest potential.

Funded by the Mental Health Services Act (MHSA) CSHC Wellness & Recovery Centers

WELLNESS & RECOVERY

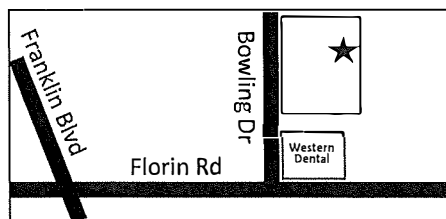
The Wellness & Recovery Centers receive funding from the MHSA, providing services that are inclusive of community collaboration, cultural competence, member driven and wellness focused. By referral the center's psychiatric and medication support services encourage wellness and recovery goals through participation in a variety of program activities and social skill development.

WELLNESS & RECOVERY GROUP & ACTIVITIES

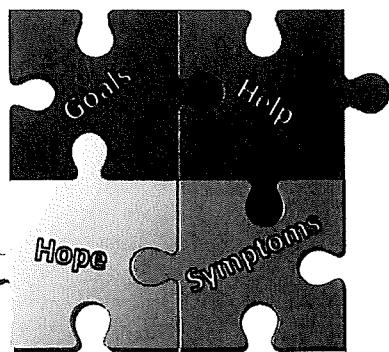
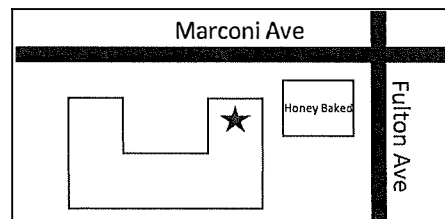
The centers provide group activities, self help, peer counseling and peer support. Members can develop wellness and recovery goals through socialization with fellow members, participating in groups and making positive contributions to the centers and the community.

The Wellness & Recovery Centers offer a point of daily contact for those individuals who are often isolated. Continued attendance and involvement allow opportunities for individuals to become part of a supportive community and a safe place to develop well-being.

**Wellness & Recovery Center
South**
7171 Bowling Dr
Sacramento, CA 95823
916-394-9195



**Wellness & Recovery Center
North**
2500 Marconi Ave, Ste 100
Sacramento, CA 95821
916-485-4175



In Partnership With



**Washer and Dryer
Shower
Community Resources
Peer Support Groups
Anger Management
Depression**

**Anxiety Support
Dialectical Skills Training
Job Development
Art Expression
Computer Lab
Meditation & Spirituality**

**Nutrition & Fitness Groups
Men's Support
Grief Support
Music & Game Day**

Members are expected to interact with dignity and respect. Attendance is voluntary and free of charge to participate in groups. The center's membership is open to all Sacramento residents who have an interest in mental health support, wellness and/or recovery services that are innovative. It is the memberships' support and optimistic contributions which promote the ongoing effectiveness of the Wellness & Recovery Center's program.



save the date

THE SAC YOUTH WORKS JOB/HEALTH FAIR

WHEN AND WHERE?

**FRIDAY, AUGUST 26, 2022
1:30PM - 4:30PM**

Robertson Community Center

(3525 Norwood Avenue Sacramento, CA 95838)

Family friendly activities including:

Free food, resources, raffle prizes, music with a DJ & more!

**We are looking for more providers to bring free to low
cost resources & job opportunities during this event!
Send an email to mcrane@healthedcouncil.org to RSVP.**

ITEM IV-B - INFORMATION

SETA'S RECRUITMENT UPDATE

BACKGROUND:

SETA continues to actively recruit, screen, interview and on-board new staff to support the Children and Family Services Department. A summary report of activities will be sent under separate cover.

NOTES:

ITEM IV-C – 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, July 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. A quorum was confirmed at 10:14 a.m.

Members Present:

Don Nottoli, Member, Board of Supervisors (*jointed at 10:14 a.m.*)

Patrick Kennedy, Vice Chair, Board of Supervisors

Sophia Scherman, Member, Public Representative

Members Absent:

Mai Vang, Councilmember, City of Sacramento

Eric Guerra, Chair; Councilmember, City of Sacramento

IV. Information Items

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

Mr. Walker stated Silgan Containers had a temporary layoff of 58 individuals. This is a seasonal layoff to assess equipment and will call back the employees in January.

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

- E. Head Start Reports:

Ms. Lee stated COVID-19 is still impacting Head Start; classes are closing due to staff shortages. Starting in September the Federal Government expects 100 percent enrollment. There are Head Start commercial advertisements at DMV and on TV. Delegate agencies are closed for summer.

Mr. Kennedy asked with the new authorization of the vaccine for younger children. Are we going to coordinate with the County Public Health to encourage vaccinations?

Ms. Lee said we have been providing information for families to talk with their physicians. Will connect with our health managers to coordinate.

V. Reports to the Board

- A. Chair: No Report
- B. Interim Executive Director:

Ms. Lee stated recruitment continues for the Executive Director position.

- C. Deputy Directors:

Mr. Kim stated the Florin Job Center location is now open for business (address: 3801 Florin Road, Suite 107, Sacramento). He introduced Ms. Lauren Mechals, who is the new Workforce Development Manager. She will be handling the youth programs and other areas.

Mr. Kennedy requested a tour of the new Florin facility for members.

- D. Counsel: No Report
- E. Members of the Board: No Report
- F. Public: None

II. Consent Items

- A. Approval of Minutes of the June 2, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Modify Cooperative Personnel Services' Vendor Services Contract

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

- A. Approval of Minutes of the June 2, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 5/25/2022 to 6/22/2022
- C. Approval to Modify Cooperative Personnel Services' Vendor Services Contract

Roll call vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

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 social distancing is no longer a requirement except in certain employment situations with vaccinated individuals, however, health and safety reasons still justify to continue use of teleconferencing for Board meetings.

Moved/Nottoli, second/Kennedy, 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 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

2. Approval of Appointment to the Sacramento Works Board

Mr. Kim reviewed the appointments of Ms. Andrea Ollanik and Ms. Laurie Rodriguez.

Moved/ Nottoli, second/Kennedy, to approve the appointment of Ms. Andrea Ollanik and Ms. Laurie Rodriguez to the Sacramento Works Board to fill the business sector seats

Roll call vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

3. Approval of Labor Agreements and Revised Salary Schedule

Ms. Saurbourne reviewed the labor agreements which begin July 1, 2022. The agreed upon focus is on retention and recruitment due to short staffing and economy, and inflation. We continue to have retention issues, as seasoned staff continue to move to other opportunities with greater salary opportunities. As part

of the salary schedules there was a negotiated additional monthly health contribution. The other significant change was for temporary assignments of higher classifications were extended from six months to up to one year. We will be using COLA and QI funds to help offset the cost increase to the agency.

Moved/Nottoli, second/Kennedy, to approve labor agreements for July 1, 2022-June 30, 2025 and revised salary schedule

Roll call vote:

Aye:3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

4. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management, and Revised Salary Schedule

Ms. Lee reviewed the revised salary schedule for unrepresented confidential and management employees. The same benefits and increases would apply as the previous item.

Moved/Scherman, second/Nottoli, to approve the personnel resolution covering unrepresented confidential and management, and revised salary schedule effective July 1, 2022

Roll call vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

1. Non-Competitive Procurement Finding and Approval to Augment the Slavic Assistance Center, Inc. Under the Refugee Support Services (RSS) Set-Aside Grant for Services to Older Refugees (SOR), Program Year 2021-2022

Moved/Nottoli, second/Kennedy, to approve the non-competitive procurement finding and to augment the Slavic Assistance Center, Inc. under the Refugee

Support Services (RSS) set-aside grant for Services to Older Refugees (SOR),
program year 2021-2022

Roll call vote:

Aye: 3 (Nottoli, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 2 (Guerra, Vang)

C. CHILDREN AND FAMILY SERVICES: No Items

VI. Adjournment: The meeting adjourned at 10:24 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

- Personnel/Bylaws Committee Meeting: Mr. Charles Taylor

- Parent Ambassador 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 Head Start Report

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

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



Monthly Program Information Report

July 2022

CALIFORNIA STATE BUDGET 2022-23

The 2022-23 California State Budget continues to build off of last year's historic investments in California's Child Care and Development programs:

◇ **Expanded Access to Child Care Subsidies:**

- Funding for the annualization of 2021-22 slots, as well as additional child care slots for the 2022-23 fiscal year, including:
 - ⇒ \$342 million to support the California Alternative Payment Program (CAPP) slots.
 - ⇒ \$917 million to support General Child Care and Development Program (CCTR) slots.
 - ⇒ \$35 million in ongoing state general funds to support and expand access to the Emergency Child Care Bridge Program for Foster Children (Bridge Program)
 - ⇒ \$7.6 million to support county operations associated with Bridge Program administration.
 - ⇒ Further, SB 187 amended Welfare and Institutions Code (WIC) section 11461.6 to authorize Bridge Program child care vouchers to be used if work or school precludes a family from providing care, and to allow Bridge Program vouchers to be extended for an additional 12 months based on a compelling reason effective September 1, 2022.



◇ **Child Care and Development Infrastructure Grants:**

- \$100.5 million in federal pandemic relief funds for minor renovations and repairs of child care facilities.
- \$250 million for the Child Care and Development Infrastructure Grant Program in 2021-22, including:
 - ⇒ \$150 million in state general funds for new construction and major renovation, and
 - ⇒ \$100 million in federal pandemic relief funds for minor repairs and renovation.

◇ **Cost of Living Adjustment:**

- A 6.56% cost-of-living adjustment (COLA) will take place effective July 1, 2022.
- The standard reimbursement rate will remain \$54.93/day.



◇ **Child Care Providers United (CCPU) Health and Retirement Benefits**

- The Budget will provide funding for health care and retirement benefits for California's family child care providers.
- The agreement, which is pending CCPU ratification, includes the following:
 - ⇒ \$100,000 one-time contribution to establish a CCPU-administered health care benefit trust.
 - ⇒ \$100 million one-time contribution payable to the health benefits trust once it is established.
 - ⇒ \$40,000 to design and conduct a survey on CCPU retirement needs.
 - ⇒ \$100,000 one-time contribution to CCPU or its designee to establish retirement trust upon agreement of a retirement benefit model.



◇ **Child Care and Development Capacity Building:**

- ⇒ \$20 million for capacity grants to support CAPP with child enrollment and Federal American Rescue Plan Act (ARPA) data collection and reporting.
- ⇒ \$4.8 million in continued funding authority from the FY 2021-22 budget to support the development of a state-level child care data landscape system to meet the needs of families and the workforce.
- ⇒ \$10 million to expand the current California Resource and Referral Program in FY 22-23 contracts. An additional \$5 million in unspent funding from 21-22 will carry over into FY 22-23, for a total of \$15 million.

Child Care Bulletin (CCB) No. 22-18 (issued: July 27, 2022)



CALIFORNIA STATE

UPDATED INCOME GUIDELINES

The State released a revised Schedule of Income Ceilings reflecting the State Median Income (SMI) and Income Ranking Table for Fiscal Year 2022-23.

- ◇ The Schedule of Income Ceilings is used to determine a family's income eligibility for state subsidized child care and development programs
- ◇ The updated Income Ranking Table is used to determine an income-eligible family's priority for enrollment in state subsidized child care and development programs
- ◇ Note: The revised income guidelines for the State have been adjusted by nearly 7% to more closely align with wages in California. However, the Head Start poverty guidelines remain unchanged making it harder for working families to qualify for Head Start services.

Child Care Bulletin (CCB) No. 22-12 (issued: June 17, 2022)



CALIFORNIA STATE

UPDATED COVID-19 FLEXIBILITIES

Updated guidance for COVID-19 flexibilities

◇ **Expired Flexibilities:**

- Programs are no longer permitted to use the Desired Results Development Profile (DRDP) Modified Essential View tool, which was designed to assess children's learning and developmental levels during virtual services. They shall use either the Essential, Fundamental (preschool only) or Comprehensive view of the DRDP tool.
- Providers must return to collecting parent signatures on daily attendance records.
- Providers are no longer eligible to bill for nonoperational days for COVID-19-related closures effective July 1, 2022.



- Temporary emergency vouchers for children of essential workers, at-risk children, and children with disabilities or special healthcare needs whose individualized education plan or family service plans include early learning and care will expire on June 30, 2022.
- Contractors shall issue a Notice of Action to the parent when changes are made to the services agreement.

◇ **Continued Flexibilities:**

- Family fees will be waived between July 1, 2022, and June 30, 2023 for all families receiving child care subsidies.
- Between July 1, 2022, and June 30, 2023, center-based contractors will be reimbursed based on the maximum certified hours of care instead of attendance (i.e. hold harmless)

Child Care Bulletin (CCB) No. 22-15 (issued: June 30, 2022)

Updates at the Federal Level (Head Start/Early Head Start)

(Provided by National Head Start Association – Head Start Insider – August 2022)



Federal Appropriations for Head Start and Early Head Start

At the end of July, U.S. Senate Committee on Appropriations Chairman Patrick Leahy (D-VT) released the draft of the Senate's FY23 Labor, Health and Human Services, Education, and Related Agencies bill. The draft includes a total of \$12.036 billion for Head Start and Early Head Start in FY23. The Senate's work builds on efforts in the House which, under the steadfast leadership of Chairwoman Rosa DeLauro (D-CT-03) and Ranking Member Tom Cole (R-OK-04), included a record level of funding for Head Start. With the Senate matching the House numbers on COLA, QIF, and Tribal Colleges and Universities-Head Start Partnership Program, NHSA is hopeful... but, realistically, we anticipate Congress will look to pass a short term continuing resolution (a.k.a. flat funding) until after the election.

Reconciliation

After months of negotiation, Senate Majority Leader Chuck Schumer (D-NY) and Senator Joe Manchin (D-WV) announced on July 27 that they reached a deal on a reconciliation package including energy and tax policy along with health care and lowering prescription drug prices. Unfortunately, funding for early childhood education (including Head Start) and childcare were left out. While the deadline for Congressional action under reconciliation is September 30, the Senate is expected to act on the agreed-upon Schumer-Manchin package before leaving for an extended recess in early August.

Final Rule on Masking and Vaccines for Head Start

As Head Start prepares for the new school year, NHSA and Head Start state associations are pushing the U.S. Department of Health and Human Services to issue a final rule on COVID-19 vaccines and masking. This week, NHSA, along with 47 state, regional, and national Head Start associations, sent a letter to Secretary Xavier Becerra, stating in no uncertain terms that Head Start needs clarity before the start of the school year. "We hope a final rule that restores the traditional role of local program autonomy will be issued in line with the comments we submitted on December 23, 2021. This is imperative in order for programs to rebuild relationships both with community partners as well as parents."



Updates at the Federal Level (Head Start/Early Head Start) - *continued*

(Provided by National Head Start Association – Head Start Insider – August 2022)

Grants

[National Early Care and Education Workforce Center](#): The Administration for Children and Families (ACF) solicits applications for a National Early Care and Education Workforce Center. The purpose of the grant is to fund a research and technical assistance center that will work to increase recruitment and retention of a diverse, qualified, and effective workforce across all ECE settings and programs through the provision of technical assistance (TA) at state and local levels and a program of rigorous research that builds the knowledge base and informs TA efforts. The estimated application due date is October 13, 2022.

SETA HEAD START

2022

COVID-19 SUMMARY BY MONTH

DATA	Jan	Feb	March	April	May	June	July
Number of school days	20	19	23	16	20	22	20
Site Staff confirmed positive	59	12	2	3	18	24	31
Site Staff exposed in class	132	41	10	17	54	66	65
Children confirmed positive	94	27	9	4	10	25	18
Children exposed in class	565	271	78	96	391	383	285
Children exposed at home (reported)	420	11	1	5	17	27	14
Children not exposed, but whose services were delayed	283	0	0	0	0	0	0
Total children quarantining	1,268	11	1	5	17	27	14
Classroom days closed (total, all sites)	287	0	0	0	0	0	0
Number of distinct classrooms affected	67	30	8	7	38	44	28
Number of sites closed	4	0	0	0	0	0	0
Number of outbreaks	0	0	0	0	0	1	2



SETA Head Start Food Service Operations Monthly Report July, 2022

7/1/22 - Job Corps closed due to water issues.

7/5/22 - Crossroads AM & PM classes closed due to staffing issues.

North Ave PM class closed due to staffing issues.

Freeport closed due to water issues.

7/6/22 - Hillsdale EHS class closed due to staffing issues.

7/12/22 - Bret Harte EHS closed due to staffing issues.

7/15/22 - Preschool Home Base had a Field Trip and we provided 80 sack lunches.

7/21/22 - Freeport closed due to pest infestation.

7/25/22 - Mather Full day class closed due to staffing issues.

7/26/22 - North Ave PM class closed due to staffing issues.

7/29/22 - Mather class D closed due to staffing issues.

Crossroads had a Field trip and we provided 40 sack lunches.

Bannon Creek had a Field trip and we provided 60 sack lunches.

Galt had a Field trip and we provided 80 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
28,556	22,496	23,472	4

Total Amount of Meals and Snacks Prepared 75,124

Purchases:

Food \$100,070.85

Non - Food \$24,851.49

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair : \$1,193.35

Vehicle Gas / Fuel: \$2,085.31
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 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	209	12%	589	151	26%
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	130	12%	160	22	14%
WCIC	120	9	8%			
EHS CCP				80	17	21%
COUNTY TOTAL	4244	503	12%	869	199	23%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (7/31/22)	(b) % Actual to Funded
Elk Grove USD	440 (0) ¹	N/A	N/A
Sacramento City USD	736 (32) ¹	32	100%
SETA	1,736 (1,396) ¹	1,278	92%
San Juan USD	1,044 (0) ¹	N/A	N/A
Twin Rivers USD	160 (0) ¹	N/A	N/A
WCIC/Playmate	120 (0) ¹	N/A	N/A
Total	4,236 (1,428)²	1,310	92%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (7/31/22)	(b) % Actual to Funded
SETA	652 (644) ¹	554	85%
San Juan USD	164	146	89%
TRUSD	56 (0) ¹	N/A	N/A
Total	872 (808)²	700	87%

¹ Reduced funded enrollment, due to classes/centers closed during Summer.

² Total funded enrollment in the summer months.

(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; Hiram Johnson; Spinelli; Strizek - totaling 92 enrollment slots.
- In addition to the current staff shortage, there has been resignation(s) in the following positions that support classroom ratio and/or enrollment: Assistant Teacher (3)
- Currently operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 8, 2022.

Elk Grove USD

- Currently closed during Summer. Return to services August 11, 2022.

Sacramento City USD

- Currently operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services September 1, 2022.

San Juan USD

- Currently operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 15, 2022.
- Families that submit PEL's (Preschool Eligibility List) are over income for our programs.
- Reduced capacity for recruitment due to shortage of staff during summer months.

Twin Rivers USD

- Currently closed during Summer. Return to services August 18, 2022.

WCIC/Playmate

- Currently closed during Summer. Return to services September 12, 2022.

Strategies/Action Step(s) for Under Enrollment

SETA

- Attended the following community events to increase awareness of Head Start services: La Familia Counseling Center-Community Baby Shower and Valley.
- Revised enrollment flyers to include SNAP/CalFresh logo and QR codes to provide families with new eligibility requirements and convenient access to on-line inquiry. Scheduling recruitment committee meetings to brainstorm strategic planning on recruitment in communities identified with high-risk population.
- Through recruitment efforts of employment postings (Workforce Development)/virtual recruitment (Indeed and Zip Recruiter), job announcements on SETA Career webpage, the following positions were onboarded: Associate Teacher/ Child Care Teacher Assistant (11).

Elk Grove USD

- Continuing community outreach and recruitment during program closure in summer months: Advertise programs through the district website and social media platforms.

Sacramento City USD

- Continuing community outreach and recruitment during program closure in summer months: Networking with Childcare Resource and Referral Agencies, Foster care/Social Work agencies and posting enrollment flyers throughout communities with low enrollment.

San Juan USD

- Registration team partners with San Juan's Family and Community Engagement (FACE) department at various family engagement and enrollment events. At these events, we greet families, share information about our programs and assist them with completing PEL's (Preschool Eligibility List).
- HR department continues to host hiring events to fill vacancies. There are weekly meetings to discuss vacancies, interviews, onboarding, and orientations.

Twin Rivers USD

- Continuing community outreach and recruitment during program closure in summer months: Mail recruitment flyer to zip codes with low enrollment, post on various social media platforms.

WCIC/Playmate

- Continuing community outreach and recruitment during program closure in summer months: Oak Park Community events, Wellspring Women's Center, Sacramento Food Bank and Family Services.

ITEM VI – OTHER REPORTS (continued)

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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.
