

GOVERNING BOARD

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Thought of the Day:

"A leader is one who knows the way, goes the way and shows the way."

~John C. Maxwell

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

DATE: Tuesday, October 25, 2022

TIME: 9:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/82715647091?pwd=WXRUBlM3ckpNUEViTzhZVGVoVjdZdz09>

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/82715647091?pwd=WXRUBlM3ckpNUEViTzhZVGVoVjdZdz09>. Meeting ID: 827 1564 7091. Passcode: 191537. 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, 82715647091# US (San Jose). Dial by your location + 1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/82715647091?pwd=WXRUBlM3ckpNUEViTzhZVGVoVjdZdz09>. 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 Council shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

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

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VII. Adjournment

DISTRIBUTION DATE: Wednesday, October 19, 2022

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

ITEM I - CALL TO ORDER/ROLL CALL

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

_____	Charles Taylor, Chair, Past Parent/Community Representative
_____	Donna Bonner, Foster Parent Representative/Community Representative
_____	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, 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, 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	X	X		
Vacant Seated	SJ/EHS														
Vacant Seated	WCIC														
Vacant Seated	WCIC														
K. Holleman Seated 1/25	SOP	-	-		X	X	X	X	X	X	X	X	X		
S. Key Seated 12/16	PP	X	X		X	X	X	X	X	X	X	X	X		
Vacant Seated	SOP														
K. Long Seated 12/16	SJ	X	X		X	X	X	X	E	X	X	X	x		
Vacant Seated	SJ														
R. Schapira Seated 1/25	CAR	X	U		X	X	X	X	X	X	E	X	x		
Vacant Seated	TR														
C. Taylor Seated 12/16	PP	X	X		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	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 10/12/2022

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 23, 2022
REGULAR POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the September 27, 2022 regular meeting.

RECOMMENDATION:

That the Policy Council approve the September 27, 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, September 27, 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
Kahmaria Holleman, SETA-Operated Program
Stephen Key, Past Parent/Community Representative
Kara Long, San Juan Unified School District
Fienishia Wash, Grandparent/Community Representative
Rosemary Schapira, Community Agency Representative

Members Not Present:

II. Consent Item

A. Approval of the Minutes of the August 23, 2022 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Bonner, second/Long, to approve the August 23, 2022 minutes as distributed.

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (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. Lee reviewed this item. She shared that per SETA legal counsel this item can be moved under consent should the board wish to do so.

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 and move this item to the consent calendar

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

- B. Ratification of the Head Start and Early Head Start Budget Modification Submission and Approval to Carry Over Funds from Program Year 2021-2022 to Program Year 2022-2023

Ms. Lee reviewed this item. The budget modification and carryover is for Year 2 funds. It was requested by ACF that we submit the request prior to July 31, 2022. At that time, SETA submitted the preliminary numbers; this item reflects the final numbers for Year 2. These are under-spent funds in Personnel and Fringe Benefits. Reprogramming these under-spent funds will allow the program to provide deferred maintenance updates and purchase supplies and materials. The carryover allows for under-spent funds to extend into the new fiscal year.

Moved/Wash, second/Bonner, to approve the ratification of the budget modification submission for Head Start and Early Head Start Basic in the amount of \$1,660,000 and approve the request to carryover funds from the Program Year 2021-2022 (year 2) to Program Year 2022-2023 (year 3) in the amount not to exceed \$5,284,025 to complete purchases, deferred maintenance projects and parent training and staff development

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

- C. Approval of Revised Head Start Budget Modification and Carryover Request from Program Year 2020-2021 to Program Year 2022-2023

Ms. Lee reviewed this is for Year 1 funds. Elk Grove Unified School District has under-spent funds they would like to use toward a shade structure at Beitzel Elementary.

Moved/Bonner, second/Holleman, to approve the revised Head Start budget modification and carryover request from the Program Year 2020-2021 to

Program Year 2022-2023 to include the purchase/installation of the shade structure for Elk Grove USD's Beitzel Elementary Head Start program.

Roll call vote:

Aye: 5 (Bonner, Holleman, Key, Long, Wash)

Nay: 0

Abstention: 1 (Taylor)

Absent: 1 (Schapira)

IV. Information Items

A. Standing Information Items

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

Mr. Han reviewed the monthly expenditure fiscal reports for Head Start and Early Head Start. There is a concerted effort to spend down the American Rescue Plan Act (ARPA) and the Corona Virus Response and Relief Supplemental Appropriation Act funds by March 31, 2023.

Mr. Taylor asked why Twin Rivers Unified School District did not report their numbers for ARPA funds.

Mr. Han replied that Twin Rivers Unified School District is confident they are spending down their ARPA funds. They were concentrating on spending down the CARES Act funds first since they expired this year. The credit card statements were reviewed, there was nothing out of the ordinary.

Mr. Rosemary Schapira joined the meeting at 9:32 a.m.

Ms. Long asked about the relinquishment of funds.

Mr. Han replied we are waiting for approval. Once approved we will let the delegate agencies know to apply for the funds for one-time program improvement projects that address health and safety concerns.

➤ **Emergency and Disaster Preparedness Training Report(s):**

Ms. Wash shared the training was very informative, especially on potential disasters for the local area. There was a starter bag and lists provided for emergency needs.

➤ **End of Year Parent Appreciation:**

Mr. Taylor shared the End of Year Parent Appreciation will be held on Friday, October 7, 2022 at in the Sequoia room of the SETA Administrative building.

➤ Community Resources:

Ms. Shapira encouraged parents to join the newsletter listserv. Outdoor explore and learn Wednesdays from 9:30 to 11:00 a.m. for 0-5 years of age. They have size 3 diapers currently available. Parenting workshop done virtually. Women's wisdom art workshop, childcare is available for this event. Black is Bright Book share at the Del Paso Heights library. Homework help is new for grades Kindergarten and up. In October, there will be an exploration sensory series. Here is a link to the September email newsletter for North Sacramento Family Resource Center: <https://mailchi.mp/27b6956130e2/april2021-15535784> sign up for the monthly email newsletter at: <https://northsacfrc.org/>

Mr. Taylor reviewed the community resource flyers in the agenda packet.

B. SETA's Recruitment Update

Ms. Sorvari reviewed the recruitment update for September 1 through 16, 2022. Going forward we will be capturing 30 days. She thanked the parent volunteers.

C. Governing Board Minutes for August 4, 2022: No Questions

V. **Committee Reports**

➤ Executive Committee:

The next meeting will be held Friday, September 30, 2022 at 10:00 a.m., via Zoom.

➤ Budget/Planning Committee Meeting:

The next meeting will be held Tuesday, October 11, 2022 at 1:00 p.m., via Zoom.

➤ Social/Hospitality Committee Meeting:

The next meeting will be held Wednesday, September 28, 2022 at 9:00 a.m., in-person at the SETA Administrative Building in the Shasta Room.

➤ Personnel/Bylaws Committee Meeting

The first reading of the bylaws will be at the October 25 PC meeting.

➤ Parent Ambassador Committee Meeting:

The meeting time and date will be announced at a later date.

VI. Other Reports

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

Ms. Lee encouraged parents to attend the job fair and visit the job centers. A new job center opened on Florin Rd in Sacramento. We are still waiting on notification from the Federal Government for when the federal review will occur. Secretary Becerra will be visiting Sacramento Head Start. The Office of Head Start has asked us to identify centers for him to visit this week or early next week.

C. Chair's Report

Mr. Taylor encouraged Council members to actively recruit for the PC.

Ms. Kara Long left the meeting at 10:00 a.m.

D. Head Start Managers' Reports

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

Ms. Carr shared as a county we are 70 percent enrolled. In August, the acting director of Office of Head Start stated the priority is child safety even if at the risk of under-enrollment. We are working around the staffing issues. There will be a job fair in October, more information will be shared soon.

✓ 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 encouraged parents to spread the word and bring in their child's physicals, dentals, lead forms, and all other updated information for their children(s) health records. All programs have an appointed person to help navigate the system and answer questions. In partnership with the Immunization Assistance Program and Sacramento County Department of Public Health, the SETA Governing Board requested an increase in COVID-19 vaccination clinics. Children six months and older are now able to be vaccinated. Additionally, vaccines and boosters will be available to the adults and the surrounding communities. Childhood immunizations will also be available for infants through age eighteen. SETA is partnering with Environmental Protection Agency (EPA) to raise blood lead testing and awareness. Delegate agencies countywide are finishing SETA-Operated programs for safe environment reviews. Following safe environments will be food services.

E. Open Discussion and Comments: None

F. Public Participation: None

VII. Adjournment: The meeting was adjourned at 10:11 a.m.

ITEM II-B - CONSENT

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.

ITEM II-B - CONSENT (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 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-A –ACTION

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

**APPROVAL OF REVISIONS TO THE HOURLY RATE OF PAY FOR THE HEAD
START SUBSTITUTE TEACHER ASSISTANT AND ON-CALL COOK/DRIVER
CLASSIFICATIONS**

BACKGROUND:

In order to remain competitive and maintain talent, the Agency is proposing to increase the hourly rate of pay for the Head Start Substitute Teacher Assistant and On-Call Cook/Driver classifications.

On June 28, 2022, the Policy Council approved tentative agreements on a three-year contract for the three bargaining units represented by the American Federation of State, County, and Municipal Employees (AFSCME). As part of the negotiations, represented employees received an equity adjustment and/or COLA increase to assist with recruitment and retention challenges. Since temporary, on-call employees are not represented under the bargaining agreements, salary increases were not applied to the Head Start Substitute Teacher Assistant and the On-Call Cook/Driver classifications, which are both currently at minimum wage (\$15/hour).

As a result of the lower wage rate, SETA has struggled to recruit and retain qualified candidates for these two classifications. Staff is recommending the wage rate for the Head Start Substitute Teacher Assistant be aligned with the entry level (Step A) of the Associate Teacher Tier I classification, which is currently \$17.40/hour. Staff is also recommending the wage rate for the On-Call Cook/Driver classifications be aligned with the entry level (Step A) of the Head Start Cook Tier II classification, which is currently \$16.92/hour. Changes will be effective the first pay period following Governing Board action/approval at their November 3, 2022 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Open a Public Hearing, receive input, close the public hearing, and approve the revised hourly rate of \$17.40 per hour for the Head Start Substitute Teacher Assistant and \$16.92 per hour for the On-Call Cook/Driver classifications.

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

ITEM III-B – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING:
FIRST READING OF MODIFICATIONS TO THE BYLAWS OF THE
SETA-OPERATED HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee 2021-2022 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Policy Council.

Additions are indicated by **green *italic type***, deletions are indicated by **orange ~~strikethrough~~**.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the PC will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading:
Policy Council Final Approval:
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start (HS)/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC). Head Start/Early Head Start hereinafter shall be referred to as HS/EHS.

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the HS/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of HS/EHS programs in Sacramento County.

45 Code of Federal Regulations (CFR) 1305.2: A HS/EHS parent means a HS/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.
- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local HS/EHS programs.
- C. Initiating suggestions and ideas for HS/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies by building a partnership, both public and private, with individuals and groups interested in the aims, goals, and objectives of HS/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, including dental and nutrition, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve.

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in HS/EHS and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. In accordance with Federal regulations, the Head Start Act, Best Practices, and EHS Child Care Partnerships, the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for HS/EHS, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Written procedures for program planning.
 - 4. Strategic long-term goals and measurable objectives for program in funding application.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities.
 - 8. Participate in the annual self-assessment of the Grantee's progress by carrying out the programmatic and fiscal intent of its grant application, including planning or other corrective actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. Implement a program data management system that effectively supports the availability, usability, integrity, and security of data.
 - 10. In accordance with Head Start Act 642 (c) (2) (D) (vi) and Standards 1301.3 (c) (1), the Policy Council shall approve and submit to the governing body decisions about personnel policies and ~~decisions regarding the employment of program staff~~, consistent with paragraph (1)(E)(iv)(IX), including standards of conduct for

program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff.

11. Decisions to hire or terminate the HS/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the HS/EHS program of the grantee agency will be in accordance with SETA Personnel Policies and Procedures. For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members. Members shall not receive compensation for serving on the PC or for providing services to the HS/EHS Agency.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high-quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the HS/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership.

Section 1: Election/Appointment of Members

As outlined in Article III, Section 2, the PC shall consist of elected voting representatives from each delegate agency Policy Committee, the SETA-operated PAC, Community Representatives (Past Parents, Grandparent, Foster Parent), elected by the PC. Additional Community Representatives shall be elected by the PC. Home Base Option and EHS Representatives shall be elected by delegate agency Policy Committees and SETA-Operated Program parent committees. The Outgoing PC Chair shall have a reserved seat.

The Parent Ambassador Representative shall be elected by the Parent Ambassador Committee.

Section 2: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Two (2) Representatives from Sacramento City Unified School District
 - Three (3) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Twin Rivers Unified School District
 - Two (2) Representatives from Women's Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - Two (2) Representatives from EHS - SOP
 - One (1) Representative from EHS - San Juan Unified School District
 - One (1) Representative from EHS – Twin Rivers Unified School District

The above parent representatives must be a parent of a child/children currently enrolled in the HS/EHS Program.

B. Community Representatives

Additional PC members shall include:

- Two (2) ~~Past Parent Representatives~~ *Parent Ambassadors* shall be elected by the Parent Ambassador Committee. These representatives may or may not be a current parent. There will be two (2) alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parents shall be elected by the current PC if the outgoing PC has been dissolved. The Past Parent elected to the PC may not have a child/children currently enrolled in the HS/EHS program. There will be two (2) Past Parent alternate positions.
- One (1) Grandparent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Grandparent alternate position.
- One (1) Foster Parent shall be elected by the current PC if the outgoing PC has been dissolved. Representative must be a current or past parent of the SOP or a Delegate Agency. There shall be one (1) Foster Parent alternate position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

Section 3: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected by the committee/agencies he or she represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
 - 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused, or unexcused) will automatically be removed and replaced by the Alternate.
 - 2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 - a. *The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).*
 - b. *For the policy on Alternate attendance reference Article III: Membership, Section 6: Attendance, A: Absences.*
 - c. *An Alternate who does not attend a PC meeting shall receive an attendance letter from the Clerk of the Boards.*
 - 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PC member and term is not counted.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting. However, an Alternate may not hold an office.
- C. Alternates are encouraged to attend meetings of the PC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Representative is present.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA).

Section 4: **Other Provisions**

- A. A majority of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be elected/re-elected must submit an application to the PC. Community Agencies who have not been elected/re-elected may share agency information quarterly.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.

- E. No SETA or Delegate Agency HS/EHS staff (or members of their immediate families) shall serve on the PC except parents who occasionally substitute for regular HS or EHS staff. Occasional substitute teaching is defined as once a week and/or not to exceed four (4) consecutive days in a month.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 5: **Terms**

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of five (5) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than five (5) program years.

Section 6: **Attendance**

- A. **Absences**: Any member or alternate in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and SS/PI Coordinator within ten (10) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
 - 1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair and SS/PI Coordinator within ten (10) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business**: Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 7: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV

Meetings

Section 1: Meetings

- A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4th Tuesday in November of each year.

- B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

- C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Children and Family Services Deputy Director, SETA Executive Director or upon petition by at least a majority of the members of the PC.

- D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular, special, or emergency meeting, a quorum of the PC shall be necessary. A quorum shall be a majority 41% of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. Annual and Regular Meetings:

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. Special Meetings:

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. Emergency Meetings:

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. Committee Meetings:

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused may be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within ten (10) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected. However, if PC member is absent due to PC business, the member may be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PC Reimbursement Policies and Procedures.

Parents are not to bring small children to the meetings. If small children are present, members will be reimbursed for transportation/mileage only.

¹Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$40 in a 24-hour day when attending conferences, workshops, trainings, orientation, Parent Leadership Institute, or participation in the Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, transportation/mileage will be provided for attending required meetings/obligations listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee meetings
 8. Community Action Board meetings (CAB)
 9. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 10. Workforce Development Board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair.)
 11. Maternal, Child and Adolescent Health Advisory Board
 12. Sacramento Medi-Cal Dental Advisory Committee
- B. Member/Alternates who are a spouse or significant other, will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.

- B. 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.
- C. 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 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 Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. 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.
- D. 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.
- E. 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.

Section 4: **Vacancy**

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment of the officer must be made from among the membership of the PC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI **Committees**

There is hereby created standing committees of the PC. No committee meeting shall have a majority of PC members present without proper public notice.

Section 1: **Standing Committees**

Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all HS/EHS budgets, budget modifications and amendments for the Head Start funding year and submit their review to the full PC for approval. In addition, this committee shall have input on program design and operations and long- and short-term planning goals and objectives. A monthly fiscal report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP HS/EHS Budget issues and modifications are approved by the PAC prior to PC approval. The PAC Budget Committee should review said documents.

Personnel/Bylaws Committee

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

Social/Hospitality Committee

Social/Hospitality Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities of the PC. It shall be the duty of this Committee to report the expenditure of funds to the PC.

Parent Ambassador Committee

Parent Ambassador Committee shall be composed one (1) staff member, former parents, and other members who shall be selected after each annual meeting of the PC. The Parent Ambassador Committee representatives shall oversee the committee. Former parents who no longer serve on the PC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PC trainings/events, childrens' and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PC monthly.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program area, and participate in curriculum/instruction and health and safety.
- **Parent, Family and Community Engagement Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Parent/Family Support program area.
- **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the committee of the whole who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select at least two (2) Program Area Committees to serve on as described above. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII

Required Reports

Section 1: Required Reports

The following reports shall be provided to the PC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- Fiscal Reports (Budget Reports)
- Corporate Card Statement of Accounts (Credit Card Expense Report)
- USDA Meal/Snacks Report (Child and Adult Care Food Program [CACFP]) Report (SOP)
- Program Information Summaries (Monthly Head Start Report)
- Sacramento County HS/EHS Program Enrollment Report
- Monthly Average Daily Attendance Report

ARTICLE VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

PC Board approved:

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Emergency and Disaster Preparedness Training Reports(s): Mr. Charles Taylor
- Community Resources – Parents/Staff: Ms. Marie Desha
 - North Sacramento Family Resource Center – Ms. Rosemary Schapira
 - Folsom Cordova Adult School
 - Footsteps to Fire
 - Healthy Sacramento Day
 - Sacramento Arts and Culture Match Program
 - Sacramento Works Interview: Competitive Edge
 - Sacramento Works Job Center Orientation

NOTES:



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916-263-4100
maquoo.anderson@seta.net

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SACRAMENTOWORKS



SACRAMENTO

Arts & Culture Match Program

Community members have great ideas to make their Sacramento neighborhoods stronger, more vibrant, and more just through the arts. That's why The City of Sacramento Office of Arts & Culture is doubling donations for eligible local arts & culture projects across the city!



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About ioby

ioby is a non-profit crowdfunding website, but we're so much more than that. We're growing a movement of community-led positive change, and we want you to be a part of it. We help local changemakers fund and implement great ideas that help their neighborhoods thrive.

ioby stands for "in our backyards," but it also stands for taking care of each other, for civic muscle, and for trusting our neighbors to know what's best for the neighborhood.



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Head Start Policy Council

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Tuesday, October 25, 2022

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, September 1, 2022
10:00 a.m.

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

Mr. Guerra called the meeting to order at 10:01 a.m. The roll was called and a quorum was confirmed.

Members Present:

Don Nottoli, Member, Board of Supervisors
Patrick Kennedy, Vice Chair, Board of Supervisors
Sophia Scherman, Member, Public Representative
Mai Vang, Councilmember, City of Sacramento
Eric Guerra, Chair; Councilmember, City of Sacramento

Members Absent:

II. Consent Items

- A. Approval of Minutes of the August 4, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2022-2023 and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

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

- A. Approval of Minutes of the August 4, 2022 Regular Board Meeting
- B. Approval of Claims and Warrants for 7/27/2022 to 8/24/2022
- C. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2022-2023 and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 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.

Mr. Guerra asked if this item could be moved under consent items. Mr. Thatch replied he will look into it.

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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: No Items

One Stop Services: No Items

Refugee Services:

1. Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-Aside Programs, and Additional Support Services, Program Year (PY) 2022-2023

Ms. O'Camb reviewed the funding is for the refugee program year October 1, 2022 through September 30, 2023. Funds available for allocation including carryover funds are approximately \$8.2 million to serve 2,700 refugees and employment program. This includes half a million dollars in additional funding for provision of housing, technology and utility support. Waiting for final notification for the 2023 RSS Set-aside awards from the state to provide services to older refugees. The estimated allocation is \$50,000 to serve 125 older refugees, 65 years of age or older and have been in the county for five or more years.

Moved/Nottoli, second/Kennedy, to approve the funding extensions for the RSS and RSS Set-Aside programs, and the recommended funding for "additional"

support services for PY 2022-23, as indicated in the charts. Approve the listed funding stipulations.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

C. CHILDREN AND FAMILY SERVICES:

1. Approval of Head Start and Early Head Start Budget Modification and Carryover Request from Program Year 2020-2021 to Program Year 2022-2023

Ms. Lee reviewed that this budget modification and carryover is for under-spent funds from Program Year 2020-2021 which can be re-programmed for other priority projects. The Office of Head Start is giving programs the opportunity to carryover funds for deferred maintenance/supplies. Funds cannot be used to enhance personnel or fringe benefits. There are two activities going on in this request 1) to move money from personnel and fringe for other projects, and 2) to move funds from Program Year 1 to Program Year 3. There is a difference in dollar amounts between the carryover and the budget modification due to funds already being in the correct cost category and not requiring a budget modification.

Mr. Guerra asked if there are other opportunities besides deferred maintenance where this money could be utilized.

Ms. Lee replied funds can be used to purchase new indoor/outdoor supplies/materials/furniture, purchase/renovate a building, replace vehicles, etc..

Moved/Nottoli, second/Scherman, to approve the budget modification request for Head Start 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

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

IV. Information Items

Mr. Don Nottoli left the meeting at 10:17 a.m.

- A. Fiscal Monitoring Reports:

Mr. Guerra asked how is communication and assistance going with Pivot Sacramento.

Ms. Saurbourne replied our fiscal monitoring staff work closely with Pivot Sacramento staff.

Mr. Kim commented that Pivot's agreement has been extended for an additional year; staff is working with them on the program side and has seen improvement.

B. Employer Success Stories and Activity Report:

Mr. Walker shared we are working with Kaiser Permanente to staff two positions. They wanted to work with individuals from the community with barriers. Six individuals have been hired at an hourly rate of \$28.

C. Dislocated Worker Update: No Questions

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

E. Head Start Reports:

Ms. Lee shared there are three vaccine clinics scheduled, more to be scheduled soon. One clinic will be held at Galt on September 9, 2022, one at the SETA main office on September 16, 2022, and one at Capital City on September 24, 2022 in partnership with CDC Foundation and MobileMed. The clinics will have available vaccines for children and adults, boosters and information services to the community. The Head Start Report includes updates on childcare landscape and potential funds.

Mr. Guerra commented there was an effort by Head Start employees to increase salaries statewide. Did that come to fruition in this year's budget?

Ms. Lee replied yes, wage increases were applied across all classifications, along with medical contribution increases.

Mr. Kennedy suggested we look at our marketing and public relations program to help with visibility and increase enrollment.

Ms. Lee replied we had a media campaign in the spring that picked back up mid-August. She will start to report on the outcomes of the campaign in the monthly report. The labor market study will be completed soon and presented to the Board on October 6th.

Ms. Scherman expressed concern on how strong of a relationship between City of Elk Grove and SETA. Mr. Guerra agreed.

Ms. Lee replied she will start to share the community events staff attend to promote SETA Head Start and enrollment opportunities. The department has updated the website to collect data on how families heard about SETA Head Start. Thus far, data shows word of mouth is the number one way families are hearing about us, second is the social media campaign.

Ms. Scherman suggested a focus on the community events, such as music in the park, etc. The attendees of these events are more of the demographic that captures SETA.

V. Reports to the Board

A. Chair:

Mr. Guerra thanked the County and City childcare task force staff. The City has allocated \$1.5 million for an apprenticeship program and provider stipends for early childhood education.

B. Interim Executive Director: No Report

C. Deputy Directors: No Report

D. Counsel: No Report

E. Members of the Board:

Ms. Scherman suggested to update SETA logo so that it stands out similar to the rotary or City logo.

Ms. Vang gave appreciation to William Walker and Lorna Devine to hosting job fair. Will reach out for the South Sacramento Festival.

F. Public: None

VI. Adjournment: The meeting adjourned at 10:35 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.

SEPTEMBER 2022

Monthly Program Information Report

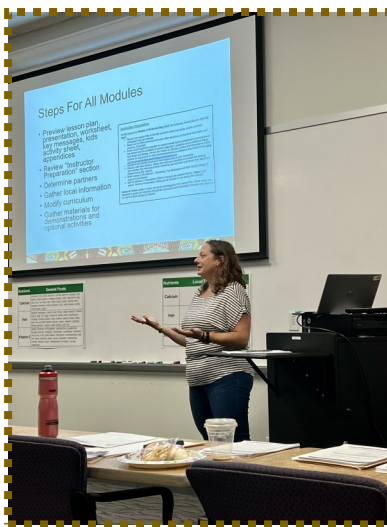


SETA and EPA Team Up to New Lead Awareness Curriculum

The Environmental Protection Agency (EPA) and the SETA Head Start/Health and Nutrition Services Unit teamed up to pilot a first-ever train-the-trainer Lead Awareness Curriculum for California. At the event, SETA and delegate agency staff and community stakeholders learned how to use and modify the Lead Awareness curriculum, *Keeping our Children Healthy*, for their use. The curriculum is intended to educate communities about lead, lead exposure, and actions that can be taken to reduce and prevent childhood lead exposure. The curriculum can be modified, as needed, for different counties and audiences. Attendees received a USB with materials on steps to Prepare individualize training, teaching and demonstrating strategies, and how to discuss potential threats in the environment.



Head Start Policy Council



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Tuesday, October 25, 2022



Updates from the Office of Head Start



Strategies to Stabilize the Head Start Workforce

ACF-IM-HS-22-06

Issued: September 12, 2022

The credentials and qualifications of Head Start staff have significantly increased over the past decade, while their compensation has been persistently low. Stagnant wages and a lack of comprehensive benefits and wellness supports make it difficult to recruit and retain staff, which contributes to classroom closures and high case-loads for current staff. The Office of Head Start (OHS) draws upon the legacy of Head Start leadership in the early childhood field to encourage programs to appropriately compensate and support their staff.

OHS encourages programs to look holistically at their organizational structure and identify sustainable ways to support and compensate staff accordingly. As needed, OHS encourages grant recipients to consider restructuring their programs as a sustainable mechanism for providing increased compensation and other necessary support to staff. This may include consolidating grants, restructuring management or organizations, or requesting a reduction in the overall number of funded slots while continuing to prioritize services to the children and families who are most in need.

The Information Memorandum (IM) highlights strategies to support the Head Start workforce that grant recipients can begin working toward immediately. Some strategies include:

- ◆ Permanently Increase Compensation
- ◆ Offer Bonuses, Short-term Pay Increases, or Other Financial Incentives
- ◆ Compensate Staff During Closures and Transitions
- ◆ Public Service Loan Forgiveness (PSLF)
- ◆ Promote a Positive and Empowering Work Environment
- ◆ Implement Support for Educational Attainment and Career Advancement
- ◆ Request Qualification Waiver for Head Start Preschool Teachers



For more information, visit <https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-22-06>



COVID-19 Update

The number of COVID-19-related exposures continues to dramatically decrease across the SETA Head Start/Early Head Start programs.

SETA Head Start - 2022

COVID-19 Summary by Month

D A T A

	Jan.	Feb.	Mar.	Apr.	May	Jun.	July	Aug.	Sept.
Number of school days	20	19	23	16	20	22	20	23	21
Site Staff confirmed positive	59	12	2	3	18	24	31	25	11
Site Staff exposed in class	132	41	10	17	54	66	65	22	6
Children confirmed positive	94	27	9	4	10	25	18	8	4
Children exposed in class	565	271	78	96	391	383	285	239	133
Children exposed at home (reported)	420	11	1	5	17	27	14	10	9
Children not exposed, but whose services were delayed	283	0	0	0	0	0	0	0	0
Total children quarantining	1,268	11	1	5	17	27	14	10	9
Classroom days closed (total, all sites)	287	0	0	0	0	0	0	0	0
Number of distinct classrooms affected	67	30	8	7	38	44	28	23	15
Number of sites closed	4	0	0	0	0	0	0	0	0
Number of children in care	55	0	0	0	0	1	0	0	0



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Voter Resources

One Month Until the Election!

Election Day is November 8, 2022

Election Day is only one month away! Californians across the state will vote in federal, state, and local elections. In California, mail-in ballots will be sent to every registered voter, whether you signed up for absentee voting or not! Ballots go out today! You will be able to mail in your ballot at any time before election day (it has to be postmarked on or before November 8), fill out your ballot at home and drop it off in a drop box or polling place, or vote in person.

Your voice and your vote matter! Make sure that you are registered to vote and make a plan to vote today!

Making a Plan to Vote

Will you be voting at a polling place or dropping off a mail-in ballot? Either way, it's important to make a plan to vote!

- Find your **local polling place** or ballot **drop-off locations**. You can drop off your ballot at these locations any time between receiving your ballot and election day.
- If you are waiting until election day to cast your vote, make sure to schedule your time that day and be prepared to wait in line.
- Remember that it is illegal to wear clothing that explicitly supports a candidate or measure to a polling place.

Propositions

In California, there are **7 statewide propositions** on the ballot. We all know that descriptions on the ballot can be vague and confusing. So, where do you start with doing your own research?

There are several things you can consider when reading about these propositions:

- First and foremost, **examine what the measure seeks to accomplish**. Do you agree with those goals? Is the measure seeking changes that are consistent with your ideas about government? Do you think the proposed changes will make things better?
- **Who is funding** the campaigns in support or opposition?
- Many propositions refer to **bills passed in the state legislature**. You can search those bills [here!](#)
- Does the measure **create its own revenue source**? Does it earmark, restrict or obligate government revenues? If so, weigh the benefit of securing funding for the measure's program against the cost of reducing overall flexibility in the budget.
- What local **advocates, community leaders, elected officials** have spoken in support or opposition of the proposition? You can contact your local elected officials to ask their stance on these propositions. Most newspaper editorial boards have published research and opinions as well.
- Discuss these propositions with friends and family to **hear new perspectives** and debate.

Voting on propositions certainly flexes your research skills, but you don't have to do it alone. Newspapers, advocate organizations, trade unions, and others have given you a head start. Try [this one](#) to start!

Other Helpful Links:

- [California Secretary of State](#)
- [League of Women Voters of California](#)
- [Easy Voter Guide](#)
- [Voter's Edge](#)
- [Rock the Vote](#)



Head Start
CALIFORNIA

Head Start California | P.O. Box 268, Citrus Heights, CA 95611

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Seta Head Start

Food Service Operations Monthly Report

*September, 2022

10/6/22 - Grizzly Hollow PM class closed due to A/C unit not working.
 Norma Johnson PM class closed due to A/C unit not working.
 Illa Collins closed due to staffing issues.
 Kennedy Estates closed due to staffing issues.
 Nedra class W closed due to staffing issues.

10/7/22 - Illa Collins closed due to staffing issues.
 Bright Beginnings closed due to staffing issues.

10/8/22 - Grizzly Hollow class B closed due to A/C unit not working.
 Bright Beginnings closed due to staffing issues.

10/14/22 - Homebase had a field trip to Safety Ville, we prepared 60 sack lunches for them.

10/19/22 - Norma Johnson EHS class closed due to staffing issues.
 Bright Beginnings closed due to staffing issues.
 Illa Collins closed due to staffing issues.

10/21/22 - Homebase EHS had a field trip to Fairytale Town, we prepared 76 sack lunches for them.

10/22/22 - Elkhorn PM class closed due to staffing issues.

10/27/22 - Parker closed due to staffing issues.

	Lunch	PM Snack	Breakfast	Field Trips
	35,300	31,040	31,160	2
Total Amount of Meals and Snacks Prepared				97,636

Purchases:

Food	\$116,120.78
Non - Food	\$12,869.53

Building Maintenance and Repair:	\$0.00
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Janitorial & Restroom Supplies:	\$0.00
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Kitchen Small Wares and Equipment:	\$375.00
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Vehicle Maintenance and Repair :	\$25.00
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Vehicle Gas / Fuel:	\$2,683.29
Normal Delivery Days	21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 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	1696	124	7%	660	90	14%
Twin Rivers USD	160	23	14%	56	2	4 %
Elk Grove USD	480	68	14%			
Sac City USD	676	NA*	0%			
San Juan USD	1044	62	6%	164	2	1%
WCIC	120	3	3%			
COUNTY TOTAL	4176	280	7%	880	94	11%

*Program information not available

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (9/30/22)	(b) % Actual to Funded
Elk Grove USD	480	400	83%
Sacramento City USD	676	577	85%
SETA	1,696	1,317	78%
San Juan USD	1,044	643	62%
Twin Rivers USD	160	131	79%
WCIC/Playmate	120	61	51%
Total	4,176	3,129	73%

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (9/30/22)	(b) % Actual to Funded
SETA	660	579	88%
San Juan USD	164	147	89%
TRUSD	56	35	63%
Total	880	760	84%

- (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: Bright Beginnings; Dudley; Florin Grammar; Freedom Park; Hiram Johnson; Illa Collins; Marina Vista; Norma Johnson - totaling 113 enrollment slots.
- Northview remodel is near completion, scheduled to re-open in November. Accounts for 96 enrollment slots.
- SETA continues to experience staffing shortages in the following positions that support classroom ratio and/or enrollment: There are currently 47 openings within Education and 3 Family Services Workers and 3 Home Visitors (Partners).

Elk Grove USD

- Staffing shortages in the following positions that support direct classroom functions, enrollment of families, review of eligibility documents and data entry: 1 SPED Teachers (Leinbach); 9 Para Educators; 3 Office Assistant(s), and 1 Program Specialist.
- Site(s) with capped classrooms due to limited staffing: Foulks Ranch; Florin; Leimbach; West; Jackson; McKee; Reith; Pleasant Grove; Prairie; Samuel Kennedy; Union House; William Daylor; Miwok Village: totaling 83 enrollment slots.
- Site locations within 95823, 95826 and 95828 have encountered 50% of the families contacted for enrollment preferring to remain on the waitlist for sites closer to Elk Grove or a full day class.
- Limited amount of Program Educators and Office Assistants available to collect enrollment documents from families and complete data entry. Vital information to complete enrollment application is not being provided from families during intake, which slows down the approval process.

Sacramento City USD

- SCUSD has experienced changes in applicants providing partial eligibility documents, which delayed anticipated start date.
- Current negotiations taking place with SCTA and SCUSD to have TK and Preschool classroom collaborate, which will allow the enrollment for 8 of the 20 slots to be counted.
- Community demographics within targeted zip codes 95818 and 95820 has reduced in families with preschool age children.
- Staffing shortage in the following areas that support classroom functions, enrollment and recruitment: Parent Advisor, Clerk III, 3 School Community Liaisons and 10 Child Care Attendants needed for ratio requirements.

San Juan USD

- Staffing has been difficult with the increase in opportunities in TK positions within school district. Starting pay is higher for TK positions, which minimized our candidate pool for Preschool Teachers. HS is down 10 teachers (one less than the previous month).
- All positions are difficult to fill due to the backlog at HR supporting all open positions across the district and overall staffing shortages across the state.
- SJUSD had a recent influx of refugee families wanting to enroll, however many of the families did not have current documentation of child immunization. With immunization being a licensing requirement for entry, staff have connected with local health clinics to support families in acquiring immunization records.

Twin Rivers USD

- Classroom(s) capped at the following locations due to limited staffing: Morey; Oakdale; Rio Linda totaling 25 enrollment slots.
- Staffing shortage in the following areas of education and enrollment: 2 Teachers, 2 Para Educators and 2 ERSEA positions.

WCIC/Playmate

- WCIC is facing a staffing shortage in the following positions that support education and enrollment: 3 Teachers, 3 Associated Teachers, 1 Family Service Worker, and 1 Program Assistance. The 3 teaching positions represent 50% of the classroom teachers.
- The following classroom(s) are closed at the following location due to limited staffing: 1601V; 1601W; 1601Y- totaling 60 enrollment slots.

Strategies/Action Step(s) for Under Enrollment

SETA

- For the month of September, SETA engaged in the following partnerships to increase awareness of Head Start services and community visibility: Multicultural Business & Career Expo, Harvest Moon Festival, Rio Linda County Fair, Valley Hi Family Resource Center Baby Block Party. A total of 41 families completed an Interest Form during these events. Recruitment Coordinator follows up with families interested in services, data enters contact information, location preference and explains next steps in enrollment.
- Countywide recruitment efforts include the following: outreach through social media platforms, recruitment flyers mailed to targeted zip codes (95828, 95843, 95820) with low enrollment numbers.
- Continuing to have temporary support staff contact families from inquiry list, support families with uploading eligibility documents and follow-up with status of enrollment for preferred locations.
- With use of employment search websites and postings to CCA Head Start Assoc., Ed Join, Indeed, CalJOBS, ZipRecruiter, Community Colleges, CSUS, and PC/PAC.
For September SETA onboarded 16 staff that support the areas of education (Associate Teacher, Site Supervisor, Substitute Teacher, and Teacher) and 1 Family Services Worker that supports enrollment. Currently 43 Education positions remain open that support classroom functions, 4 Family Services Worker positions remain open that support processing of enrollments.

Elk Grove USD

- EGUSD has implemented the use of temporary staff to support the processing of enrollment documents collected from families and data entry.
- To fill vacancies, Program Specialist are using an informational business card that list preschool services as well as a QR code for quick access to our applications. This business card will be handed out within neighborhoods with low enrollment and to community partners in support of outreach and recruitment efforts.
- EGUSD will follow-up on existing waitlist by emailing potential families of their status on the waitlist, where they are in the process and what the next steps will be for enrollment.
- Reflecting on current enrollment systems, planning to revise process of enrollment to make it more effective for the upcoming school year.
- Continuing to recruit for Para Education positions through employment website Edjoin.

Sacramento City USD

- Hosted two recruitment/enrollment events in connection with the following community partners: SMUD, Regional Transit, La Familia, Tree Foundation, Family Meal, Noble Creative Co., Elk Grove Unified School District, Rampage da Barber, The King of Democracy, SABA, Kona Ice, UC Davis Health, Each1Reach1, Nor Cal School of the Arts, JCCR, and Sacramento County.
- Staff participated in community outreach to promote services with use of “Enrollment Now” flyers delivered to targeted zip codes in areas of 95818 and 95822. Connections were established in the community to draw attention to preschools in the area, which has increased awareness by 50%.

San Juan USD

- School Community Workers, Administration, and ERSEA content continue to target areas that are identified by enrollment data. Recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas. Targeted low enrollment areas on the west side of the district 95662 and 95610.
- The registration team partners with San Juan's Family and Community Engagement (FACE) department at various family engagement and enrollment events. At these events, staff greet families, share information about the programs and assist with completing PEL's.
- Partnering with the HR department in holding hiring events to fill vacancies. In the front offices, staff post informational flyers about these hiring opportunities as well as the recruitment bonus offered by the district. The program has weekly meetings with the HR department to discuss vacancies, interviews, onboarding, and orientations.
- The AFST's are traveling to schools in other regions of the district to enroll families who have transportation issues and to meet with new families.
- SCWs, Admin, and ERSEA Content are continuing to collaborate with McKinney Vento San Juan Unified team and are creating a shared spreadsheet for recruiting and referrals.
- Staff are updating the website to help educate families on the programs and make it more user friendly.
- As staff plan for the Fall Literacy Festival in October, School Community Workers have been reaching out to local partners with event flyers as well as EHS/HS Flyers. The following community partners are schooled to attend the event: Sacramento Library; Sacramento Food Bank; Mobile Health Clinic, EL/CA; along with the district's "FACE" (Family and Community Engagement) department.

Twin Rivers USD

- Mail flyers to zip codes with low enrollment, post on various social media platforms.
- All other positions are posted on Edjoin/Team Tailor. Staff screens, interviews, and recommendation of staffing to HR for hiring.

WCIC/Playmate

- In support of recruitment, staff reached out to past parents with younger children whom are age eligible for preschool with information on current enrollment openings. Staff are recruiting children through present / past families. Outreach through a monthly Hmong radio station to let the community know that Head Start is recruiting children 3 - 4 years olds for preschool.
- WCIC staff have posted job openings at community colleges, "Hand Shake" website for college students who are looking for employment. Provided job descriptions to job centers, advertise through family/friends, Sacramento Bee Newspaper, and posted on social media.

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.
