

Thought of the Day:

“Every exit is an entry somewhere else.”

Author: Unknown

AGENDA

**Sacramento Employment and Training Agency
HEAD START POLICY COUNCIL
Regular Meeting**

Tuesday October 22, 2024 9:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Council and included in the record.

In-Person Public Comment

While the SETA Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. To submit the request for public comment, please fill out a speaker card and give it to the Clerk of the Boards or send an email at Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Accommodations

Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753.

This meeting is digitally recorded and available to members of the public upon request.

This document and other Council meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

➤ PC Meeting Attendance Update

I. CONSENT ITEMS:

A. Approval of Minutes of the September 24, 2024 Regular Meeting 4-10

II. ACTION ITEMS:

A. Timed Item 9:00 A.M. and Public Hearing:

First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council 11-28

B. Approval of the Naloxone Policy (Lynnette Blaney) 29-36

C. Selection of Representatives & Alternates to Attend the National Head Start Association Parent and Family Engagement Conference 37-41

D. Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024 42

E. Election of Policy Council Secretary and Treasurer for Program Year 2023-2024 43

F. Election of Community Action Board Alternate 44

III. INFORMATION ITEMS:

A. Standing Information Items 45-55

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han

➤ Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash

➤ Community Resources – Parents/Staff: Ms. Le Andra Jones-Villalta

• 2024 Sacramento Water Festival

• Count Me, I'm in Fatherhood Conference

• Trunk or Treat!!!

B. SETA's Recruitment Update – Ms. Sheri Green-Johnson 56

C. Governing Board Minutes for September 5, 2024 57-63

IV. COMMITTEE REPORTS:

➤ Executive Committee Meeting: Ms. Fienishia Wash

➤ Budget/Planning Committee Meeting: Ms. Fienishia Wash

➤ Parent Ambassador Committee Meeting: Ms. Fienishia Wash

➤ Social/Hospitality Committee Meeting: Ms. Fienishia Wash

➤ Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash

V. OTHER REPORTS:

A. Executive Director – Ms. Anita Maldonado

B. Head Start Deputy Director – Ms. Karen Griffith

65-74

- ✓ Monthly Head Start Report
- C. Chair
 - ✓ PC Recruitment
- D. Head Start Managers
 - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
 - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Monday, October 14, 2024

Policy Council meeting hosted by:
Fienishia Wash (Chair), Graciela Garduno (Vice Chair),
Khalid Ouadrhiri (Parliamentarian)

ROLL CALL

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

- Fienishia Wash, Chair, Outgoing Chair
- Debra Cummings, Community Agency Representative
- Graciela Garduno, Vice Chair, EHS San Juan Unified School District
- Le Andra Jones-Villalta, SETA-Operated Program
- Khalid Oudrahiri, Parliamentarian, San Juan Unified School District
- Angelina, Mejia, Sacramento City Unified School District

Members to be Seated:

-

Seats Vacant:

Vacant, Elk Grove Unified School District
Vacant, Sacramento City Unified School District
Vacant, EHS Twin Rivers Unified School District
Vacant, Twin Rivers Unified School District
Vacant (Shead), Twin Rivers Unified School District
Vacant, WCIC/Playmate Child Development Center
Vacant (Wash) Home Base Option
Vacant (Mohammed), Home Base Option
Vacant, EHS SETA-Operated Program
Vacant, EHS SETA-Operated Program
Vacant (Torres), SETA-Operated Program
Vacant (Taneja), SETA-Operated Program
Vacant (Cuffee), SETA-Operated Program
Vacant, Community Agency Representative
Vacant (Pierce), SETA-Operated Program
Vacant, Foster Parent Representative
Vacant, Grandparent Representative
Vacant, Past Parent Representative
Vacant, Past Parent Representative

**** Please call your alternate, Policy Council Chair (Fienishia Wash: [510] 228- 5499) or
Head Start staff (Gaylon Ndiaye: [916] 263-5662
or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance**

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2023-2024**

The **2023-2024** Board was seated on
November 28, 2023, January 23, February 23, May 28, 2024

BOARD MEMBER	SITE	11/28	12/19*	1/23	2/23*	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
Vacant Seated	PP-FP													
Vacant Seated	WCIC													
Vacant Seated	WCIC													
Vacant Seated	SOP													
Vacant Seated	PP													
M. Sami R 10/7	SOP			E	X	X	X	X	E	X	X	X		
A. Mejia Seated 1/23	SAC			X	E	X	X	X	U	E	X	X		
G. Garduno Seated 11/28	SJ/EHS	X	X	X	X	X	X	E	U	X	X	X		
Vacant Seated	ELK													
Vacant Seated	ELK													
Vacant Seated	HB													
Vacant Seated	SJ													
K. Ouadrhiri Seated: 5/28	SJ							X	X	X	X	U		
Vacant Seated	CAR													
D. Cummings Seated 11/28	CAR	X	X	X	X	X	X	X	X	X	X	X		
Vacant Seated	TR													
F. Wash Seated 11/28	OC	X	X	X	X	X	X	X	X	X	X	X		
L. Jones-Villalta Seated: 1/23	SOP			X	X	X	X	X	X	X	E	X		
Vacant Seated	PAR													
Vacant Seated	PP-GP													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PAR	Parent Ambassador Representative
PPR	Past Parent Representative
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
RS: Reseat
 * Special Meeting

Current a/o 10/14/2024

CONSENT ITEM I-A

Approval of the Minutes of the September 24, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the September 24, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the September 24, 2024 regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
HEAD START POLICY COUNCIL
Regular Meeting**

Tuesday September 24, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

**CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL**

Ms. Wash called the meeting to order at 9:02 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Outgoing Chair
Debra Cummings, Community Agency Representative
Graciela Garduno, Vice Chair, EHS San Juan Unified School District
Le Andra Jones-Villalta, SETA-Operated Program
Maryum Sami, SETA-Operated Program
Angelina Mejia, Sac City Unified School District (*arrived and seated at 9:08 a.m.*)

New Members Seated Present: None

New Members to be Seated but Absent: None

Members Absent:

Khalid Ouadrhiri, San Juan Unified School District

I. CONSENT ITEM:

A. Approval of the Minutes of the August 27, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Garduno, second/Cummings, to approve the August 27, 2024, minutes as distributed.

Roll call vote:

Aye: 4 (Sami, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Ouadrhiri)

II. ACTION ITEMS:

A. Approval of Sacramento Corrective Action Plan – Risk Assessment Notification (RAN)

Ms. Griffith reviewed the item. She advised that in February 2024, one of the Delegate Agencies had a supervision lapse, which resulted in a Risk Assessment Notification and

subsequent monitoring in May. The Program Performance Summary Report indicated two areas of non-compliance for supervision. Since receiving notification of monitoring findings, SETA has been working diligently with the Office of Head Start Training and Technical Assistance team to develop a robust Corrective Action Plan that is both responsive and innovative to new ways of supporting effective and safe programming presented and addressing RAN indicators such as systems for program management and improvement; staffing and staff support, mental health and social-emotional well-being.

Per Ms. Griffith's request, the timeframe for correction has been extended to January 31, 2025.

Ms. Griffith also mentioned that SETA will review all department policies and procedures to refine and improve them for greater effectiveness.

Moved/Sami, second/Jones-Villalta, to approve the Corrective Action Plan (CAP) to be submitted to the Office of Head Start in response to the RAN review monitoring results.

Roll call vote:

Aye: 4 (Sami, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Ouadrhiri)

Ms. Angelina Mejia arrived and was seated at 9:08 a.m.

B. Approval of Governance, Leadership, Oversight Screener

Ms. Griffith advised that SETA is in the first year of the five-year grant cycle and is required to submit a governance screener within the first 75 days of the start of the program year. The governance screener looks into the Parent Advisory Committee, Policy Council, and the Governing Board practices and requirements satisfaction, such as the Board's composition, times of the meetings, bylaws, and more. An updated Governance, Leadership, and Oversight Screener was provided to the members of the Board under separate cover.

Moved/Sami, second/Garduno, to approve the Governance, Leadership, Oversight Screener to be submitted to the Office of Head Start.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

C. Approval of Budget Justification for 1303 Facilities Renovation and Repair Application Modification Request for Program Year 2023-2024

Ms. Griffith reviewed the item. She advised that the Governing Board approved 1303 Application Facilities Renovation and Repair Application request, Program Year 2023-2024, for San Juan Unified School District to complete three (3) outdoor major renovation projects at Billy Mitchell, Kingswood, and Sunrise Elementary at their May's meeting. However, due to increased prices, the District has determined that an additional \$187,645

is needed to complete the projects. As a result, approval for the application modification is required. The projects are still planned to be completed by Summer 2025.

Moved/Garduno, second/Jones-Villalta, to approve the modification request to San Juan Unified School District's 1303 Facilities Renovation and Repair Application.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

D. Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024

There were no nominations at this time.

Moved/Sami, second/Mejia, to table the election of two (2) Parent Ambassador Representatives, one (1) Community Agency Representative, two (2) Past Parent Representatives, and one (1) Foster Parent Representatives and Alternates to the next meeting.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

E. Election of Policy Council Treasurer for Program Year 2023-2024

There were no nominations at this time.

Moved/Sami, second/Jones-Villalta, to table the election of Treasurer and Parliamentarian to the next meeting.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

F. Election of Community Action Board Alternate

There were no nominations at this time.

Moved/Cummings, second/Mejia, to table election of Community Action Board alternate to the next meeting.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

G. Approval to Release an Invitation for Sealed Bids

Ms. Griffith reviewed the item. She advised that to complete a Northview project that includes updating the existing play area and parking lot as well as a new office pod building, SETA is requesting the Board to authorize the release of Invitation for Sealed Bids, provided under separate cover and delegate authority to the Executive Director to make modifications, in response to revisions necessary for final City permits. The target release date is October 15, 2024. All bids received by the due date will be comprehensively reviewed, and the staff will present the results at the November meeting for the Board to take action on selecting the successful bidder.

Moved/Garduno, second/Jones-Villalta, to approve to delegate authority for the Executive Director to make modifications, in response to revisions necessary for final City permits, and to release the Invitation for Sealed Bids (IFSB) for general contractor services for the Northview Early Learning Center Outdoor Tenant Improvements.

Roll call vote:

Aye: 5 (Sami, Mejia, Cummings, Garduno, Jones-Villalta)

Nay: 0

Abstention: 1 (Wash)

Absent: 1 (Ouadrhiri)

III. INFORMATION ITEMS:

A. Standing Information Items

- **Fiscal Monthly Report/Corporate Card Monthly Statement of Account**
Mr. Han reviewed the combined PC fiscal report for the first month, which ended August 31, in the 2024-2025 program year. The total year-to-date countywide expenses are at 5.5%, below the 8.33% needed to be on track. The Non-Federal Share Year-to-Date expenditures have not yet been reported. The Administrative cost is at 14.5%, below the 15% maximum. The SETA Operated Programs Expenditures report was reviewed. The American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted. The Board had some questions about software expenses listed on the report. Ms. Griffith stated that Mr. Kenji Castro, IT Chief, will be invited to the next Board meeting to provide information and answer any questions related to these charges.
- **Health Service Advisory Committee (HSAC) Report**
Ms. Wash advised that the next HSAC meeting will be held tomorrow, September 25, 2024, at 1:00 p.m., via Zoom. The report will be provided at the next meeting.
- **Community Resources**
Ms. Sami reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Ms. Green-Johnson has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from August 16 through September 12, 2024.

C. Governing Board Minutes for August 1, 2024: No questions

IV. COMMITTEE REPORTS:

- **Executive Committee**
The next meeting will be held on Monday, September 30, 2024 at 10:00 a.m., at the SETA Administrative building.
- **Budget/Planning Committee**
The next meeting will be held on Tuesday, October 8, 2024, at 1:00 p.m. at the SETA Administrative building.
- **Parent Ambassador Committee**
The next meeting will be held on Tuesday, September 24, 2024, at 11:00 a.m., at the SETA Administrative building.
- **Social/Hospitality Committee**
The next meeting date and time are to be determined.
- **Personnel/Bylaws Committee**
The next meeting will be held on Tuesday, September 30, 2024, at 11:00 a.m., at the SETA Administrative building.

V. OTHER REPORTS:

A. Executive Director: No report

B. Head Start Deputy Director:

Ms. Griffith informed the Board that SETA hosted the California team of the National League of Cities last week. They discussed early learning in Sacramento County and identified the goals of collaborating on funding and establishing an information and referral hub.

SETA continues to support Delegate Agencies in their program needs to ensure they meet the regulations.

Ms. Griffith advised that this year, three (3) members of the Parent Advisory Committee and three (3) Policy Council members will be able to attend the National Head Start Association Parent and Family Engagement Conference in December 2024. She informed the Board that selection and voting will be held at October's meetings.

C. Chair: No report

D. Head Start Managers:

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

Ms. Carr reviewed the enrollment report for August 2024 provided in the packet. She advised that Countywide Head Start enrollment was at 80%, while Early Head Start enrollment was at 87%. Staff continue their efforts to increase enrollment numbers, meet the full enrollment requirement of 98% by the end of October 2024, and maintain that level for at least six (6) months.

Ms. Carr stated that the Office of Head Start recently released new performance standards. Under these standards, families that spend 30% or more of their family income on housing expenses will be eligible to subtract those excessive housing costs from their income, potentially qualifying more families for the Head Start

program. Further guidelines and calculations on allowances for excessive housing are still being received.

Ms. Carr also advised that parent involvement is included in the new staff onboarding process, and Family Services Workers continue their efforts to recruit for the Parent Advisory Committee.

Ms. Wash requested to advise new parents on the benefits and support that involvement in the Parent Advisory Committee can provide.

Ms. Jones-Villalta suggested streamlining the enrollment process to reduce the burdensome enrollment paperwork. Ms. Carr advised that SETA is working on that, especially because it's also required by the new performance standards.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: No report
- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring: No report
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda introduced the new Quality Assurance Coordinator (Supervisory), Ms. Jessica Roenfeldt. Subsequently, Ms. Roenfeldt took a turn to provide her background highlights and goals for the Quality Assurance unit in supporting the Delegate Agencies and SETA-Operated sites in monitoring processes.

Ms. Uda advised that Facilities Coordinator Mr. Greg Dobson visited Twin Rivers Delegate Agency and inspected their playground structures for safety while she provided parents with training on children's personal rights at San Juan Unified School District.

E. Open Discussion and Comments: None

F. Public Participation: None

VI. ADJOURNMENT: The meeting adjourned at 10:13 a.m.

Note: The minutes reflect the actual progression of the meeting.

ACTION ITEM II-A
TIMED ITEM 9:00 A.M. AND PUBLIC HEARING
First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

RECOMMENDATION:

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

BACKGROUND:

The Personnel/Bylaws Committee 2023-2024 met during the program year to review and recommend revisions to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

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

ACTION Moved: _____ Second: _____

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 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) 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)~~ **Three (3)** Community Agency Representatives elected by the PC. **There will be three (3) alternate positions.**
- 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. **The serving members representing Early Head Start (EHS) program options whose child aged out should continue until the end of one (1) program year term unless declined.** 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 Governance/Parent Engagement 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 Governance/Parent Engagement 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 Governance/Parent Engagement 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 Governance/Parent Engagement 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.~~ **10:00 a.m.** at the SETA Board Room. **Those who are not voting members will be allowed to join via Zoom. The Zoom invitation shall be provided at least 72 hours before the meeting.**

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, Governance/Parent Engagement

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 Governance/Parent Engagement 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.

Community Representatives may be eligible for reimbursement in instances where they are not on paid status in accordance with OHS Performance Standards.

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 \$60 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, unless they left and went home/work for two (2) or more hours and is required to come back for another meeting. Members will only receive reimbursement for mileage for that meeting. 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:

ACTION ITEM II-B
Approval of the Naloxone Policy and Procedure

Presenter: Lynnette Blaney

RECOMMENDATION:

Approve Sacramento County Naloxone Policy and Procedure.

BACKGROUND:

In accordance with 45 CFR 1302.40 (a), 1304.47 (a), (b)(1)(vi), and (b)(4)(j), 45 CFR 1302.92, 45 CFR 1302.47 (b)(7)(i & iv), and 45 CFR 1302.47 (b)(4)(ii), as a response to the opioid epidemic in Sacramento County.

This policy has been developed with the Health Services Advisory committee to meet the needs of our community and program

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

NALOXONE

Policy

Appropriately trained staff are authorized to administer naloxone (NARCAN®). All those authorized to administer naloxone must have first completed training in accordance with Health & Safety Institute training guidelines.

However, there is no legal obligation to administer naloxone; those who have received naloxone training will retain the discretionary authority to administer or not administer naloxone to persons experiencing or suspected of experiencing opioid-related overdoses. Those who administer naloxone are protected from civil and criminal liability if they "act with reasonable care" and "in good faith". This is accomplished by administering naloxone according to established training protocols. California's Good Samaritan law protects those giving emergency medical care at the scene of a medical emergency, including giving naloxone.

Health and Nutrition Services Manager or Coordinator will work in collaboration with the Sacramento County Department of Health Services (SCDHS) and Child Health and Disability Prevention (CHDP) - Naloxone Distribution Project (NDP) as needed.

Policy to meet and/or use guidance from the following Head Start Performance Standards: 45 CFR 1302.40 (a), 1304.47 (a), (b)(1)(vi), and (b)(4)(j), 45 CFR 1302.92, 45 CFR 1302.47 (b)(7)(i & iv), and 45 CFR 1302.47 (b)(4)(ii), as a response to the opioid epidemic in Sacramento County.

Rationale:

The purpose of this policy is to establish procedures to manage an overdose prevention protocol through the utilization of naloxone by trained and qualified staff. The objective is to reduce injuries and fatalities resulting from opioid overdoses, in the instances where emergency medical personnel have not yet arrived or are otherwise not immediately available.

Naloxone provides an extra layer of protection for those at a higher risk for an overdose. Although most professional first responders and emergency departments carry naloxone, they may not arrive in time to reverse an opioid overdose. Head Start staff have the potential to be first responders to a person who is experiencing or suspected of experiencing an opioid-related overdose. They can administer it to someone who has an overdose, and potentially save a life.

Administration of naloxone is not limited to enrolled children participants. Naloxone may be administered to a staff, parent, volunteer, consultant, and others who may have come in contact with opioids or other drugs that result in an overdose at a Head Start center, or during a work related activity such as a home visit, field trip or socialization.

NALOXONE

Procedure

DEFINITIONS:

- A. **Opioid:** Opioids are controlled substances derived from the opium poppy plant or synthesized from chemical components of opium. Examples include heroin, morphine, fentanyl, oxycontin, oxycodone, codeine, and hydrocodone (Vicodin).
- B. **Naloxone:** Naloxone is an opioid antagonist drug, used to counter the effects of opioid overdose. Naloxone is specifically used to counteract life-threatening depression of the central nervous system and respiratory system. Naloxone is marketed under various trademarks including NARCAN®. Naloxone should not be mistaken for naltrexone, an opioid receptor antagonist used in the treatment of opioid use disorder rather than acute overdoses.
- C. **Drug Overdose:** For the purpose of this policy, drug overdose is defined as an acute medical condition, including, but not limited to, severe physical illness or a limp body, coma or loss of consciousness, unresponsiveness, pinpoint pupils, pale face, blue lips and/or nail beds, clammy skin, not breathing or breathing slowly, shallow breathing, snoring, gurgling and/or vomiting.

What is Naloxone?

- Naloxone is also known as NARCAN®
- Naloxone/NARCAN® is a medicine that rapidly reverses an opioid overdose
- It reverses and blocks the effects of opioids
- Has no effect on someone who does not have opioids in their system
- Naloxone is a medicine

Naloxone Administration Instructions:

- Naloxone is for use in the nose only.
- Do not test nasal spray device before use.
- One nasal spray device contains one dose of medicine.
- Each device sprays one time only.
- Universal precautions shall be followed in the administration of naloxone.

Step 1: Check if you suspect an overdose.

- a) Check for a suspected overdose: the person will not wake up or is very sleepy or not breathing well.
- b) Yell, "Wake up!"
- c) Shake the person gently.
- d) If the person is not awake, go to Step 2.

Step 2: Give first dose in the nose.

- a) Tear open the package holding the nasal spray device.
- b) Hold the nasal spray device with your thumb on the bottom of the plunger.
- c) Insert the nozzle into either nostril.
- d) Press the plunger firmly to give the first dose; one nasal spray device contains one dose.

Step 3: Call 911.

Call 911, or ask someone else to call, immediately after giving the first dose.

Step 4: Watch and give.

- a) Wait 2-3 minutes after the first dose to give the medicine time to work.
- b) If the person wakes up, go to Step 5.
- c) If the person does not wake up, continue to give doses every 2-3 minutes until the person wakes up; it is safe to keep giving doses.

Step 5: Stay.

- a) Stay until ambulance arrives, even if the person wakes up.
- b) Give another dose if the person becomes very sleepy again.
- c) Continue to give doses as needed.

Procurement of Naloxone

The Department of Health Services was approved by the County Executive Office to plan and implement a Countywide Naloxone Distribution Project.

Health and Nutrition Services Manager or Coordinator will work in conjunction with SCDHS and CDPH for the procurement of naloxone and will meet necessary guidelines and reporting requirements.

Deployment of Naloxone

Health and Nutrition Services (HNS) staff or designee who have been trained in accordance with Health & Safety Institute training guidelines shall deploy 2 doses of naloxone in each of the First Aid boxes, fanny packs and emergency backpacks throughout the agency.

Restocking and Tracking of Naloxone

Health and Nutrition Services Unit will be responsible for tracking, storage, maintenance, replacement of used and expired naloxone kits, and reporting.

Health and Nutrition Services Manager or Coordinator shall be responsible for stocking the naloxone and shall restock the medication as soon as reasonably possible but no later than two weeks after it is used. In addition, the naloxone shall be restocked before its expiration date.

Health and Nutrition Services Manager or Coordinator shall keep the supply of naloxone in a secure location.

Expiration dates on naloxone will be checked quarterly by HNS Unit.

If naloxone is administered to a child, staff shall record it on a "Medication Administration Log" and will notify parent. This log will be submitted to the HNS Unit and a copy will be kept in the child's file.

Naloxone administered to anyone else, other than a child, does not need to be recorded but should be reported to HNS to replace the doses of naloxone. This also needs to be reported to supervisor and program manager. Program will document according.

Storage Instructions in Center

Naloxone is to be kept in the classroom First Aid Kit. Each kit will be supplied with two doses of naloxone.

- Store at room temperature between 36° F to 77° F.
- Do not freeze.
- Avoid excessive heat above 104° F.
- Protect from light.
- Keep out of reach of children.

Storage Instructions for Mobile Use

- Naloxone is to be kept in the fanny pack or emergency backpack.
- Carry at a minimum, two doses of naloxone.
- Store at room temperature between 36° F to 77° F.
- Do not freeze.
- Avoid excessive heat above 104° F.
- Protect from light.
- Keep out of reach of children.

Training of Staff to Administer Naloxone

All new Head Start staff who work directly with children and families will receive training within 30 days from hire at orientation for the administration of naloxone.

Documentation of training will be provided in writing and stored in the employee's licensing file.

Continued Training

All staff will receive an annual refresher course in the use of or deployment of naloxone by the HNS Unit.

Training in administration of naloxone is also provided in CPR classes.

Disposal

All undeployed or expired naloxone will be disposed of consistent with the instructions and requirements (if any) of CDPH and other applicable governmental authorities.

Health and Nutrition Services Manager or Coordinator shall monitor the supply of naloxone and ensure the destruction of expired medication.

Staff should dispose of used naloxone in the sharps container/hazardous waste bag.

Sharps containers and hazardous waste bags are to be sent to Facilities for proper biohazard disposal.

Use plan for ensuring proper safety precautions as needed, such as wearing gloves during any disposal that involves potential exposure to blood or body fluids.

Perform hand hygiene using handwashing policy as needed; immediately after removal and disposal of gloves, and disposal of used instruments in approved containers or bags.

ACTION ITEM II-C

Selection of Representatives and Alternates to Attend the National Head Start Association Parent and Family Engagement Conference

RECOMMENDATION:

That the Policy Council select three (3) Representatives and three (3) Alternates to attend the National Head Start Association Parent and Family Engagement Conference.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect three (3) Representatives and three (3) Alternates to attend the National Head Start Association Parent and Family Engagement Conference, December 16-19, 2024, in San Diego, California.

Please see attached Conference Attendance Guidelines and conference information.

NOTES:

Representatives nominated:

Alternates elected:

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

POLICY COUNCIL (PC) REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

The following guidelines for PC Representatives attending a Head Start Parent Conference are as follows:

1. Priority preference for selection to attend a Head Start Conference will be given to Policy Council (PC) Representatives who have not had an opportunity to attend a Head Start Conference.
2. The PC Representative must give a written report to the PC at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state). The Travel Approval and Expense Claim Form will not be approved until written report has been received.
3. The PC Representative's report must include the PC Representative's name, conference title, date, location, and workshops attended.
4. Networking information and additional comments are optional.



NATIONAL HEAD START ASSOCIATION



Parent And Family Engagement Conference

December 16 - 19, 2024 | San Diego, California

Together We Thrive: Engaging Programs and Families for Children's Success

NHSA's annual Parent and Family Engagement Conference is the sole national event dedicated to enhancing the partnership between Head Start parents, families, and staff to foster family engagement and children's development.

Attendees will have the opportunity to delve into a variety of new resources and innovative ideas on important topics in early childhood development. Partnering with families is a vital component of the Head Start program. You will discover new methods to engage with families, learn how to build strong relationships, and develop open lines of communication. Programs and families working together promote children's success both at home and school.

Engage With Your Communities of Practice

NHSA organizes sessions into Communities of Practice areas, which facilitate networked learning between both peers and experts. A Community of Practice is a group of people who share a concern or a passion for something they do.

The Communities of Practice are:

- Data (Management and Continuous Quality Improvement)
- Early Head Start
- Education and Child Development
- Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA)
- Family and Community Engagement
- Fiscal
- Health and Wellness
- Human Resources/Program Operations
- New Director
- Parents

2024 Schedule at a Glance

Monday, Dec. 16

7:30 a.m. - 7:00 p.m.

Registration Desk Open

5:00 p.m. - 7:00 p.m.

Exhibit Hall Grand Opening Reception

Tuesday, Dec. 17

7:00 a.m. - 6:30 p.m.

Registration Desk Open

9:00 a.m. - 11:00 a.m.

General Opening Session

11:00 p.m. - 3:00 p.m.

Exhibit Hall Open

1:00 p.m. - 2:15 p.m.

Breakout Sessions

2:45 p.m. - 4:00 p.m.

Breakout Sessions

6:00 p.m. - 8:00 p.m.

Parent Policy Council Dinner & Dance (Ticketed Event) |

Sponsored by Walden University

Wednesday, Dec. 18

8:00 a.m. - 4:30 p.m.

Registration Desk Open

8:30 a.m. - 3:00 p.m.

Exhibit Hall Open

9:00 a.m. - 10:30 a.m.

Breakout Sessions

11:00 a.m. - 12:30 p.m.

Breakout Sessions

1:45 p.m. - 2:45 p.m.

Breakout Sessions

3:00 p.m. - 4:00 p.m.

Breakout Sessions

4:00 p.m. - 6:00 p.m.

Holiday Party (Open to all attendees)

Thursday, Dec. 19

8:00 a.m. - 12:00 p.m.

Registration Desk Open

9:00 a.m. - 10:30 a.m.

Breakout Sessions

10:45 a.m. - 12:00 p.m.

General Closing Session

12:00 p.m.

Attendee Departure

ACTION ITEM II-D

Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024

RECOMMENDATION:

That the Policy Council elect two (2) Parent Ambassador Representatives, one (1) Community Agency Representative, two (2) Past Parent Representatives, and one (1) Foster Parent Representative and Alternates.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect Community Representatives for Program Year 2023-2024. The duties of PC Community Representatives are prescribed in the Bylaws in Article III – Membership, Section 2B.

SECTION 2: B. Community Representatives

Additional PC members shall include:

- Two (2) Parent Ambassador Representatives 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.
- Two (2) Community Agency Representatives elected by the PC.
- Two (2) Past Parent Representatives 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) 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.

Available applications will be distributed at the board meeting.

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

**ACTION ITEM II-E
Election of Policy Council Secretary and Treasurer for Program Year 2023-2024**

RECOMMENDATION:

That the Policy Council elect Secretary and Treasurer.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council (PC) to elect officers for Program Year 2023-2024. The duties of PC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws, Article V – Officers, Section 2B and 2C:

Section 2, B of the Bylaws states: No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP, Delegate Agencies, or Community Representatives shall serve as an officer.

Section 2, C of the Bylaws States: A SOP Parent Advisory Committee (PAC) member who has not been re-elected/replaced (called a holding member) shall not be eligible for election to represent PAC on PC or hold an officer position.

SECTION 3: Duties of Officers

The duties of PC officers shall be as prescribed in these Bylaws and shall include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Secretary shall call the roll, keep records of the current and preceding minutes at each meeting, and record resolutions or motions adopted, as may be necessary to expedite the PC’s business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.

- B. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC’s business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-F
Election of Community Action Board Alternate

RECOMMENDATION:

That the Policy Council elect one (1) Alternate to serve as Low-Income Sector representative alternate to the Community Action Board (CAB).

BACKGROUND:

The SETA Community Action Board is comprised of representatives from the Private, Public and Low-Income Sectors. The duties of the Board include recommending allocations of Community Services Block Grant (CSBG) funds to community services agencies throughout Sacramento County.

Policy Council representatives to the Community Action Board receive a meeting reimbursement.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A

Standing Information

BACKGROUND:

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parent/Staff: Ms. Le Andra Jones-Villalta
 - 2024 Sacramento Water Festival
 - Count Me, I'm in Fatherhood Conference
 - Trunk or Treat!!!

NOTES:



HATTAF International with the acknowledgment of the City of Sacramento, County of Sacramento and several state agencies presents

2024 SACRAMENTO WATER FESTIVAL

**SATURDAY
NOV 2**
10 AM – 4 PM

Discovery Park

Sacramento, CA

Where the Twin Rivers meet
[enter through Jibboom St.]

Parking: \$7

**FREE
ADMISSION!**

Live Music

Cultural
Performances

Activities
for Children

**All Vendors, Nonprofits, Exhibitors, Government Agencies,
Performers and Festival Attendees please register at:**

<http://tinyurl.com/sacwaterfest24>

For more Information, please contact:

Vendors: Dr. Flora M.White-Cooper (800) 267-2836, hattafintrn@aol.com

Performers: Maia Ifalami (916) 821-6466



This program is supported, in part, by American Rivers, California Conservation Corps, California Department of Forrestry & Fire Protection, California Department of Parks and Recreation, and the State of California Energy Commission.

sacramentowaterfestival.com



ALWAYS KNOCKING INC.

Presents

COUNT ME, I'M IN FATHERHOOD CONFERENCE

This is a conference you do not want to miss!

Come one come all!

Calling all fathers!!



Saturday, October 26, 2024

10AM – 1PM

Maple Elementary School

3301 37th Ave. Sacramento, CA 95824



- ✦ Safe Sleep
- ✦ Pre & Postpartum
- ✦ Importance of being involved
- ✦ Gifts and Prizes



**Slots are going fast, call Mr. King to reserve your spot at
(916) 470-2077**



black infant health

Empowering Pregnant and Mothering Black Women



Trunk or Treat!!!

Saturday, Oct. 26th 10am-1pm

THE NORTH SACRAMENTO FAMILY RESOURCE CENTER PROUDLY BRINGS YOU:

FREE FAMILY EVENT

TRUNK OR TREAT!
SATURDAY, OCTOBER 26TH
10AM-1PM
1565 RIVER PARK DR. 95815

CANDY RAFFLES, PRIZES



FREE Trunk or Treat! at the NEW LOCATION of the North Sacramento Family Resource



**FREE EVENT!
REGISTER TODAY!**
Scan or Call
916.679.3743
se habla español
NorthSacFRC.org

Check out our new location, have fun with your family, and meet our community partners.

Join us at this FUN and FREE event at our NEW LOCATION! Trunk or Treat will also be our Grand Opening event! Families can see the new location of the North Sacramento Family Resource Center and learn about the programs we have!

INFORMATION ITEM III-B
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:

INFORMATION ITEM III-C
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:

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency GOVERNING BOARD Regular Meeting

Thursday September 5, 2024 10:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Ms. Vang called the meeting to order at 10:02 a.m. The roll was called and a quorum was established.

Members Present:

Mai Vang, Chair, City of Sacramento

Patrick Kennedy, Member, Board of Supervisors

Sophia Scherman, Vice Chair, Public Representative

Rich Desmond, Member, Board of Supervisors (*arrived and seated at 10:04 a.m.*)

Members Absent:

Eric Guerra, Member, City of Sacramento

Recognition of Long-term Employees:

Maurice Milton, Child Care Teacher Assistant (25 years of service)

Ms. Whiten congratulated Mr. Milton on his 25 years at SETA and provided his background highlights.

Mr. Desmond arrived and was seated at 10:04 a.m.

I. CONSENT ITEMS:

A. Approval of Minutes of the August 1, 2024 Regular Board Meeting

B. Approval of Claims and Warrants

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

A. Approval of Minutes of the August 1, 2024 Regular Board Meeting

B. Approval of Claims and Warrants

Roll call vote:

Aye: 4 (Vang, Desmond, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

II. ACTION ITEMS:

A. General Administration

1. Timed Item 10:00 a.m. and Public Hearing

Approval of Addition to SETA Personnel Policies and Procedures Section 9.23 Anniversary Recognition Program

Mr. Richardson introduced himself and reviewed the item. He advised that SETA re-designed the program in partnership with the Union due to a lack of staff engagement with the existing Anniversary Recognition Program. In order to recognize staff on their anniversary, staff will receive four (4) Paid Leave hours every five (5) years based on landmark achievements in longevity. Additionally, staff will receive a lapel pin indicating their years of service at the specified milestones and will continue to be offered the opportunity for acknowledgment by the SETA Governing Board upon reaching 20 years of service and every five (5) years thereafter.

Ms. Vang opened the public hearing at 10:10 a.m.

There were no public comments on this item.

Ms. Vang closed the public hearing at 10:10 a.m.

Moved/Desmond, second/Kennedy, to approve the addition to the SETA Policies and Procedures Section 9.23 Anniversary Recognition Program.

Roll call vote:

Aye: 4 (Vang, Desmond, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

2. Approval of an Appointment to the Sacramento Works, Inc. Board

Mr. Kim introduced himself and reviewed the item. He advised that due to the recent departure of Ms. Kristin Gibbons, an appointment of Ms. Jennifer Saetern, Division Manager with DHA, is recommended to be the County Department of Human Assistance (DHA) representative on the Sacramento Works Board.

Moved/Kennedy, second/Scherman, to appoint Ms. Jennifer Saetern to be the County Department of Human Assistance (DHA) representative on the Sacramento Works Board.

Roll call vote:

Aye: 4 (Vang, Desmond, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

B. Workforce Development Department

General/Discretionary: No Items

One Stop Services: No Items

Community Services Block Grant: 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) 2024-2025

Ms. O’Camb introduced herself and reviewed the item. She advised that this item seeks the Board’s approval of next year’s funding extension recommendations for SETA’s Office of Refugee Resettlement (ORR) funded employment programs and acculturation services. The PY begins on October 1, 2024, and will end on September 30, 2025. Although SETA hasn’t received its final fiscal year allocations, for 2024, awards from the State preliminarily indicate that SETA will receive approximately \$12M for allocation and serve around 3,000 refugees this year. This figure includes approximately \$1M in additional funding for housing, utility, and technology support for enrollees.

SETA also hasn’t received the final allocation for the Federal Fiscal Year (FFY) 24 Set-Aside award, which provides services to older refugees. Preliminary estimates indicate that the funds available for allocation will be approximately \$150,000 to serve 150 refugees over the age of 60.

Funding recommendations for this item are based on several factors:

- The provider performance through July 2024
- Geographic diversification and high-volume entry points of clients into the Vocational English-as-a-Second Language (VESL) program
- The planned number of 6,500 arrivals approved for Sacramento County under the local resettlement Agency’s reception and placement programs

The issuance of awards to providers will be contingent upon the final allocations received.

Moved/Kennedy, second/Desmond, to approve the funding extensions for the RSS and RSS Set-aside programs, and the recommended funding for “additional” support services for PY 2024-2025. Additionally, approve the following funding stipulations:

1. PY 2024-2025 funding will be subject to satisfactory year-end program performance and fiscal reviews.
2. VESL/ES service providers must ensure open-entry and prompt placement into VESL classes for all clients that are assessed in need of English language training.
3. VESL/ES, ES Stand Alone, VESL/ES, and ELL Workforce Navigator service providers must allocate a minimum of 5 percent of their awards for supportive services. This is in addition to the housing, utilities and technology support provided under the “additional” support service awards.
4. Providers with case management and job development staff budgeted for less than 12 months, or budgeted for part-time employment, must ensure program services are available Monday through Friday, eight hours per day, from October 1, 2024, through September 30, 2025.
5. If the final allocations for the RSS and RSS Set-aside are less than the anticipated awards, SETA reserves the right to reduce amounts allocated to providers proportionately.
6. If the final allocations for RSS and RSS Set-aside are more than anticipated, staff may return with an augmentation recommendation after the first quarter of the program year and contingent upon provider performance.

7. If guidance from ORR indicates that the RSS Set-aside grant is eliminated for PY 2024-2025, the SA&CO Older Refugee program may be funded from the PY 2024-2025 RSS allocation, contingent upon receipt of the final RSS allocation.
8. Participants in Match Grant employment services provided by the World Relief or Lao Family Community Development are not eligible to participate in RSS-funded employment programs until all services within the Match Grant have been exhausted.

Roll call vote:

Aye: 4 (Vang, Desmond, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: Guerra (1)

2. Approval to Reduce Funds to Refugee Program Service Providers Under the Refugee Support Services (RSS) Housing Assistance for Ukrainians (HAU) Grant, Program Year (PY) 2022-2025, Due to the California Department of Social Services, Refugee Programs Bureau's Statewide Reallocation of Funds

Ms. O'Camb reviewed the item. She advised that the Department of Social Services recently issued a reallocation of the HAU funds. The HAU provides housing and utility assistance for Ukrainian humanitarian parolees enrolled in SETA's RSS-funded program. As indicated in the item, reallocations were based on individual county service levels projected through the grant's end, September 30, 2025. SETA's revised allocation is \$2M, which aligns with SETA's provider HAU service levels reported to Refugee Programs Bureau (RPB). In this recommendation, SETA allocates a total of \$2M to providers and does not take the allowable 15% administrative support cost. The revised provider allocations are included in the packet and are based on the number of refugees that were to be served in FFY 23 multiplied by the revised cost per participant of \$689.

In response to Mr. Desmond's inquiry about means of bringing awareness about these funding opportunities to organizations that serve this population, Ms. O'Camb advised that SETA maintains a public notice mailing list that gets constantly updated with new organizations. Those on the list are notified about any funding opportunity SETA may have. In addition, opportunities are advertised in the Sacramento Bee newspaper and the Business Journal. Also, quarterly consultations are being held at the state level with stakeholders participating in Sacramento refugee resettlements. Additionally, SETA recently re-launched the Sacramento Refugee Forum.

Moved/Desmond, second/Kennedy, to approve the revised funding recommendations for the RSS employment program providers funded in PY 2022-2023. Additionally, approve the following funding stipulations:

1. Providers must maintain status as recipients of RSS employment program funding to maintain eligibility for the HAU program funding.

Roll call vote:

Aye: 4 (Vang, Desmond, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: Guerra (1)

C. Children And Family Services Department:

1. Approval of Sacramento Corrective Action Plan – Risk Assessment Notification (RAN)

Ms. Griffith introduced herself and reviewed the item. She advised that in February 2024, one of the Delegate Agencies had supervision lapses, leading to a Risk Assessment Notification and monitoring in May. On May 6, 2024, SETA received a Program Performance Summary Report indicating two areas of non-compliance for supervision. This prompted the Office of Head Start to ask Sacramento to implement more in-depth Corrective Action Plan (CAP) strategies to support safety and supervision. The detailed strategies per Delegate Agency and SETA-Operated Program that look at systems for program management staffing, staff support, and social-emotional well-being are provided to Board members as backup information.

Since receiving notification of monitoring findings, SETA has been diligently working with the Office and Head Start Training and Technical Assistance to develop the Sacramento Corrective Action Plan presented. Per Ms. Griffith's request, the timeframe for correction has been extended to January 31, 2025.

Moved/Desmond, second/Scherman, to approve the Corrective Action Plan (CAP) to be submitted to the Office of Head Start in response to the RAN review monitoring results.

Roll call vote:

Aye: 4 (Vang, Desmond, Kennedy, Scherman)

Nay: 0

Abstention: 0

Absent: Guerra (1)

III. INFORMATION ITEMS:

A. Fiscal Monitoring Reports: No questions

B. Employer Success Stories and Activity Report: No questions

C. Dislocated Worker Update:

Mr. Walker provided an update on Big Lots, which is now closing all its Sacramento stores. They will keep one location in Roseville as a distribution center. Construction Innovations shared revised layoff information for 55 individuals, five of whom were hired through a recent Talent Connect. VSP Vision will be laying off 186 individuals. The SaveMart distribution center in Roseville will close its operations in October 2024 and move to Modesto, California. Seventy percent of affected individuals reside in the Sacramento area. SETA works with Teamsters Local 150 to provide rapid response orientation and Talent Connect to VSP Vision and SaveMart laid-off employees.

D. Unemployment Update/Press Release from the Employment Development Department: Mr. Kim introduced Ms. Welch from the Employment Development Department, who then provided perspective on the decline in leisure and hospitality in the year over the numbers requested by the Board at the last meeting.

E. Head Start Reports:

Ms. Griffith advised that the Office of Head Start released the Final Rule in the Federal Register, changing the performance standards for the first time in almost a decade. The focus is on higher wages, integrated mental health services, health and safety, and increased quality. She highlighted a new area of income eligibility that will positively impact Sacramento County: the ability to deduct from a family's income any excessive household

housing costs over 30% of their income, making more families income eligible for the program.

IV. REPORTS TO THE BOARD:

A. Chair:

Ms. Vang asked the Legal Counsel to work with the City and County executives, as well as the Governing Board, to develop an annual review process for the SETA Executive Director. She emphasized the importance of providing a structured opportunity to assess the Executive Director's performance against set goals and to ensure accountability in alignment with SETA's mission and objectives.

B. Executive Director:

Mr. Kim, on behalf of Ms. Maldonado, introduced the new Public Information Officer, Ms. Tarianna Perez, and provided her background highlights.

Mr. Kim additionally advised that SETA held the All Staff meeting on August 9, 2024, and presented the video taken at the event.

C. Deputy Directors: No report

D. Counsel: No report

E. Members of the Board: No report

F. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:40 a.m.

Note: The minutes reflect the actual progression of the meeting.

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Ms. Fienishia Wash

NOTES:

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

NOTES:

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

NOTES:

- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

NOTES:

- Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

A. Executive Director

This item is set aside to allow the SETA Executive Director (Ms. Anita Maldonado) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

NOTES:

B. SETA Head Start Deputy Director

This item is set aside to allow the Head Start Deputy Director (Ms. Karen Griffith) to report to the Policy Council on any items of important information or to deal with special requests which need to be addressed.

- ✓ Monthly Head Start Report

NOTES:

C. Chair

The Chair of the Head Start Policy Council, on a regular basis, receives numerous items of information concerning legislation, current programs, and agency activities.

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

- ✓ PC Recruitment

NOTES:

OTHER REPORTS ITEM V (continued)

Page 2

D. Head Start Managers

- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing

NOTES:

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.

NOTES:

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.

NOTES:

Summary of SETA's DEI Audit

The following is the summary of the staff perceptions of the various aspects of Diversity, Equity, and Inclusion at Sacramento Employment and Training Agency. On the invitation of the Executive Director, a survey was developed, sent to about 600 employees, soliciting voluntary participation in completing the survey. Employees had a window of about 8 days to complete the survey.

Profile

1. Participation rate: Of the 600 employees, 225 (37%) participated
2. Length of Service: 72 (33%) less than 5 years and 80 (35%) over 15 years of service.
3. Gender Distribution: 196 (89%) identified as female

Observations:
Heavily female employees

7. Do SETA's HR hiring and retention practices promote DEI? 132 (60%) Agreed; 89 (40%) unsure or disagreed/SD

Observations:
Large # of neutral responses indicating lack of knowledge

8. Is diversity a top agenda of SETA? 110 (49%) Agreed/SA; 113 (51%) unsure or disagreed/SD

Perceptions of SETA's DEI

1. Does SETA's ethnic diversity reflect the community it serves? 189 (84%) Agreed/strongly agreed.
2. Does SETA's gender diversity reflect its community? 143 (65%) Agreed/strongly agreed.
3. Does your unit reflect ethnic diversity of SETA's community? 175 (80%) Agreed/strongly agreed.
4. Does your unit reflect gender diversity of the community? 143 (65%) Agreed/strongly agreed.
5. Does leadership reflect ethnic diversity of the community? 134 (60%) Agreed/strongly agreed.
6. Does leadership gender diversity reflect the community? 129 (58%) Agreed/strongly agreed.

Observations:
Respondents seem fine with employees diversity.

9. Is SETA a welcoming place to everyone? 151 (68%) Agreed/SA; (32%) unsure or disagreed/SD
10. Are SETA's HR policies FAIR to everyone? 139 (63%) Agreed/SA; 86 (38%) unsure or disagreed/SD
11. Is compensation/salary scheme FAIR? 125 (56%) Agreed/SA; 100 (44%) unsure or Disagreed/SD
12. Are SETA's promotion practices FAIR? 98 (44%) Agreed/SA; 125 (56%) unsure or disagreed/SD
13. Does SETA have a working DEI Plan? 38 (44%) Agreed/SA; 127(56%) unsure or disagreed/SD
14. Are SETA's DEI practices effective? 88 (40%) Agreed/SA; 136 (60%) unsure or disagreed/SD
15. Does SETA provide DEI professional development? 96 (43%) Agreed/SA; 128 (57%) unsure or disagreed/SD
16. Does SETA have a DEI Scorecard/Annual Report that is made public? 55 (25%); 167 (76%) unsure or disagreed/SD

17. Does SETA hold leaders accountable for DEI performance? 67 (30%); 156 (70%) unsure or disagreed/SD

18. How would you rate the need for DEI program? 115 (51%) High/VH; 110 (49%) unsure or Low/VL

19. How would you rate the need for DEI training? 125 (57%) High/VH; 96 (43%) unsure or Low/VL

20. Do staff (irrespective of background) feel a sense of belonging at SETA? 117 (52%) Agreed/SD; 108 (48%) unsure, disagreed/SD

21. Does lack of DEI agenda limits SETA's ability to serve its constituents and fulfill its mission effectively? 97 (44%) Agreed/SA; 123 (56%) unsure or disagreed/SD

22. Ranked Topmost DEI related challenges, 1st to 5th:

1. Equitable Pay
2. Staff Retention
3. Equitable Promotion
4. Equitable Recognition
5. Diversity Hiring

23. Do external stakeholders think SETA's DEI outstanding? 83 (38%) Agreed/SA; 138 (62%) unsure, disagreed/SD.

24. How comfortable in discussing cultural background with colleagues at SETA? 159 (72%) Comfortable/VC; 63 (28%) unsure or Somewhat/Very Uncomfortable.

25. How satisfied with DEI efforts at SETA? 115 (53%) Satisfied/VS; 102 (47%) unsure or Dissatisfied/VD.

26. Ranked DEI related strategies SETA should adopt, 1st being topmost:

1. Training & Professional Development
2. Staff Retention Strategies
3. Leadership DEI Professional Development
4. Strategies to enhance Workplace Culture
5. Hiring Strategies that promote DEI
6. HR/Policies and Practices
7. Diversity Scorecard/Accountability
8. Diversity Plan
9. Accommodation for people with disabilities

27. How would you recommend DEI training for SETA employees? 135 (61%) High/VH; 87 (39%) unsure or high/VH.

28. How would you recommend DEI training for SETA leaders? 149 (67%) High/VH; 73 (33%) unsure or high/VH.

Observations:
DEI training recommended

Observations:
Equitable Pay a concern

Observations

1. Majority considers ethnic and gender diversity of employees okay despite very small male number.
2. Bimodal distribution of length of service with 33-35% less than 5 years and over 15 years.
3. A large number of respondents indicated neutral on the following items, suggesting they were unsure: how HR hiring and retention promote DEI (27%), if diversity is a top agenda (33%), if compensation/salary is fair (25%), if promotion practices are fair (28%), if SETA has a DEI Plan (44%), if SETA's DEI practices are effective (48%), if SETA provides DEI training (39%), if SETA has DEI Scorecard/annual report that is made public (54%), if leaders are held accountable (48%), the need for DEI program (40%), the need for DEI training (38%), employees' sense of belonging (29%), if DEI agenda limits mission fulfillment (40%), if external stakeholders think SETA's DEI is outstanding (56%), Satisfaction with SETA's promotion of DEI (39%), recommendation of DEI training for employees (35%), recommendation of DEI training for leaders (29%). The large number of unsure responses suggests a need for training, communication, and adoption of effective DEI agenda.
4. Equitable pay, staff retention, equitable promotion, equitable recognition, and diversity hiring were ranked as top challenges in that order.
5. DEI training, staff retention, and leadership DEI professional development ranked top 3 strategies for SETA to adopt.
6. Overall, it appears many have never had DEI training but desire such professional development.



Seta Head Start Food Service Operations Monthly Report *September, 2024

9/11/24 - Homebase HAD A FIELD TRIP TO Safetyville USA, we prepared 75 sack lunches.

9/12/24 - Sharon Neese had a field trip on site with Music Paul.

	Lunch	PM Snack	Breakfast	Field Trips
	32,716	31,214	31,802	1
Total Amount of Meals and Snacks Prepared				95,807
Purchases:				
Food	\$119,700.58			
Non - Food	\$10,442.33			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$507.02	
Vehicle Gas / Fuel:			\$2,277.67	
Normal Delivery Days			21	

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 2024

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	1364	128	8%	739	93	11%
Twin Rivers USD	156	**	%	56	**	%
Elk Grove USD	440	59	10%	NA		
Sac City USD	676	49	6%	16	0	0%
San Juan USD	712	57	8%	96	6	5%
WCIC	100	2	%	NA		
COUNTY TOTAL	3448	259	8%	907	89	10%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
September 2024**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (09/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	440	382	0	87%	10% +
Sacramento City USD	676	507	0	75%	0%
San Juan USD	712	587	16(84%)	82%	6% +
SETA	1,364	1,221	0	90%	7% +
Twin Rivers USD	156	132	0	85%	3% +
WCIC/Playmate	100	85	0	85%	0%
Total	3,448	2,914	16 (85%)	85%	5% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (09/30/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	166	155	0	93%	2% +
SETA	739	666	0	90%	2% +
Twin Rivers USD	56	46	0	82%	7% +
SCUSD	16	12	0	75%	37% +
Total	977	879	0%	90%	3%+

- (a) Includes children who have dropped during the month and whose slot will be filled within the 30-day allowable period.
- (b) Demonstrates enrollment percentages if classes were not capped/closed due to staffing shortage and or other programmatic challenges.
- (c) If enrollment is less than 100%, the agency includes a corrective plan of action.
- (d) Demonstrates difference in percentage of enrollment totals from previous month.

Reasons for Program Under Enrollment

Elk Grove USD

- Our enrollment team is currently processing new registration packets and reaching out to families who are missing the required documents.
- IEP students continued to be identified and transitioned into the Special Education program.
- Barriers related to transportation. Experiencing some feedback from enrolled families that they have decided to disenroll due to transportation issues between siblings at different school sites.

Sacramento City USD

- Currently enrolling and recruiting for the Full-Day Programs, we have a total of 2 openings for Elder Creek, and 4 openings for Hiram Johnson. Operating at reduced funded enrollment, due to classes/centers closed during Summer. Return to full services September 3, 2024.
- Reviewing the wait list for age eligible children for Wrap Programs, with a goal of 100% enrollment by October

San Juan USD

- Due to reduced staffing-16 Early Head Start slots capped.
- Human Resources continues to be backlogged from summer hiring, delay in posting 24 open positions.
- Waitlist exhausted within 95864, 95662, and 95610 zip code.
- ERSEA admin. continues to monitor every week and check in with AFSTs individually to note progress, next steps, and any support needed.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 24 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 1 Family Services Worker.

Twin Rivers USD

- Village Early Head Start has exhausted waiting list. The program will begin with targeted recruiting for Rio Linda, service area is 95673, 95560 and 95652.
- Staffing vacancies for (1) Head Start Site Supervisor, (6) ECE Para Educators, (3) ECE Rover and (1) Teacher.

WCIC/Playmate

- WCIC staff has exhausted our waiting list and is seeking assistance from local Head Start programs while continuing to distribute recruitment flyers in Oak Park.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

- Program Educators continue to focus their efforts on filling classes by circulating preschool enrollment packets in the community, district websites, posting lawn signs around school sites and in the neighboring communities, and collaborating with EGUSD FACE Department and SAFE Centers.
- Program Educators attended included the September 20th Florin Elementary Family Picnic Day and the September 21st FBSU event at Shasta Park.
- The SYNERGY registration queue is currently for 102 families. These represent submissions from January 10th, 2024, through September 23rd, 2024. There are currently 503 entries in the 24/24 EGUSD Preschool

Interest Form. Another way we recruit families is through our Playgroup families. The instructor of playgroups provides referrals to families who have children that meet our age requirement.

Sacramento City USD

- Recruitment efforts to meet full enrolment: Post flyers geographic locations; Establish partnerships with different departments within the school district, other Early Learning & Care Programs, and Social Work Agencies. Increase website visibility by updating activity on social media.
- Perform Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis with enrollment team.
- Contact former parents to promote the program. Follow up with former families to promote Head Start services.
- School Community Liaison (SCL) and Parent Advisor is building a rapport with community organizations and is in communication with these organizations to inquire about upcoming events that will be taking place within the community.

San Juan USD

- School Community Workers attended 5 back to school nights at Whitney Elementary (95821)—promoting Head Start programs close by that are under enrolled.
- ERSEA admin collaborated with SETA to get inquiries specific to low enrollment zip code areas (95662, 95610, and 95864).
- School Community workers, admin, and ERSEA content continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and businesses in the surrounding areas.

SETA

- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. The following positions were onboarded this month: 3 Head Start Teachers, 4 Associate Teacher's, and 2 Associate Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Literacy is Key- Dia de La Familia; Community Table Auto Light Check and Repair; Rio Linda County Faire; Sacramento Vision and Health Fair. From these recruitment events, 9 Interest Forms were completed by families inquiring about Head Start services.

Twin Rivers USD

- All vacant positions are posted on Edjoin/Team Tailor. Admin screens, and interviews. Contracted with Childcare Careers (CCC) substitute to temporarily fill the vacancies.
- The ERSEA team recruited at the following community events: Rio Linda Elverta Country Fair; Celebration of North Highlands a Multicultural Event; and distributed flyers at the Walmart in North Highlands on Watt Ave.
- Enrollment is ongoing. EHS families who are transitioning have been contacted to start the HS registration process.

WCIC/Playmate

- Collaborating with SETA to get an inquiry list of families specific to low enrollment zip code areas (95817 and 95820).
- WCIC's staff participated in the following outreach events: St. HOPE Back to School Block Party held at McClatchy Park, WOMB (Women Out of Major Bandage) to support homeless families; Mercado Miércoles with La Familia Counseling Center, Oak Park Trail Blazer and Family Fun Day Event, where staff distributed recruitment flyers and school supplies to children.

- Many families attended the events and completed WCIC's waiting list, resulting in several students being enrolled. 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.