

*Thought of the Day:*  
*"Champions keep playing until they get it right."*  
*Author: Billie Jean King*

## AGENDA

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

**Tuesday                      October 28, 2025,                      10:00 a.m.**  
925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Head Start Policy Council is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Council and included in the record.

In the event of disruption that prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Council shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

#### In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, [ClerkoftheBoards@seta.net](mailto:ClerkoftheBoards@seta.net). Any member of the public who wishes to speak directly to the Council regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [ClerkoftheBoards@seta.net](mailto:ClerkoftheBoards@seta.net). Please include in your request the item(s) on which you would like to participate.

#### Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833, 88455266575# US (San Jose).

Meeting ID: 884 5526 6575

Passcode: 214075

[Join instructions](#)

During the meeting any questions or comments may be submitted via the chat features on Zoom.

#### Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

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](http://www.seta.net/board/board-agendas).

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#### GOVERNING BOARD

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**Patrick Kennedy**  
BOARD OF SUPERVISORS  
County of Sacramento

**Vacant**  
PUBLIC REPRESENTATIVE

**Mai Vang**  
COUNCILMEMBER  
City of Sacramento

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**Anita Maldonado, Ph. D.**  
EXECUTIVE DIRECTOR

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

- Policy Council (PC) Meeting Attendance Update
- Introduction of Newly Seated Representatives

**I. CONSENT ITEMS:**

- A.** Approval of Minutes of September 23, 2025, Regular Board Meeting 4-8

**II. ACTION ITEMS**

**A. Timed Item 10:00 A.M. and Public Hearing:**

- First Reading of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council 9-44

- B.** Election of Community Action Board Representative 45

- C.** Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Education (CDE) (Karen Griffith) 46

- D.** Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Social Services (CDSS) (Karen Griffith) 47

**III. INFORMATION ITEMS:**

- A.** 2024-2025 Head Start/Early Head Start Program Information Report (PIR): Ms. Karen Griffith 48-55

- B.** Standing Information Items 56-62

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Le Andra Jones-Villalta
- Community Resources – PC Community Agency Representative
  - Sac Family Connect – Access Reimagined: A Journey into Language Justice

- C.** SETA's Recruitment Update – Ms. Sheri Green-Johnson 63

- D.** Governing Board Minutes for September 4, 2025 64-69

**IV. COMMITTEE REPORTS:**

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- Executive Committee: Ms. Le Andra Jones-Villalta
- Budget/Planning Committee: Ms. Le Andra Jones-Villalta
- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta
- Social/Hospitality Committee: Ms. Le Andra Jones-Villalta
- Personnel/Bylaws Committee: Ms. Le Andra Jones-Villalta

**V. OTHER REPORTS:**

71-77

- A.** Executive Director – Ms. Anita Maldonado

- B.** Head Start Deputy Director – Ms. Karen Griffith  
 ✓ Monthly Head Start Report

- C.** Chair

- ✓ PC Recruitment
- D. Head Start Managers
  - ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
  - ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
  - ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems
  - ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services
- E. Open Discussion and Comments
- F. Public Participation

## **VI. ADJOURNMENT**

**DISTRIBUTION DATE:** Tuesday, October 28, 2025

Policy Council meeting hosted by:  
Le Andra Jones-Villalta (Chair), Yaneika James (Secretary)  
Graciela Garduno (Treasurer)

## ROLL CALL

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

- ☐ Debra Gipson, Community Agency Representative
- ☐ Franschelle Brown, Foster Parent Representative
- ☐ Graciela Garduno, Treasurer, EHS San Juan Unified School District
- ☐ Le Andra Jones-Villalta, Chair, Past Parent Representative
- ☐ Rebekah Chester, SETA-Operated Program
- ☐ Javana Abrussezze, SETA-Operated Program
- ☐ Jasmine Nnachi, SETA-Operated Program
- ☐ Yaneika James, SETA-Operated Program
- ☐ Rashanetta Yates, SETA-Operated Program

**Members to be Seated:** None

- ☐
- ☐

**Applications Received:** None

### **Seats Vacant:**

Vacant, Sacramento City Unified School District  
Vacant, Elk Grove Unified School District  
Vacant, EHS Twin Rivers Unified School District  
Vacant, Twin Rivers Unified School District  
Vacant, Twin Rivers Unified School District  
Vacant, Home Base Option  
Vacant, Home Base Option  
Vacant, EHS SETA-Operated Program  
Vacant, SETA-Operated Program  
Vacant, Community Agency Representative  
Vacant, Community Agency Representative  
Vacant, Community Agency Representative  
Vacant, Grandparent Representative  
Vacant, Parent Ambassador Representative  
Vacant, Parent Ambassador Representative

**\*\* Please call your alternate, Policy Council Chair (Le Andra Jones-Villalta: [916] 600-7228) or Head Start staff (Gaylon Ndiaye: [916] 591-2298 or Anzhelika Simonenkova: [916] 263-3753) if you will not be in attendance**

**POLICY COUNCIL  
BOARD MEETING ATTENDANCE  
PROGRAM YEAR 2024-2025**

The **2024-2025** Board was seated on  
**November 26, 2024, January 28, February 25, March 25, and September 23, 2025**

BOARD MEMBER	SITE	11/26	12/19*		1/28	2/25*	3/25	4/21*	5/27	6/24	7/22	8/26	9/23	10/28	11/25
<b>Debra Gipson Seated 11/26</b>	CAR	X			X	X	X	X	X	E	X	X	X		
Vacant Seated	CAR														
Vacant Seated	EGUSD														
Vacant Seated	EGUSD														
<b>Franshelle Brown Seated 11/26</b>	FPR	X			X	X	X	X	X	E	X	E	X		
Vacant Seated	GPR														
Vacant Seated	HB														
Vacant Seated	PAR														
Vacant Seated	PPR														
<b>Le Andra Jones-Villalta Seated 11/26</b>	PPR	X			X	X	E	E	X	X	X	X	X		
Vacant Seated	SCUSD														
Vacant Seated	SJUSD														
<b>Graciela Garduno Seated 11/26</b>	SJUSD/ EHS	X			X	X	X	X	X	X	X	X	X		
Vacant Seated	SOP														
<b>Javana Abrussezze Seated 1/28</b>	SOP	E			X	E	E	X	X	E	X	X	X		
<b>Rashanetta Yates Seated 9/23</b>	SOP												X		
<b>Rebekah Chester Seated 11/26</b>	SOP	X			X	X	X	E	X	X	X	X	X		
<b>Jasmine Nnachi Seated 3/25</b>	SOP						X	X	U	X	X	X	U		
<b>Yaneika James Seated 2/25</b>	SOP				U	X	X	E	U	X	X	X	X		
Vacant Seated	TRUSD														
Vacant Seated	WCIC														
Vacant Seated	WCIC														

## GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
EHS	Early Head Start
EGUSD	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
SCUSD	Sacramento City Unified School District
SJUSD	San Juan Unified School District
SOP	SETA-Operated Program
TRUSD	Twin Rivers Unified 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  
**S/B/RS:** Should be Seated  
  
 \* Special Meeting

*Current a/o 10/21/2025*

**CONSENT ITEM I-A**

**Approval of the Minutes of September 23, 2025, Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of September 23, 2025, meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of September 23, 2025, regular meeting.

**ACTION**    Moved: \_\_\_\_\_ Second: \_\_\_\_\_

**VOTE**    Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstain: \_\_\_\_\_

## MINUTES/SYNOPSIS

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

Tuesday                      September 23, 2025,                      10:00 a.m.  
925 Del Paso Boulevard, Suite 100, Board Room,  
Sacramento, CA 95815

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

Ms. Le Andra Jones-Villalta called the meeting to order at 10:05 a.m., read the thought of the day, and called the roll; a quorum was met.

#### Members Present:

Le Andra Jones-Villalta, Chair, Past Parent Representative  
Graciela Garduno, Treasurer, EHS San Juan Unified School District  
Debra Gipson, Community Agency Representative  
Yaneika James, Secretary, Florin Grammar Head Start  
Franschelle Brown, Foster Parent Representative  
Rebekah Chester, SETA-Operated Program (*arrived and seated at 10:16 a.m.*)  
Javana Abrussezze, SETA-Operated Program (*arrived and seated at 10:16 a.m.*)

#### New Members Seated Present:

Rashanetta Yates, SETA-Operated Program

New Members to be Seated/Reseated but Absent: None

#### Members Absent:

Jasmine Nnachi, SETA-Operated Program (*unexcused*)  
Aterious Cuffee, Past Parent Representative (*resigned 9/16/25*)

#### I. **CONSENT ITEM:**

##### A. Approval of the Minutes of August 26, 2025, Regular Meeting

The minutes were reviewed, no questions or corrections.

Moved/Gipson, second/Brown, to approve August 26, 2025, minutes as distributed.

Roll call vote:

Aye: 5 (Garduno, James, Brown, Yates, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, Abrussezze, Chester)

#### II. **ACTION ITEMS:**

##### A. Election of Policy Council Vice Chair and Parliamentarian for Program Year 2024-2025

Ms. Jones-Villalta reviewed the item. There were no eligible nominations at this time.

Moved/Garduno, second/Brown, to table the election of Policy Council Vice Chair and Parliamentarian to the next meeting.

Roll call vote:

Aye: 5 (Garduno, James, Brown, Yates, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, Abrussezze, Chester)

**B. Election of Community Action Board Alternate**

Ms. Jones-Villalta reviewed the item. Ms. James nominated herself. There were no other nominations at this time.

Moved/Garduno, second/Gipson, to elect Ms. James to serve as low-income sector Alternate to the Community Action Board.

Roll call vote:

Aye: 5 (Garduno, James, Brown, Yates, Gipson)

Nay: 0

Abstention: 1 (Jones-Villalta)

Absent: 3 (Nnachi, Abrussezze, Chester)

**III. INFORMATION ITEMS:**

**A. Standing Information Items**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account  
Mr. Han reviewed the combined SETA-Operated and Delegate Agencies' HS/EHS fiscal report for the first month in Program Year 2025-2026, ending August 31, 2025. He advised that total Head Start Year-to-Date expenditures are at 4.2%. The Non-Federal Share Year-to-Date expenditures are at 89.1%, above the required 25%. The Administrative cost is 11.8%, below 15% maximum countywide. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.

Ms. Abrussezze and Ms. Chester arrived and were seated at 10:16 a.m.

- Health Service Advisory Committee (HSAC):  
Ms. Jones-Villalta advised that HSAC continue planning for the upcoming End of the Year meeting on October 1, 2025, and the chosen speaker will highlight the nutritional aspect during this event.
- Community Resources  
Ms. Gipson reviewed the community resources provided in the packet.

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

Ms. Green-Johnson reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from August 11 through September 10, 2025.

Ms. Jones-Villalta encouraged Council members to engage in recruitment when requested by the Agency's Human Resources.

According to Ms. Griffith, there may be another job fair upcoming soon, specifically for substitute teacher positions.

**C.** Governing Board Minutes for August 7, 2025: No questions

**IV. COMMITTEE REPORTS:**

- Executive Committee  
Ms. Jones-Villalta stated that during the last Executive Committee meeting an Adult Code of Conduct was discussed.
- Budget/Planning Committee: No report
- Parent/Ambassador Committee  
Ms. Jones-Villalta stated that during the last Parent/Ambassador Committee meeting roles and responsibilities of the Parent Ambassadors were reviewed and discussed.
- Social/Hospitality Committee  
The next meeting date and time will be announced shortly.
- Personnel/Bylaws Committee  
The next meeting date and time will be announced shortly.

**V. OTHER REPORTS:**

**A.** Executive Director: No report

**B.** Head Start Deputy Director:

Ms. Griffith announced that, unfortunately, SETA was not awarded the One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families from the Office of Head Start (OHS). The specific reasons for this decision are unknown; however, SETA will continue to pursue the implementation of the initiatives outlined in the proposal.

Ms. Griffith announced that tomorrow will be the completion celebration for Marisol Village, hosted by SHRA, and invited Board members to attend.

In an effort to maintain full enrollment requirement each month, SETA held several enrollment events last week, which resulted in 80 new enrollments.

Ms. Griffith reviewed Head Start (HS) Performance Standard 1302.102(b)(1), which focuses on ongoing compliance oversight and correction, and stated that to ensure effective ongoing oversight and correction, a program must establish and implement a system that guarantees the effective application of performance standards. The primary goal of SETA is to ensure that both the Agency and its Delegates continue to meet all of the Head Start Performance Standards.

**C.** Chair:

Ms. Jones-Villalta reminded Board members about the Marisol Village event tomorrow and encouraged those planning to attend to wear polos with the SETA logo.

**D. Head Start Managers:**

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:  
Ms. Correa-DeAlmeida introduced herself and presented a report on behalf of Ms. Carr. She stated that to continue to comply with HS Performance Standard 1302.52, which focuses on family partnership services, SETA is implementing clustered site events this year. These events are being held in collaboration with SMUD and other partners, specifically targeting the highest needs identified through a family needs survey.
- ✓ Veronica Jones – Health, Nutrition, Quality Assurance, and Data Systems:  
Ms. Lema introduced herself and presented a report on behalf of Ms. Jones. She reiterated that the HSAC End-of-Year meeting will be held on October 1, 2025, and it will cover topics related to mental health and nutrition, as well as share projects that HSAC has been working on. She also mentioned that the students from the US Davis Betty Irene Moore School of Nursing recently completed their summer program with SETA, which they greatly enjoyed.

Additionally, Ms. Lema informed the group that SETA has a Health and Nutrition intern from Sacramento State University who is conducting research on nutrition topics. SETA would like him to analyze and present on the effects of meal timing and the comparison between breast milk and formula feeding for infants.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:  
Ms. Lamb reviewed HS Performance Standard 1302.33(a)(1), which focuses on child screening and assessment. She emphasized that, in collaboration with each child's parent and with parental consent, a program must either complete or obtain a current developmental screening within 45 calendar days of the child's first attendance. This screening aims to identify any concerns regarding the child's developmental, behavioral, motor, language, social, cognitive, and emotional skills. For the home-based program option, this screening is conducted during the first home visit. SETA is diligently working to comply with this and other standards while providing support to both SETA-Operated and Delegate programs.

Additionally, Ms. Lamb noted that there are currently 21 teaching vacancies, and it has become increasingly more challenging to fill substitute teacher positions. In an effort to address the issue, SETA plans to host another job fair soon.

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services:  
Ms. Uda reviewed the HS Performance Standard 1302.47, which emphasizes the importance of safety practices in programs. According to this standard, a program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children's safety at all times. This includes having a system for preventative maintenance that is properly documented.

Additionally, Ms. Uda highlighted that nap time is not only a requirement of the HS Performance Standards but also a licensing requirement. She stressed that, although not all children may want to nap during the day, the program must provide a quiet time for any child in care for more than six hours a day.

**E. Open Discussion and Comments: None**

**F. Public Participation: None**

**VI. ADJOURNMENT:** The meeting was adjourned at 10:55 a.m.

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

**ACTION ITEM II-A**

**TIMED ITEM 10:00 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 testimony, close a public hearing, and approve the first reading amendments to the PC Bylaws as attached.

**BACKGROUND:**

The Personnel/Bylaws Committee 2024-2025 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 bold *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.
- G. ***Individual members shall refrain from engaging in activities that violate the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct, which each member is required to sign.***

### **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.
- 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)~~ **three (3)** consecutive regular meetings without an excused absence or missing a total of ~~three (3)~~ **five (5)** 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.
    - ~~b. a.~~ ***For the policy on Alternate attendance reference Article III: Membership, Section 8.A: Absences. The Representative who is unable to attend the meeting must notify their Alternate at least 24 hours prior to the meeting. Once notified, the Alternative will be subject to Article III: Membership, Section 6: Attendance, A: Absences.***
    - ~~a. b.~~ The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
      - c. For the policy on Alternate attendance reference Article III: Membership, Section 6: Attendance, A: Absences.
      - d. 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~~ **Representative** or alternate in a voting capacity, missing ~~two (2)~~ **three (3)** consecutive regular meetings without an excused absence or missing a total of ~~three (3)~~ **five (5)** 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 **at least 24 hours** 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 committee, the best interest would be served. ,~~ *whenever it is deemed to be in the best interest, as determined by the committee and outlined in the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct. The a*Action to remove a member must be *included* on the agenda.

## **ARTICLE IV** Meetings

### Section 1: Meetings

#### A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4<sup>th</sup> 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 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)~~ **three (3)** consecutive committee meetings without an excused absence or missing a total of ~~three (3)~~ **five (5)** 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 Order<sup>1</sup> 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 **under 5 years of age** to the meetings. If ~~small~~ children are present, members will be reimbursed for transportation/mileage only.

<sup>1</sup>Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> 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 **(or Vice Chair, if the position of Chair is vacant)** 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.

### **Community Agency Committee**

***The Community Agency Committee shall be comprised of the Chair, Secretary and Community Agency Representatives. The primary responsibility of this committee is to inform the full PAC about any known community activities and to assist with community outreach to promote SETA-operated programs in the communities they serve.***

### **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:*

# **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.
- G. Individual members shall refrain from engaging in activities that violate the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct, which each member is required to sign.

### **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.
- 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 three (3) consecutive regular meetings without an excused absence or missing a total of five (5) 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 Representative who is unable to attend the meeting must notify their Alternate at least 24 hours prior to the meeting. Once notified, the Alternative will be subject to Article III: Membership, Section 6: Attendance, A: Absences.
    - b. The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
    - c. For the policy on Alternate attendance reference Article III: Membership, Section 6: Attendance, A: Absences.
    - d. 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 Representative or alternate in a voting capacity, missing three (3) consecutive regular meetings without an excused absence or missing a total of five (5) 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 at least 24 hours 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 it is deemed to be in the best interest, as determined by the committee and outlined in the current Policy Council/Parent Advisory Committee and Subcommittees Code of Conduct. The action to remove a member must be included on the agenda.

## **ARTICLE IV** **Meetings**

### **Section 1: Meetings**

- A. **Annual Meeting**

The annual meeting of the PC shall be held on the 4<sup>th</sup> 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 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 three (3) consecutive committee meetings without an excused absence or missing a total of five (5) 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 Order<sup>1</sup> 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 children under 5 years of age to the meetings. If children are present, members will be reimbursed for transportation/mileage only.

<sup>1</sup>Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> 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 (or Vice Chair, if the position of Chair is vacant) 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.

## **Community Agency Committee**

The Community Agency Committee shall be comprised of the Chair, Secretary and Community Agency Representatives. The primary responsibility of this committee is to inform the full PAC about any known community activities and to assist with community outreach to promote SETA-operated programs in the communities they serve.

## **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**  
**Election of Community Action Board Representative**

**RECOMMENDATION:**

That the Council elect one member to serve as Low-Income Sector representative to the Community Action Board.

**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: \_\_\_\_\_

## **ACTION ITEM II-C**

### **Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Education (CDE)**

Presenter: Karen Griffith

#### **RECOMMENDATION:**

Approve the submission of the application for continued funding for Fiscal Year (FY) 2026-2027 to CDE with a maximum reimbursement amount of approximately \$7.3M and authorize SETA's Executive Director to sign the Continued Funding Application (CFA) and all related FY 2026-2027 contract documents.

#### **BACKGROUND:**

This agenda item provides an opportunity for the Head Start Policy Council to approve the submission of the annual refunding application to CDE with a maximum reimbursement amount of approximately \$7.3M for FY 2026-2027. These funds will provide services to 860 preschoolers in full-day, full-year child development programs at the centers listed below. Changes from last year include enrollment slots added to Bright Beginnings (20), Fruitridge (20), Marisol Village (40) and enrollment slots reduced at North Avenue (-20).

<b>Center Name (# of children)</b>	
<b><i>CSPP – State Preschool – Preschoolers</i></b>	
16 <sup>th</sup> Avenue (40)	Hillsdale (40)
Bret Harte (20)	Hopkins Park (40)
Bright Beginnings (20)	Job Corps (20)
Capital City (20)	Marina Vista (40)
CP Huntington (20)	Marisol Village (40)
Crossroad Gardens (60)	Mather (60)
Elkhorn (60)	Norma Johnson (40)
Florin Grammar (20)	North Avenue (40)
Freedom Park (60)	Northview (60)
Freeport (20)	Phoenix Park (40)
Fruitridge (20)	Sharon Neese (60)
Galt (20)	

## ACTION ITEM II-D

### Approval to Submit Annual Refunding Application for Fiscal Year 2026-2027 to the California Department of Social Services (CDSS)

Presenter: Karen Griffith

#### RECOMMENDATION:

Approve the submission of the application for continued funding for Fiscal Year (FY) 2026-2027 to CDSS with a maximum reimbursement amount of approximately \$6.36M and authorize SETA's Executive Director to sign the Continued Funding Application (CFA) and all related FY 2026-2027 contract documents.

#### BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the submission of the annual refunding application to CDSS with a maximum reimbursement amount of approximately \$6.36M for FY 2026-2027. These funds will provide services to 401 infants/toddlers in full-day, full-year child development programs at the centers listed below. Changes from last year: enrollment slots were added to Fruitridge (17) Marisol Village (8)

Center Name (# of children)		
<b>CCTR – General Child Care – Infants/Toddlers</b>		
16 <sup>th</sup> Avenue (25)	Florin Grammar (16)	Mather (15)
Alder Grove IT (16)	Freedom Park (16)	Norma Johnson (9)
Bret Harte (9)	Fruitridge (17)	North Avenue (16)
Bright Beginnings (17)	Galt (16)	Northview (17)
Capital City (17)	Hillsdale (16)	Phoenix Park (8)
CP Huntington (17)	Hopkins (6)	Sharon Neese (25)
Crossroad Gardens (15)	Hiram Johnson (33)	Spinelli (16)
Elkhorn (16)	Job Corps (25)	
	Mirasol Village (9)	
	Marina Vista (9)	

**INFORMATION ITEM III-A**

**2024-2025 Head Start/Early Head Start Program Information Report (PIR)**

Presenter: Karen Griffith

**BACKGROUND:**

This item allows the Children and Families Deputy Director to provide the 2024-2025 Head Start/Early Head Start Program Information Report Summary to the Policy Council.

**NOTES:**

## 2024-2025 Program Information Report – Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
<b>Enrollment Summary</b>					
Total Funded Enrollment	739	16	166	56	977
Actual Enrollment	1278	18	274	88	1658
# Enrolled < 45 days	97	0	13	9	119
Of enrollees, # Pregnant Women	49	0	11	0	60
# pregnant women who left before baby was born	6	0	0	0	6
# of infants subsequently enrolled after birth	26	0	7	0	33
# Total staff	540	11	64	17	632
# of classes	48	2	12	7	69
<b>Child Demographics</b>					
Age: under 1	20%	39%	25%	0%	20%
Age: 1 years old	36%	44%	30%	33%	35%
Age: 2 years old	37%	17%	40%	66%	39%
Age: 3 years old	3%	0%	1%	1%	3%
<b>Race &amp; Ethnicity</b>					
Hispanic	46%	67%	27%	32%	43%
Non-Hispanic	54%	33%	73%	68%	57%
Am. Indian/Alaska Native	1%	0%	0%	0%	38%
Asian	11%	0%	17%	10%	4%
Black or African America	28%	39%	17%	36%	0%
Native Hawaiian/Pac.Islander	1%	0%	0%	0%	20%
White	28%	61%	48%	11%	35%
Bi-racial/Multi-racial	13%	0%	5%	16%	39%
Other or Unspecified	18%	0%	13%	26%	17%
<b>Primary Language</b>					
English	63%	61%	34%	67%	58%
Spanish	24%	39%	15%	19%	23%
Native Central/South Am.	0%	0%	0%	0%	0%
Caribbean languages	0%	0%	0%	0%	0%
Middle Eastern	6%	0%	40%	6%	11%
East Asian	4%	0%	0%	5%	4%
Native No.American/Alaskan	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	0%	0%	0%
European/Slavic	2%	0%	10%	0%	3%
African	0%	0%	1%	0%	1%
American Sign Language	0%	0%	0%	0%	0%
Other or Unspecified	0%	0%	0%	3%	0%
# children in foster care	3%	0%	1%	3%	2%
First year enrollees	50%	67%	51%	69%	51%

2024-2025 Program Information Report – Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
<b>Family Demographics</b>					
# of Families	1083	17	230	79	1409
....# of One Parent Families	59%	71%	28%	56%	54%
....# of Two Parent Families	41%	29%	72%	44%	46%
....Advanced or baccalaureate degree	11%	12%	24%	5%	13%
....Associate degree, vocational school	31%	24%	36%	27%	31%
....High School graduate or GED	40%	47%	33%	48%	40%
....Less than high school graduate	17%	18%	7%	19%	16%
....# income below 100% poverty	39%	35%	35%	20%	38%
....% Over Income	4%	6%	1%	1%	3%
....# families experiencing homeless	9%	0%	2%	4%	8%
....# families receiving TANF	23%	0%	30%	16%	24%
....# families receiving SSI	3%	0%	1%	1%	3%
....Families receiving WIC	70%	82%	87%	47%	72%
....Families receiving SNAP	53%	59%	63%	38%	54%
....# Families on active military duty	1%	0%	1%	0%	1%
....% Families receiving EHS services	86%	100%	94%	71%	87%
<b>Child Health Services</b>					
Children with medical home	90%	100%	97%	100%	91%
Children with health insurance	90%	100%	98%	100%	92%
Med Screenings Complete	47%	44%	40%	52%	46%
....Needing Med. Treatment	9%	11%	12%	18%	10%
....Rec'd Med. Treatment	92%	100%	84%	94%	90%
<b>Dental</b>					
Up to date on oral examination	83%	100%	94%	100%	86%
<b>Immunization</b>					
Complete/up to date/exempt					
....at enrollment	83%	100%	96%	100%	87%
....at end of program year	86%	100%	96%	100%	89%
<b>Developmental Screenings/Assessments</b>					
# Completed Developmental Screenings	75%	100%	66%	90%	75%
<b>Disabilities</b>					
% Diagnosed	16%	6%	4%	9%	14%
% receiving special services	16%	6%	4%	9%	14%
<b>Services to Pregnant Women</b>					
# of Pregnant Women	49	N/A	11	N/A	60
....Prenatal Health–1st trimester	12%	N/A	0%	N/A	10%
....Prenatal Health–2nd trimester	39%	N/A	45%	N/A	40%
....Prenatal Health–3rd trimester	49%	N/A	55%	N/A	50%
....# with medical insur.	57%	N/A	100%	N/A	65%

2024-2025 Program Information Report – Early Head Start (EHS)

	SOP	Sac City	San Juan	Twin Rivers	County Totals
...# received professional dental exam	65%	N/A	82%	N/A	68%
...# identified medically high risk	31%	N/A	18%	N/A	28%
Pregnant Women receiving the following services:					
...prenatal health care	100%	N/A	100%	N/A	100%
...postpartum health care	49%	N/A	82%	N/A	55%
...mental health interventions	29%	N/A	0%	N/A	23%
...substance abuse prevention	100%	N/A	73%	N/A	95%
...substance abuse treatment	22%	N/A	0%	N/A	18%
...prenatal education on fetal develop.	100%	N/A	82%	N/A	97%
...info. on benefits of breastfeeding	100%	N/A	82%	N/A	97%
<b>Staff Qualifications</b>					
# of Teachers	98	4	25	7	134
...Teachers with AA degree	31%	25%	48%	0%	32%
...Teachers with BA or higher degree	36%	75%	36%	100%	40%
...Teachers with permit	34%	0%	16%	0%	28%
# of Home Visitors	34	0	7	0	41
...Home Visitors with permits, AA degree, BA degree or higher	100%	0%	100%	0%	100%
<b>Teaching Staff Ethnicity/Race</b>					
Hispanic	23%	50%	13%	43%	22%
Non-Hispanic	77%	50%	88%	57%	78%
Am. Indian/Alaska Native	1%	33%	0%	0%	1%
Asian	32%	67%	9%	14%	28%
Black or African American	9%	0%	9%	29%	10%
Native Hawaiian/Pac.Islander	1%	0%	0%	0%	1%
White	23%	0%	78%	0%	32%
Bi-racial/Multi-racial	3%	0%	0%	14%	3%
Other or Unspecified	32%	0%	3%	43%	26%
<b>Teaching Staff Languages other than English</b>					
Spanish	28%	25%	17%	80%	28%
Native Central/South America	0%	0%	0%	0%	0%
Caribbean languages (Haitain-Creole)	0%	0%	4%	0%	1%
Middle Eastern/India	27%	0%	26%	0%	24%
East Asian	35%	50%	4%	20%	27%
Native No.American/Alaska	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	0%	1%
European/Slavic	7%	0%	35%	0%	13%
African	0%	0%	4%	0%	1%
American Sign Language	2%	25%	9%	0%	4%
Other or Unspecified	0%	0%	0%	0%	0%
# of Volunteers	135	12	6	47	200

## 2024–2025 Program Information Report – Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
<b>Enrollment</b>							
Total Funded Enrollment	1364	440	676	712	156	100	3448
Actual Enrollment	1761	530	733	772	185	127	4108
# Enrolled < 45 days	127	46	36	35	14	10	268
# Total staff	540	69	119	163	44	18	953
# of classes	63	22	33	35	7	5	165
<b>Child Demographics</b>							
Age: 2 years old	19%	9%	7%	11%	20%	0%	13%
Age: 3 years old	42%	47%	39%	36%	39%	51%	41%
Age: 4 years old	39%	44%	54%	53%	41%	49%	45%
Age: 5 years old	0%	0%	0%	0%	0%	0%	0%
<b>Race &amp; Ethnicity</b>							
Hispanic	45%	32%	53%	28%	26%	45%	41%
Non-Hispanic	55%	68%	47%	72%	74%	55%	59%
Am. Indian/Alaska Native	1%	4%	0%	0%	1%	0%	1%
Asian	13%	26%	21%	26%	17%	5%	19%
Black or African American	25%	23%	17%	13%	38%	42%	22%
Native Hawaiian/Pac.Islander	1%	3%	2%	1%	1%	0%	1%
White	26%	28%	49%	43%	10%	3%	32%
Bi-racial/Multi-racial	13%	9%	11%	7%	13%	6%	11%
Other or Unspecified	21%	7%	0%	11%	20%	45%	14%
<b>Primary Language</b>							
English	63%	67%	59%	40%	75%	74%	59%
Spanish	23%	11%	26%	13%	12%	25%	20%
Native Central/South Am.	0%	0%	0%	0%	0%	0%	0%
Caribbean	0%	0%	0%	0%	0%	0%	0%
Middle Eastern	6%	11%	5%	41%	6%	0%	13%
East Asian	5%	9%	7%	0%	5%	1%	5%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	0%	0%	1%	0%	0%	0%	0%
European/Slavic	2%	0%	1%	5%	0%	0%	2%
African	0%	1%	1%	1%	0%	0%	0%
American Sign Language	0%	0%	0%	0%	0%	0%	0%
Other or Unspecified	0%	1%	0%	0%	1%	0%	0%
# children in foster care	1%	2%	0%	1%	2%	2%	1%
First year enrollees	50%	87%	72%	65%	60%	61%	62%
<b>Family Demographics</b>							
# of Families	1603	504	692	736	165	115	3815
# of One Parent Families	60%	44%	49%	29%	52%	77%	50%
# of Two Parent Families	40%	56%	51%	71%	48%	23%	50%

\*Due to rounding, not all numbers will equal 100%.

2024–2025 Program Information Report – Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
....Advanced or baccalaureate degree	11%	13%	12%	22%	3%	3%	8%
....Associate degree, vocational school	26%	32%	28%	32%	24%	23%	28%
....High School diploma or GED	41%	45%	46%	35%	46%	61%	42%
....Less than high school graduate	22%	10%	15%	11%	27%	13%	17%
# income below 100% poverty	51%	36%	43%	24%	30%	51%	42%
# over income	9%	6%	8%	8%	6%	0%	8%
# families experiencing homelessness	6%	9%	1%	2%	5%	3%	4%
# families receiving TANF	20%	21%	16%	30%	15%	84%	23%
# families receiving SSI	2%	5%	2%	2%	2%	2%	3%
Families receiving WIC	60%	45%	56%	70%	38%	42%	58%
Families receiving SNAP	45%	49%	35%	56%	47%	40%	46%
Families on active military duty	0%	1%	0%	0%	0%	0%	0%
% families receiving HS Services	89%	100%	87%	85%	95%	100%	90%
<b>Child Health Services</b>							
Children with medical home	91%	95%	100%	100%	100%	100%	96%
Children with health insurance	93%	98%	100%	100%	100%	100%	97%
....Underweight	4%	14%	8%	6%	2%	0%	6%
....Healthy weight	62%	52%	61%	68%	68%	72%	62%
....Overweight	13%	11%	12%	13%	13%	9%	12%
....Obese	18%	20%	17%	14%	15%	18%	17%
Med. Screenings Complete	72%	60%	72%	78%	76%	68%	72%
....at enrollment	18%	25%	37%	53%	16%	96%	31%
....at end of program year	72%	60%	72%	78%	76%	68%	72%
Needing Med. Treatment	15%	17%	14%	17%	21%	3%	16%
Rec'd Med. Treatment	94%	84%	99%	91%	100%	100%	93%
Up to date on oral examination	75%	79%	74%	86%	97%	84%	79%
Needing Dental Treatment	4%	19%	1%	19%	4%	16%	8%
Dental Treatment Rec'd	87%	38%	71%	90%	100%	40%	71%
<b>Immunizations</b>							
Complete/up to date/exempt							
....at enrollment	97%	100%	100%	99%	99%	100%	99%
....at end of program year	97%	100%	100%	100%	99%	100%	99%
<b>Development Screenings/Assessments</b>							
# Completed Development Screenings	81%	69%	78%	95%	89%	100%	82%
<b>Disabilities</b>							
% Diagnosed	13%	19%	14%	13%	26%	6%	14%
# of Health Impairments	0%	1%	0%	0%	1%	0%	0%
Emotional disturbance	0%	0%	0%	0%	0%	0%	0%
# Speech/language impairments	8%	11%	11%	10%	15%	6%	9%
# Intellectual disabilities	0%	0%	0%	0%	0%	0%	0%

\*Due to rounding, some numbers will equal 100%.

## 2024–2025 Program Information Report – Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
Orthopedic impairment	0%	0%	0%	0%	0%	0%	0%
Visual impairment, include blind	0%	0%	0%	0%	0%	0%	0%
Specific learning disability	0%	0%	0%	0%	0%	0%	0%
Autism	4%	6%	2%	2%	10%	0%	4%
Traumatic brain injury	0%	0%	0%	0%	0%	0%	0%
Non-categorical/develop. delay	0%	0%	0%	0%	0%	0%	0%
Multiple disabilities	0%	0%	0%	0%	0%	0%	0%
Deaf-blind	0%	0%	0%	0%	0%	0%	0%
<b>Staff Qualifications</b>							
# of Teachers	63	22	33	35	7	5	165
....Teachers with AA degree	52%	0%	0%	3%	0%	20%	21%
....Teachers with BA or higher	48%	100%	100%	97%	100%	80%	79%
....Teachers with permit	0%	0%	0%	0%	0%	0%	0%
# of Teacher Assistants	131	27	31	35	11	5	240
....Teacher Assistants with permit	37%	0%	13%	57%	55%	100%	35%
....Teacher Assistants w/AA degree	22%	41%	48%	17%	27%	0%	27%
....Teacher Assistants w/BA degree or higher	24%	59%	32%	9%	18%	0%	26%
....None of the above	18%	0%	6%	17%	0%	0%	13%
# of Home Visitors	13	N/A	N/A	N/A	N/A	N/A	13
....Home Visitors with permit, AA degree, BA degree or higher	100%	N/A	N/A	N/A	N/A	N/A	100%
....None of the above	0%	N/A	N/A	N/A	N/A	N/A	0%
<b>Staff Ethnicity</b>							
Hispanic	20%	12%	22%	23%	39%	40%	21%
Non-Hispanic	80%	88%	78%	77%	61%	60%	79%
Am. Indian/Alaska Native	1%	0%	8%	3%	0%	0%	2%
Asian	30%	37%	31%	34%	11%	60%	32%
Black or African America	19%	16%	9%	0%	6%	0%	13%
Native Hawaiian/Pac.Islander	2%	0%	2%	1%	11%	0%	2%
White	25%	41%	44%	1%	17%	0%	25%
Bi-racial/Multi-racial	5%	6%	6%	41%	0%	0%	11%
Other or Unspecified	16%	0%	0%	19%	56%	40%	15%
<b>Staff Languages Other Than English</b>							
Spanish	38%	24%	26%	21%	41%	40%	32%
Native Central/South Am.	0%	0%	0%	4%	0%	0%	1%
Caribbean (e.g.Haitian-Creole)	0%	0%	0%	0%	0%	0%	0%
Middle Eastern/Indic	21%	17%	18%	25%	24%	20%	21%
East Asian	30%	41%	41%	8%	29%	40%	29%
Native No.American/Alaska	0%	0%	0%	0%	0%	0%	0%
Pacific Islander	2%	0%	0%	0%	0%	0%	1%

\*Due to rounding, not all numbers will equal 100%.

2024-2025 Program Information Report – Head Start (HS)

	SOP	Elk Grove	Sac City	San Juan	Twin Rivers	WCIC	County Totals
European/Slavic	8%	0%	15%	10%	6%	0%	8%
African	1%	0%	0%	0%	0%	0%	0%
American Sign Language	1%	0%	0%	0%	0%	0%	0%
Other or Unspecified	0%	17%	0%	33%	0%	0%	8%
# of Volunteers	135	7	177	22	47	55	443

\*Due to rounding, not all numbers will equal 100%.

## **INFORMATION ITEM III-B**

### **Standing Information**

#### **BACKGROUND:**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC): Ms. Le Andra Jones-Villalta
- Community Resources – PC Community Agency Representative
  - Sac Family Connect - Access Reimagined: A journey into Language Justice

#### **NOTES:**



**SAC  
FAMILY  
CONNECT**

In partnership with  
Bridging Voices-Uniendo Voces,  
Sac Family Connect  
Presents:



# Access Reimagined: A Journey into Language Justice

This interactive workshop explores language justice—a transformative shift from language access to creating inclusive, multilingual spaces where every voice is valued.

Designed for school districts, family resource centers, public agencies, health services, and community leaders, this session offers practical tools to support equity in diverse communities.

Participants will:

- Understand the difference between language access and language justice—and why it matters
- Explore real-world examples from schools, health departments, and social service agencies
- Learn strategies to embed language justice into staffing, outreach, budgeting, and service delivery
- Reflect on organizational readiness and set goals to serve multilingual families with dignity and respect

Whether you're just beginning or looking to strengthen your efforts, you'll leave with clear next steps to build trust, improve outcomes, and uplift the communities you serve.

For Questions, Contact Maria Hammill at  
hammillma@saccounty.gov

Head Start Policy Council

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## Event Details:



**Thursday,  
November 20, 2025**



**9:00am - 11:00am**



**CLICK HERE TO  
REGISTER OR  
SCAN THE QR CODE**



Tuesday, October 28, 2025



En colaboración con  
Bridging Voices-Uniendo Voces,  
Sac Family Connect  
presenta:



# El Acceso Reimaginado: Una Jornada Hacia la Justicia Lingüística

Este taller interactivo explora la justicia lingüística, un cambio transformador que va desde el acceso lingüístico hasta la creación de espacios inclusivos y multilingües en los que se valoran todas las voces.

Diseñado para distritos escolares, centros de recursos familiares, organismos públicos, servicios sanitarios y líderes comunitarios, esta sesión ofrece herramientas prácticas para apoyar la equidad en comunidades diversas.

Los participantes:

- Comprenderán la diferencia entre el acceso lingüístico y la justicia lingüística, y por qué es importante.
- Explorarán ejemplos reales de escuelas, departamentos de salud y agencias de servicios sociales.
- Aprenderán estrategias para integrar la justicia lingüística en la contratación de personal, la divulgación, la elaboración de presupuestos y la prestación de servicios.
- Reflexionarán sobre la preparación de la organización y establecerán objetivos para atender a las familias multilingües con dignidad y respeto.

Tanto si acaba de empezar como si desea reforzar sus esfuerzos, al finalizar tendrá claros los siguientes pasos para generar confianza, mejorar los resultados y mejorar las comunidades a las que presta servicio.

Si tiene alguna pregunta, póngase en contacto con  
Maria Hammill en [hammillma@saccounty.gov](mailto:hammillma@saccounty.gov).

Head Start Policy Council

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## Detalles del evento:



Jueves,  
20 de noviembre, 2025



9:00am - 11:00am



HAGA CLIC [AQUÍ](#)  
PARA  
REGISTRARSE O  
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**INFORMATION ITEM III-C**  
**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-D**  
**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 Special Meeting**

**Thursday                      September 4, 2025.                      8:00 a.m.**

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

#### **CALL TO ORDER**

#### **ROLL CALL**

#### **PLEDGE OF ALLEGIANCE**

Mr. Desmond called the meeting to order at 8:13 a.m. The roll was called, and a quorum was established.

#### **Members Present:**

Patrick Kennedy, Member, Board of Supervisors  
Mai Vang, Member, City of Sacramento  
Rich Desmond, Chair, Board of Supervisors

#### **Members Absent:**

Eric Guerra, Vice Chair, City of Sacramento

### **I. CONSENT ITEMS:**

- A.** Approval of Minutes of August 7, 2025, Regular Board Meeting
- B.** Approval of Claims and Warrants

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

- A.** Approval of Minutes of August 7, 2025, Regular Board Meeting
- B.** Approval of Claims and Warrants

#### **Roll call vote:**

Aye: 3 (Desmond, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

### **II. ACTION ITEMS:**

#### **A. General Administration**

##### **1. Timed Item 8:00 a.m. and Public Hearing**

Approval of Revisions to the Payroll Specialist Job Specification

Ms. Green-Johnson reviewed the item. She advised that the Payroll Specialist job specification was last updated in April 2011. The update is necessary to reflect the evolving needs of the Agency. The revised specification aims to ensure accuracy in the duties and responsibilities assigned to the role. The Policy Council approved the revised job specification for the Payroll Specialist classification at its meeting on August 26, 2025.

Mr. Desmond opened the public hearing at 8:15 a.m.

There were no public comments.

Mr. Desmond closed the public hearing at 8:17 a.m.

Moved/Vang, second/Kennedy, to approve the revised job specification for the Payroll Specialist classification.

Roll call vote:

Aye: 3 (Desmond, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

## **B. Workforce Development Department**

General/Discretionary:

1. Ratification of the Submission of an Application to the Employment Development Department for Industry-driven Skills Training Fund Grant Program, and Authorize the Executive Director to Execute the Agreement, Any Other Documents Required by the Funding Source, and Enter into Subcontracts with Service Providers

Ms. Davis-Jaffe reviewed the item. She advised that the Industry-Driven Skills Training Fund Grant aims to address critical workforce needs for in-demand skilled trade careers and in high-growth and emerging industries, in support of Executive Order 14278, preparing Americans for High-Paying Skilled Trade Jobs of the Future, and America's AI Action Plan.

SETA submitted an application to EDD for funding from the recently released DOL TEGL 02-25-Industry-Driven Skills Training Fund Grant in the amount of \$1,200,000 to serve 216 incumbent workers. SETA presented a model targeting advanced manufacturing and semiconductor employers to train and retain both new and incumbent workers in high-growth manufacturing sectors. The program provides employer reimbursement for training and will serve 216 incumbent workers with on-the-job skills upgrading, occupational certifications, and advancement opportunities.

Moved/Kennedy, second/Vang, to approve the submission of an application to the EDD for the Industry-Driven Skills Training Fund Grant, and authorize the Executive Director to execute the agreement, any other documents required by the funding source, and enter into subcontracts with service providers and employers.

Roll call vote:

Aye: 3 (Desmond, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

One Stop Services: No items

Community Services Block Grant: No items

Refugee Services:

2. Approval of Funding Extension Recommendations for Refugee Support Services (RSS) and RSS Set-aside Programs, and Additional Support Services, Program Year (PY) 2025-2026

Ms. O’Camb reviewed the item. She advised that current providers of RSS and RSS Set-aside services were secured under delegate agreements by SETA through a Request for Proposals (RFP) process for a three-year funding period that began October 1, 2023, and ends September 30, 2026. The RFP and delegate agreements permit extensions for up to two additional years. This item recommends extending delegate agreements for one last additional year, beginning October 1, 2025.

The RSS amounts that were provided in the packet will be covered by utilizing SETA’s Federal Fiscal Year (FFY) 2023 and 2024 carryover funds. RSS carryover funds will also cover SETA’s administration costs for this year. The RSS Set-aside amount will be funded through FFY 2024 carryover and a portion of SETA’s FFY 2025 funds.

Staff recommends extending the current Refugee Program provider delegate agreements for one additional year in the total amount of \$11,057,518 to serve 3,012 refugees under RSS, and \$100,000 to serve 100 older refugees under RSS Set-aside. An additional \$51,204 in RSS funding is recommended for “additional” support services, such as housing and utility supports, to refugees enrolled in an employment program activity.

Funding extension recommendations are based on a provider’s total performance score ranking. All providers achieved Rank 1 and are therefore recommended for funding at the same levels as the current program year. These levels are at or below maximum amounts requested by providers in their year-one budget proposals.

All RSS and RSS Set-aside funding is subject to year-end program performance and fiscal reviews. Providers that do not meet year-end performance goals, or do not receive satisfactory fiscal reviews, may be subject to the de-obligation of funds.

Moved/Desmond, second/Vang, to approve the funding extensions for the RSS and RSS Set-aside programs, and the recommended funding for “additional” support services for PY 2025-2026, and the following funding stipulations:

- PY 2025-2026 funding will be subject to satisfactory year-end program performance and fiscal reviews.
- 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.
- VESL/ES, ES Stand Alone, VESL/ES, and ELL Workforce Navigator service providers must allocate a minimum of five percent of their awards for supportive services. This is in addition to the housing and utilities support provided under the “additional” support service funding.
- 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, 2025, through September 30, 2026.

- Participants receiving Match Grant employment services through World Relief or Lao Family Community Development are ineligible to participate in RSS-funded employment programs until all Match Grant services have been fully exhausted.

Roll call vote:

Aye: 3 (Desmond, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

3. Approval to Extend Agreements with the Refugee Program Service Providers Under RSS Housing Assistance to Ukrainians (HAU) Grant, and Reallocate Funds Based on Service and Expenditure Levels

Ms. O’Camb reviewed the item and advised that it seeks the Board’s approval to extend agreements with Refugee Social Services (RSS) providers under the Housing Assistance for Ukrainians (HAU) grant. This extension will last until June 30, 2026, allowing additional time for the full expenditure of funds. The funding supports housing and utility assistance for eligible Ukrainian and non-Ukrainian arrivals who have been displaced due to the war in Ukraine. To access HAU support, participation in an RSS-funded program is required. Eligibility will be limited to those who were enrolled in an RSS-funded program by December 2025 and are already receiving housing assistance.

Additionally, SETA seeks approval to reallocate funding among the providers based on their service delivery and expenditure levels through July 2025. This request is in accordance with a letter from the California Health and Human Services Agency’s Department of Social Services Refugee Programs Bureau, which authorizes the reallocation of funding among existing HAU program providers to ensure seamless and uninterrupted access to services.

Mr. Desmond requested resources to help eligible individuals remain in the program and continue receiving assistance, including timely renewals of their immigration status and address.

Moved/Kennedy, second/Vang, to approve the extension of the HAU grant agreements with RSS employment program providers and approve the reallocation of HAU funds, and the following stipulations:

- The extension of HAU agreements and the reallocation of funds are contingent upon the Refugee Program Bureau (RPB) issuing an erratum to the Refugee County Letter (RCL), formally extending the HAU grant period.
- Providers must maintain their status as recipients of RSS employment program funding to remain eligible for the HAU program funding.

Roll call vote:

Aye: 3 (Desmond, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

**C. Children And Family Services Department:**

1. Approval of One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families (Karen Griffith)

Ms. Griffith reviewed the item. She advised that this agenda item provides an opportunity for the Policy Council to approve the application for one-time Program Improvement funds. The Office of Head Start has announced the availability of funds to promote nutrition services and healthy eating for enrolled children and families. Funds can be used in the following categories:

1. Food Service Upgrades
2. Materials, Supplies, and Equipment
3. Nutrition Education Resources
4. Non-recurring Personnel Fees

SETA, along with the Sacramento City Unified School District (USD) and San Juan USD, requested a total of \$1,188,480 in funding.

Moved/Desmond, second/Kennedy, to approve SETA's application of One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families.

Roll call vote:

Aye: 3 (Desmond, Kennedy, Vang)

Nay: 0

Abstention: 0

Absent: 1 (Guerra)

**III. INFORMATION ITEMS:**

- A. Fiscal Monitoring Reports: No questions
- B. Employer Success Stories and Activity Report: No questions
- C. Dislocated Worker Update: No questions
- D. Unemployment Update/Press Release from Employment Development Department: No questions
- E. Head Start Reports: No questions

**IV. PUBLIC COMMENTS RELATING TO MATTERS NOT ON THE POSTED AGENDA: None**

**V. REPORTS TO THE BOARD:**

- A. Chair: No report
- B. Executive Director: No report
- C. Deputy Directors: No report
- D. Counsel: No report
- E. Members of the Board:  
Mr. Kennedy requested information from Counsel regarding various scenarios for the appointment of a Public Representative to the SETA Governing Board to be provided at the next meeting.

**VI. ADJOURNMENT: The meeting adjourned at 8:34 a.m.**

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

## **COMMITTEE REPORTS ITEM IV**

- Executive Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Budget/Planning Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Parent Ambassador Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Social/Hospitality Committee: Ms. Le Andra Jones-Villalta

NOTES:

- Personnel/Bylaws Committee: Ms. Le Andra Jones-Villalta

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)**

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### **D. Head Start Managers**

- ✓ Betsy Uda – Safe Environments, Facilities, Licensing, and Food Services
- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
- ✓ Veronica Jones – Health, Nutrition, Quality Assurances, and Data Systems
- ✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services

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:



# Seta Head Start

## Food Service Operations Monthly Report

### \*September, 2025

9/25/25 - Homebase had a field trip to Safetyville, we prepared 80 sack lunches.

9/26/25 - Homebase had a field trip to Swanston Park we prepped 150 sack lunches.

	Lunch	PM Snack	Breakfast	Field Trips
	35,054	32,524	34,004	2
Total Amount of Meals and Snacks Prepared				101,812
Purchases:				
Food	\$118,833.29			
Non - Food	\$12,890.08			
Building Maintenance and Repair:			\$0.00	
Janitorial & Restroom Supplies:			\$0.00	
Kitchen Small Wares and Equipment:			\$0.00	
Vehicle Maintenance and Repair:			\$1,068.59	
Vehicle Gas / Fuel:			\$1,962.23	
Normal Delivery Days			21	

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

Breana.ware@seta.net

**September 2025**

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
<b>SETA operated</b>	1364	125	9%	739	125	17%
<b>Twin Rivers USD</b>	156	30	19%	56	5	9%
<b>Elk Grove USD</b>	440	42	10%	NA	NA	NA
<b>Sac City USD</b>	676	70	10%	16	2	13%
<b>San Juan USD</b>	712	58	8%	96	3	3%
<b>WCIC</b>	100	0	0%	NA	NA	NA
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>325</b>	<b>9%</b>	<b>907</b>	<b>135</b>	<b>15%</b>

**\*\*NO REPORT RECEIVED**  
*AFE: Annual Funded Enrollment*

**Sacramento County Head Start/Early Head Start  
Monthly Enrollment Report  
September 2025**

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (09/30/25)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
Elk Grove USD	423	369	0	87%	+13%
Sacramento City USD	592	598	0	101%	+12%
San Juan USD	640	618	0	97%	+7%
SETA	1260	1225	0	97%	+13%
Twin Rivers USD	148	144	0	97%	+15%
WCIC/Playmate	85	85	0	100%	0%
<b>Total</b>	<b>3148</b>	<b>3039</b>	<b>0</b>	<b>97%</b>	<b>+12%</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (09/30/25)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
San Juan USD	166	164	0	99%	+3%
SETA	746	778	0	104%	+5%
Twin Rivers USD	52	50	0	96%	+2%
SCUSD	24	24	0	100%	+2%
<b>Total</b>	<b>988</b>	<b>1016</b>	<b>0</b>	<b>103%</b>	<b>+5%</b>

- (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.  
(e) Total Funded Enrollment during summer months.

## **Reasons for Program Under Enrollment**

### ***Elk Grove USD***

- One major reason for under enrollment is due to the increase of 4-year old's attending TK, as every school in our district now has at least one TK on campus. As a result, leaving predominantly 3-year-olds available to our program.

### ***Sacramento City USD***

- Income eligibility guidelines continue to be a barrier, in many cases, families that are contacted require income waivers.
- Family engagement also plays a role, parents face barriers such as work schedules, transportation, or language barriers, which has made it difficult to connect with them and complete the enrollment process.
- In several locations, waiting lists have been fully exhausted, leaving no immediate pool of eligible families to backfill open slots.

### ***San Juan USD***

- San Juan Unified School District continues to face challenges with vacancies in the following positions: 2 Teachers, 6 Paraeducator

### ***SETA***

- A total of 1 site, Mirasol Villa, is pending their license for EHS and HS classrooms - totaling 28 enrollment slots.
- Families have options of services with the increased availability of Transitional Kindergarten (TK) programs with longer hours and fewer income eligibility requirements.

### ***Twin Rivers USD***

- Twin Rivers Unified School District has vacancies in the following positions that support classroom ratio, or enrollment: ERSEA Content Specialist, home visitor on leave.

### ***WCIC/Playmate***

- WCIC is now open for services with an enrollment percentage at 100%.

## **Strategies/Action Step(s) for Under Enrollment**

### ***Elk Grove USD***

- Attending back-to-school night at surrounding campuses to pass out fliers, having the schools announce sign-ups for preschool in the school newsletters, going to community events on the weekend to pass out fliers and have a booth with activities and interest forms
- We have made programmatic changes to support by shifting classes and increasing enrollment. Additionally, closure of classes in two sites helped fill vacancies in other locations.

### ***Sacramento City USD***

- Recruitment has been enhanced through expanded partnerships with key community organizations, including Family Resource Centers, Native Health Centers, Child Protective Services, Citadel Corsp, and the Department of Human Assistance. These collaborations support referral pathways and increase program visibility among eligible families.
- A structured and consistent follow-up process has been implemented for families on the waiting list. Staff conduct scheduled outreach via phone, text, and email with support steps including reminder calls, assistance with form completion, and intake coordination.

### ***San Juan USD***

- AFST position has been filled.
- New Eligibility online form format and system allows for much faster processing time. All PEL's are up to date.
- School Community workers continue to target areas that are identified by enrollment data and recruitment flyers in 5 languages are distributed to schools, community agencies, and business in the surrounding areas.

### ***SETA***

- SETA conducted two enrollment events for families who were on the waiting and inquiry list. This led to increased enrollment in underenrolled sites and in our home base programs.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Galt Market, Fun Fair, Rio Linda County Faire, and Literacy is Key.

### ***Twin Rivers USD***

- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. Early Head Start children who will age out in the coming months have started the transition process for Head Start.
- The ERSEA team recruited at the following communities: Cali 175<sup>th</sup> Birthday Block Party Event, the Sacramento Capitol, Family Story time, Celebrate North Highlands, and Crocker Art Museum.

### ***WCIC/Playmate***

- Staff actively distribute flyers and recruited children from Next Move Homeless Services Shelter located on Parker Avenue.