

Thought of the Day:

“Freedom is never really won. You earn it and win it in every generation.”

Author: Coretta Scott King

AGENDA

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

Tuesday August 27, 2024 9:00 a.m.

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

PUBLIC COMMENT PROCEDURES

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

In-Person Public Comment

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

Accommodations

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

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

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

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

➤ PC Meeting Attendance Update

I.	PRESENTATION: Strategic Planning Updates (Dalberg)	
II.	CONSENT ITEMS:	
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VI.	OTHER REPORTS:	39-45
	A. Executive Director – Ms. Anita Maldonado	
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	✓ Monthly Head Start Report	
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	✓ PC Recruitment	
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	✓ Lisa Carr – Family Engagement, Home Base, and ERSEA Services	

- ✓ Megan Lamb – School Readiness, Special Education, and Mental Health Services
 - ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurances and On-going Monitoring
 - ✓ Betsy Uda – Safe Environments, Facilities, and Licensing
- E. Open Discussion and Comments
- F. Public Participation

VI. ADJOURNMENT

DISTRIBUTION DATE: Tuesday, August 20, 2024

Policy Council meeting hosted by:
Fienishia Wash (Chair), Graciela Garduno (Vice Chair),
Maryum Sami (Secretary), and Aterious Cuffee (Treasurer)

ROLL CALL

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

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

Members to be Seated:

-

Seats Vacant:

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

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

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

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

BOARD MEMBER	SITE	11/28	12/19*	1/23	2/23*	3/26	4/23	5/28	6/25	7/23	8/27	9/24	10/22	11/26
Vacant Seated	PP-FP													
Vacant Seated	WCIC													
Vacant Seated	WCIC													
A. Cuffee Seated: 2/23	SOP			E	X	E	X	U	X	X				
Vacant Seated	PP													
M. Sami Seated: 2/23	SOP			E	X	X	X	X	E	X				
A. Mejia Seated 1/23	SAC			X	E	X	X	X	U	E				
G. Garduno Seated 11/28	SJ/EHS	X	X	X	X	X	X	E	U	X				
Vacant Seated	ELK													
Vacant Seated	ELK													
Vacant Seated	HB													
Vacant Seated	SJ													
K. Ouadrhiri Seated: 5/28	SJ							X	X	X				
L. Quinones-Neri R 7/29/24	CAR	X	X	X	E	X	X	X	U	U				
D. Cummings Seated 11/28	CAR	X	X	X	X	X	X	X	X	X				
Vacant Seated	TR													
F. Wash Seated 11/28	OC	X	X	X	X	X	X	X	X	X				
L. Jones-Villalta Seated: 1/23	SOP			X	X	X	X	X	X	X				
Vacant Seated	PAR													
Vacant Seated	PP-GP													

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CAR	Community Agency Representative
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FPR	Foster Parent Representative
GPR	Grandparent Representative
HB	Home based Option
OGC	Outgoing Chair
PAR	Parent Ambassador Representative
PPR	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

X: Present

E: Excused

R: Resigned

U: Unexcused Absence

S/B/S: Should be Seated

H: Holiday

HS: Holding Seat

AP: Alternate Present

E/PCB: Excused, Policy Council Business

E/PCB: Excused, Policy Committee Business

RS: Reseat

* Special Meeting

Current a/o 8/15/2024

CONSENT ITEM II-A

Approval of the Minutes of the July 23, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the July 23, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the July 23, 2024 regular meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

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

Tuesday July 23, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Wash called the meeting to order at 9:04 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Fienishia Wash, Outgoing Chair
Debra Cummings, Community Agency Representative
Le Andra Jones-Villalta, SETA-Operated Program
Khalid Ouadrhiri, San Juan Unified School District
Aterious Cuffee, SETA-Operated Program
Maryum Sami, SETA-Operated Program
Graciela Garduno, Vice Chair, EHS San Juan Unified School District

New Members Seated Present: None

New Members to be Seated but Absent: None

Members Absent:

Angelina Mejia, Sac City Unified School District (*excused*)
Laura Quinones-Neri, Community Agency Representative (*unexcused*)

I. CONSENT ITEM:

A. Approval of the Minutes of the June 25, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Garduno, second/Sami, to approve the June 25, 2024, minutes as distributed.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

II. ACTION ITEMS:

A. Approval to Accept Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program Year 2024-2025

Mr. Griffith advised that on April 24, 2024, the Office of Head Start notified that SETA would receive a 2.35% (\$448,627 to Early Head Start and \$1,197,402 to Head Start) cost-of-living adjustment (COLA) for Program Year 2024-2025 with instructions that it must be applied towards an increase to the pay scale of Head Start and Early Head Start staff, including vacant positions. These funds are permanent increases effective at the start of the Fiscal Year 2024 budget period and are retroactive if this period has already commenced. The Delegate Agencies are to receive a 2.35% COLA allocation and apply toward pay increases as well.

Moved/Sami, second/Ouadrhiri, to approve the acceptance of the Cost-of-Living Adjustment (COLA) in the amount of \$448,627 to Early Head Start and \$1,197,402 to Head Start to the base grant for Program Year 2024-2025.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

B. A Resolution for the 2022-2025 Labor Agreements Covering the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit

Mr. Richardson, on behalf of Ms. Saurbourne, reviewed the item. He advised that agreement was reached on June 14, 2024, ratified on July 15 and July 16, 2024, with the three bargaining units represented by AFSCME, including the Head Start Unit, the Clerical, Technical and Analytical Unit, and the Supervisory Unit. This agreement included salary increase and benefits as follows:

- A. Effective August 1, 2024, the salary schedule for all represented classifications shall increase by four percent (4%); and
- B. Effective Pay Period 19 (8/18/24-8/31/24), the Agency health insurance contribution for employee only will increase by seventy-five dollars (\$75.00) per month from \$725.00 to \$800.00 and the family contribution will increase by fifty dollars (\$50.00) from \$1,520.00 to \$1,570.00.

Only a few employees have family health insurance through SETA, so the decision was made to increase employee only Agency health insurance contributions more to benefit a greater number of employees.

Moved/Sami, second/Cuffee, to approve the Resolution and the negotiated salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

C. Approval of the Personnel Resolution Covering Unrepresented Confidential and Management

Mr. Richardson, on behalf of Ms. Saurbourne, reviewed the item. He advised that the salary increase and benefits terms are the same as listed above. However, this time, the item covers Unrepresented Confidential and Management employees who are not union members to ensure that all SETA employees get the same salary and benefits increases.

Moved/Garduno, second/Cuffee, to approve the Personnel Resolution covering unrepresented employees providing for salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

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

There were no nominations at this time.

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

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

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

Ms. Cuffee nominated Mr. Ouadrhiri. Mr. Ouadrhiri declined the nomination.

There were no other nominations at this time.

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

Roll call vote:

Aye: 6 (Cuffee, Cummings, Garduno, Sami, Jones-Villalta, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Mejia, Quinones-Neri)

III. INFORMATION ITEMS:

A. Standing Information Items

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Han reviewed the combined PC fiscal report for the eleventh month, which ended June 30, in the 2023-2024 program year. The total year-to-date countywide expenses are at 78.0%, below the 91.67% needed to be on track. The Non-Federal

Share Year-to-Date expenditures are at 30.1%, above the required 25.0%. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. SETA awaits approval on the No-Cost Extension submitted, allowing an additional twelve months to complete planned projects and purchase. The SETA Operated Programs Expenditures report was reviewed. Most line items are on pace. The American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted.

Mr. Han advised that discussions continue regarding making Toastmasters available to parents. More information will be provided at the future meetings.

- Health Service Advisory Committee (HSAC) Report
Ms. Wash advised that the next HSAC meeting will be held today, July 23, 2024, at 1:00 p.m., via Zoom. The report will be provided at the next meeting.
- Community Resources
Ms. Sami reviewed the community resources provided in the packet.

B. SETA's Recruitment Update

Ms. Green-Johnson has reviewed the recruitment data provided in the agenda packet as backup information. The data pertains to the period from June 7 through July 11, 2024.

In response to Ms. Jones-Villalta's question, Ms. Griffith advised that the Associate Teacher's hiring exam is on foundational child development questions. SETA maintains longstanding partnerships with California State University, Sacramento (CSUS), the Child Development Department, and other educational institutions in recruiting teaching staff.

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, July 29, 2024 at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meeting will be held on Tuesday, August 13, 2024, at 1:00 p.m. at the SETA Administrative building.
- Parent Ambassador Committee
The next meeting will be held on Friday, August 2, 2024, at 11:00 a.m., at the SETA Administrative building.
- Social/Hospitality Committee
The next meeting will be held on Tuesday, August 13, 2024, at 10:00 a.m., at the SETA Administrative building.
- Personnel/Bylaws Committee
This meeting's date and time are to be determined.

V. OTHER REPORTS:

A. Executive Director

Ms. Maldonado advised that SETA has taken the interviews for the Public Information

Officer position. She thanked Ms. Jones-Villalta for serving on that hiring panel. The final interviews will be held tomorrow between 1:00 p.m. and 4:00 p.m.

Ms. Maldonado reminded the Board that Dalberg Consultants will present the updates on the SETA strategic planning progress on August 27, 2024.

Ms. Maldonado introduced the new Executive Coordinator, Ms. Tawanda Mitchell, who started yesterday and provided her background highlights.

B. Head Start Deputy Director:

Ms. Griffith provided an update on SETA's progress with the Corrective Action Plan following the Risk Assessment Notification (RAN) from the Office of Head Start a few months ago. SETA plans to offer additional coaching and support to the Delegate Agencies as part of the countywide effort. In August, a revamped Safety and Supervision training will be presented to all SETA field staff and teacher substitutes during the mandatory pre-service training week. Delegate Agencies are also required to provide updated Safety and Supervision training during their pre-service training week.

Ms. Griffith mentioned that SETA has hired three Program Specialists to serve as Delegate liaisons. She expressed gratitude to Mr. Ouadrhiri for participating in the hiring process. All three Program Specialists hired are internal staff members with over twenty years of experience in Head Start.

Ms. Griffith also shared an enrollment report on behalf of Ms. Lisa Carr. She mentioned that July 23 is the last day of school for children leaving for kindergarten. SETA has children on waiting lists to fill the vacancies and aims to achieve full enrollment. SETA is also providing ongoing support to Delegate Agencies in their enrollment efforts.

Furthermore, Ms. Griffith informed the Board about a letter sent to all the Delegate Directors emphasizing the importance of Safety and Supervision, full enrollment, and monitoring oversight. The letter also indicated that SETA will resume pre-pandemic holding of funds for programs that are not fully enrolled.

Finally, Ms. Jones-Villalta requested a presentation from the new Program Specialists to the Board once they have settled into their new roles.

C. Chair:

Ms. Wash advised the Board that parent participation in the hiring processes is needed on July 24, July 25, August 1, and August 8 for the following positions: Associate Teacher/Infant Toddler, Lead Teacher/Infant Toddler, Family Service Worker, and Intervention Specialist. She encouraged members to participate.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: No report
Ms. Karen Griffith provided a report on behalf of Ms. Carr under the Head Start Deputy Director's report.
- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:
Ms. Lamb advised that four Teachers on Special Assignments (TOSAs) continue to provide strength-based in person support to the SETA teaching staff and Delegate Agencies. The Delegate Agencies are now required to schedule at least five

coaching sessions with TOSAs.

Ms. Lamb has also mentioned that zoning in the classrooms has been standardized to ensure that all classroom space is accounted for and to reduce lapses in supervision by being more proactive in addressing unsafe situations. The staff will receive training during the upcoming pre-service week and on an ongoing basis.

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

Ms. Ocegueda reported that SETA is increasing its partnership with Elica Health Centers to provide medical care for children, staff, and parents with or without medical insurance. SETA plans to start providing services in the new program year. Some SETA centers already have Elica mobile vans on-site to provide needed care. Services are also available to all nearby families. More information will be provided to the Board in the near future.

Ms. Ocegueda also advised that the countywide calendar for virtual Health Education Sessions for parents, caretakers, and family members will be released shortly. The sessions will cover various topics such as nutrition, oral and mental health, summer safety, and others. She urged members to help spread the word and increase parent participation in these webinars.

Ms. Ocegueda advised that the yearly calendar for Delegate agencies will be released shortly. It will include scheduled webinars to help Delegate Agencies collect health data and communicate with parents on health-related topics and program requirements.

Ms. Ocegueda underscored the vital role of the Board members in advocating for health screenings. She urged them to share their personal stories and request any necessary information to help other parents in the program understand the importance of health screenings.

Ms. Jones-Villalta inquired about the possibility of obtaining a lead testing kit for home use. Ms. Ocegueda reassured that SETA is committed to making health resources easily accessible, and a lead testing kit would be provided upon request.

Mr. Ouadrhiri suggested increasing the use of social media to promote the importance of health screenings.

- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:

Ms. Uda informed the Board that SETA is required by licensing to test the water at the centers for lead every five years. Upon testing, any faucets and water fountains displaying hazardous lead levels were replaced and re-tested. If water samples still showed high levels of lead, the water was no longer used for drinking.

The SETA Facilities team, which includes a certified playground specialist, inspected the WCIC playground structure to assess its safety. The playground was determined to be safe.

Ms. Uda also mentioned that she is working on revising the training for the pre-service mandatory week in August, specifically focusing on a more in-depth

exploration of children's personal rights and mandatory reporting requirements. She emphasized the importance of developing close relationships with families to better support and guide parents in their time of need.

E. Open Discussion and Comments:

Ms. Cuffee expressed her enthusiasm for the upcoming field visit to the Sacramento Zoo.

F. Public Participation: None

VI. ADJOURNMENT: The meeting adjourned at 10:32 a.m.

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

ACTION ITEM III-A

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

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

Presenter: Bevan Richardson

RECOMMENDATION:

Open a public hearing, take public testimony, and take action to close the public hearing and approve the addition to the SETA Policies and Procedures Section 9.23 Anniversary Recognition Program.

BACKGROUND:

The SETA Personnel Policies and Procedures provide direction to staff and periodically need to be updated in response to changes in laws, regulations, and the work environment.

SETA values the hard work and commitment by Agency staff. In order to recognize this commitment, staff will receive additional Paid Leave hours every five (5) years based on landmark achievements in longevity. Additionally, staff will receive a lapel pin indicating their years of service at the specified milestones and will continue to be offered the opportunity for acknowledgement by the Agency's Governing Board upon reaching 20 years of service and every five (5) years thereafter.

The SETA Governing Board will be set to approve the policy on September 6, 2024.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

Anniversary Recognition Program

Section 9.23

The Agency Anniversary Recognition program is intended to show appreciation to all regular staff who have reached significant milestones in terms of service to the Agency. While this is intended as an ongoing benefit, just as all Agency budget line items, it is subject to funding capacity and grant approval processes.

- A. Effective on the first pay period after their five (5) year anniversary of Agency service and every five (5) years after that, employees shall receive Anniversary leave in an amount that coincides with their years of service as follows:

Years of Service	Leave Hours
5	4
10	8
15	12
20	16
25	20
30	24
35	28
40	32

- B. The following terms shall apply to the use of Appreciation Leave:
1. Anniversary leave requests shall be submitted to the supervisor and approved prior to use of the time.
 2. Anniversary leave time may be used in increments of less than a full day.
 3. Employees shall have one year from the date of receipt to utilize the leave.
 4. Anniversary leave time which is not used within a year may not be cashed out. If the employee was unable to use such leave due to unforeseen circumstances such as, but not limited to, leave of absence, prolonged illness or injury, and/or scheduling problems created by business needs, the leave balance may be carried over with the approval of the Executive Director (or Approving Authority).

- C. Employees who reach twenty (20) years of service and every five (5) years after that will have the option to be recognized by the Governing Board during their monthly meeting. Employees who will be reaching these milestones will be notified at the start of the month of their anniversary and will be given the option to be acknowledged by the Board at the next scheduled Board meeting.
 - a. This acknowledgement may be postponed in the event in-person Board meetings are discontinued for any reason.
- D. Employees who reach one (1) year of service and then at five (5) years and every five (5) years beyond will also receive a “Years of Service” lapel pin to recognize their achievement.
- E. Employees who leave the Agency and later return to Agency employment shall have their Anniversary leave eligibility based on their rehire date.

ACTION ITEM III-B

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

RECOMMENDATION:

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

BACKGROUND:

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

SECTION 2: B. Community Representatives

Additional PC members shall include:

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

Available applications will be distributed at the board meeting.

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM III-C
Election of Policy Council Parliamentarian for Program Year 2023-2024

RECOMMENDATION:

That the Policy Council elect a Parliamentarian.

BACKGROUND:

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

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

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

SECTION 3: Duties of Officers

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

- C. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, **discuss motions, or vote.**

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM IV-A

Standing Information

BACKGROUND:

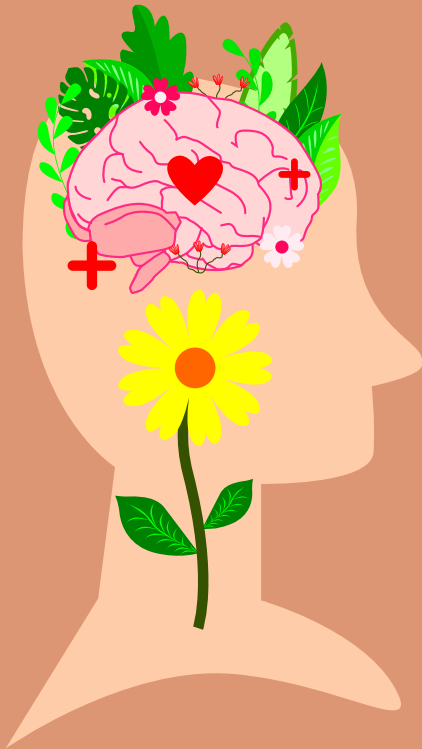
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 - SETA Health Education Sessions Monthly Schedule
 - Society of St. Vincent De Paul Sacramento Person-to-Person Assistance
 - Relief for Energy Assistance through Community Help

NOTES:

HEALTH EDUCATION SESSIONS

MONTHLY SCHEDULE
AUG. 2024-JULY 2025

PARENTS, CARETAKERS, FAMILY



27-AUG-2024: LANGUAGE & HEARING

24-SEP-2024: SCREEN TIME & SLEEP QUALITY

29-OCT-2024: SUGAR & SWEETS

26-NOV-2024: HOLIDAYS - REDUCE STRESS

16-DEC-2024: NUTRITION - FEEDING CUES & PREGNANCY

28-JAN-2025: VIRUS VS. BACTERIA & ANTIBIOTICS

25-FEB-2025: ORAL HEALTH & PERSONAL HYGIENE

25-MAR-2025: MENTAL HEALTH

29-APR-2025: DIETARY LIFESTYLES & DEFINITIONS

27-MAY-2025: EXERCISE & MOVEMENT

24-JUN-2025: SUMMER SAFETY

29-JUL-2025: RESOURCES & INDOOR ACTIVITIES



9:30A - 10:30A

JOIN ZOOM MEETING

[HTTPS://US02WEB.ZOOM.US/J/87873690296?PWD=99WPIXNWVPPA9E9AXZAFBBD0GPGJP.1](https://us02web.zoom.us/j/87873690296?pwd=99WPIXNWVPPA9E9AXZAFBBD0GPGJP.1)

Relief for Energy Assistance through Community Help (REACH)



Get Help with a Past Due Energy Bill

The Relief for Energy Assistance through Community Help (REACH) program is administered by the Dollar Energy Fund. The program applies payments directly to the past-due utility bills of eligible households. In 2024, PG&E contributed \$55 million to support Dollar Energy Fund and expand the REACH program. More customers are now eligible for payment assistance, **and benefit levels have increased as of July, 2024.**

REACH currently offers two types of relief. You may qualify for one of these programs depending on your household income.

dollarenergy.org



NEED HELP?

HELPLINE Call or Email

916.572.7553
svdpsachelp@gmail.com

Messages are checked Monday through Friday. Your call will be referred to the nearest local conference volunteer who can respond to your request. Responses usually occur within 24 to 48 hours.

Person-to-Person Assistance with:



SERVING OUR NEIGHBORS IN:

Amador County, Auburn, Benicia, Burney, Carmichael, Chico, Citrus Heights, Davis, Dixon, Dunsmuir, Elk Grove, Esparto, Fair Oaks, Fairfield, Folsom, Fort Jones, Gridley, Lincoln, Marysville, Mt. Shasta, North Highlands, Orangevale, Paradise, Rancho Cordova, Redding, Rio Visto, Roseville, Sacramento, Vacaville, Vallejo, Weed, West Sacramento, Winters, Yuba City

**St. Vincent de Paul conducts its work while maintaining confidentiality and the dignity of those served.*

www.svdpsacramento.org



INFORMATION ITEM IV-B
SETA's Recruitment Update

BACKGROUND:

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

NOTES:

INFORMATION ITEM IV-C
SETA Governing Board Minutes

BACKGROUND:

Attached for your information is a copy of the most recent minutes of the SETA Governing Board.

Staff will be available to answer questions.

NOTES:

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
GOVERNING BOARD
Regular Meeting**

Thursday June 6, 2024 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Ms. Vang called the meeting to order at 10:04 a.m. The roll was called and a quorum was established.

Members Present:

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

Members Absent:

Rich Desmond, Member, Board of Supervisors

Recognition of Long-term Employees:

Raquel (Kelly) Howard, Dispatch Clerk (20 years of service)
Ms. Patricia Marshall congratulated Ms. Howard on her 20 years at SETA and provided background highlights.

The Board congratulated Ms. Howard and expressed their gratitude for her service.

I. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

Closed Session was entered at 10:10 a.m. Returned from Closed Session at 10:33 a.m.

There was nothing to report out.

II. CONSENT ITEMS:

A. Approval of Minutes of the April 25, 2024 Special Board Meeting

B. Approval of Claims and Warrants

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

A. Approval of Minutes of the April 25, 2024 Special Board Meeting

B. Approval of Claims and Warrants

Roll call vote:

Aye: 4 (Vang, Kennedy, Guerra, Scherman)
Nay: 0
Abstention: 0
Absent: 1 (Desmond)

III. ACTION ITEMS:

A. General Administration/SETA

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

Approval of Revisions to the Public Information Officer Job Specification

Mr. Richardson introduced himself and stated that the Public Information Officer job specification was last updated in July 1992. As part of the strategic planning initiative and in an effort to recruit for this position, Mr. Richardson advised that the job specification needs to be updated to ensure it complies with federal and state regulations, clarifies employment standards and required qualifications, and accounts for advances in technology/media.

Ms. Vang welcomed the initiative and was glad that SETA is moving toward hiring a Public Information Officer in the near future.

Ms. Vang opened the public hearing at 10:36 a.m.

There were no public comments on this item.

Ms. Vang closed the public hearing at 10:36 a.m.

Moved/Guerra, second/Scherman, to approve the revised job specification for the Public Information Officer classification.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

5. Approval of Sacramento Employment and Training Agency Recommended Budget for Fiscal Year 2024-2025

Mr. Maslac introduced himself and reviewed the item. He advised that under applicable procedures outlined in the California Government Code, the SETA Governing Board is required to approve a Recommended Budget prior to June 30th of each year, with the adoption of the Final Agency Budget occurring no later than October 2nd of each fiscal year. The Recommended Budget, once approved by the Governing Board, provides authority to operate in the new fiscal year until the adoption of a Final Budget for that fiscal year. He noted that the 2024-2025 total budget is \$141,359,569, a year-over-year increase of about \$13.8M. Mr. Maslac elaborated on other Recommended Budget details that were provided to Board members under separate cover. Lastly, he advised the Board that the Recommended Budget does not include about \$1.6M in Cost-of-Living Adjustment (COLA) funds received from the Administration for Children and Family Services. This will be included in the final budget and presented at the Board's August

meeting, at which time the COLA negotiations with the union should have concluded.

Moved/Scherman, second/Guerra, to approve the Recommended Budget and direct staff to print the Recommended Budget and make it available to the public; schedule a Public Hearing on the Final Budget; and direct staff to post and publish notice of that Public Hearing on the Final Budget to commence on August 1, 2024 at 10:00 a.m. or as soon thereafter as is practicable in the Governing Board meeting room at 925 Del Paso Boulevard, Sacramento, California.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

6. Approval of Appointments to the Sacramento Works, Inc. Board

Mr. Kim advised that this item seeks the Board approval to appoint the following three individuals to the Sacramento Works, Inc. Board:

- Kim Gusman, CEO/President California Employers Association
- Jeff Richard, Deputy Division Chief California Employment Development Department
- Sara Miles, Workforce Development Director UFCW Western States Council

Moved/Guerra, second/Scherman, to appoint Ms. Kim Gusman, Mr. Jeff Richard, and Ms. Sara Miles to the Sacramento Works, Inc. Board.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

B. Workforce Development Department

General/Discretionary: No Items

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board to Approve the Funding Extension Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title 1, Youth Program, Program Year 2024-2025

Ms. Mechals reviewed the item and provided the following updates:

- WIOA Youth Program, Program Year (PY) 2024-2025 allocation has been received with an increase of \$23,000;
- All WIOA Youth providers confirmed they will meet or exceed their enrollment goals.

Ms. Mechals reported that SETA feels confident with this recommendation moving forward and providing current providers with funding either at level funding or increasing their funding to serve more youth. Additionally, this funding recommendation includes 2024-

2025 Youth Voice Committee Initiatives to continue increasing youth voice within the Youth Committee in the upcoming program year.

Moved/Guerra, second/Kennedy, agree with the Sacramento Works, Inc. Board to approve the funding extension recommendations for the WIOA Title I, Youth Program, PY 2024-2025, with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance and final WIOA funding allocations.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

2. Agree with the Sacramento Works, Inc. Board to Approve the WIOA Resource Allocation Plan, Program Year 2024-2025

Mr. Kim reviewed the item. He advised that each year, the Sacramento Works, Inc. Board approves the WIOA Resource Allocation Plan (RAP), which determines allocations for different services and activities that comprise the job center system. This year, the WIOA Youth Program and Adult/Dislocated Programs received an increase of about \$274,000 combined.

Mr. Kim shared that a bill titled "A Stronger Workforce for America Act", which would reauthorize WIOA, passed the U.S. House of Representatives in early April and is under consideration by the U.S. Senate. This bill would require that a minimum of 50% of funds be used to provide training services, including employer-directed skills development and on-the-job training. In anticipation of new legislation, staff recommends an increase in the amount allocated to training services of \$500,000. The Sacramento Works, Inc. Board approved the recommended RAP at its May 22, 2024 meeting.

Moved/Kennedy, second/Scherman, agree with the Sacramento Works, Inc. Board to approve the WIOA Resource Allocation Plan, Program Year 2024-2025.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

3. Approval of WIOA Title I, Adult/Dislocated Worker Funding Recommendations, Program Year 2024-2025

Mr. Kim reviewed the item. He reminded the Board that at the March 7, 2024, meeting, the release of the Request for Proposals (RFP) for the WIOA, Title I, Adult/Dislocated Worker Services for program years 2024-2028 had been approved. SETA received ten (10) proposals requesting \$3,862,784. Over the past year, the system has seen a significant increase in customers, returning to pre-pandemic levels and reaching a total of nearly 40,000 customers in the Job Center network this year.

An evaluation team that included representatives from the City and County of Sacramento and SETA program and fiscal staff reviewed and scored each proposal. Based on the

evaluation results, proposals were ranked by score, and staff prepared the funding recommendations included in the packet.

Proposers in Rank 1 are recommended for full funding; proposers in Rank 2 are recommended for 95% of the amount requested; proposers in Rank 3 are recommended for 90% of the amount requested.

Mr. Kim stated that due to allocation increases and some identified cost savings, SETA is able to allocate almost an additional \$1M more than the former year.

Moved/Guerra, second/Scherman, to approve funding recommendations for the WIOA Title I, Adult/Dislocated Worker Program as indicated on the attached charts with the following stipulations:

1. Program Year 2024-2025 funding will be subject to satisfactory year-end program performance. Providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.
2. A minimum of 10% of customers must be served under individualized career and/or training services.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

Community Services Block Grant: No items

Refugee Services:

4. Approval to Augment Slavic Assistance Center, Inc. Under the Refugee Support Services Set-aside Grant for Services to Older Refugees, Program Year 2024-2025

Ms. O’Camb reviewed the item. She advised that on October 20, 2023, SETA received the final Refugee Social Services (RSS) Set-aside award notification from the California Department of Social Services, Refugee Programs Bureau. Actual funds available for allocation were \$19,510 higher than the estimated amount due to an increase in arrivals last year and some qualifying counties in the state declining the funding. Additionally, upon completion of the Federal Fiscal Year (FFY) 2023 closeout, \$64,959 in unspent funds were identified for possible allocation.

As a result, staff recommends an augmentation of \$50,000 in RSS Set-aside funding to Slavic Assistance Center, Inc. (SAC) to serve an additional fifty (50) older refugees this year based on the organization’s current operational capacity. The primary focus of this program is to assist older refugees through citizenship and naturalization processes. Other services include ensuring refugees are linked to mainstream senior services as well as providing information and referrals to other services and resources that assist with socialization and acculturation.

If approved, SAC’s new RSS Set-aside allocation will total \$150,000 to serve 150 older refugees by September 30, 2024.

Moved/Guerra, second/Kennedy, to approve the funding augmentation recommendation of \$50,000 in Refugee Social Services (RSS) Set-aside funds to Slavic Assistance Center,

Inc. (SAC) to serve an additional 50 older refugees that are 60 years of age or older this program year bringing SAC's total allocation to \$150,000 to serve a total of 150 older refugees.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

C. Children And Family Services Department:

1. Approval of Budget Modification No-Cost Extension for the American Rescue Plan Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds

Ms. Griffith reviewed the item and advised that it provides an opportunity to approve

- a budget modification (\$3,044,382),
- three (3) 1303 facilities applications (\$1,058,453), and
- a 12-month no-cost extension request (\$9,951,947) for the Head Start (HS) and Early Head Start (EHS) Basic and Training and Technical Assistance funds for the program year 2023-2024.

She stated that the Office of Head Start announced an opportunity to extend American Rescue Plan Funds and the Coronavirus Response and Relief Supplemental Appropriation Act Funds for another twelve months. SETA plans to use these funds mostly on projects in the contractual category with Delegate Agencies.

Moved/Kennedy, second/Scherman, to approve a Head Start/Early Head Start American Rescue Plan Act and Coronavirus Response and Relief Supplemental Appropriation Act grants 12 month no-cost extension request in the amount of \$1,945,312 and a budget modification in the amount of \$543,249 from Equipment, Supplies (EHS), Construction and Contractual to Personnel, Fringe, Supplies (HS) and Other cost categories.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

2. Approval of Budget Modification No-Cost Extension and 1303 Facilities Renovation and Repair Applications for the Program Year 2023-2024 Head Start and Early Head Start Basic and Training and Technical Assistance (T&TA) Funds

Ms. Griffith reviewed the item and advised that it provides an opportunity to approve

- a budget modification (\$3,044,382),
- three (3) 1303 facilities applications (\$1,058,453), and
- a 12-month no-cost extension request (\$9,951,947) for the Head Start and Early Head Start Basic and T&TA funds for the program year 2023-2024.

The funds are being repurposed from underspent funds to be used towards various items, including the SETA longevity pay program, outdoor major renovation (1303) projects at Northview Early Learning Center (ELC) (SETA), and multiple San Juan Unified School

District ELCs.

Moved/Scherman, second/Kennedy, to approve a Head Start/Early Head Start Basic and T&TA grants 12 month no-cost extension request in the amount of \$9,951,947, 1303 Facilities Applications in the amount of \$1,058,453 for San Juan USD sites and a budget modification in the amount of \$3,044,382 from Fringe Benefits, Equipment, Contractual and Other to Personnel, Travel and Construction.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Desmond)

IV. INFORMATION ITEMS:

A. Workforce Violence Prevention Plan (SB 553)

Mr. Richardson informed us that the state of California has recently passed Senate Bill 553, which requires the development of a Workplace Violence Prevention Plan (WVPP) to be integrated into the existing Injury and Illness Prevention Program. This plan will be monitored by CalOSHA. The WVPP will come into effect on July 1, 2024. SETA has been collaborating with the agency's insurance broker, Gallagher, to create the WVPP by the required start date.

B. Report on American Express Corporate Account Rewards Points Program as of December 31, 2023: No questions

C. Fiscal Monitoring Reports: No questions

D. Employer Success Stories and Activity Report: No questions

E. Dislocated Worker Update:

Mr. Walker reported that this week, SETA completed orientations with individuals affected by the closure of 99 Cents stores and assisted with their transition to other employment. Additionally, Mr. Walker advised that WellSpace Health is laying off 135 employees at different locations. SETA continues its efforts to establish contact with the company and provide assistance.

F. Unemployment Update/Press Release from the Employment Development Department: No questions

G. Head Start Reports: No questions

V. REPORTS TO THE BOARD:

A. Chair: No report

B. Executive Director:

Ms. Maldonado provided the following updates:

- SETA's strategic planning consultants from Dalberg will provide the strategic planning updates at the Board's meeting in August.
- SETA is planning an annual All Staff meeting on August 9, 2024. More information will be provided at the next meeting.

C. Deputy Directors:

Ms. Griffith advised that SETA recently had a Risk Assessment Notification review as a result of reporting to the Office of Head Start on a couple of incidents that occurred. The report from the review indicated two areas of noncompliance identified that stem from a

supervision lapse at one of the Twin Rivers Unified School District sites. SETA has been working with the Office of Head Start to complete a corrective action plan due September 8th. Still, SETA plans to extend it to a 12-month process to ensure the issues were deeply addressed to ensure overall safety and supervision throughout the county. This includes developing a new delegate support team in the next program year.

Ms. Griffith stated SETA received notification that the 1.3M of General Child Care and Development (CCTR) funds planned for an additional 53 full-day Early Head Start slots needed in Sacramento County were being rescinded. The final budget will be released at the end of June—beginning of July. Head Start still obligates SETA to serve these slots due to wrapped funding.

Ms. Vang requested a follow-up on the transition should the funds be permanently rescinded.

Ms. Griffith also advised that the Assistant Superintendent of Sacramento City Unified School District (SCUSD) is currently inactive in this position and that the Interim Assistant Superintendent has been assigned. SETA scheduled multiple meetings with SCUSD leadership to ensure stabilization moving into the next program year. She encouraged the members of the Board to attend those meetings.

D. Counsel: No report

E. Members of the Board:

Mr. Guerra stated that the City of Sacramento will receive an award of \$850,000 from the US Small Business Administration for increasing the capacity of the childcare. He expressed his gratitude to SETA for its effort, as SETA made them eligible for that award.

F. Public: None

VI. ADJOURNMENT: The meeting adjourned at 11:05 a.m.

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

COMMITTEE REPORTS ITEM V

- Executive Committee Meeting: Ms. Fienishia Wash

NOTES:

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

NOTES:

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

NOTES:

- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

NOTES:

- Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash

NOTES:

OTHER REPORTS ITEM VI

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 VI (continued)

Page 2

D. Head Start Managers

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

NOTES:

E. Open Discussion and Comments

This item provides an opportunity for Head Start Policy Council members to bring up topics for discussion. Members are asked to address their requests to the Chair if they wish to speak. No action is to be taken on any item that is discussed during this meeting; the board may direct staff to place agenda items on upcoming agendas for action.

NOTES:

F. Public Participation

Participation of the general public at Head Start Policy Council meetings is encouraged. Members of the audience are asked to address their requests to the Chair if they wish to speak.

NOTES:



Seta Head Start

Food Service Operations Monthly Report

*July, 2024

- 7/10/24 - Homebase had a field trip to Creepy Crawlers Social we prepared 80 sack lunches.
- 7/18/24 - Hopkins Park had a field trip to Fairytale Town we prepared 46 sack lunches.
 - Parker had a field trip to Colonial Park we prepared 20 sack lunches.
 - Freedom Park had a field trip on site we prepared 30 sack lunches.
- 7/19/24 - Freeport had a field trip to Shasta Community Park we prepared 20 sack lunches.
 - Freedom Park had a field trip on site we prepared 30 sack lunches.
 - Elkhorn EHS had a field trip to Sea Quest we prepared 20 sack lunches.
 - Capital City had a fieldtrip to Fairytale Town we prepared 30 sack lunches.
 - Northview had a field trip to Natomas Fort Park we prepared 100 sack lunches.
- 7/22/24 - Galt had a field trip to Consumnes Community Park we prepared 60 sack lunches.
- 7/25/24 - Florin Grammar had a field trip to Shasta Community Park we prepared 20 sack lunches.
- 7/26/24 - 16th Ave had a field trip to Shasta Community Park we prepared 58 sack lunches
 - Marina Vista had a field trip to Fairtale Town we prepared 35 sack lunches.
 - North Ave had a field trip to Regency Community Park we prepared 80 sack lunches.
 - Bret Harte had a field trip to the Sacramento Zoo we prepared 29 sack lunches.
- 7/30/24 - Norma Johnson had a field trip to the Sacramento Zoo we prepared 50 sack lunches.
 - Bannon Ceek had a field trip on site with Real Magic we prepared 20 sack lunches.
- 7/31/24 - Bannon Creek had a field trip on site with Real Mac we prepared 20 sack lunches.
 - Elkhorn had a field trip to Fairytale Town we prepared 116 sack lunches.
 - Sharon Neese had a field trip to the Sacramento Zoo we prepared 90 sack lunches.
 - CP Huntington had a field trip to Artivio Gurrero Park we prepared 40 sack lunches.

Lunch	PM Snack	Breakfast	Field Trips
28,184	25,556	25,766	21

Total Amount of Meals and Snacks Prepared 80,575

Purchases:

Food	\$94,453.82
Non - Food	\$12,099.67

Building Maintenance and Repair:

Janitorial & Restroom Supplies:

Kitchen Small Wares and Equipment:

Vehicle Maintenance and Repair: \$1,602.24

Vehicle Gas / Fuel: \$1,497.79
 Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

July 2024

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1302.14 (b)(1) states *a program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.*

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1544	274	18%	699	205	29%
Twin Rivers USD	160	49	31%	56	4	7 %
Elk Grove USD	480	97	20%	NA		
Sac City USD	676	121	18%	16	0	0%
San Juan USD	888	93	10%	164	11	7%
WCIC	100	10	10%	NA		
COUNTY TOTAL	3848	644	17%	935	208	24%

AFE: Annual Funded Enrollment

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

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (07/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
Elk Grove USD	480 (0) ^e	0	0	0%	0%
Sacramento City USD	676 (48) ^e	36	0	75%	15% -
San Juan USD	888 (0) ^e	0	0	0%	0%
SETA	1,544 (1,200) ^e	1,171	0	98%	2% +
Twin Rivers USD	160 (0) ^e	0	0	0%	0%
WCIC/Playmate	100 (0) ^e	0	0	0%	0%
Total	3,848 (1,248)^e	1,207	0 (0%)	97%	6% +

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment (07/31/24)	(b) % Of capped/closed	(c) % Actual to Funded	(d) (±) Difference in % from last month
San Juan USD	164	150	0	91%	11% +
SETA	699 (665) ^e	637	0	96%	3% +
Twin Rivers USD	56 (0) ^e	0	0	0%	0%
SCUSD	16	4	0	25%	12% +
Total	935 (845)^e	791	0	94%	7% +

- (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) Funded enrollment totals decrease due to closure of Traditional sites during summer months.

Reasons for Program Under Enrollment

Elk Grove USD

- Closed during Summer. Return to services August 15, 2024.

Sacramento City USD

- Operating at reduced funded enrollment, due to classes/centers closed during Summer. Return to full services September 3, 2024.
- The Early Head Start program just opened on June 24, 2024, and is currently low enrolled due to the delay of opening the classroom and families going to other programs as they had an immediate need for placement.

San Juan USD

- Operating at reduced funded enrollment, due classes/centers closed during Summer. Return to full services August 21, 2024.

SETA

- Vacancies in the following positions that support classroom ratio or enrollment: 18 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 1 Family Services Worker.
- Operating at reduced funded enrollment, due classes/centers closed during Summer: Alder Grove ELC, Bright Beginnings, Dudley, Franklin, Fruitridge, Grizzley Hollow, Illa Collins, Kennedy Estates, Nedra Court, Solid Foundation, Spinelli, Strizek Park, Walnut Grove.
- Return to full services August 12, 2024.

Twin Rivers USD

- Closed during Summer. Return to services August 20, 2024.

WCIC/Playmate

- Closed during Summer. Return to services September 9, 2024.

Strategies/Action Step(s) for Under Enrollment

Elk Grove USD

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

Sacramento City USD

- Attended 2 community events and received interest forms to contact families. The Enrollment team will follow up with these families to encourage them to come into our office to complete the enrollment.
- We are also connecting with a variety of organizations within the community, and networking with advertising organizations.

San Juan USD

- Partnering with the school district's communications team, the district sent out a robocall to all families that are a part of the district listserv.
- After the robocall, the San Juan ECE department received 222 new inquiries for our EHS & HS programs.

SETA

- Human Resources listed job openings within employment search websites and partnered with the following agencies to fill vacancies: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. The following positions were onboarded this month: 4 Associate Teacher, and 2 Lead Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and community visibility: Antioch Progressive Church Back to School Night, Marisol Village Forward Festival, Norwood Unity in the Community, North Highlands Summer Extravaganza, Macedonia Baptist Church Community Baby Shower, Women's Empowerment Presentation. From these recruitment events, 33 Interest Forms were completed with families inquiring about Head Start services.

Twin Rivers USD

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

WCIC/Playmate

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