

## *Thought of the Day:*

*“To be yourself in a world that is constantly trying to make you something else is the greatest accomplishment.”*

*Author: Ralph Waldo Emerson*

### **REVISED AGENDA**

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

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

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

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#### **GOVERNING BOARD**

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##### **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

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##### **Anita Maldonado**

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EXECUTIVE DIRECTOR

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

➤ PC Meeting Attendance Update

<b>I.</b>	<b>CONSENT ITEMS:</b>	
	A. Approval of Minutes of the August 27, 2024 Regular Meeting	4-23
<b>II.</b>	<b>ACTION ITEMS:</b>	
	A. Approval of Sacramento Corrective Action Plan – Risk Assessment Notification (RAN) (Karen Griffith)	24-34
	B. Approval of Governance, Leadership, Oversight Screener (Karen Griffith)	35
	C. Approval of Budget Justification for 1303 Facilities Renovation and Repair Application Modification Request for Program Year 2023-2024 (Karen Griffith)	36-37
	D. Election of Policy Council Community Representatives and Alternates for Program Year 2023-2024	38
	E. Election of Policy Council Treasurer for Program Year 2023-2024	39
	F. Election of Community Action Board Alternate	40
	G. Approval to Release an Invitation for Sealed Bids (Karen Griffith)	
<b>III.</b>	<b>INFORMATION ITEMS:</b>	41-48
	A. Standing Information Items	
	➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han	
	➤ Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash	
	➤ Community Resources – Parents/Staff: Ms. Maryum Sami	
	• Grill & Grow – Parent Ambassador Recruitment BBQ	
	• Let's Talk – SETA's Community of Practice	
	B. SETA's Recruitment Update – Ms. Sheri Green-Johnson	49
	C. Governing Board Minutes for August 1, 2024	50-56
<b>IV.</b>	<b>COMMITTEE REPORTS:</b>	57
	➤ Executive Committee Meeting: Ms. Fienishia Wash	
	➤ Budget/Planning Committee Meeting: Ms. Fienishia Wash	
	➤ Parent Ambassador Committee Meeting: Ms. Fienishia Wash	
	➤ Social/Hospitality Committee Meeting: Ms. Fienishia Wash	
	➤ Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash	
<b>V.</b>	<b>OTHER REPORTS:</b>	58-64
	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
  - ✓ 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

**REVISED DISTRIBUTION DATE: Friday, September 20, 2024**

**DISTRIBUTION DATE: Wednesday, September 18, 2024**

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

## **ACTION ITEM II-G**

### **Approval to Release an Invitation for Sealed Bids**

Presenter: Karen Griffith

#### **RECOMMENDATION:**

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

#### **BACKGROUND:**

At the May 28<sup>th</sup> Policy Council Board meeting, members of the Board authorized the Children and Family Services Department to submit a Head Start/Early Head Start budget modification and a twelve month no-cost extension request to the Office of Head Start/Administration for Children and Families. The budget modification reprogrammed funds in various categories to fund outdoor tenant improvements at the Northview Early Learning Center, located at 2401 Northview Drive, Sacramento. Funding was approved as follows:

1. Fiscal Year 2023-2024 – Head Start/Early Head Start Basic  
Grant #09CH011763  
\$1,596,178

Staff have been working with an architectural firm to move forward with outdoor designs and structures. Architectural plans were developed and submitted to the City of Sacramento on September 20, 2023. The plan review was approved on September 18, 2024, and is in the final processing phase.

Staff is requesting authorization to release an Invitation for Sealed Bids (IFSB) for general contractor services, incorporating any City-required revisions before actual release. The target release date is October 15, 2024. However, this date may need to be modified and/or content may need to be updated prior to release based on the City plan review process. While SETA does not anticipate significant changes to the IFSB, flexibility for such is imperative in order to maintain the schedule to ensure completion of Outdoor Tenant Improvements before funding expires.

Tenant improvements are estimated to take approximately 7 months upon notice to proceed. Funding expires on July 31, 2024, making timelines extremely tight.

As a result, staff is also requesting approval to delegate authority to the Executive Director to make modifications to the IFSB in response to the City review process and to release the IFSB, in consultation with SETA legal counsel, as soon as practicable after the City review process is completed.

Staff will return on November 26, 2024 to review and take action on the selection of the successful bidder.

The Invitation for Sealed Bids (IFSB) will be sent under separate cover.

**ACTION ITEM II-G** (continued)  
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**ACTION** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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