

## *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*

### **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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##### **Anita Maldonado**

EXECUTIVE DIRECTOR

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

➤ PC Meeting Attendance Update

**I. CONSENT ITEMS:**

**A.** Approval of Minutes of the August 27, 2024 Regular Meeting 4-23

**II. ACTION ITEMS:**

**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

**III. INFORMATION ITEMS:**

**A.** Standing Information Items 41-48

➤ 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

**IV. COMMITTEE REPORTS:**

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

**V. OTHER REPORTS:**

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**

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

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

## ROLL CALL

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

- Fienishia Wash, Chair, Outgoing Chair
- Debra Cummings, Community Agency Representative
- Graciela Garduno, Vice Chair, EHS San Juan Unified School District
- Le Andra Jones-Villalta, SETA-Operated Program
- Khalid Oudrahiri, Parliamentarian, San Juan Unified School District
- Angelina, Mejia, Sacramento City Unified School District
- 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 (Torres), SETA-Operated Program  
Vacant (Taneja), SETA-Operated Program  
Vacant (Cuffee), SETA-Operated Program  
Vacant, Community Agency Representative  
Vacant (Pierce), SETA-Operated Program  
Vacant, Foster Parent Representative  
Vacant, Grandparent Representative  
Vacant, Past Parent Representative  
Vacant, Past Parent Representative

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

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

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

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

**GLOSSARY OF ACRONYMS**

<b>ACRONYM</b>	<b>REPRESENTATIVE CENTER</b>
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 9/17/2024*

**CONSENT ITEM I-A**

**Approval of the Minutes of the August 27, 2024 Regular Meeting**

**RECOMMENDATION:**

Approve the minutes of the August 27 2024 meeting.

**BACKGROUND:**

This agenda item provides an opportunity for the Policy Council to review and approve the minutes of the August 27, 2024 regular meeting.

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

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

## MINUTES/SYNOPSIS

### 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

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

Ms. Wash called the meeting to order at 9:01 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

Maryum Sami, SETA-Operated Program

Graciela Garduno, Vice Chair, EHS San Juan Unified School District

Khalid Ouadrhiri, San Juan Unified School District (*arrived and seated at 9:04 a.m.*)

Angelina Mejia, Sac City Unified School District (*arrived and seated at 9:08 a.m.*)

New Members Seated Present: None

New Members to be Seated but Absent: None

#### Members Absent:

Aterious Cuffee, SETA-Operated Program (*unexcused*)

Le Andra Jones-Villalta, SETA-Operated Program (*excused*)

## II. CONSENT ITEM:

### A. Approval of the Minutes of the July 23, 2024 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Sami, second/Garduno, to approve the July 23, 2024, minutes as distributed.

#### Roll call vote:

Aye: 3 (Cummings, Garduno, Sami)

Nay: 0

Abstention: 1 (Wash)

Absent: 4 (Cuffee, Mejia, Jones-Villalta, Ouadrhiri)

## I. PRESENTATION: Strategic Planning Updates (Dalberg)

Mr. Joe Dougherty provided updates on SETA Strategic Planning. The presentation is attached to these minutes.

Mr. Ouadrhiri arrived and was seated at 9:04 a.m.



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

### III. ACTION ITEMS:

#### 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

Ms. Wash opened the public hearing at 9:31 a.m.

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

Ms. Wash closed the public hearing at 9:35 a.m.

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

Roll call vote:

Aye: 5 (Mejia, Cummings, Garduno, Sami, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jones-Villalta)

#### B. 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, one (1) Community Agency Representative, two (2) Past Parent Representatives, and one (1) Foster Parent Representatives and Alternates to the next meeting.

Roll call vote:

Aye: 5 (Mejia, Cummings, Garduno, Sami, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jones-Villalta)

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

Mr. Ouadrhiri nominated himself for Parliamentarian and was unanimously approved.

There were no other nominations at this time.

Moved/Garduno, second/Mejia, to approve Mr. Ouadrhiri as Parliamentarian for Program Year 2023-2024.

Roll call vote:

Aye: 5 (Mejia, Cummings, Garduno, Sami, Ouadrhiri)

Nay: 0

Abstention: 1 (Wash)

Absent: 2 (Cuffee, Jones-Villalta)

#### **IV. 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 twelfth month, which ended July 31, in the 2023-2024 program year. The total year-to-date countywide expenses are at 87.0%, below the 100.00% needed to be on track. With approved No-Cost Extension and budget modifications, remaining funds will be extended until July 31, 2025. The Non-Federal Share Year-to-Date expenditures are at 33.1%, 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 still awaits approval on the No-Cost Extension submitted, allowing an additional twelve months, until March 31, 2025, to complete planned projects and purchase. The SETA Operated Programs Expenditures report was reviewed. The American Express and CitiBank credit card statements were reviewed without concerns, and no atypical activity was noted. The charge for portable bathroom noted on the report relates to North Avenue temporary needs to meet Occupational Safety and Health Administration (OSHA) requirement with extension of classrooms and staff.

###### ➤ Health Service Advisory Committee (HSAC) Report

Ms. Wash advised that the next HSAC meeting will be held tomorrow, August 28, 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 July 12 through August 15, 2024.

#### **V. COMMITTEE REPORTS:**

##### ➤ Executive Committee

The next meeting will be held on Tuesday, September 3, 2024 at 10:00 a.m., at the SETA Administrative building.

##### ➤ Budget/Planning Committee

The next meeting will be held on Tuesday, September 10, 2024, at 1:00 p.m. at the SETA Administrative building.

##### ➤ Parent Ambassador Committee

The next meeting will be held on Friday, August 30, 2024, at 10:00 a.m., at the SETA Administrative building.

- Social/Hospitality Committee  
The next meeting will be held on Tuesday, September 3, 2024, at 11:00 a.m., at the SETA Administrative building.
- Personnel/Bylaws Committee  
This meeting's date and time are to be determined.

## **VI. OTHER REPORTS:**

### **A. Executive Director**

Ms. Maldonado formally introduced the newly appointed Public Information Officer, Tarianna Perez, and outlined some notable educational accomplishments. Subsequently, Ms. Perez took the opportunity to introduce herself and provided her professional background.

### **B. Head Start Deputy Director:**

Ms. Griffith announced that Ms. Gricelda Ocegueda, the Head Start Manager, has resigned from SETA and has joined the California Head Start Association to work on advocacy, conferencing, and professional development. During this transition period, Ms. Griffith will oversee health and bring on a health consultant. Ms. Carr will oversee food services and the kitchen, and Ms. Uda will oversee the quality assurance unit.

Ms. Griffith introduced the team of Program Specialists who will work with Delegates at their sites to build relationships, provide support, and act as a bridge between the delegates and the grantee while mitigating risks. Each Program Specialist introduced themselves and shared highlights of their background.

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. All Delegate Agencies have submitted RAN protocols to systems, identifying the steps being taken to address the indicators identified by the Office of Head Start. Three Office of Head Start specialists will visit sites throughout Sacramento County on September 10, 2024.

Ms. Griffith mentioned that during the mandatory in-service training for SETA, the week of August 5, teaching staff at SETA and Delegate Agencies received training on safety and supervision, child abuse prevention, children's personal rights, health, Community of Practice (COP), attendance, classroom zoning, and more.

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

### **C. Chair: No report**

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

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

Ms. Carr introduced herself and reviewed the enrollment report provided in the packet. She advised that Countywide Head Start has reached 97% enrollment, while Early Head Start is at 94%. Countywide, staff members are continuing their efforts to increase enrollment numbers and meet the full enrollment requirement of 98% by the end of October 2024 and to maintain that level for at least six (6) months.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services:  
No report
- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:  
Ms. Lynnette Blaney, Health and Nutrition Coordinator, advised that one of the Health and Nutrition Specialists has resigned. The team is working diligently to keep up with the new school year routings and referrals. The policy and procedure for Naloxone medication have been finalized and are being reviewed. The training on administering Naloxone started in March 2024 and is part of the ongoing CPR and medication administration classes.
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:  
Ms. Uda mentioned that she has been conducting training sessions at the Delegate Agencies on children's personal rights. Last week, a Quarterly Content Safe Environments meeting was held, during which a checklist was shared. The Delegate Agencies and partners were also given the opportunity to have their playgrounds inspected for safety by SETA's Facilities Coordinator, Mr. Greg Dobson.

SETA continues to work on replacing the roofing at the Job Corps site and will continue to provide updates at future meetings.

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

**F.** Public Participation: None

**VII. ADJOURNMENT:** The meeting adjourned at 10:19 a.m.

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



**Dalberg**

# SETA Update on Strategic Planning Process for the Policy Council

AUGUST 2024

# Agenda

1 Introductions

2 Process

3 What we're learning

4 Open discussion

# Dalberg is a social enterprise focused on building a more inclusive and sustainable world

## OUR MISSION

To build a more  
**inclusive and  
sustainable world**  
where all people,  
everywhere, can reach  
their **fullest potential.**

## WHO WE ARE

Founded in 2001, Dalberg is an impact advisory group that brings together strategy consulting, design thinking, big data analytics, and research to address complex social and environmental challenges.

In both our client work and our internal operations, we are committed to diversity, equity, and inclusion. We work to bring the voices of the communities we serve into the conversation, and we strive for inclusive solutions that advance a more just and equitable world.

# We work with a wide spectrum of clients in the U.S. to catalyze positive change and combat historic and persisting injustices

FOUNDATIONS	NONPROFITS AND NETWORKS	GOVERNMENTS	PRIVATE SECTOR



# Your Dalberg team



## Joe Dougherty

Partner; Co-lead of Education to Employment Practice



Worked with LA County's Department of Economic Opportunity on a new, \$25 million Economic Mobility Initiative and a plan for centering opportunity in infrastructure projects



Advising Kern County (through Kern Community College District) on a regional development plan under the California Jobs First initiative



Drafted a National Action Plan for Adult Literacy with the Barbara Bush Foundation

*Previously: UC Berkeley Haas School of Business; Johns Hopkins University SAIS, Deloitte*



## Cassie He

Justice Equity and Economic Mobility Fellow



Supported the portfolio evaluation of the Ford Future of Worker's portfolio



Supported an organizational effectiveness evaluation of IREX, a non-profit focused on delivering education and leadership training



Extensive experience in community engagement and advocacy

*Previously: Boston Consulting Group*

# Agenda

1 Introductions

2 Process

3 What we're learning

4 Open discussion

# We are engaged in a comprehensive 12 week process

**WE ARE HERE**



# Our stakeholder engagement plan involves a multipronged approach



## Interviews

- 9 meetings with senior management
- 2 delegate agencies
- 3 staff focus groups with 3-5 members each



## Benchmarking

- Analogous organizations
- Fresno WFD, LA County Office of Education, NoRTEC
- Augmented by desk research



## Staff Survey

- SETA wide survey, does not include delegate agencies or partners
- ~20 question survey
- 255 responses, largely representative of SETA staff



## Desk research, document review, analysis

# Agenda

1 Introductions

2 Process

**3 What we're learning**

4 Open discussion

# Our analysis surfaced three key challenge areas for SETA

## WHAT DOES THIS INCLUDE?

1 SETA offers a wide range of services that external and internal audiences may be less aware of

2 SETA manages multiple programs and hundreds of staff and there may be opportunity to strengthen cohesion and culture

3 SETA works with over a hundred partners often in complex and high-risk situations

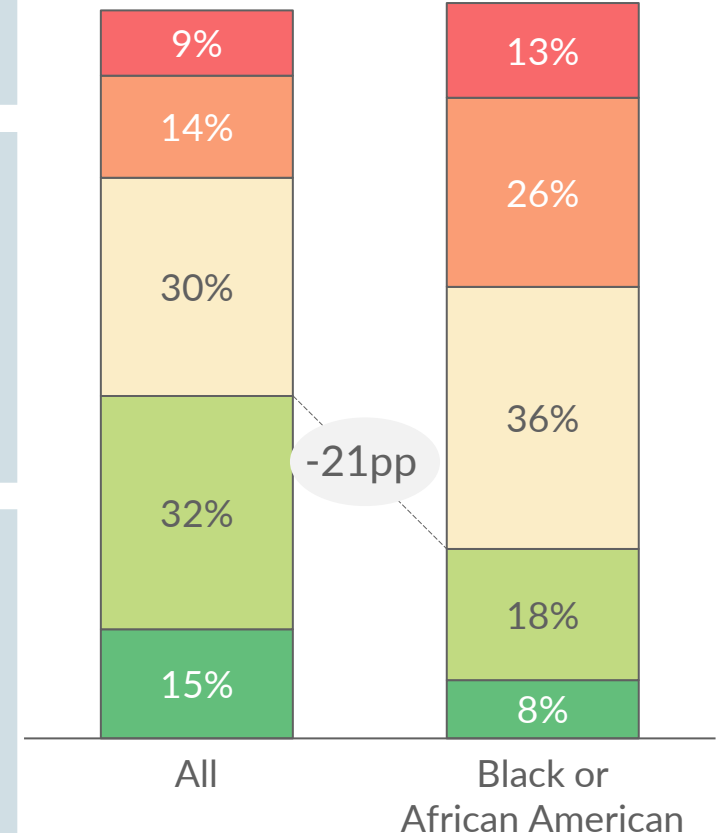
## POINTS OF REFERENCE

- “I go on the website and I attend all the meetings but I still need more detail on the actual programs.”
- “I always hear from job seekers that they have never heard of SETA. I say SETA is Sacramento County’s best kept secret”

- “There is a need for more transparency about disciplinary action, how promotions happen, and on expectations from leadership”
- “Would be great to have more channels to track team performance and wellbeing so that we can increase accountability to our staff”

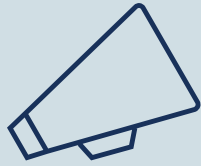
- “I want better collaboration from the job centers. I don’t want to be pitted against each other. Collaboration is what causes programs to thrive.”
- “There is a lack of structure for new programs. We need trainings, particularly for new staff”

I trust SETA leadership will swiftly and appropriately address ethical or serious values violations.



# Our strategy will focus on these 3 pillars to support continued achievement of SETA's mission and vision

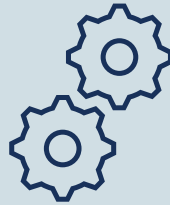
## STRATEGIC INITIATIVE 1



### AWARENESS

We will enhance the clarity of our messaging for external and internal audiences, ensuring that all stakeholders are well-informed about SETA's activities, purpose, and strategic direction.

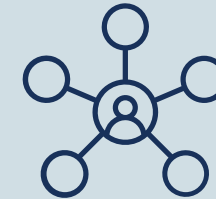
## STRATEGIC INITIATIVE 2



### COHESION

We will invest in our people and processes to increase internal cohesion and culture, particularly by identifying synergies between teams, strengthening equity programs, and better supporting staff.

## STRATEGIC INITIATIVE 3



### PARTNERSHIPS

We will intentionally work to provide the necessary supports and resources for the hundreds of subrecipients SETA works with.

# Agenda

1 Introductions

2 Process

3 What we're learning

4 Open discussion



# What's on your mind?

- *What are your general reflections from these findings? Do any of them surprise you?*

*Are they expected?*

- *What do you see is the biggest opportunity to grow impact?*
- *What are the risks or obstacles to achieving that?*
- *What are your aspirations for SETA moving forward?*
- *What are your suggestions or questions for this strategic planning process?*



THANK YOU!

**ACTION ITEM II-A**  
**Approval of Sacramento Corrective Action Plan- Risk Assessment Notification (RAN)**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the Corrective Action Plan (CAP) to be submitted to the Office of Head Start in response to the RAN review monitoring results.

**BACKGROUND:**

On May 6, 2024, SETA received a Program Performance Summary Report indicating two areas of non-compliance. This status required a written timeline for correction and technical assistance or guidance from the grant recipient's program specialist. If not corrected within the specified timeline, this status could become a deficiency. The timeframe for correction has been extended to December 20, 2024.

Since receiving notification of monitoring findings, SETA has been working diligently with the STGI T/TA team to develop a robust Corrective Action Plan that is both responsive and innovative to new ways of supporting effective and safe programming. This includes addressing RAN Indicators:

- Systems for Program Management and Improvement: Safety and Supervision Training, Child Abuse Reporting, OHS Reporting, Monitoring, Data Systems, Governance
- Staffing and Staff Supports: Ratios, Substitutes, Professional Development, Staff Wellness, Work Environment
- Mental Health and Social Emotional Well Being: Mental Health Supports, Classroom Management, Positive Learning Environments

The Correction Action Plan will guide countywide practices to strengthen safety and supervision in recipient and sub-recipient programs.

Staff are available to answer any questions.

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

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

## Corrective Action Plan

Grantee Name	Sacramento Employment & Training Agency	Plan Start Date	5/6/2024
Grant Award Number	09CH011763	Plan End Date	9/8/2024 (with extension expected)

### Area of non-compliance

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken? What did we do that specifically addressed this incident?</i>
<p>Twin Rivers- A group of 9 children were transitioning from playground to classroom. Child (F/ age 3.2) was left on playground for approximately 5 minutes. Staff found her hiding behind sink and returned her to the classroom.</p>	<p>TRUSD conducted a thorough review to understand what happened and to put safeguards in place to prevent similar incidents in the future. The employee who was involved in the incident did not follow the established Safety &amp; Supervision plan.</p> <p>One of the key factors that contributed to the incident was inconsistent staffing in the classroom. A challenge occurred when the Early Childhood Special Education (ECSE) teacher left in October, leaving a gap in staffing that was filled with an inconsistent substitute. The district faced difficulties in hiring a replacement of the ECSE teacher and the ECE teacher for this classroom.</p> <p>The district participated in hiring fairs and established partnerships with colleges to find suitable candidates. A conditional offer was made to one ECE teacher</p>	<p>All required reports made (CCLD, SETA, OHS).</p> <p>SUPERvision Training is complete- Agenda and Sign in sheets have been submitted to SETA</p> <ul style="list-style-type: none"> <li>- Program Wide retraining 2/7/24</li> <li>- Village Site Specific training 2/22/24</li> </ul> <p>Corrective action to address external regulatory requirements has been completed and submitted to Community Care Licensing (Analyst- Tanya Washington) and SETA</p> <p>Internal Monitoring Plan submitted 2/23/24</p> <p>Operations Manager and Education Coordinator provided strategies on CLASS, Teaching Pyramid and Second Step (and best practices) to address behavior management.</p> <p>Quality Assurance has completed subsequent Unannounced visit for Village. 3/21/24 -All areas in compliance.</p> <p>All spring TRUSD Unannounced Visits are compliant for all areas.</p>

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## Corrective Action Plan

	<p>candidate who unfortunately declined. A secondary offer was made with the condition of receipt of transcripts to ensure the candidate meets the qualifications for the position. The district is actively partnering with ECSE colleagues in hiring an ECSE teacher. We are continuing to explore all avenues to hire the best candidate for this position and to ensure that our staffing remains stable moving forward. The district was able to successfully place a more qualified long-term substitute who has more experience with Head Start inclusions classrooms. The placement of a lead teacher has significantly improved the process and oversight in classrooms.</p>	<p>Parent of child unsupervised was notified. Due to domestic issues, the family had to quickly relocate from the area. Child is no longer in program.</p> <p>All parents of the Village location were notified of the incident and signed the LIC9224- Acknowledgment of receipt of licensing report.</p> <p>Classroom team meeting now have allocated time to review Safety &amp; Supervision plans to align with current practices and to ensure that it is effective in preventing incidents.</p> <p>A focus on personal rights will be added to beginning-of-the-year training for all staff. This will help to ensure that all staff are aware of and understand the importance of respecting and upholding the rights of children.</p> <p>TRUSD is seeking a Head Start program site supervisor who will play a crucial role in monitoring, training, and coaching all teachers. This additional layer of supervision and support will help to maintain a high standard of care and supervision in the program.</p>
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## Corrective Action Plan

### Actions Taken to Strengthen Systems Program-wide

<b>Key Element:</b>	1302.90(c)(1)(v) Supervision Lapse				
<b>Intended Outcome:</b>	Ensure all staff, consultants, contractors, and volunteers abide by the program's standards of conduct. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care.				
Implementation Activities	Timeline	Staff responsible	Resources/ TTA	Documentation	Status of Activities
<p>Revamp Supervision training to improve zoning procedures, identify root causes of lapses, and strengthen internal classroom communication.</p> <p>Required elements:</p> <p><b><u>Supervision</u></b></p> <ul style="list-style-type: none"> <li>-Zoning Strategies</li> <li>-Steps of SUPERvision (Stop, Unite/Gather, Perform a sweep, Exact count, Roll Call/Recount)</li> <li>-Staff Communication (Call/Response)</li> <li>-Use of tools (white boards, door bells, fisheye mirrors, markers for gathering spots etc)</li> <li>-Classroom Safety Plans</li> </ul> <p><b><u>Personal Rights/Child Maltreatment</u></b></p> <ul style="list-style-type: none"> <li>-Personal Rights- CCL</li> <li>-Standards of Conduct</li> <li>-Adult Self-Regulation Tools</li> </ul>	July- August 2024 for new materials	Megan Lamb- Operations (School readiness, Disabilities, Mental Health) Manager Operations Program Officers	ECLKC- MDI Resources- National Centers CC Licensing	<ul style="list-style-type: none"> <li>• Review and approve Sub- recipient Training materials- Update- All materials were submitted and reviewed for required elements</li> <li>• Sign in sheets for attendees</li> <li>• Training Observed by QA staff and Program Specialist-Delegate Liaisons</li> <li>• Trainings were facilitated by SETA staff for EGUSD, SJUSD, TRUSD,</li> <li>• Trainings is scheduled to be facilitated by SETA staff for SCUSD on 8/21/24</li> <li>• Trainings is scheduled to be facilitated by SETA staff for WCIC on 8/21/24</li> </ul>	<p>Zoning Complete 7/12</p> <p>Supervision Revamp by 7/19</p> <p>Letter to Delegate Directors sent 7/8/24</p> <p>Letters to Superintendents, Board presidents on 7/19/24</p> <p>SETA Operated training- 8/5/24- 8/8/24</p> <p>EGUSD Training 8/12/24-8/13/24</p>

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## Corrective Action Plan

					<p>Twin Rivers Training 8/16/24</p> <p>SJUSD Training 8/12/24-EHS and 8/16/24 and 8/19/24 for HS</p> <p>SCUSD Training 8/21/24</p> <p>WCIC Training Scheduled for 9/6/24</p>
<p>Revamp Classroom Safety Plans to be more streamlined and to more directly identify risk and plans of action</p> <p>Develop Guidance for use of plan including required updates and monitoring</p>	<p>To start roll out the first week in August 2024. To be completed prior to new Program year and then anytime there is a staffing change</p>	<p>Megan Lamb- Operations (School readiness, Disabilities, Mental Health) Manager</p> <p>Betsy Uda- Safe Environments Manager</p> <p>Operations Program Officers</p>	<p>ECLKC- MDI Resources- National Centers</p> <p>CC Licensing</p>	<ul style="list-style-type: none"> <li>• New Classroom Safety Form</li> <li>• Guidance for new form</li> </ul>	<p>Classroom safety plan was updated to include Zoning and communication. Classroom Safety Plans introduced at Inservice.</p> <p>All copies due to SETA by 9/10/24</p>
<p>Development of a tiered system of monitoring</p>		<p>Gricelda Ocegueda- Manager</p>	<p>MCQI tool</p> <p>RAN Guidance</p>	<p>Tier 1- Unannounced Safety &amp; Supervision Visit Forms</p>	<p>Countywide QA visits- Unannounced Safety/</p>

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## Corrective Action Plan

<p>Tier 1- Unannounced Safety/ Supervision Visits</p> <p>Tier 2- QA Expanded Unannounced Safety/ Supervision Visits</p> <p>Tier 3- Complete MCQI Safety/ Supervision Checklist</p>		<p>Jessica Roenfeldt- Quality Assurance Coordinator</p>	<p>Licensing- Title 22</p>	<p>Tier 2- QA Expanded Unannounced Safety &amp; Supervision Visits</p> <p>Tier 3- Complete MCQI Safety/ Supervision Checklist</p> <p>Increased monitoring frequency for locations with previous incidents or risk factors during unannounced visits.</p>	<p>Supervision- Tier &amp; Tier 2 October 18- December 3, 2024</p> <p>Training on new Tiered system and updated policies and procedures has been scheduled for QA content meeting on 9/25/24</p>
<p>Addition of assigned Delegate Support Program Specialist onsite to guide and support expectations</p>	<p>August 2024</p>	<p>Karen Griffith- Deputy Director</p>	<p>Addition of assigned Delegate Support Program Specialist onsite to guide and support expectations</p>	<p>Program Specialists are reviewing:</p> <ul style="list-style-type: none"> <li>• Organizational Structure</li> <li>• RAN Protocols to Systems</li> <li>• Monitoring Plans</li> <li>• ECLKC IM's and guidance</li> <li>• Grant Submissions</li> <li>• Goals and Objectives</li> </ul>	<p>Program Specialists were hired and began assignments on 8/5/24</p> <p>Individual meetings with Delegate Directors have taken place for SJUSD, TRUSD, WCIC, EGUSD and scheduled for</p>

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## Corrective Action Plan

					with SCUSD for 9/4/24
<p>Substitute Support</p> <ul style="list-style-type: none"> <li>- Training of Supervision Protocols</li> <li>- Substitute Orientation</li> <li>- Substitute Checklist for site arrival</li> </ul>	Complete during Inservice	Patricia Marshall- Program Officer- Sub Systems	ECLKC T/TA guidance	<ul style="list-style-type: none"> <li>• Sign in for Training</li> <li>• Substitute Passports</li> <li>• Onsite checklists</li> <li>• Communication Plans</li> </ul>	<p>All substitutes were brought in for training 8/5-8/8/24</p> <p>Communication plans for substitutes were developed by each classroom teaching team</p> <p>Classroom Safety Plans include Substitute orientation to site</p>
<p>Board Involvement- Parent Advisory Committee Policy Council Governing Board</p>	September 2024	Karen Griffith- Deputy Director	T/TA on CAP  ECLKC	<p>Monthly updates to RAN CAP at Policy Council Meetings and Governing Board Meetings</p> <p>Completed Corrective Action Plan being submitted to Governing Board for approval</p>	<p>Letters to Boards July 19,2024</p> <p>Governing Board Meeting 9/5/24</p>

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## Corrective Action Plan

Sub-Recipient Letters of Expectations to program leadership/ boards	July 2024	Karen Griffith- Deputy Director	T/TA on CAP FEI Plan ECLKC	Letters indicating high priority areas of Safety, Supervision, Personal Rights, Enrollment and communication expectations with SETA	Letters to Boards July 19,2024
QA and Safe Environments Manager will be visiting sites throughout the county to ensure facility and supervision safety risks are identified and rectified	September-October 2024	Betsy Uda- Compliance Manager Jessica Roenfeldt- QA Coordinator Supervisory	ECLKC	OHS Health and Safety Screener	QA visiting centers to complete Countywide OHS Health and Safety Screener 9/3/24-10/18/24
RAN Protocols to Systems	July 2024 and ongoing monitoring thereafter	Karen Griffith- Deputy Director		Detailed processes and procedures for compliance with expectations of RAN indicators See Attached Documents	SETA Operated- Completed SCUSD- Received EGUSD- Received TRUSD- Received WCIC- Received SJUSD- Received
RAN CAP Completion / Extension	9/8/24	Karen Griffith- Deputy Director		Letter to extend CAP to January 2025	To be submitted to ACF Region IX on 8/26/24

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# Corrective Action Plan

**Area of Non-Compliance**

Description of Incident	Underlying/ Root Causes <i>Why do we think this happened?</i>	Actions taken to address this specific incident <i>What were some immediate actions taken? What did we do that specifically addressed this incident?</i>
<p>The above referenced incident on 2/6/24 was reported to ACF Regional Office on 2/13/24- 8 days after the incident therefore 1 day too late.</p>	<p>Though there had been guidance for sub-recipients on reporting to the recipient within 24 hours of an incident, there was a misunderstanding of the requirements. The sub-recipient understood that to mean 24 hours after receiving a CCL violation rather than the incident itself.</p>	<p>Immediate Actions include Directive sent to all sub- recipient directors and leadership staff:  <i>I am reaching out to Delegate Directors and lead staff to convey a very important message regarding reporting of incidents that may occur in Head Start/ Early Head Start programs. There have been some misunderstandings regarding the reporting requirements to the grantee vs the reporting requirements to OHS. While webinars and trainings mention the 7 calendar days, that is the timeline for the grantee to connect with our OHS Program Specialist. However, the requirement for delegates to report to SETA is 24 hours. For these matters, I am the primary contact.</i>  <i>After the 24- hour report has been made to the grantee but before the 7-calendar day reporting requirement to OHS, we will work together to gather the OHS requested information. Through this process, it may be ultimately determined that the incident may not raise to the level of OHS reporting, but it is important we have these conversations together to mitigate risk.</i>  <i>If we are not able to gather the complete information prior to the OHS deadline, we will report what we have to stop the clock. Not having the complete information is not a legitimate reason not to report.</i>  <i>Also, it is important to report potential risks even if it is unclear whether it will end up an actual issue. Do not wait for a decision from licensing or an internal Human Resources department. Report the following:</i>  <i>Any allegations or suspicion of mistreatment or complaints made by a parent, co-worker, community member etc.</i>  <i>Even if the information may not seem to raise to the level of warranting a report to Licensing.</i></p>

# Corrective Action Plan

		<p><i>Even if an investigation has not been complete or if the investigation is anticipated to show that the incident did not occur or did not occur as initially presented</i></p> <p><i>Anytime an Unusual Incident Report has been submitted to Community Care Licensing</i></p> <p><i>Anytime CCL conducts an unannounced visit to investigate a self-reported incident or a complaint</i></p> <p><i>Anytime CCL conducts a regular annual visit that results in a violation (Whether Type A or Type B)</i></p> <p><i>I realize this feels vulnerable. When a situation occurs, it is not our best day or what we want to present as representative of our programs. But I assure you that not reporting comes with even bigger risk and consequences. If OHS discovers a program failed to report a significant incident within timelines or at all, the program will receive a monitoring finding, which may include a deficiency determination. Due to the collective number of incidents that have occurred in Sacramento County, the grantee will be developing and presenting more resources, monitoring and training around Safety, Supervision, Interactions and overall best practice. I will be reaching out regularly with new information and plans.</i></p>
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### Actions Taken to Strengthen Systems Program-wide

<b>Key Element:</b>	1302.102(d)(1)(ii) PDM- Reporting				
<b>Intended Outcome:</b>	All Sub-recipients will report incidents to Recipient within 24 hours and Recipient will report to ACF within 7 calendar days.				
<b>Implementation Activities</b>	<b>Timeline</b>	<b>Staff responsible</b>	<b>Resources/ TTA</b>	<b>Documentation</b>	<b>Status of Activities</b>
Clarification to all delegate Directors and leadership clarifying expectations and requiring a	2/13/24	Karen Griffith- Deputy Director	ECLKC-ACF-IM-HS-22-07	Confirmation document of Reporting Expectations (Google drive)	Complete

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## Corrective Action Plan

confirmation of understanding response					
Add more language in Delegate/ Sub-recipient Contracts for the new program year	July- August 2024	Karen Griffith- Deputy Director SETA Contract Department	LACOE- GIM on Reporting WIPFLI- Subrecipient Monitoring Webinar	Sub- Recipient Contracts	Complete- Exhibit F has been updated to provide more explicit instructions
Reporting Procedures for each delegate written into RAN Protocols to Systems	August 2024	Karen Griffith- Deputy Director		See attached RAN Protocols to Systems	SETA Operated- Completed SCUSD- Received EGUSD- Received TRUSD- Received WCIC- Received SJUSD- Received
Addition of assigned Delegate Support Program Specialist onsite to guide and support expectations	August 2024	Karen Griffith- Deputy Director Melanie Nicolas- Administration Program Officer	LACOE- Delegate Liaison Job Specification FA1/FA2 Monitoring Protocols Management Systems Wheel	Program Specialist duties	Program Specialists have started and have had orientations with delegate Directors and leadership teams

**ACTION ITEM II-B**  
**Approval of Governance, Leadership, Oversight Screener**

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the Governance, Leadership, Oversight Screener to be submitted to the Office of Head Start.

**BACKGROUND:**

As a condition to the Head Start/Early Head Start grant, grantees must comply with the terms and conditions for the project award period (August 1, 2024, through July 31, 2029). Included in the conditions is a requirement to conduct a screener for governance, leadership and oversight of the program.

Certification of each Screener is required by the Policy Council and Governing Board within 75 calendar days (October 15, 2024) of the start of the program.

An updated Governance, Leadership and Oversight Screener will be sent under separate cover.

Staff are available to answer any questions.

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

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

**ACTION ITEM II-C**

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

Presenter: Karen Griffith

**RECOMMENDATION:**

Approve the modification request to San Juan Unified School District's 1303 Facilities Renovation and Repair Application.

**BACKGROUND:**

At the May 28<sup>th</sup> Governing Board meeting, members of the Board approved a Program Year 2023-2024 1303 Application Facilities Renovation and Repair Application request for San Juan Unified School District to complete three (3) outdoor major renovation projects at Billy Mitchell, Kingswood and Sunrise Elementary. Originally the District requested \$1,058,453 in funding to complete the project. However, the District reassessed the projects and determined an additional \$187,645 is needed to complete the projects. The new total construction costs for the three sites would be \$1,246,098. The projects are still slated to be completed by Summer 2025.

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

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



**Budget Justification**  
**1303 Facilities Renovation and Repair Applications Modification Request for**  
**Program Year 2023-2024**  
**Head Start Basic**  
**09CH011763**

**Background**

San Juan Unified School District originally requested three (3) 1303 Facilities Application requests to complete outdoor major renovation projects at Kingswood, Billy Mitchell and Sunrise Elementary. Originally the funding was approved totaling \$1,058,453 for the renovations.

After reassessing the projects, the District determined that an additional **\$187,645** is needed to complete the projects.

Details of the 1303 Application Modifications are provided below.

**1303 Facilities Request (San Juan Unified School District – Head Start Basic)**

**Construction – (\$187,645)**

San Juan USD originally requested three (3) Facilities 1303 application approvals to complete outdoor major renovation projects totaling \$1,058,453. Each of the projects is to ensure a healthy and safe outdoor environment for the children. However, due to a reassessment of the project costs, the District determined that there will be additional funding needed to support the projects. The funding will be moving funds from their Other cost category to their Construction cost category, in the amount of \$187,645. Projects are anticipated to start in late 2024 to early 2025 with an estimated completion date of July 2025. Below is a listing of the sites, the original and modified projected costs and projects for each site:

<b>SJUSD Site</b>	<b>Original Budget</b>	<b>Additional Funding</b>	<b>Modified Budget</b>	<b>Projects</b>
Billy Mitchell	\$297,196	\$68,921	\$366,117	<ul style="list-style-type: none"> <li>- Play Structure</li> <li>- Play Surface</li> <li>- Asphalt</li> <li>- Demolition and Removal of Old Gazebo and Sandbox</li> </ul>
Kingswood	\$349,062	\$56,442	\$405,504	<ul style="list-style-type: none"> <li>- Play Structure</li> <li>- Play Surface</li> <li>- Asphalt</li> </ul>
Sunrise	\$412,195	\$62,282	\$474,477	<ul style="list-style-type: none"> <li>- Play Structure</li> <li>- Play Surface</li> <li>- Asphalt</li> <li>- Relocate Sandbox</li> <li>- Bark for Play Area</li> </ul>
Totals	\$1,058,453	\$187,645	\$1,246,098	



**ACTION ITEM II-D**  
**Election of Policy Council Community Representatives and Alternates for Program**  
**Year 2023-2024**

**RECOMMENDATION:**

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

**BACKGROUND:**

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

**SECTION 2: B. Community Representatives**

Additional PC members shall include:

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

Available applications will be distributed at the board meeting.

Staff will be available to answer questions.

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

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

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

**RECOMMENDATION:**

That the Policy Council elect a Treasurer.

**BACKGROUND:**

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

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

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

**SECTION 3: Duties of Officers**

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

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

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

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

**ACTION ITEM II-F**  
**Election of Community Action Board Alternate**

**RECOMMENDATION:**

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

**BACKGROUND:**

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

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

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

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

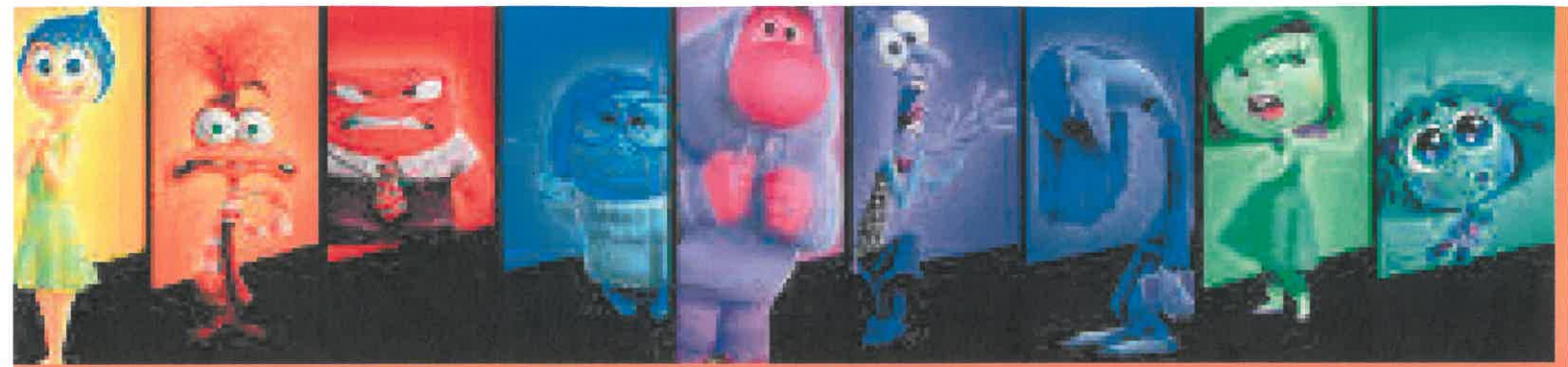
## **INFORMATION ITEM III-A**

### **Standing Information**

#### **BACKGROUND:**

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Victor Han
- Health Service Advisory Committee (HSAC) Report: Ms. Fienishia Wash
- Community Resources – Parent/Staff: Ms. Maryam Sami
  - Grill & Grow - Parent Ambassador Recruitment BBQ
  - Let's Talk - SETA's Community of Practice

#### **NOTES:**



SETA's Community of Practice for  
Supporting the School Readiness and Success of Young  
African American Boys presents:

# LET'S TALK

Friends and Families, you are invited to a night  
of strength based conversations to support  
Social Emotional Development.

**Date:**

September 26, 2024

**Time:**

6-7:30 PM

**Location:**

SETA Main Office  
925 Del Paso Blvd

Please RSVP

by September 23, 2024

RSVP by  
scanning here



Light  
refreshments  
will be  
provided!

Childcare  
Provided!



**GRILL & GROW**

**PARENT AMBASSADOR  
RECRUITMENT BBQ**

**Join us to learn about PAC and  
have fun with family!!**

**28 SEPT,  
2024**



**10 AM TO  
3 PM**

**Southside Park**



2115 6TH ST. SACRAMENTO, CA 95818

**RSVP with your center**

**SWAG - MUSIC - GAMES  
RESOURCES - PHOTO BOOTH**

**FOOD:**

**Burgers and Hot Dogs  
Halal and Vegan Options  
With Chips and Drinks**



**INFORMATION ITEM III-B**  
**SETA's Recruitment Update**

**BACKGROUND:**

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

**NOTES:**

**INFORMATION ITEM III-C**  
**SETA Governing Board Minutes**

**BACKGROUND:**

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

Staff will be available to answer questions.

**NOTES:**



## MINUTES/SYNOPSIS

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

Thursday                      August 1, 2024                      10:00 a.m.

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

#### CALL TO ORDER

#### ROLL CALL

#### PLEDGE OF ALLEGIANCE

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

#### Members Present:

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

Members Absent: none

#### II. **PRESENTATION:** Strategic Planning Updates (Dalberg)

Mr. Joe Dougherty and Ms. Cassie He (present via Zoom) provided updates on SETA Strategic Planning. The presentation is attached to these minutes.

#### III. **CONSENT ITEMS:**

- A. Approval of Minutes of the June 6, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the James Irvine Foundation for Public Workforce Capacity Funds, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement
- D. Approval to Modify Cooperative Personnel Service's Vendor Services Contract
- E. Approval of the One-Stop Share of Cost Agreement with the County Department of Human Assistance, Program Year (PY) 2024-2025, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement
- F. Appointment of Member to the Community Action Board

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

- A. Approval of Minutes of the June 6, 2024 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Ratification of the Submission of an Application to the James Irvine Foundation for Public Workforce Capacity Funds, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement
- D. Approval to Modify Cooperative Personnel Service's Vendor Services Contract
- E. Approval of the One-Stop Share of Cost Agreement with the County Department of

Human Assistance, Program Year (PY) 2024-2025, and Authorize the Executive Director to Sign the Agreement and Any Required Documents Pertaining to the Agreement

**F. Appointment of Member to the Community Action Board**

Mr. Kim corrected item III-E; the approved amount is \$911,747.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

**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 10:26 a.m. Returned from Closed Session at 10:35 a.m.

There was nothing to report out.

**II. ACTION ITEMS:**

**A. General Administration**

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

Approval of the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2024-2025

Mr. Maslac introduced himself and reviewed the final SETA budget provided to the Board members under separate cover. He advised that the budget includes \$1.6 million in Administration of Children and Family Services funds for a Cost-of-Living Adjustment (COLA) increase and the corresponding wage increase for all SETA staff. Also included in the final budget is \$1.3 million in California Department of Social Services (CCTR) funds.

Ms. Vang opened the public hearing at 10:37 a.m.

There were no public comments on this item.

Ms. Vang closed the public hearing at 10:37 a.m.

Moved/Guerra, second/Scherman, to adopt the Resolution approving the Sacramento Employment and Training Agency Final Budget for Fiscal Year 2024-2025.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

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

Ms. Saurbourne introduced herself and reviewed the item. She advised that on April 24, 2024, the Office of Head Start released a program instruction regarding a 2.35% Cost-of-Living Adjustment (COLA) received as a result of the Further Consolidated Appropriations Act, 2024. The COLA supports an increase to the pay scales of Head Start and Early Head Start staff, including vacant positions. The SETA management team and the Union representatives agreed and signed the Memoranda of Understanding on salary and benefits as follows:

- Effective August 1, 2024, the salary schedule for all represented classifications shall increase by four percent (4%); and
- 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.

The ratification took place on July 15 and July 16, 2024, and it has passed.

The Head Start Policy Council approved this item at its July 23, 2024 meeting.

Moved/Desmond, second/Guerra, 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: 5 (Vang, Desmond, Kennedy, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 0

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

Ms. Saurbourne advised that this item mirrors the previous item but covers unrepresented employees. It provides for the same salary increases effective August 1, 2024, and health insurance contribution increases effective Pay Period 19, 2024.

The Head Start Policy Council approved this item at its July 23, 2024 meeting.

Moved/Scherman, second/Desmond, 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: 5 (Vang, Desmond, Kennedy, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 0

**B. Workforce Development Department**

General/Discretionary: No Items

One Stop Services:

1. Agree with the Sacramento Works, Inc. Board to Approve the Transfer of the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds Program Year (PY) 2024-2025, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (EDD)

Mr. Kim has reviewed the item. He advised that each year, SETA transfers funds from Dislocated Worker to Adult program, primarily for efficiency reasons. Staff recommends that the Board authorize the transfer of up to 100% of SETA's total WIOA Dislocated Worker formula allocation to the Adult program for PY 2024-2025, as it will provide additional flexibility for SETA if needed during the program year.

In response to Mr. Guerra's questions, Mr. Kim clarified that Dislocated Worker funds are based on formula allocation and are not affected by the amount transferred, so there is no associated risk.

Moved/Guerra, second/Scherman, agree with the Sacramento Works, Inc. Board to approve the Transfer of the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2024-2025, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (EDD)

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

Community Services Block Grant: No items

Refugee Services: No items

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

1. Approval to Accept and Allocate Head Start/Early Head Start Cost-of-Living Adjustment (COLA) Funding for Program year 2024-2025

Ms. Griffith introduced herself and reviewed the item. She advised that SETA received a 2.35% COLA and program instructions from the Office of Head Start on April 24, 2024. This item requests the Board's approval to accept and allocate these funds, which will be used to increase the pay scale. The increases are permanent and become effective at the start of the FY 2024 budget period.

Moved/Guerra, second/Desmond, to approve the acceptance and allocation 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: 5 (Vang, Desmond, Kennedy, Guerra, Scherman)

Nay: 0

Abstention: 0

Absent: 0

2. Approval to Extend Janitorial Services Agreements and Authorize the Executive Director to Sign Each Agreement

Ms. Griffith reviewed the item and advised that based on the janitorial services provided in the past year, staff recommends extending three agreements with two current service providers for an additional year, effective July 1, 2024, through June 30, 2025.

Moved/Scherman, second/Desmond, to approve the extension of the agreements ending on June 20, 2024, with Custom Hi Tech Maintenance, and New Generation Building Services for janitorial services for one additional year and authorize the Executive Director to sign each agreement.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 0

#### **V. INFORMATION ITEMS:**

- A. Fiscal Monitoring Reports: No questions
- B. Employer Success Stories and Activity Report: No questions
- C. Dislocated Worker Update:

Mr. Walker provided an update on the closure of Big Lots stores. He advised that three locations are closing in the Sacramento area.

Mr. Walker advised that Construction Innovations will be laying off 165 employees. SETA conducted a job fair, and over 80% of affected individuals attended.

Mr. Walker additionally advised that SETA received a WARN notice on July 26 about Buca di Beppo laying off 49 of its employees. Due to the short notice, SETA was unable to provide employment assistance. However, it is known that the employer conducted a job fair and connected the laid-off employees with other restaurants in the area that could use their expertise.

- D. Unemployment Update/Press Release from the Employment Development Department:  
Mr. Guerra requested additional information on the travel/hospitality category job reduction noted in the report provided.
- E. Head Start Reports:  
Ms. Griffith provided an update on SETA's efforts for delegates' oversight. The team of delegate liaisons was brought on to strengthen oversight and support of SETA's delegate agencies. Additionally, letters to the Superintendents and Board Presidents were sent out informing them of increased expectations in the areas of enrollment, health, safety and supervision, and communication. The program team will be starting on-site at the delegate agencies next week.

#### **VI. REPORTS TO THE BOARD:**

- A. Chair: No report
- B. Executive Director:

Ms. Maldonado introduced the new Executive Coordinator, Tawanda Mitchell. She also advised that the SETA has selected a new Public Information Officer. The candidate accepted the offer, is currently going through the hiring process, and is expected to start soon.

**C.** Deputy Directors: No report

**D.** Counsel:  
Mr. Thatch introduced the new member, Leticia Ramirez, and provided her background highlights.

**E.** Members of the Board:  
Mr. Guerra expressed his gratitude for SETA's great work in providing quality early education and childcare for families in need.

**F.** Public: None

**VII. ADJOURNMENT:** The meeting adjourned at 10:53 a.m.

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

## **COMMITTEE REPORTS ITEM IV**

- Executive Committee Meeting: Ms. Fienishia Wash

NOTES:

- Budget/Planning Committee Meeting: Ms. Fienishia Wash

NOTES:

- Parent Ambassador Committee Meeting: Ms. Fienishia Wash

NOTES:

- Social/Hospitality Committee Meeting: Ms. Fienishia Wash

NOTES:

- Personnel/Bylaws Committee Meeting: Ms. Fienishia Wash

NOTES:

## OTHER REPORTS ITEM V

### BACKGROUND:

#### A. Executive Director

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

#### NOTES:

#### B. SETA Head Start Deputy Director

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

- ✓ Monthly Head Start Report

#### NOTES:

#### C. Chair

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

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

- ✓ PC Recruitment

#### NOTES:



**OTHER REPORTS ITEM V (continued)**

Page 2

**D. Head Start Managers**

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

NOTES:

**E. Open Discussion and Comments**

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

NOTES:

**F. Public Participation**

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

NOTES:



# Seta Head Start Food Service Operations Monthly Report \*August, 2024

8/9/24 - All Staff Meeting

	Lunch	PM Snack	Breakfast	Field Trips
	27,244	25,564	26,064	0
<b>Total Amount of Meals and Snacks Prepared</b>				<b>78,872</b>
<b>Purchases:</b>				
Food	\$106,369.25			
Non - Food	\$11,184.10			
<b>Building Maintenance and Repair:</b>			\$0.00	
<b>Janitorial &amp; Restroom Supplies:</b>			\$0.00	
<b>Kitchen Small Wares and Equipment:</b>			\$0.00	
<b>Vehicle Maintenance and Repair:</b>			\$1,437.24	
<b>Vehicle Gas / Fuel:</b>			\$2,980.11	
Normal Delivery Days			22	

# SPECIAL EDUCATION REPORT

## Sacramento County Head Start/Early Head Start

**August 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
<b>SETA operated</b>	1364	114	8%	739	84	11%
<b>Twin Rivers USD</b>	156	**	%	56	**	%
<b>Elk Grove USD</b>	440	45	10%	NA		
<b>Sac City USD</b>	676	43	6%	16	0	0%
<b>San Juan USD</b>	712	57	8%	96	5	5%
<b>WCIC</b>	100	**	%	NA		
<b>COUNTY TOTAL</b>	<b>3448</b>	<b>259</b>	<b>8%</b>	<b>907</b>	<b>89</b>	<b>10%</b>

**\*\*NO REPORT RECEIVED**

*AFE: Annual Funded Enrollment*

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

**Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (08/31/24)</b>	<b>(b) % Of capped/closed</b>	<b>(c) % Actual to Funded</b>	<b>(d) (±) Difference in % from last month</b>
Elk Grove USD	440	339	0	77%	77% +
Sacramento City USD	676 (48) <sup>e</sup>	36	0	75%	0%
San Juan USD	712	546	0	76%	76% +
SETA	1,364	1,129	0	83%	13% -
Twin Rivers USD	156	131	0	82%	82% +
WCIC/Playmate	100 (0) <sup>e</sup>	0	0	0%	0%
<b>Total</b>	<b>3,448 (2,720)<sup>e</sup></b>	<b>2,181</b>	<b>0 (0%)</b>	<b>80%</b>	<b>17% -</b>

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment (08/31/24)</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	151	16 (101%)	91%	7% -
SETA	739	649	48 (94%)	88%	8% -
Twin Rivers USD	56	46	0	82%	82% +
SCUSD	16	6	0	38%	13% +
<b>Total</b>	<b>977</b>	<b>852</b>	<b>64 (93%)</b>	<b>87%</b>	<b>7% -</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) Funded enrollment totals decrease due to closure of Traditional sites during summer months.

## **Reasons for Program Under Enrollment**

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

- Continuing to process new registration packets, we are waiting for the enrollment paperwork to clear before enrolling the child into the classroom.
- Barriers related to transportation. Experiencing some feedback from enrolled families that they have decided to disenroll due to transportation issues between siblings at different school sites.
- Concerns about their child being too young for preschool, and a preference for enrolling in an outside program located at the same site as their other children.

### ***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 is still low enrolled, recruitment ongoing with families completing enrollment packets and should see significant percentage increase for the EHS Program in the next month.

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

- Due to reduced staffing-16 Early Head Start slots capped.
- Human Resources continues to be backlogged from summer hiring, delay in posting 24 open positions.
- Waitlist exhausted at Davie, Grand Oaks, and Choices.
- Experiencing an influx of families declining the option to enroll after being notified of acceptance to TK program for 24-25.
- ERSEA admin continuing to monitor every week and check in with AFSTs individually to note progress, next steps, and any support needed.

### ***SETA***

- The following sites have pending license for EHS classroom(s)- totaling 48 enrollment slots: Florin Grammar, Bright Beginnings, and Spinelli.
- Vacancies in the following positions that support classroom ratio or enrollment: 31 Education positions (Teacher, Associate Teacher, Associate Teacher/Infant Toddler, Lead Teacher /Infant Toddler) and 2 Family Services Worker.

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

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

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

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

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

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

- Promoting our PreK program by using sandwich boards and yard signs in high-traffic areas at school sites. In addition, we share registration information on school Facebook pages. We have created QR codes to allow families to quickly access online enrollment. Our enrollment team continues to monitor responses received on our 2024-2025 online interest form.

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

- Follow up with families who are on site wait list to inform them of classroom openings as they become available. Our School Community Liaison (SCL) and Parent Advisor is building a rapport with community organizations and is in communication with these organizations to inquire about upcoming events that will be taking place within the community.

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

- School Community Workers attended 5 back to school nights at the beginning of the year
- ERSEA admin created an HR document and process to be used for communicating and documenting communication with HR.
- ERSEA admin collaborated with SETA to get inquiries specific to low enrollment zip code areas.
- ERSEA Content Specialist has designed a new digital business card for SCWs, EHS Home Based Teachers, and other staff to share main office contact information and interest forms for future families.

### ***SETA***

- Onboarding of a Program Information Officer to support agency marketing and recruitment efforts to increase community awareness of program services.
- Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. The following positions were onboarded this month: 1 Site Supervisor, 7 Associate Teacher's, and 1 Associate Teacher Infant Toddler.
- Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: National Night Out at Roberts Family Development Center & Marisol Village; Book Donation at Swanson Community Center Arcade Community Center & Carmichael Recreations; UC Davis Mind Institute Resource Fair; Network Café. From these recruitment events, 19 Interest Forms were completed by families inquiring about Head Start services.

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

- All vacant positions are posted on Edjoin/Team Tailor. Admin screens, interviews, and recommend staffing to HR for hiring. Contracted with Childcare Careers (CCC) substitute to temporarily fill the vacancies.
- The ERSEA team recruited at the following community, Food Distribution at H.H. High school; Visit Walmart locations in North Highlands to drop off flyers, Recruitment at local grocery store in Rio Linda, Diaper Giveaway Community Event at New Beginnings Fellowship Church in Rio Linda, Back to School Free Community Event in Rio Linda.
- Enrollment is ongoing. Families are contacted from the ranked waiting list appropriately. EHS children who will age out in the coming months have started the transitioning process. EHS families who are transitioning have been contacted to start the HS registration process.

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

- 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.