

Thought of the Day:

*“Always remember to hold you head up high, and
NEVER doubt who you are.”*

Author: Stephanie Lahart

AGENDA

**Sacramento Employment and Training Agency
HEAD START PARENT ADVISORY COMMITTEE
Regular Meeting**

Tuesday October 15, 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 Committee and included in the record.

In-Person Public Comment

While the SETA Head Start Parent Advisory Committee welcomes and encourages participation in the Committee 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 Parent Advisory Committee 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 Parent Advisory Committee 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 Committee meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

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BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
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County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado
EXECUTIVE DIRECTOR

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CALL TO ORDER	
PLEDGE OF ALLEGIANCE	
ROLL CALL	
➤ Parent Advisory Committee (PAC) Meeting Attendance Update	
➤ Introduction of Newly Seated Representatives	
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- B.** Policy Council – Ms. Fienishia Wash
- C.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- 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

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DISTRIBUTION DATE: Tuesday, October 9, 2024

Parent Advisory Committee meeting hosted by:
 Royal Jones (Chair), Jessica Mitchell (Secretary), Lizeth Ortiz (Treasurer)

ROLL CALL

The Parent Advisory Committee Secretary will call the roll for the following members:

- Vacant, 16th Avenue Head Start
- Vacant, Alder Grove Early Learning Center
- Vacant, Alder Grove I/T Head Start
- Vacant, Bannon Creek Head Start
- Vacant, Bret Harte Head Start
- Vacant, Bright Beginnings Head Start
- Vacant, Capital City Head Start
- Lizeth Ortiz, CP Huntington Head Start**
- Vacant, Crossroad Gardens Head Start
- Vacant, Dudley Head Start
- Jessica Mitchell, Secretary, Early Head Start (Home Base)**
- Royal Jones, Chair, Early Head Start (Home Base)**
- Vacant, Elkhorn Head Start
- Vacant, Florin Head Start
- Vacant, Franklin Head Start
- Armonie Martin, Freedom Park Head Start**
- Vacant, Freeport Head Start
- Vacant, Fruitridge Head Start
- Vacant, Galt Head Start
- Vacant, Grizzly Hollow
- Vacant, Hillsdale Head Start
- Vacant, Hiram Johnson Head Start
- Vacant, Hopkins Park Head Start
- Vacant, Illa Collin Head Start
- Vacant, Job Corps Head Start
- Vacant, Kennedy Estates Head Start
- Vacant, LaVerne Stewart Head Start
- Vacant, Marina Vista Early Learning Center
- Vacant, Mather Head Start
- Vacant, Nedra Court Head Start
- Vacant, Norma Johnson Early Learning Center
- Vacant, North Avenue Head Start
- Alexis Garcia, Northview Head Start**
- Vacant, Parker Head Start
- Vacant, Phoenix Park Head Start
- Vacant, Pre-School (Home Base)
- Vacant, Pre-School (Home Base)
- Vacant, River Oak Center for Children
- Vacant, Sacramento County Office of Education
- Vacant, Sharon Neese Early Learning Center
- Vacant, Sharon Neese Early Learning Center
- Vacant, Solid Foundation Head Start
- Vacant, Strizek Park Head Start
- Vacant, Walnut Grove Head Start
- Le Andra Jones-Villalta, Past Parent Representative**
- Khamaria Holleman, Past Parent Representative**
- Fienishia Wash, Grandparent Representative**
- Dennesha Calhoun, Foster Parent Representative**
- Debra Cummings, Parent Ambassador Representative**
- Vacant, Parent Ambassador Representative

ROLL CALL
(Continued)

Program Year 2023-2024 - New Representatives to be seated

Brittney Irving, Sharon Neese Early Learning Center

Vacant, 16th Avenue Head Start

Vacant, LaVerne Stewart Head Start

Vacant, Alder Grove ELC

Vacant, Mather Head Start

Vacant, Alder Grove I/T Head Start

Vacant, Marina Vista Head Start

Vacant, Bannon Creek Head Start

Vacant, Nedra Court Head Start

Vacant, Bright Beginnings Head Start

Vacant, Norma Johnson Head Start

Vacant, Capital City Head Start

Vacant, North Avenue Head Start

Vacant, Crossroad Gardens Head Start

Vacant, Parker Head Start

Vacant, Elkhorn Head Start

Vacant, Phoenix Park Head Start

Vacant, Florin Head Start

Vacant, Pre-school (Home Base)

Vacant, Franklin Head Start

Vacant, River Oak Center for Children

Vacant, Fruitridge Head Start

Vacant, SCOE

Vacant, Grizzly Hollow Head Start

Vacant, Sharon Neese

Vacant, Hillsdale Head Start

Vacant, Solid Foundation

Vacant, Hiram Johnson Head Start

Vacant, Strizek Park Head Start

Vacant, Hopkins Park Head Start

Vacant, Walnut Grove Head Start

Vacant, Illa Collin Head Start

Vacant, Outgoing Chair

Vacant, Job Corps Head Start

Vacant, Parent Ambassador Rep.

**PAC MEETING ATTENDANCE
PROGRAM YEAR 2023-2024**

**The PAC was seated on November 21, December 19, 2023, and
January 16, March 19, April 23, May 21, June 18, 2024.**

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/19	4/23*	5/21	6/18	7/16	8/20	9/17	10/15
Vacant Seated	16A												
Vacant Seated	AG ELC												
Vacant Seated	AG I/T												
Vacant Seated	BC												
Vacant Seated	BC												
Vacant Seated	BH												
Vacant Seated	BB												
Vacant Seated	CC												
Lizeth Ortiz Seated 4/23	CPH						X	X	X	X	E	X	
Vacant Seated	CR												
Vacant Seated	D												
Jessica Mitchell Seated 11/21	EHS/HB	X	X	X	E	X	X	X	X	E	X	X	
Royal Jones Seated 11/21	EHS/HB	X	X	X	X	X	X	X	X	E	X	X	
Jasmine Simmons R 9/26	EL							U	X	X	U	U	
Vacant Seated	EL												
Vacant Seated	F												
Vacant Seated	FA												
Armonie Martin Seated 9/17	FP										E	X	
Vacant Seated	FPT												
Vacant Seated	FT												
Vacant Seated	G												
Vacant Seated	GH												
Vacant Seated	H												
Vacant Seated	HJ												
Vacant Seated	HI												
Vacant Seated	HP												
Vacant Seated	IC												
Vacant Seated	JC												
Vacant Seated	K												

COMMITTEE MEMBER	CENTER	11/21	12/19	1/16	2/20	3/19	4/23*	5/21	6/18	7/16	8/20	9/17	10/15
Vacant Seated	LVS												
Vacant Seated	MV												
Vacant Seated	M												
Vacant Seated	NC												
Vacant Seated	NJ												
Vacant Seated	NA												
Alexis Garcia Seated 5/21	NV							X	X	X	U	E/AP	
Vacant Seated	NV												
Vacant Seated	PA												
Maryum Sami R 10/7	PP			X	X	X	X	X	E	X	X	X	
Vacant Seated	PS/HB												
Vacant Seated	PS/HB												
Vacant Seated	RO												
Vacant Seated	SCOE												
Brittney Irvine S/B 10/15	SN												
Vacant Seated	SN												
Vacant Seated	SF												
Vacant Seated	S												
Vacant Seated	SP												
Vacant Seated	WG												
Debra Cummings Seated 3/19	PAR					X	X	X	X	X	X	X	
Vacant Seated	PAR												
Dennesha Calhoun Seated 3/19	FPR					X	X	X	X	X	U	X	
Kahmaria Holleman Seated 11/21	PPR	X	X	X	X	E	X	X	X	X	E	X	
Le Andra Jones-Villalta Seated 11/21	PPR	X	X	X	PACB	X	X	X	X	X	PACB	X	
Fienishia Wash Seated 11/21	GPR	X	X	X	X	X	X	X	X	X	X	X	
Vacant Seated	OGC												

Members: If you cannot attend a meeting and are going to be absent, you must:

- 1. First, call your Alternate(s) to see if they can attend in your place;**
- 2. Second, call Head Start Governance and Parent Engagement Coordinator, Ms. Gaylon Ndiaye, at (916) 263-5662; and**
- 3. Third, please call the PAC Chair, Mr. Royal Jones, at (916) 840-4036, or the Clerk of the Boards, Ms. Anzhelika Simonenkova, at (916) 263-3753.**

**PARENT ADVISORY COMMITTEE - MEETING
ATTENDANCE UPDATE PROGRAM YEAR 2023-2024
(Continued)**

Head Start Center Abbreviations

16A - 16th Avenue
AG ELC - Alder Grove Early Learning Center
AG I/T - Alder Grove Infant/Toddler Center
BC - Bannon Creek
BB - Bright Beginnings
BH - Bret Harte
CC - Capital City
CPH - CP Huntington
CR - Crossroad Gardens
D - Dudley
EHS/HB - Early Head Start/Home Base
EL - Elkhorn
F - Florin
FA - Franklin
FP - Freedom Park
FPT - Freeport
FT - Fruitridge
G - Galt
GH - Grizzly Hollow
H - Hillsdale
HI - Hiram Johnson

HP - Hopkins Park
IC - Illa Collin
JC - Job Corps
K - Kennedy Estates
LVS - LaVerne Stewart
MV - Marina Vista Early Learning Center
M - Mather
NC - Nedra Court
NJ - Norma Johnson
NA - North Avenue
NV - Northview
PA - Parker Avenue
PP - Phoenix Park
PS/HB - Pre-school/Home Base
RO - River Oak
SCOE - Sacramento County Office of Education
SN - Sharon Neese
SF - Solid Foundation
S - Spinelli
SP - Strizek Park
WG - Walnut Grove

Representative Abbreviations:

CR - Community Representative
FPR - Foster Parent Representative
GPR - Grandparent Representative

OGC - Out Going Chair
PAR - Parent Ambassador Representative
PPR - Past Parent Representative

Attendance Record and Meetings Abbreviations:

***** - Special Meeting
****** - Ethics Training with Policy Council
AE - Alternate Excused
AP - Alternate Present
CD - Child Dropped
E - Excused
NM - No Meeting
PAC - Parent Advisory Committee

PACB - PAC Board Business
R - Resigned
RS - Reseat
S/B - Should be, or should have been (seated)
U - Unexcused
X - Present

CONSENT ITEM I-A

Approval of the Minutes of the September 17, 2024 Regular Meeting

RECOMMENDATION:

Approve the minutes of the September 17, 2024 meeting.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the September 17, 2024 meeting.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency HEAD START PARENT ADVISORY COMMITTEE Regular Meeting

Tuesday September 17, 2024 9:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Mr. Jones called the meeting to order at 9:03 a.m., read the thought of the day, and called the roll; a quorum was met.

Members Present:

Debra Cummings, Parent Ambassador
Lizeth Ortiz, CP Huntington Head Start
Le Andra Jones-Villalta, Past Parent Representative
Dennesha Calhoun, Foster Parent
Kahmaria Holleman, Past Parent Representative
Maryum Sami, Job Corps
Royal Jones, Early Head Start (Home Base)
Jessica Mitchell, Early Head Start (Home Base)
Brenda Sevilla (Alternate for Northview Head Start Representative)
Fienishia Wash, Grandparent Representative (*arrived and seated at 9:24 a.m.*)

New Members Seated Present:

Armonie Martin, Freedom Park Head Start

New Members to be Seated but Absent:

Members Absent:

Jasmine Simmons, Elkhorn Head Start (unexcused)
Alexis Garcia, Northview Head Start (excused)
Omari Eaton, Sharon Neese Head Start (excused)

I. CONSENT ITEM:

A. Approval of the Minutes of the August 20, 2024 Special Board Meeting

The minutes were reviewed; no questions or corrections.

Moved/Mitchell, second/Sami, to approve the August 20, 2024, minutes as distributed.

Roll call vote:

Aye: 8 (Mitchell, Ortiz, Sami, Calhoun, Cummings, Jones-Villalta, Holleman, Martin)

Nay: 0

Abstention: 2 (Jones, Sevilla)
Absent: 4 (Wash, Simmons, Eaton, Garcia)

II. ACTION ITEMS:

A. Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2023-2024

Mr. Jones reviewed the item.

There were no nominations at this time.

Moved/Sami, second/Mitchell, to table the election of three (3) representative positions and five (5) alternate positions to the next meeting.

Roll call vote:

Aye: 8 (Mitchell, Ortiz, Sami, Calhoun, Cummings, Jones-Villalta, Holleman, Martin)

Nay: 0

Abstention: 2 (Jones, Sevilla)

Absent: 4 (Wash, Simmons, Eaton, Garcia)

B. Election of Parent Advisory Committee Parent Ambassador and Alternate for Program Year 2023-2024

Mr. Jones reviewed the item.

There were no nominations at this time.

Moved/Sami, second/Holleman, to table the election of Parent Advisory Committee Parent Ambassador and Alternate to the next meeting.

Roll call vote:

Aye: 8 (Mitchell, Ortiz, Sami, Calhoun, Cummings, Jones-Villalta, Holleman, Martin)

Nay: 0

Abstention: 2 (Jones, Sevilla)

Absent: 4 (Wash, Simmons, Eaton, Garcia)

C. Election of Parent Advisory Committee Vice Chair for Program Year 2023-2024

Mr. Jones reviewed the item.

There were no nominations at this time.

Moved/Sami, second/Mitchell, to table the election of Parent Advisory Committee Vice Chair to the next meeting.

Roll call vote:

Aye: 8 (Mitchell, Ortiz, Sami, Calhoun, Cummings, Jones-Villalta, Holleman, Martin)

Nay: 0

Abstention: 2 (Jones, Sevilla)

Absent: 4 (Wash, Simmons, Eaton, Garcia)

III. INFORMATION ITEMS:

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account
Mr. Han reviewed the fiscal report for the one month, which ended August 31, in the 2024-2025 program year. He advised that total Head Start Year-to-Date expenditures are at 7.7%. SETA recently submitted a no-cost extension and budget modification. Once approved, funds will be extended until July 31, 2025. The Non-Federal Share Year-to-Date expenditures are at 0% due to processing time. SETA is at 15.5% for Administrative expenditures due to one-time administrative costs. The SETA Operated Programs Expenditures Head Start and Early Head Start reports were reviewed. The substitutes category is higher than expected due to uptake in COVID-19 cases. The funds of the American Rescue Plan Act (ARP) and the Corona Virus Response and Relief Supplemental Appropriation Act (CRRSA) were reviewed. The American Express and CitiBank credit card statements didn't reveal anything not ordinary.

Ms. Wash arrived and was seated at 9:24 a.m.

- Health Service Advisory Committee (HSAC) Report:
Ms. Wash advised that the subcommittees are planning for the community program that will be happening in October, 2024. Ms. Wash will provide further updates at the next Parent Advisory Committee meeting.
- Community Resources – Parents/Staff
Ms. Jones-Villalta reviewed the community resources provided in the packet.

B. Head Start Policy Council Minutes for July 23, 2024: No questions

IV. COMMITTEE REPORTS:

- Executive Committee
The next meeting will be held on Monday, September 23, 2024, at 10:00 a.m., at the SETA Administrative building.
- Budget/Planning Committee
The next meeting date and time are to be determined.
- Parent Ambassador Committee
The next meeting will be held on Tuesday, September 17, after this Parent Advisory Committee meeting.
- Social/Hospitality Committee
The next meeting date and time are to be determined.
- Personnel/Bylaws Committee
The next meeting date and time are to be determined.

V. OTHER REPORTS:

A. Chair:

Mr. Jones reported that 28 families attended the recent Male Involvement event, which was a great success.

The SETA's Community of Practice met yesterday. Mr. Jones advised that the group is making great strides in involving and informing more parents about the initiative. Additionally, he mentioned that on September 26, 2024, from 6:00 to 7:30 p.m. at the SETA Administrative building, there will be a Let's Talk event for friends and families to have strength-based conversations to support Social-Emotional Development. The flyer with a QR code to RSVP has been provided to Board members.

B. Policy Council

Ms. Wash advised that the next Policy Council regular meeting will be held on Tuesday, September 24, 2024, at 9:00 a.m., at the SETA Board Room.

C. Head Start Deputy Director:

Ms. Griffith informed the audience that on August 21, 2024, the Office of Head Start 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. The excessive housing cost standard needs to be in compliance within 60 days from the release of the new performance standards. The Office of Head Start provides additional information on the allowance for excessive housing costs subtraction during ongoing webinars. The information received will be presented to the Board at future meetings.

Ms. Griffith stated that on September 10, 2024, three Office of Head Start Training and Technical Assistance specialists visited ten SETA locations and provided suggestions for strengthening site indoor classroom doors and gates, which SETA will implement.

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

Ms. Griffith mentioned that next two days SETA will be hosting the California team of the National League of Cities that concentrates at strengthening learning blocks of early childhood care.

Ms. Griffith introduced the newly appointed Public Information Officer, Ms. Tarianna Perez. Subsequently, Ms. Perez took the opportunity to introduce herself and advise that SETA is now active on social media platforms. She additionally advised the members that she plans to take professional headshots and Board group photos at future meetings. The members will be notified in advance.

Ms. Griffith additionally advised that SETA hired a health and nutrition consultant, Ms. Brenda Campos, who will examine processes to expedite services and lessen burdensome paperwork for families, as this is also one of the new performance standards.

D. Head Start Managers

- ✓ Lisa Carr - Family Engagement, Home Base, and ERSEA Services:
Ms. Carr introduced herself and welcomed the new Board member.

Ms. Carr reviewed the food report in the packet and thanked the kitchen staff for their daily hard work.

Ms. Carr highlighted a successful Male Involvement event during which the building of a race car was combined with valuable STEM activities.

Mr. Carr advised that SETA just completed training eight more people on Parent Cafés and remains committed to having four sessions this year. The Parent Cafés are scheduled to be held in the evening, making it convenient for families. Childcare will be provided. This is an excellent opportunity for parents to discuss resilience building, protective factors, support resources, and more.

Ms. Carr mentioned that the Family Service Workers continue their efforts to recruit more Parent Advisory Committee representatives to join the Board.

Ms. Carr reviewed the enrollment report provided in the packet. She advised that it has reached 83% for Head Start and 88% for Early Head Start and will continue to increase in the upcoming months.

Ms. Jones-Villalta inquired about the next Male Involvement event. Ms. Carr will advise shortly on the upcoming events.

- ✓ Megan Lamb - School Readiness, Special Education, and Mental Health Services: Ms. Lamb introduced the new Intervention Specialists Coordinator, Ms. Breana Ware. Subsequently, Ms. Ware took the opportunity to introduce herself.

Ms. Lamb advised that SETA continues to participate in virtual Dolly Parton's Imagination Library planning meetings. The next meeting is scheduled for October 2024. More information will be provided at future meetings.

Ms. Lamb acknowledged the increase in the need for substitute teachers and stated that she and her team are investigating the causes. Further details will be provided at upcoming meetings.

Ms. Lamb mentioned that SETA's education team visits sites and conducts questions-and-answer sessions on the new edition of the Creative Curriculum, which staff was trained on through the summer, to provide additional support where needed.

Ms. Lamb stated that SETA continues to support the Coffee Break initiative as a useful tool for the center-based staff even though it did not make it into new performance standards released by the Office of Head Start.

- ✓ Vacant – Health, Oral Health, Nutrition, Food Services, Quality Assurance, and On-going Monitoring:
Ms. Griffith provided a brief update during her Deputy Director's report above.
- ✓ Betsy Uda – Safe Environments, Facilities, and Licensing:
Ms. Uda introduced herself and provided the following updates:
 - SETA continues its partnership with the California State University, Sacramento to recruit more interns or Hub substitutes to work at SETA-Operated site. Two of the interns started their work and more candidates are being processed.

- The new visitor policy and procedure have been written and are being shared with the Family Services Workers and other site staff.

Ms. Uda mentioned that she has been conducting training sessions on children's personal rights for the parents of the children enrolled at the Delegate Agencies. She extended her offer for training to the Board.

In response to Ms. Sami's questions, Ms. Griffith advised that SETA follows the Public Health Recommendations for Sacramento County. With the uptake of COVID-19 cases, masking at the centers for children and staff is encouraged but still not required.

VI. CENTER UPDATES:

In response to Ms. Sevilla's question, Ms. Griffith advised that due to personnel matters that cannot be made public, she can only advise that any matter that goes to the SETA Human Resources Department is being investigated. The matter that resulted in a licensing violation out of the Northview site has also been investigated.

Ms. Griffith confirmed that SETA is working on a major renovation for the Northview site, including a new outdoor playground structure and office pod.

VII. DISCUSSION:

Ms. Jones-Villalta shared information on the upcoming Grill and Grow Parent Ambassador Recruitment BBQ event, which will be held at Southside Park on September 28, 2024, from 10 a.m. to 3 p.m.

VIII. PUBLIC PARTICIPATION: None

IX. ADJOURNMENT: The meeting adjourned at 10:23 a.m.

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

ACTION ITEM II-A
TIMED ITEM 9:00 A.M. AND PUBLIC HEARING
First Reading of Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Parent Advisory Committee meeting where the action of the PAC will be to close the public hearing and approve the amendments to the PAC Bylaws as attached.

BACKGROUND:

The Personnel/Bylaws Committee 2023-2024 met during the program year to review and recommend revisions to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee.

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

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

BYLAWS

FOR THE

SETA HEAD START/EARLY HEAD START

PARENT ADVISORY COMMITTEE

PAC First Reading:
PAC Final Approval:

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**BYLAWS
FOR THE SETA HEAD START/EARLY HEAD START PARENT
ADVISORY COMMITTEE**

Article I

Name

This committee shall be named the SETA Head Start/Early Head Start Parent Advisory Committee, hereinafter referred to as the PAC. Head Start and Early Head Start shall be referred to as HS and EHS.

SECTION 1: Definition of

Parents

Head Start parent means a Head Start child's mother or father, other family member who is a primary care giver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree [in accordance with the Head Start Performance Standards, 45CFR 1305.2. All future reference of parents will be defined as such.

Article II

Purpose, Powers, and Functions

SECTION 1: Purpose

The purpose of the PAC shall be to promote the objectives of the HS/EHS Child Development Program of the SETA Grantee Operated Head Start Program (referred to as SOP), State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PAC shall include, but not necessarily be limited to:

- A. Serve as a link between public and private organizations, the Grantee Policy Council, and the community it serves.
- B. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on action taken by the administering agency with regard to its recommendations.
- C. Plan, coordinate, and organize activities for parents involved in the SOP with the assistance of staff, and ensure funds that are set aside from program budgets are used to support parent activities.

- D. Assist in communicating with parents and encourage their participation in the SOP to ensure that they understand their rights, responsibilities and opportunities in HS and EHS.
- E. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- F. Administer the Parent Activity funds for the SOP.

SECTION 2: Powers, Duties, and Functions

The PAC shall exercise all such powers, duties, and functions as granted to it, by the Policy Council.

- A. Individual members, shall not engage in any activities or assume any such powers, duties or functions that are contrary to or in conflict with state and federal law or applicable administrative regulations specifically including, but not limited to, the guidelines, regulations, or policies established by the Federal Department of Health and Human Services (DHHS), and the Administration for Children, and Families (ACF), SETA and the goals and objectives of the HS/EHS Program.
- B. The functions of the PAC, in partnership with staff and all other persons responsible, are as follows:
 - 1. Development and operation of all program content areas, including curriculum in the SOP.
 - 2. Assisting in carrying out SOP classroom activities.
 - 3. Planning, conducting, and participating in all programs and activities for SOP parents and staff.
 - 4. Participating in recruitment and screening of SOP employees (this function is contingent upon annual delegation from the Policy Council).
 - 5. Planning, developing, and ratifying the SOP Budget prior to final approval by the Policy Council (in reference to the Policy Council Bylaws).
 - 6. PAC reimbursements for reasonable expenses incurred by members conducting PAC business

Article III

Membership

SECTION 1: Election of Members

As outlined in Article III, Section 2, the PAC shall consist of elected voting representatives from SOP HS/EHS Early Learning center classrooms, SOP Home Base, EHS/Home Base Options, and Community Representatives, elected by the PAC. The Outgoing PAC Chair shall have a reserved seat.

The Parent Ambassador Committee Representatives shall be elected by the Parent Ambassador Committee.

SECTION 2: Members

The membership of the PAC shall consist of:

A. SOP Parent Representatives

Parent Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program.

1. One (1) voting Representative elected per HS/EHS SOP center.
2. Two (2) voting Representatives elected from the SOP Home Base Program.
3. Two (2) voting Representatives elected from the SOP EHS/Home Base Program.

B. Partner Representatives

4. One (1) voting Representative elected from EHS Home Based Partnership (River Oak)
5. One (1) voting Representative elected from EHS Home Based Partnership (SCOE)

C. Community Representatives

Additional PAC members shall include:

1. Four (4) voting Community Representatives shall be elected by the PAC.
There shall be four Alternates for Community Representatives.

2. Two (2) voting Past Parents shall be elected by the current PAC if the outgoing PAC has been resolved. The Past Parent elected to the PAC may not have a child/children currently enrolled in the HS/EHS program. There shall be two Alternates for Past Parent Representatives.
3. One (1) voting Grandparent elected to the PAC must have a child/children currently enrolled or previously enrolled in the HS/EHS program. There shall be one Alternate for the Grandparent Representative position.
4. One (1) voting Foster Parent elected to the PAC must have child/children currently or previously enrolled in the HS/EHS program. There shall be one Alternate for the Foster Parent Representative position.
5. One (1) voting seat shall be specifically reserved for the Outgoing Chair, if not termed out. The Outgoing Chair reserves the right to relinquish this seat. The position may not be filled by any other party.
6. Two (2) voting Parent Ambassador Representatives shall be elected by the Parent Ambassador Committee. These Representatives may or may not be a current parent. There shall be two Alternates for the Parent Ambassador Representative position.

Community members desiring to be reappointed must apply for membership on a yearly basis.

SECTION 3: Policy Council Members

Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.

SECTION 4: Alternates

Each SETA HS/EHS center holding membership on the PAC shall have a minimum of one Alternate. The Alternate(s) shall be elected in the same manner as the center Representative.

- A. Upon recognition of his or her status by the PAC Chair, an Alternate may be seated as a voting member of the PAC during the temporary absence of the elected Representative for whom he or she serves as an Alternate. However, an Alternate may not hold an office.
 1. A Representative missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings

(regular/special, excused or unexcused) will automatically be removed and replaced by the Alternate.

2. The Alternate who attends meetings on behalf of an absent Representative will be recorded as Alternate Present (AP). An Alternate's AP attendance will not count as "present" for the Representative.
 - a. The Alternates' excused absence shall be recorded as Alternate Excused (AE) and Alternate Unexcused recorded as (AU).
 - b. For the policy on Alternate attendance reference Article III: Membership, Section 8.A: Absences.
 - c. An Alternate who does not attend a PAC meeting shall receive an attendance letter from the Clerk of the Boards.
 3. In the event an Alternate does not cast a vote during the program year, Alternate will not have served as a PAC Representative and term is not counted.
- B. Alternates are encouraged to attend meetings of the PAC on the same regular basis as members. However, the Alternate will not receive a reimbursement if the Alternate is not replacing the Representative.
- C. Should the Representative member be unable to fulfill their term of office, the first Alternate shall automatically serve in that capacity with all rights and privileges.
- D. Alternates are excluded from attending the following conferences: The National Head Start Association (NHSA) Parent Training Conference, the Region IX Head Start Association Annual Conference/Training, and the California Head Start Association (CHSA) Conference.

SECTION 5: Other Provisions

- A. By a two-thirds (2/3) vote of members present and voting, the PAC may establish and select additional voting members who shall serve as community members of the PAC.
- B. At least 51% of the voting membership of the PAC shall consist of parents whose children are currently enrolled in the program.
- C. Additional members may be added to ensure all program center options are proportionally represented on the PAC.
- D. No SETA HS/EHS or Delegate Agency staff (or member of their immediate

families) shall serve on the PAC except parents who occasionally substitute for regular HS or EHS staff. Occasional subbing is defined as once a week and/or not to exceed four (4) consecutive days in a month.

- E. Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.
- F. Members who currently have a child/children currently enrolled in the HS/EHS program shall be eligible for election to represent the PAC on PC.

~~SECTION 6: California Head Start Association (CHSA) Representative/Alternate~~

~~If requested by CHSA, one Representative and one Alternate shall be elected by the PAC to serve as the Parent Representative to the California Head Start Association. Representative/Alternate must be a current parent. This is a two (2) year term limit.~~

SECTION 7: Term of Office

The term of each member shall be for one (1) program year, and said person may not serve more than five (5) program years. During the term of office, present members (and Alternates) shall serve in that capacity until one of the following situations occur: the Representative's voluntary termination; a new Representative from the center/program they currently represent is seated; the Representative is removed per Section 6A; or the Representative is termed out. Until such occurrence, Representatives must continue to represent the center or agency they were chosen to represent. **The serving members representing Early Head Start (EHS) program options whose child aged out should continue until the end of one (1) program year term unless declined.**

SECTION 8: Attendance

It is each center Representative's responsibility to attend all PAC meetings and parent center meetings on a regular basis. If a member is unable to attend any PAC meeting, that member must notify: the Alternate and the Governance/Parent Engagement Coordinator, PAC Chair or the Clerk of the Boards.

- A. **Absences:**
Any member or Alternate missing two (2) consecutive meetings without an excused absence or missing a total of three (3) meetings (regular or special) excused/unexcused will be automatically removed. An excused absence shall include but not be limited to sickness or death in the family. A member requesting an excused absence must call prior to the meeting: the Alternate, if the Alternate is known, and the Governance/Parent Engagement Coordinator, PAC Chair or the Clerk of the Boards.
- B. **Reinstatement:**

The Representative or agency/group may request that a member who has been removed due to absences be reinstated in the event the Alternate declines. This request must be in writing and submitted to the Chair and Governance/Parent Engagement Coordinator within ten (10) calendar days. It is the final decision of the PAC Executive Committee whether any Representative shall be reinstated.

1. If a member holding an Executive office is reinstated, member is not reinstated to their Executive position.

C. **PAC Business:**

Members conducting PAC business and not at the PAC meeting, shall be neither present nor absent, but rather identified as PAC.

D. **Punctuality:**

Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or Governance/Parent Engagement Coordinator.

Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.

E. **Quorum:**

For purposes of transacting the business of the PAC at any annual, regular, special, or emergency meeting, a quorum of the PAC shall be 41% of the current membership.

SECTION 9: Removal

A PAC Representative may be removed by two-thirds (2/3) vote of all members present and voting whenever, in the judgment of the committee, the best interest would be served. Action to remove a member must be on the agenda.

Article IV

Meetings

SECTION 1: Meetings

The PAC shall hold annual, regular, and special meetings.

A. **Annual Meeting**

The annual meeting of the PAC shall be held in November of each year.

B. **Regular Meetings**

Regular meetings of the PAC shall be held on the third Tuesday of each month at ~~9:00 a.m.~~ **10:00 a.m.** at the Administrative Office Board Room, unless notice is otherwise provided. **Those who are not voting members shall be allowed to join via Zoom. The Zoom invitation will be provided at least 72 hours before the meeting.**

C. **Special Meetings**

Special meetings of the PAC may be called at anytime by the SETA Governing Board, SETA PC, SETA Executive Director, Children and Family Services Deputy Director, PAC Chair, or upon petition by at least a majority of the members of the PAC.

SECTION 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting and PAC members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting notification as indicated below:

A. **Annual and Regular Meetings**

Notice of annual and regular meeting of the PAC shall be in writing and provided to all members of the PAC and posted at least seventy-two (72) hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings**

Members of the PAC must be notified in writing of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least seventy-two (72) hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at a special meeting of the PAC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings**

The PAC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section 2A or Section 2B

of this Article IV, provided that the PAC determines that an emergency situation as defined by the Ralph M. Brown Act exists.

D. **Committee Meetings**

Members of the PAC must be notified in writing of committee meetings. Notice of regularly scheduled meetings shall be provided in compliance with section 2A and 2B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, Governance/Parent Engagement Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

E. **Mailing Address**

1. Notices to all meetings of the PAC shall be in writing and delivered personally, or by mail, to the PAC members' address, as recorded in the PAC records. Representatives, Alternates, and Community members shall be personally responsible for the accuracy of mailing address.
2. Updated contact information should be submitted to the Governance/Parent Engagement Coordinator or Clerk of the Boards within ten (10) calendar days of change.

SECTION 3: Meeting Reimbursement

Each PAC member will receive reimbursement for reasonable expenses. This amount is determined by the Head Start Division according to the PAC Reimbursement Policies and Procedures.

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

Parents are not to bring small children to the meetings. If small children are present, member will be reimbursed for mileage/transportation only.

- A. Members will receive reimbursement for the actual cost of child care (not to exceed \$60 in a 24-hour day, when attending conferences, workshops, trainings, orientation, Parent Leadership Institute or participation in the

Agency hiring process) to be in alignment with PC/PAC Reimbursement Policies and Procedures. Additionally, mileage/transportation will be provided for attending required meetings/obligations listed below:

1. PAC (regular, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing Committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Social/Hospitality, Parent Ambassador)
 4. Office of Head Start (OHS) Monitoring Protocol Training/Review (reimbursement for training received after completion of first review – Monitoring/Evaluation Committee) and Program Self Assessment
 5. Program Area Committees
 6. Health Services Advisory Committee (HSAC)
 7. Ad Hoc (special) Committee Meetings
 8. Governing Board meetings (only applies to the Chair or an Executive Officer in the absence of the Chair)
 9. Food Services Committee
 10. Workforce Development Board and Committee Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Member/Alternates who are a spouse or significant other will not each receive reimbursement.
- C. Members will receive only one reimbursement per day, unless they left and went home/work for two (2) or more hours and is required to come back for another meeting. Members will only receive reimbursement for mileage for that meeting. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if a meeting or meetings exceed four (4) hours.

SECTION 4: Rules of Procedures

- A. The PAC shall conduct all meetings, regular, annual, special, or emergency in conformance with the Ralph M. Brown Act, California Government Code, Section 54950, et. seq.
- B. Except as specifically provided herein, Roberts Rules of Order¹ shall govern procedures in all meetings of the PAC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these bylaws or Roberts Rule of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

SECTION 5: Nominations/Elections

PAC members or candidates must be present to be nominated or elected. However, if PAC member is absent due to PAC business, the member may be nominated or elected.

¹Robert's Rules of Order: *Simplified and Applied*, 2nd ed., Copyright 2001.

SECTION 6: Voting

Each PAC member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PAC may be taken only by a majority vote of all the members of the PAC, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, and his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention.

Article V

Officers

SECTION 1: Officers

The officers of the PAC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

SECTION 2: Election and Term of Office

- A. Officers of the PAC shall be elected at the next regularly scheduled meeting following the annual PAC meeting by a plurality vote of the PAC members present and voting, providing a quorum is present. Officers shall take office immediately following the election.
- B. All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.
- C. 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.

SECTION 3: Duties of Officers

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

- A. The Chair of the PAC shall preside over all meetings of the PAC and implement all policies and programs of the PAC. The Chair shall act as the official agent of the PAC in all matters relating to the PAC, and shall be the chief spokesperson and public relations officer for the PAC. The Chair shall have the power to appoint, both in and out of the PAC, any additional positions as needed with ratification of the PAC. The Chair shall represent the PAC at the National Head Start Parent Association Conference. The Chair shall be an ex-officio member of all committees and shall represent the PAC at all Governing Board meetings, but shall adhere to the provisions of Article IV, Meetings; Section 3, as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall call the roll, keep a record of the current and preceding minutes at each meeting, and record resolutions or motions adapted, as may be necessary to expedite the PAC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and the PAC Secretary and keep such records, files and accounts as may be necessary to expedite PAC's business. The Treasurer shall be a member of the Social/Hospitality Committee, and the Parent Ambassador Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to Parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

SECTION 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PAC (Bylaws, Brown Act, Robert's Rules of Order), or failure to act in the best interest of the committee; the PAC Chair shall

appoint an interim officer until the officer returns to duty or is replaced at the next regularly scheduled meeting. The appointment must be made from among the membership of the PAC.

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PAC.

Article VI

Committees

The quorum of the PAC shall be 41% of the committee membership. Membership is determined by the selection of the PAC. No committee meeting shall have a majority of PAC members present without proper public notice. Reference page Article III, Membership, Section 6, Attendance, A. Absences, for Standing and Program Area Committee meeting attendance.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PAC business. A member requesting an excused absence must call the PAC Chair, Governance/Parent Engagement Coordinator or Clerk of the Boards and request an excused absence prior to the meeting.

SECTION 1: Standing Committees

There is, hereby, created standing committees of the PAC. The following are standing committees: Executive, Budget/Planning, Personnel/Bylaws, Social/Hospitality, and Parent Ambassador.

- A. **Executive Committee**
The Executive Committee shall be comprised of all elected officers (per Article V of these By-laws). The Executive Committee shall perform the powers, duties, and functions of the PAC in emergency situations when the PAC cannot be convened or quorum cannot be obtained and such other powers, duties, and functions, as deemed necessary, be established by the PAC. The meeting may be called by the PAC Chair, the Children & Family Services Deputy Director, the SETA Executive Director, or the SETA Governing Board. The committee shall report to the full PAC, in writing, all actions for ratification at the next meeting.
- B. **Budget/Planning Committee**

Budget/Planning Committee shall be comprised of the Treasurer and other Representatives who shall be selected by the PAC promptly after each annual meeting. This Committee shall review all HS/EHS budgets and modifications for the HS/EHS funding year and submit their review to the full PAC for approval. In addition, this Committee shall have input on program design and operations and long- and short-term planning goals and objectives. It is recommended that all HS/EHS budget modifications and amendments be approved by the PAC prior to Policy Council approval. A monthly fiscal report shall be provided to the full PAC on the fiscal status of the HS/EHS budget. It shall be the duty of this committee to oversee the expenditures of the PAC and to report the acquired and expended amount of money to the full PAC.

C. **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be comprised of the Parliamentarian and Representatives. They shall be selected by the PAC promptly after each annual meeting. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws to the full PAC.

D. **Social/Hospitality Committee**

The Social/Hospitality Committee shall be comprised of the Secretary, Treasurer and Representatives selected by the PAC promptly after each annual meeting. The primary duty of this committee shall be to report to the full PAC all social activities.

E. **Parent Ambassador Committee**

The Parent Ambassador Committee shall be composed of one (1) staff, Representatives, former parents and other members who shall be selected after each annual meeting of the PAC. The Parent Ambassador Committee Representatives shall oversee the committee. Former parents who no longer serve on the PAC shall receive reimbursement for participation for one (1) program year. The duty of this committee shall be to promote all PAC trainings/events, Head Start children, and male involvement activities. It shall be the sole duty of this Committee to report the expenditures of funds to the PAC monthly.

SECTION 2: Program Area Committees

There is hereby created Program Area Committees of the PAC. The following are Program Areas: Early Childhood Development and Health Services, Parent, Family and Community Engagement, Monitoring and Evaluation.

- ♦ **Early Childhood Development and Health Services Committee** shall be comprised of one (1) staff and representatives who shall plan and review the Early Childhood Development and Health Services program content area and participate in curriculum/instruction and health and safety.
- ♦ **Parent, Family and Community Engagement Committee** shall be

comprised of one (1) staff and Representatives who shall plan and review the Parent, Family and Community Engagement Committee program area.

- ♦ **The Monitoring and Evaluation Committee** shall be comprised of one (1) staff and the Committee of the Whole who shall plan, review and oversee program.
- ♦ **The Food Services Committee** shall be comprised of one (1) staff and Representatives who shall plan, review and oversee program food service.

PAC Representatives shall select at least two (2) Program Area committees to serve on as described above. Special circumstances may be excused by the Chair.

SECTION 3: Special Committees

When necessary to carry on the work of the PAC, other committees, such as Ad Hoc (special committees), shall be appointed by the Chair. Such committee must have a purpose and time frame for committee appointment. All elected committee meeting members attending approved special committee meetings will receive the standard reimbursement.

A report will be provided to the full PAC.

Article VII

Reports

SECTION 1: Reports

The following reports shall be provided to the PAC monthly. The purpose of reports is to maintain control of program quality and program accountability:

- ✓ Fiscal Reports (Budget Reports)
- ✓ Corporate Card Statement of Accounts (Credit Card Expense Report)
- ✓ USDA Meal/Snacks Report - Child and Adult Care Food Program (CACFP) Report SOP
- ✓ Program Information Summaries (Monthly Head Start Report)
- ✓ Sacramento County HS/EHS Program Enrollment Report
- ✓ Monthly Average Daily Attendance Report

Article VIII

Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PAC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PAC. Proposals to amend these Bylaws must originate at least four full calendar weeks prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PAC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voting upon, and further, that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place except at a regular, annual or special meeting of the PAC.

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

Presenter: Lynnette Blaney

RECOMMENDATION:

Approve Sacramento County Naloxone Policy and Procedure.

BACKGROUND:

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

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

Staff will be available to answer questions.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

NALOXONE

Policy

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

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

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

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

Head Start/Early Head Start Policies and Procedures

Rationale:

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

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

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

Head Start/Early Head Start Policies and Procedures

NALOXONE

Procedure

DEFINITIONS:

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

What is Naloxone?

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

Head Start/Early Head Start Policies and Procedures

Naloxone Administration Instructions:

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

Step 1: Check if you suspect an overdose.

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

Step 2: Give first dose in the nose.

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

Step 3: Call 911.

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

Step 4: Watch and give.

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

Step 5: Stay.

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

Head Start/Early Head Start Policies and Procedures

Procurement of Naloxone

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

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

Deployment of Naloxone

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

Restocking and Tracking of Naloxone

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

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

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

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

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

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

Head Start/Early Head Start Policies and Procedures

Storage Instructions in Center

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

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

Storage Instructions for Mobile Use

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

Training of Staff to Administer Naloxone

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

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

Continued Training

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

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

Disposal

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

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

Head Start/Early Head Start Policies and Procedures

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

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

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

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

ACTION ITEM II-C

Election of Parent Advisory Committee Vice Chair and Parliamentarian for Program Year 2023-2024

RECOMMENDATION:

That the Parent Advisory Committee elect a Vice Chair and Parliamentarian.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect officers for the positions of Vice Chair and Parliamentarian for Program Year 2023-2024. The duties of PAC Vice Chair and Parliamentarian shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS Center-Based or Home-Based Option.

SECTION 3: Duties of Officers

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

- C. The Vice Chair shall serve as Chair of the PAC in the absence of the Chair, and shall have all delegated powers. The Vice Chair will assume position of Chair if seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.

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

Vice Chair:

Parliamentarian:

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-D

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

RECOMMENDATION:

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

BACKGROUND:

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

Please see attached Conference Attendance Guidelines and conference information.

NOTES:

Representatives nominated:

Alternates elected:

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

PARENT ADVISORY COMMITTEE REPRESENTATIVE CONFERENCE ATTENDANCE GUIDELINES

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

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



NATIONAL HEAD START ASSOCIATION



Parent And Family Engagement Conference

December 16 - 19, 2024 | San Diego, California

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

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

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

Engage With Your Communities of Practice

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

The Communities of Practice are:

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

2024 Schedule at a Glance

Monday, Dec. 16

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

Registration Desk Open

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

Exhibit Hall Grand Opening Reception

Tuesday, Dec. 17

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

Registration Desk Open

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

General Opening Session

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

Exhibit Hall Open

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

Breakout Sessions

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

Breakout Sessions

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

Parent Policy Council Dinner & Dance (Ticketed Event) |

Sponsored by Walden University

Wednesday, Dec. 18

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

Registration Desk Open

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

Exhibit Hall Open

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

Breakout Sessions

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

Breakout Sessions

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

Breakout Sessions

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

Breakout Sessions

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

Holiday Party (Open to all attendees)

Thursday, Dec. 19

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

Registration Desk Open

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

Breakout Sessions

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

General Closing Session

12:00 p.m.

Attendee Departure

ACTION ITEM II-E

Election of SETA-Operated Representatives and Alternates to the Policy Council for Program Year 2023-2024

RECOMMENDATION:

That the Parent Advisory Committee elect three (3) Representatives and five (5) Alternates.

Representatives Nominated	Alternates Nominated

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect SETA-Operated Representatives and Alternates to the Sacramento County Head Start Policy Council (PC).

The duties of Representatives include:

- ✓ Attend monthly Policy Council meetings held at the SETA Board room on the fourth Tuesday of each month at 9:00 a.m.
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

PAC Bylaws referenced:

Article III – Membership, Section 3: Policy Council Members, B:

“Six (6) SOP PAC Representatives and six (6) Alternates shall be elected to the Policy Council. Representatives must be a parent of a child/children currently enrolled in the SOP Head Start program. Partner Representatives are not eligible to hold an SOP PAC Representative seat on the PC.”

In addition, refer to:

ACTION ITEM II-E (continued)
Page 2

Article III – Membership, Section 5: Other Provisions, E:

“Members holding a seat (member who has not been re-elected/replaced) at the Annual PAC meeting shall not be elected to represent PAC on the PC.”

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

ACTION ITEM II-F
Election of Parent Advisory Committee Parent Ambassador and Alternate for Program Year 2023-2024

RECOMMENDATION:

That the Parent Advisory Committee elect one (1) Parent Ambassador and one (1) Alternate.

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect Parent Ambassador and Alternate for Program Year 2023-2024. The duties of PAC Community Representative are prescribed in the Bylaws in Article III – Membership, Section 2C.

SECTION 2: C. Community Representatives

Additional PAC members will include:

5. Two (2) voting Parent Ambassador Representatives shall be elected by the Parent Ambassador Committee. These Representatives may or may not be a current parent. There shall be two Alternates for the Parent Ambassador Representative position.

ACTION Moved: _____ Second: _____

VOTE Aye: _____ Nay: _____ Abstain: _____

INFORMATION ITEM III-A
Standing Information

BACKGROUND:

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

NOTES:



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

2024 SACRAMENTO WATER FESTIVAL

SATURDAY
NOV 2
10 AM – 4 PM

Discovery Park

Sacramento, CA

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

Parking: \$7

**FREE
ADMISSION!**

Live Music

Cultural
Performances

Activities
for Children

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

<http://tinyurl.com/sacwaterfest24>

For more Information, please contact:

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

Performers: Maia Ifalami (916) 821-6466



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

sacramentowaterfestival.com



ALWAYS KNOCKING INC.

Presents

COUNT ME, I'M IN FATHERHOOD CONFERENCE

This is a conference you do not want to miss!

Come one come all!

Calling all fathers!!



Saturday, October 26, 2024

10AM – 1PM

Maple Elementary School

3301 37th Ave. Sacramento, CA 95824



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



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



black infant health

Empowering Pregnant and Mothering Black Women



Trunk or Treat!!!

Saturday, Oct. 26th 10am-1pm

THE NORTH SACRAMENTO FAMILY RESOURCE CENTER PROUDLY BRINGS YOU:

FREE FAMILY EVENT

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

CANDY RAFFLES, PRIZES



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



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

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

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

INFORMATION ITEM III-B
Head Start Policy Council Minutes

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Policy Council Minutes of the August 27, 2024 meeting.

NOTES:

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

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

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.

FOUNDATIONS

BILL & MELINDA GATES foundation

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the David & Lucile Packard FOUNDATION



THRIVE FOUNDATION FOR YOUTH

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Bloomberg Philanthropies

FINANCIAL HEALTH NETWORK formerly CFSE

The Lemelson Foundation

Bb BARBARA BUSH FOUNDATION for FAMILY LITERACY

TIPPING POINT COMMUNITY

UBS

naf

OPEN SOCIETY FOUNDATIONS Head Start Parent Advisory Committee

NATIONAL ABORTION

NONPROFITS AND NETWORKS

URBAN INSTITUTE

FUTURES WITHOUT VIOLENCE

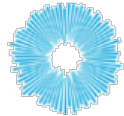
FRAC Food Research & Action Center

BETTER MAKE ROOM

HUMAN RIGHTS WATCH



REDF



LIVING CITIES INNOVATE • INVEST • LEAD



CENTER FOR REPRODUCTIVE RIGHTS

The LEGO Foundation

the bread project

RISE UP

the forum FOR YOUTH INVESTMENT

NATIONAL DOMESTIC WORKERS ALLIANCE

LEVER FOR CHANGE

SESAME WORKSHOP

COMMON FUTURE

GOVERNMENTS

CITY OF SAN JOSE CAPITAL OF SILICON VALLEY

NYC Office of the Mayor



NYC / EDC

Federal Reserve Bank of Boston

California Department of PublicHealth



greenNYC

CRISIS SUPPORT SERVICES of Alameda County

SCAG SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

department of economic opportunity COUNTY OF LOS ANGELES

PRIVATE SECTOR

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CATERPILLAR FOUNDATION CATERPILLAR



ROCK HEALTH

VISA

J.P.Morgan

Tuesday, October 15, 2024

Dalberg

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

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

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

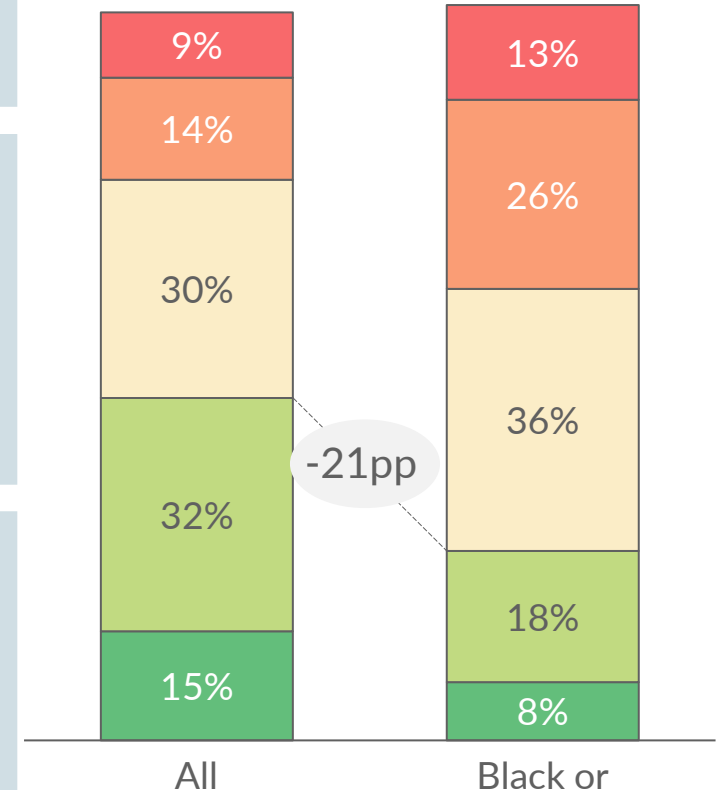
POINTS OF REFERENCE

- “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.



-21pp

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

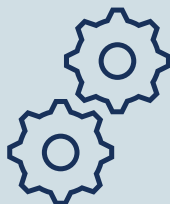
STRATEGIC INITIATIVE 2



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.

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!

COMMITTEE REPORTS ITEM IV

- Executive Committee Meeting: Mr. Royal Jones

NOTES:

- Budget/Planning Committee Meeting: Mr. Royal Jones

NOTES:

- Parent Ambassador Committee Meeting: Mr. Royal Jones

NOTES:

- Social/Hospitality Committee Meeting: Mr. Royal Jones

NOTES:

- Personnel/Bylaws Committee Meeting: Mr. Royal Jones

NOTES:

OTHER REPORTS ITEM V

BACKGROUND:

This agenda item provides an opportunity for other reports to be shared with PAC.

- A.** Chair – Mr. Royal Jones
 - ✓ PAC Recruitment
 - ✓ Male Involvement
 - ✓ Community of Practice
- B.** Policy Council – Ms. Fienishia Wash
- C.** Head Start Deputy Director – Ms. Karen Griffith
 - ✓ Monthly Head Start Report
- 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:



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

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

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

	Lunch	PM Snack	Breakfast	Field Trips
	32,716	31,214	31,802	1
Total Amount of Meals and Snacks Prepared				95,807

Purchases:

Food	\$119,700.58
Non - Food	\$10,442.33

Building Maintenance and Repair: \$0.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$0.00

Vehicle Maintenance and Repair: \$507.02

Vehicle Gas / Fuel: \$2,277.67
Normal Delivery Days 21

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start

September 2024

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

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

Agency	AFE (HS)	Total IEPs	% of AFE	AFE (EHS)	Total IFSPs	% AFE
SETA operated	1364	128	8%	739	93	11%
Twin Rivers USD	156	**	%	56	**	%
Elk Grove USD	440	59	10%	NA		
Sac City USD	676	49	6%	16	0	0%
San Juan USD	712	57	8%	96	6	5%
WCIC	100	2	%	NA		
COUNTY TOTAL	3448	259	8%	907	89	10%

****NO REPORT RECEIVED**

AFE: Annual Funded Enrollment

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
September 2024

HS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	40	40	0	40		100%
*Bret Harte	20	19	0	19		95%
*Bright Beginnings	20	20	0	20		100%
*Capital City	20	18	0	18		90%
*CP Huntington	20	19	0	19		95%
*Crossroad Garden	60	49	1	50		83%
*Elkhorn	60	53	2	55		92%
*Florin	20	16	1	17		85%
*Freedom Park	60	50	12	62		103%
*Freeport	20	15	7	22		110%
*Galt	60	59	0	59		98%
*Hillsdale	80	74	1	75		94%
*Hopkins	40	37	1	38		95%
*Job Corps	20	20	2	22		110%
*Marina Vista	40	31	0	31		78%
*Mather	60	58	2	60		100%
*Norma Johnson	40	34	1	35		88%
*North Avenue	60	44	1	45		75%
*Northview	60	59	3	62		103%
*Phoenix Park	40	38	1	39		98%
*Sharon Neese	60	58	0	58		97%
Alder Grove ELC	20	17	0	17		85%
Bannon Creek	40	37	0	37		93%
Dudley	20	18	0	18		90%
Franklin	20	17	0	17		85%
Fruitridge	40	31	0	31		78%
Grizzly Hollow	40	40	0	40		100%
Home Base	120	92	7	99		83%
LaVerne Stewart	20	20	0	20		100%
Nedra Court	40	25	1	26		65%
Parker	20	14	0	14		70%
Solid Foundation	40	23	0	23		58%
Strizek Park	20	19	0	19		95%
Walnut Grove	24	14	0	14		58%
Total	1364	1178	43	1221	0%	90%

- (a) Reason and action plan provided when enrollment is below 100%
- (b) Site(s) with capped classrooms due to staffing
- (c) Percentage when capped/closed amount deducted from funded amount
- (d) Pending License

SETA HEAD START/EARLY HEAD START
End of Month Enrollment Report
September 2024

EHS Center Name (* CCTR/CSPP Funded)	Funded Enrollment	Actual Enrollment	Drop within last 30 days	Total Reported	(c) Closed/Capped %	(a) Actual to Funded Enrollment %
*16th Avenue	27	24	3	27		100%
*Alder Grove I/T	16	13	2	15		94%
*Bret Harte	9	8	0	8		89%
*Bright Beginnings	16	1	0	1		6%
*Captial City	16	9	2	11		69%
*CP Huntington	16	15	1	16		100%
*Crossroad Garden	15	14	2	16		107%
*Elkhorn	16	15	0	15		94%
*Florin	16	3	0	3		19%
*Freedom Park	16	13	2	15		94%
*Galt	16	16	2	18		113%
*Hillsdale	16	16	2	18		113%
*Hiram Johnson	32	30	5	35		109%
*Hopkins	6	6	0	6		100%
*Job Corps	25	24	0	24		96%
*Marina Vista	9	3	4	7		78%
*Mather	15	15	1	16		107%
*Norma Johnson	9	8	1	9		100%
*North Avenue	16	15	1	16		100%
*Northview	16	16	1	17		106%
*Phoenix Park	8	7	1	8		100%
*Sharon Neese Center	25	25	2	27		108%
*Spinelli	16	3	0	3		19%
EHS Home Base	200	173	15	188		94%
Grizzly Hollow	9	9	1	10		111%
River Oak - Home Base	72	65	4	69		96%
SCOE - Home Base	77	58	3	61		79%
Walnut Grove	9	5	2	7		78%
Total	739	609	57	666	0%	90%

Head Start/Early Head Start Reasons/Observations for under enrollment:

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

Strategies/Action Plan:

Human Resources posted job openings within the following employment search websites: CA Head Start Assoc., CalJOBS, ZipRecruiter, Indeed and ADP WFN Recruitment Portal, SETA Job Fair. The following positions were onboarded this month: 3 Head Start Teachers, 4 Associate Teacher's, and 2 Associate Teacher Infant Toddler.

Recruitment and networking opportunities to increase awareness of Head Start services and Community Partnerships: Literacy is Key- Dia de La Familia; Community Table Auto Light Check and Repair; Rio Linda County Faire; Sacramento Vision and Health Fair. From these recruitment events, 9 Interest Forms were completed by families inquiring about Head Start services.

- (a) Reason and action plan provided when enrollment is below 100%
- (b) Site(s) with capped classrooms due to staffing
- (c) Percentage when capped/closed amount deducted from funded amount
- (d) Pending License

CENTER UPDATES ITEM VI

BACKGROUND:

This agenda item allows PAC the opportunity to discuss events going on at their center.

NOTES:

DISCUSSION ITEM VII

BACKGROUND:

This agenda item allows PAC the opportunity to discuss items not on the agenda.

NOTES:

PUBLIC PARTICIPATION ITEM VIII

BACKGROUND:

The general public is encouraged to participate in PAC meetings. If members of the audience wish to speak, they should address their requests to the Chair.

NOTES: