

Thought for the Day: Everyone who got where he is had to begin where he was.

~ Pope John Pay II

**GOVERNING BOARD**

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**HEAD START/EARLY HEAD START**

**REGULAR MEETING OF THE PARENT ADVISORY COMMITTEE**

**Date: Tuesday, September 28, 2010**

**Time: 9:00 a.m.**

**Location: SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815**

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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    - Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen
    - PC/PAC Calendar of Events – Ms. Jeanine Vandermolen

**ADMINISTRATION**

**KATHY KOSSICK**  
Executive Director

**DENISE LEE**  
Deputy Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Phone: (916) 263-3804  
Fax: (916) 263-3779

Website:  
<http://www.headstart.seta.net>

	<ul style="list-style-type: none"> <li>➤ PC/PAC End of Year Appreciation (see flyer) – Ms. Jeanine Vandermolen</li> <li>➤ PC/PAC Recruitment – Ms. Jeanine Vandermolen</li> <li>➤ PC/PAC Survey – Ms. Jeanine Vandermolen</li> <li>➤ Parent/Staff Recognitions - Mr. Jose Diaz and the SETA Head Start Facility Department – Ms. Jeanine Vandermolen/Ms. Denise Lee</li> <li>➤ Program Self Assessment – Ms. Robyn Caruso</li> <li>➤ Child Care Center Food Menu (Attached)</li> <li>➤ Community Resources – PAC Representatives/Staff</li> </ul>	
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**Distribution Date: Thursday, September 23, 2010**

*Parent Advisory Committee (PAC) meeting hosted by PAC Officers:*  
*Chair, Jeanine Vandermolen*  
*Vice Chair, Mary Brown*  
*Secretary, Katherine Yaipen-Faulter*  
*Treasurer, Kiesha Spriggs*  
*Parliamentarian, Vacant*

**ITEM I-A – ROLL CALL**

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

- \_\_\_ **Vacant**, Auberry Park Head Start
- \_\_\_ **Vacant**, Bannon Creek Head Start
- \_\_\_ **Vacant**, Broadway Early Learning Center
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ Mukeya Richardson, Early Head Start/ Home Base
- \_\_\_ Lashonda Tablit, Florin Meadows Head Start
- \_\_\_ **Vacant**, Freedom Park Head Start
- \_\_\_ **Vacant**, Fruitridge Head Start
- \_\_\_ Luis Ramos, Galt Head Start
- \_\_\_ **Vacant**, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ **Vacant**, Hillsdale Head Start
- \_\_\_ Tamara Knox, Home Base
- \_\_\_ **Vacant**, Home Base
- \_\_\_ Kelly Martin, Hopkins Park Head Start
- \_\_\_ **Vacant**, Illa Collin Head Start
- \_\_\_ **Vacant**, Job Corps Head Start
- \_\_\_ David Quintero, Kennedy Estates Head Start
- \_\_\_ Mary Brown, La Riviera Head Start
- \_\_\_ Victor Goodwin, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- \_\_\_ Charity Achusim, Mather Head Start
- \_\_\_ **Vacant**, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 1 Head Start
- \_\_\_ Yvette Hernandez, New Helvetia 2 Head Start
- \_\_\_ Connie Wallace, Norma Johnson Head Start
- \_\_\_ Erika Contreras, Northview Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ Katherine Yaipen-Faulter, Phoenix Park Head Start
- \_\_\_ **Vacant**, Sharon Neese Early Learning Center
- \_\_\_ Zakkiyyah Spikes, Solid Foundation Head Start
- \_\_\_ Dina Patterson, Strizek Park Head Start
- \_\_\_ **Vacant**, Vineland Head Start
- \_\_\_ Laura Meza, Walnut Grove Head Start
- \_\_\_ Lacy Berry, Whispering Pines Head Start
- \_\_\_ **Vacant**, Foster Parent Representative
- \_\_\_ **Vacant**, Grandparent Representative
- \_\_\_ Troy Luna, Male Involvement Representative
- \_\_\_ Jeanine Vandermolen, Past Parent/Community Representative
- \_\_\_ Kiesha Spriggs, Past Parent/Community Representative

**New Representatives to be seated:**

None.

**ITEM I- B – PAC MEETING  
ATTENDANCE UPDATE**

The PAC was seated on November 30, 2009  
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2009-2010

COMMITTEE MEMBER	CENTER	11/30	12/18	01/26	02/23	03/23	04/27	05/25	06/22	07/27	08/24	09/28	10/26	11/23
Vacant	AP													
Zenobia Prothro Seated 11/09	BC	X	E	E	X	X	X	X	X	X	U			
Vacant	BLC													
Vacant	COP													
Vacant	CW													
Roberto Reyes S/B Seated 08/10	CR										X			
Mukeya Richardson S/B Seated 02/10	EHS/HB				AP	X	X	X	U	X	U			
Lashonda Tablit Seated 05/10	FM							X	X	X	X			
Vacant	FP													
Vacant	FT													
Luis Ramos Seated 02/10	G				X	X	X	X	E	X	X			
Vacant	GH													
Vacant	GSC													
Vacant	H													
Tamara Knox Seated 11/09	HB	X	X	E	X	X	X	X	X	X	X			
Vacant	HB													
Vacant	IC													
Kelly Martin Seated 11/09	HP	X	X	X	X	X	X	X	X	X	X			
Vacant	JC													
David Quintero Seated 11/09	K	X	X	X	X	X	X	E	E	X	X			
Mary Brown Seated 11/09	LAR	X	X	X	X	X	X	X	X	X	X			
Victor Goodwin Seated 01/10	LVS			X	X	X	X	X	X	X	X			
Vacant	MCBB													
Charity Achusim Seated 04/10	M						X	E	X	U	X			
Michelle Burgess Seated 04/10	NC						X	X	E	E	E			
Connie Wallace Seated 04/10	NJ						X	X	X	X	X			
Vacant	NH1													
Yvette Hernandez S/B Seated 11/09	NH2	E	X	X	X	X	X	X	U	X	X			
Erika Contreras Seated 06/10	NV								X	X	X			
Vacant	PA													
Katherine Yaipen-Faulter S/B Seated 11/09	PP	E	X	X	X	X	X	E	X	X	X			
Zakkiyyah Spikes Seated 04/10	SF						X	X	U	X	U			
Vacant	SN													
Dina Patterson Seated 11/09	SP	X	X	X	U	X	X	X	X	X	X			
Vacant	V													
Laura Meza Seated 11/09	WG	X	E	X	X	X	X	X	X	X	X			
Lacy Berry Seated 04/10	WP						X	X	E	X	X			
Vacant	FPR													
Vacant	GPR													
Troy Luna Seated 04/10	MIR						X	X	E	E	X			
Kiesha Spriggs Seated 11/09	PPR	X	X	X	X	X	X	X	X	X	X			
Jeanine Vandermolen Seated 11/09	PPR	X	X	X	X	X	X	X	X	X	X			

**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 Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Jeanine Vandermolen, at 837-1176, or the PAC Clerk, Ms. Lori Black, at 263-4068

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2008-2009**  
(Continued)

**Head Start Center Abbreviations**

<b>AP:</b>	Auberry Park	<b>LAR:</b>	La Riviera
<b>BC:</b>	Bannon Creek	<b>LVS:</b>	LaVerne Stewart
<b>BLC:</b>	Broadway Early Learning Center	<b>M:</b>	Mather
<b>CR:</b>	Crossroads Garden	<b>MCBB:</b>	Marie Cleveland Bright Beginnings
<b>CW:</b>	Countrywood	<b>NJ:</b>	Norma Johnson
<b>EHS:</b>	Early Head Start	<b>NC:</b>	Nedra Court
<b>FM:</b>	Florin Meadows	<b>NH1:</b>	New Helvetia 1
<b>FP:</b>	Freedom Park	<b>NH2:</b>	New Helvetia 2
<b>FT:</b>	Fruitridge	<b>NV:</b>	Northview
<b>G:</b>	Galt	<b>PA:</b>	Parker Avenue
<b>GH:</b>	Grizzly Hollow	<b>PP:</b>	Phoenix Park
<b>GSC:</b>	Grant Skills Center	<b>SF:</b>	Solid Foundation
<b>H:</b>	Hillsdale	<b>SN:</b>	Sharon Neese
<b>HB:</b>	Home Based	<b>SP:</b>	Strizek Park
<b>HP:</b>	Hopkins Park	<b>V:</b>	Vineland
<b>IC:</b>	Illa Collin	<b>WG:</b>	Walnut Grove
<b>JC:</b>	Job Corps	<b>WP:</b>	Whispering Pines
<b>K:</b>	Kennedy Estates		

**Representative Abbreviations**

<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>MIR:</b>	Male Involvement Representative
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>R:</b>	Resigned

**ITEM II-A – CONSENT**

**APPROVAL OF MINUTES FOR PAC REGULAR MEETING AUGUST 24, 2010**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the PAC Regular Meeting of August 24, 2010.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

# REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

## MINUTES/SYNOPSIS

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

August 24, 2010  
9:00 a.m.

### **I. Welcome**

#### **A. Call to Order/Roll Call**

Ms. Jeanine Vandermolen called the meeting to order at 9:11 a.m. The Thought for the Day was read by Mr. Luis Ramos. The Pledge of Allegiance was recited. Roll was called; a quorum confirmed.

#### **Members Present:**

Lashonda Tablit  
Luis Ramos  
Tamara Knox  
Kelly Martin  
David Quintero  
Mary Brown  
Victor Goodwin (9:29 arrival)  
Charity Achusim (9:15 arrival)  
Yvette Hernandez (9:31 arrival)  
Connie Wallace  
Erika Contreras  
Katherine Yaipen-Faulter  
Dina Patterson  
Laura Meza  
Lacy Berry  
Troy Luna  
Jeanine Vandermolen  
Kiesha Spriggs

#### **Members Absent:**

Zenobia Prothro (U)  
Mukeya Richardson (U)  
Michelle Burgess (E)  
Zakkiyyah Spikes (U)

#### **New Members Seated:**

Roberto Reyes, Crossroad Gardens Head Start

#### **B. PAC Meeting Attendance Update**

Ms. Yapien-Faulter read the Attendance Update requirements for absences.

### **II. Consent Item**

#### **A. Approval of Minutes for PAC Meeting of July 27, 2010**

Motion by Ms. Yaipen-Faulter, seconded by Mr. David Quintero, to approve the minutes.

Ayes, 15. Nays, 0. Abstentions, 2 (Ms. Vandermolen and Ms. Charity Auchism).  
Motion carried.

**III. Action Items** – No Items.

The Chair went out of the agenda order.

**IV. Information Items**

**B. Soil Born Farms Community Partner Recognition**

Ms. Melanie Nicolas recognized Soil Born Farms Urban Agriculture and Education Project, a non-profit organization and Community Partner of SETA Head Start, for outstanding service in providing locally grown fresh fruit and vegetables, through community farm stands set up at various Head Start centers from March 2008 through June 2010. This Grow Project, administered by Health Education Council (HEC) and funded by First 5 Sacramento, provided job skills training to Head Start parent volunteers, who also received fresh produce and a cash stipend.

Mr. Randy Stanndard was in attendance and accepted the recognition awards for Soil Born Farms, himself, and Ms. Carolyn Reuman, who could not attend the meeting. Ms. Nicolas thanked Mr. Francisco Navarro, who designed the collage awards.

Ms. Nicolas shared that Soil Born Farms was part of the project that SETA partnered on with the HEC funded by First 5; this was a three-pronged approach to promoting health and nutrition with families of zero to five. This is a continuation of a three-year grant that Soil Born Farms was part of. Through HEC beginning in October the *Sprout* newsletter will continue in English, and now in Spanish, as a continuation of In The Grow.

As a new feature of this grant, HEC would like to support the efforts of parents promoting healthy habits and physical activities with their families. HEC provides an opportunity for parents (past and current) to train as parent educators on how to become advocates for physical fitness and healthy lifestyles. Parent participants will be trained as a parent educator who can work for a stipend at Head Start, other child care centers, and at events.

**IV. Information Items** (Continued)

**A. Standing Information**

- Community Resources – Staff – First 5 Sacramento Community Grants and Health Education Council (HEC) Parent Education Program – Ms. Melanie Nicolas

HEC will support parent groups who want to start a physical activity club. Parents and Past Parents interested in starting a group will be guided by HEC in choosing which one and inviting members from the centers. Interested parents were asked to contact Ms. Nicolas (263-3736).

The Community Building Initiative through First 5 will support any project that will support the development of children zero to five and their interactions with their families. Ms. Nicolas encouraged Head Start parents and other participants to get together with their community members and become leaders and participants and submit a grant. (Flyer available.)

(Mr. Victor Goodwin arrived at 9:29 a.m. Ms. Yvette Hernandez arrived at 9:31 a.m.)



➤ Introduction of Newly Seated Representatives

Mr. Roberto Reyes, Crossroad Gardens Head Start, introduced himself and was welcomed by the PAC.

➤ Parent/Family Support Unit Calendar of Events, PC/PAC Calendar of Events – attached.

Ms. Jeanine Vandermolten highlighted some calendar items. Thursday, August 26, 2010, 10:00 a.m., Shasta Room, is the PC/PAC Personnel/Bylaws Committee meeting. Final revision requests must be submitted by Thursday, September 2<sup>nd</sup>.

The next Budget meeting (not listed in the agenda) is Tuesday, September 7<sup>th</sup>, 9:00 a.m., room to be announced.

The PC/PAC is requested to attend the Review of SOP Health and Nutrition Policies and Procedures, to be held Friday, October 15, 2010.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account –

Mr. Roy Kim reported for Mr. Roger Bartlett, who is in training. July 31<sup>st</sup> is the end of the Program Year. SETA is still in the process of ending the books for the recently ended Program Year, and subsequent reports to parents are to follow.

SETA Head Start is a little over 96 percent spent, which is underspent. There are still costs that have not come in yet. SETA has until October 29<sup>th</sup> to actually liquidate obligations and close all books. The best projection is SETA will be between \$200-\$300,000 underspent, which is less than a 1 percent margin of error.

➤ Parent/Staff Recognitions - Mr. Jose Diaz and the SETA Head Start Facility Department – Ms. Jeanine Vandermolten/Ms. Denise Lee – Tabled.

➤ SETA Operated Program Monthly Enrollment/ADA Report (June) – Ms. Elsie Bowers

- ✓ SOP Enrollment Report for School Year 2009-2010 (July-attached.) Contact Ms. Bowers with questions at 263-3920.

➤ Child Care Center Food Menu (Attached)

➤ PC/PAC Joint Parent Activity

Ms. Vandermolten, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter and Ms. Marie Desha shared on the parent activity (August 13<sup>th</sup>, 7:30 a.m. – 3:30 p.m., Capitol Building, California Museum, and Cathedral of the Blessed Sacrament Tour). There was a good turnout and everyone had a lot of fun. The Board thanked Ms. Tamara Knox, who took pictures of the event, including those of the parent/staff group on the Senate Floor, with SETA Head Start's name on the leader board, and of parents and staff sitting in Representatives' seats; and Ms. Desha, who put the event together. Hopefully the pictures will be available to share at the End of Year Celebration.

➤ PC/PAC Orientation II Report

Ms. Vandermolten and Ms. Brown reported that SETA only had one PAC parent and

one PC parent attend the Orientation II. Mr. Reyes was congratulated for being the only attending PAC Board Member. SETA planned on a number of parents being there, and many training packets were put together. Parents who RSVP'd did not attend. 15 staff members cleared their calendars and came to the Orientation II. A lot of parent money was spent on food and materials. Board Members were encouraged to attend the events they sign up for, or at least call if they cannot attend events (and/or committee meetings).

➤ Community Resources (Continued) – PAC Representatives – Ms. Jeanine Vandermolten

Ms. Vandermolten shared that she is showing her art at the Mix near 16<sup>th</sup> and “L” Streets on Friday, August 27<sup>th</sup> 4-7 p.m. She will be doing a permanent show at the Rancho Cordova Expedition Center, 11395 Folsom Blvd., Rancho Cordova, 95742. The Grand Opening will have a media event, and is Wednesday, September 1<sup>st</sup> at 10 a.m. Board Members planning to attend were asked to leave their e-mail address so she can RSVP to plan for food, etc. (Do not Google the address, as it will be incorrect.)

There will be a Second Saturday next month. They are trying to get Ms. Knox to show her photographs next door to Ms. Vandermolten.

C. Governing Board Minutes of July 1, 2010 (Attached)

V. **Committee Reports**

✓ Executive Committee

Ms. Kiesha Spriggs read the attached report.

✓ Budget/Planning Committee

Ms. Brown reported that almost 100 percent of the Head Start budget will be spent. Out of 30 million dollars, \$200,000 is a small amount. All of the managers attend the meetings and go over their budgets. Board Members were encouraged to stop in to see the process.

✓ Personnel/Bylaws Committee

Ms. Vandermolten reported that the Committee has begun making revisions on the PAC Bylaws. All revisions are due by the 2<sup>nd</sup> of September; they can e-mailed to Ms. Vandermolten, Ms. Desha, or any Committee member.

✓ Social/Hospitality Committee

Ms. Vandermolten reported that the Committee decided on the place and time (of the End of Year Parent/Staff Recognition Luncheon). It will be at the Double Tree Hotel. The colors are green, black, and white/silver. The luncheon date is Saturday, 16<sup>th</sup> of October, 12-3 p.m., semi formal attire. Guests must be over 18 years of age. Signups will be available at the next meeting. This event is held to celebrate the accomplishments and hard work of the parents, and to recognize staff for their hard work and dedication to the PAC parents. This event is free to parents.

Ms. Desha shared that one guest may attend, but they will be responsible for their own lunch cost. Parking will be covered with a voucher. There will be outside patio seating, as well. Thanks to Coventry St Mary (PC), the decorating committee will have a complimentary changing room.

Meal selections are tri-tip, and salmon with shrimp, including dessert, drink, bread, and salad. (Vegetarian selection available.) Guest cost will be \$23.95 plus tax and gratuity; approximately \$30 to 32 per guest.

- ✓ Early Childhood Development and Health Services Committee (ECDH) and Parent/Family Support Committee (AKA Child Safety Committee)
  - Emergency Preparedness for Families (Subcommittee)  
Ms. Vandermolen reported that no parents attended the Committee meeting last Tuesday. Board Members who signed up for the ECDH Committee (see Committee list) should also attend subcommittee meetings. The Committee is trying to plan for center disaster preparedness.
- ✓ Monitoring and Evaluation Committee (AKA Self-Assessment Committee)  
Handout information (*SETA Monitoring/Quality Assurance Review 2009-2010 Countywide Program Report for SETA Head Start PAC/PC Boards, July 22, 2010*) provided by Ms. Brown.
- ✓ Male Involvement Committee  
Mr. Troy Luna reported on the Daddy and Me, Fishing in the City free fishing event, Saturday, August 28, 2010, Hagan Park, Rancho Cordova. Mr. Luna is unsure whether parking is free or not. Daddy and Me is a Male Involvement event, but not excluded to males; everyone may attend.  
  
Ms. Dina Patterson shared that the men haven't been at the last couple of CAMP meetings. The Committee decided on the CAMP T-shirts. All members were asked to attend the meeting next Friday (8/27/10) to take pictures that will go on the back of the flyers. There were seven members at the last meeting (great job).  
Ms. Kelly Martin is due to have her baby Thursday.
- ✓ Community Partnerships Advisory Committee (CPAC)  
There is a meeting coming up, but no CPAC Representatives at this time. See Ms. Vandermolen after meeting if interested.
- ✓ Health Services Advisory Committee (HSAC) - Meeting to be announced.

## VI. **Other Reports**

- Chair's Report – Ms. Jeanine Vandermolen thanked Ms. Consuelo Lopez for translating (for Spanish speaking Representatives) today.
- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter, Ms. Yvette Hernandez, and Ms. Dina Patterson

Ms. Brown reported that the PC hears the same thing that the PAC hears. No votes were taken last month. Managers come to the PC and give reports just like at the PAC.

- Managers' Reports
  - Child Development and Education Services Monthly Report –

Ms. Karen Gonzales reported that SETA is going through a lot of operational changes right now. Parents may see new faces at the centers, Teachers or Associate Teachers. Board Members were asked to welcome them and introduce themselves as PAC Representatives.

Florin Meadows will be closing on Friday. The children will be moving on to kindergarten, or transferring to Hopkins Park or other centers nearby.

Head Start Teachers went to another training session on Houghton Mifflin Oral Language and Literacy Curriculum last week; another set of Teachers are in with UC Berkley this week learning about the math curriculum being implemented in some of the classrooms.

Ms. Laura Lopez, translated through Ms. Consuelo Lopez, commented that she is happy to have received a new teacher, but unhappy that she lost Ms. Marlo Lopez. Ms. Lopez moved on to a newer Head Start center in Galt.

- Program Support Services Monthly Report – Ms. Brenda Campos – No report.
- Parent/Family Support Report

Ms. Lisa Carr reported that the Safety Committee is finished for the parent portion. She thanked Ms. Katherine Yaipen-Faulter for attending consistently.

At the parent meetings in October parents should see disaster preparedness being rolled out for what parents can do at home. Parents should receive (or have already received) a booklet and homework to do before the meeting. Completed homework will award parents entry into a raffle to win a disaster backpack for their home.

August 26<sup>th</sup> Ms. Carr and her unit are meeting with representatives from the Delegate Agencies' county parent support staff, and the SETA parent support group, 9:00 a.m. in Redwood Room, regarding what kind of parent training topics Delegate Agency parents are asking for. (SETA parents are welcome to attend the meeting.) In the coming year, Ms. Carr will meet with SETA parents to see what training they would like to receive.

Ms. Carr's next group for the Family Partnership Unit will be the Parent Conference Committee. Per parent request, SETA will hold a countywide parent conference in the spring. Conference Committee members will be recruited at the next PAC meeting. Grandparent, Foster Parent, and Male Involvement components will be included.

In September Ms. Carr and Ms. Robin Caruso will head up SETA's Annual Self Assessment for the Year 1 Grant. Several parents are needed to participate in process. There will be a couple of meetings, then two weeks of going to centers and doing interviews.

FLIP books will be going home next week. Parents are encouraged to fill out the log and give it to the Teacher to receive a certificate. Certificates count toward parent volunteer hours which help SETA with getting matching money (in-kind).

Ms. Carr asked Board Members to assist with recruiting Head Start families at all sites, especially, Walnut Grove. Flyers are available from FSW's. Full enrollment is needed at full-day and part-day sites. Some parents are found ineligible because they are slightly over the guidelines. Staff is being more vigilant on accurate income verification. Parents must be income-eligible by meeting the Head Start guidelines or by qualifying through an identified special need. Parents who pay a fee have qualified for a state funded program.

- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Reports – No monthly report.

Ms. Lee reported that all budget revision modifications approved by the Board in the past (to move Personnel costs to Supplies, move Occupancy to Personnel, and to purchase modulars) have been approved by ACF and award letters have been received.

Ms. Desha is putting together a questionnaire survey to find barriers in parent participation on committee/subcommittee meetings, etc., to see what needs to be modified. Board Members were asked to complete the surveys when they receive them. They can remain anonymous.

The Child Development Associate Credential defined for Early Head Start Educators is not available in California. SETA has been waiting for the new rulings from the federal office in Washington on what their expectations are for Early Head Start Educators in California. SETA received notice that they will accept the California Associate Teacher Permit, plus six additional units in Infant/Toddler Care coursework for the college. Ms. Carr is a professor or adjunct faculty at ARC and can teach that class. She has offered to teach a six-weeks crash course for staff to become fully qualified for their position. The course will be offered at SETA in October, November and a portion of December. Ms. Lee thanked Ms. Carr.

SETA Head Start has two funding sources: the Head Start funding source, and the State Department of Education funding source. Since California has not passed a budget, funds through contract with the CDE are on hold. SETA is scrambling to figure out how to fund its full-day program without these funds, and is utilizing some of its state reserve funds. Ms. Lee encouraged parents to express these concerns on the legislative platform.

**VII. Center Updates**

Ms. Brown shared that her center received the playhouses last week. They are really nice, and kids are having a great time with them. Playhouses were asked for with budget modifications.

Mr. Goodwin shared that his daughter had a promotion at William Land Park. Parents pitched in and had a mobile taco stand come out.

**VIII. Discussion**

None.

**IX. Public Participation**

None.

Please pick up reimbursements; it is the end of the (fiscal) year and SETA needs to give the money out.

**X. Adjournment**

10:45 a.m.

## **ITEM III-A – ACTION**

### **APPROVAL TO SUBMIT A REQUEST FOR PRIOR APPROVAL TO THE OFFICE OF HEAD START TO PURCHASE A VOIP SYSTEM**

#### **BACKGROUND**

In September, 2007, SETA released a request for Proposals (RFP) to replace the existing telephone system (Centrex) with a Voice over Internet Protocol (VoIP) System. Key components of this RFP included:

- VoIP telephone service eliminating the Centrex service and reducing annual telephony costs
- Teleconferencing capability

In addition to the annual cost savings, the majority of the Head Start project expense was expected to be reimbursed by the E-Rate program provided by the Schools and Library Division (SLD) of the Universal Services Fund.

In January, 2008, SETA awarded a contract in the amount of \$998,145 to Digital Telecommunications Corporation (DTC) pending E-Rate approval and funding.

On April 14, 2009, SETA received the Funding Commitment Decision Letter from the Universal Services Administrative Company– SLD and has been granted extensions for the installation of equipment and the delivery of services through September 30, 2011.

Recently, SETA asked DTC to update the contract with current pricing. An updated equipment list has been created and the revised project price is \$713,376, which includes \$405,638 paid directly through the E-Rate Program. The Head Start Program's share of the total cost is anticipated to not exceed \$169,000.

Based upon the financial analysis and return on investment prepared by SETA's Fiscal Department, it is projected that this project will save SETA approximately \$302,000 over the first 5 years and approximately \$118,000 per year thereafter. Additional savings may be realized from the reduction of time and expense to perform staff moves, changes and the incorporation of existing security and internet content filtering hardware into this new environment.

Therefore, staff is recommending submitting a request for prior approval to spend up to \$169,000 in PY2010-11 Head Start Basic Program funds on the VoIP System. The project will utilize funds from the Head Start Basic Program budget as follows:

1. \$25,000 currently budgeted under the Equipment category for Vehicle Replacement.

**ITEM III-A – ACTION** (continued)

Page 2

2. \$20,000 currently budgeted under the Supplies category for Technology.
3. \$124,000 currently budgeted under the Other category for Operating Costs.

Staff will be available to share information.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the submission of a request for prior approval to utilize Head Start Basic funds to purchase a VoIP System.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

## ITEM III-B – ACTION

### APPROVAL OF PROGRAM APPROACH CHANGES FOR PROGRAM YEAR 2010-2011 FOR GRANTEE AND THREE OF ITS DELEGATE AGENCIES

#### BACKGROUND:

Since SETA's submission of the Head Start/Early Head Start Refunding Grant Application for program year 2010-2011, the grantee and three of the delegate agencies are in need of a change to the original proposal. Details are as follows:

#### SETA Operated Program:

**Center of Praise** services will be relocated to a new center which is anticipated to be ready for move-in by early January. This delay requires a more strategic program approach change utilizing another Head Start center in the area, Hillsdale Early Learning Center.

*Part Day* - Hillsdale currently offers services to 120 children in part-day and full-day options five days per week. SETA proposes to temporarily reduce the two part-day Hillsdale classrooms to four days per week. SETA will utilize the Hillsdale part-day classrooms each Friday to offer combination option for part-day "COP" enrollments. Details are as follows:

Reduce AM /PM Hillsdale classrooms to four days/week from September 3 – December 20. Hillsdale is currently serving 166 operational days for PY 2010-2011. A reduction to four days per week through December 20, 2010 will result in 153 operational days for PY 2010-2011.

Combination Option for the part day "COP" families will be as follows:  
Friday class time (AM/PM)  
M-Th – home visits (three home visits/month)

**Sacramento City Unified School District:** A program approach change is being requested due to the increasing uncertainty surrounding full-day state preschool funding. SCUSD has had to assess the current need for full-day program options created with State and Head Start collaborations. After conducting a needs assessment that included a review of full-day contract hours and waiting lists, SCUSD determined that fewer families were requesting full-day program options. This is due to the fact that fewer families have full-time jobs; instead, parents are returning to school and securing part-time work.

As a result, SCUSD is proposing a revision to their 2010-11 program approach. Specifically, SCUSD would like to move 161 Head Start slots from the full-day center-based collaboration option and add 129 of these slots to the wraparound option. The



**ITEM III-B – ACTION** (continued)

Page 2

remaining slots (32) will be moved into a new option, Center-based, Part-day, collaboration (Option #5). An additional 160 slots will be moved from Option #1 (Center-based, part-day) into this new option as well. Additionally, the number of service days for Option #1 (Center-based, part-day) will decrease to 129 and to 233 for Option #3 (Center-based, full-day collaboration).

**San Juan Unified School District:** A program approach change is being requested because the number of service days has changed. Option #1 (Center-based, half-day) went from 169 days of service to 160 due to the deletion of home visiting days.

**Elk Grove Unified School District:** A program approach change is being requested because an additional program option has been added and the number of service days has changed as a result of furlough days being omitted from the calendars. The minimum number of service days will still be met since extra days were added to the calendar. However, the total number of service days went from 135 to 134. Additionally, there has been another change to the Program Approach Form. Now, there are two options reflected on the form: some of the school sites are on a traditional calendar, while some of the sites are on a modified traditional calendar. Union House, Florin, Beitzel, and Kennedy are following a modified traditional calendar. Although Head Start may have followed a traditional calendar at these sites in the past, the school sites themselves were on a year-round calendar. This year these sites were moved to modified traditional calendars and the preschool programs will now follow their calendar. All Elk Grove campuses will be closed the month of December and for two weeks during spring break and will be in session until nearly the end of June.

Ms. Denise Lee, Deputy Director, will be available to share information.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the program approach changes as recommended and outlined above for the 2010-2011 program year.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

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

**ITEM III-C – ACTION**

**APPROVAL TO SUBMIT A REQUEST TO CARRYOVER HEAD START FUNDS  
PROGRAM YEAR 2009-2010**

**BACKGROUND:**

In September 2009, SETA received a Program Improvement award from the Office of Head Start. The award included the removal, installation, and 25% of the purchase price for two modular classrooms to replace existing modulars at the Bannon Creek and Bright Beginnings Head Start sites. In April 2010, SETA submitted a budget modification request to reprogram Head Start Basic funds to cover the 75% unfunded portion of the classroom modulars.

The Office of Head Start requires that funds be obligated by July 31, 2010, and that all obligations be liquidated by October 29, 2010. While funds have been obligated, the Bright Beginnings project will not be completed and obligations will not be liquidated by October 29, 2010. Therefore, staff is recommending carrying over up to \$300,000 in Program Year 2009-2010, Head Start Basic funds, to complete the project.

The Program Improvement award also included \$8,000 to erect a privacy fence at Center of Praise. However, because SETA is surrendering the premises to the landlord in October, staff is recommending carrying over \$8,000 and using the funds for the cost of removing and relocating the playground structures.

Additionally, San Juan Unified School District, have unexpended Program Improvement funds up to \$285, 000 due to delays in project implementation. Staff is recommending carrying over and using these funds to complete the project.

Staff will be available to share information.

**RECOMMENDATION:**

1. That the Parent Advisory Committee approves the submission of a carryover request for Program Year 2009-2010, Head Start Basic funds up to \$300,000.
2. That the Parent Advisory Committee approves the submission of a carryover request for Program Year 2009-2010, Head Start Program Improvement funds up to 293,000.

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_

**ACTION:**    Moved \_\_\_\_\_                      Seconded \_\_\_\_\_

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

**ITEM IV-A – INFORMATION**

**STANDING INFORMATION**

**BACKGROUND:**

This agenda item provides an opportunity for information to be shared on the following:

- Introduction of Newly Seated Representatives
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- Parent/Family Support Unit Calendar of Events – Ms. Jeanine Vandermolen
- PC/PAC Calendar of Events – Ms. Jeanine Vandermolen
- PC/PAC End of Year Appreciation (see flyer) – Ms. Jeanine Vandermolen
- PC/PAC Recruitment – Ms. Jeanine Vandermolen
- PC/PAC Survey – Ms. Jeanine Vandermolen
- Parent/Staff Recognitions - Mr. Jose Diaz and the SETA Head Start Facility Department – Ms. Jeanine Vandermolen/Ms. Denise Lee
- Program Self Assessment – Ms. Robyn Caruso
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representatives/Staff

**NOTES:**

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**CALENDAR OF EVENTS**  
**PARENT/FAMILY SUPPORT UNIT**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Male Involvement Committee Meeting	Thursday, September 30, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room
Male Involvement Committee Meeting	Friday, October 29, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room

## PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Male Involvement Committee Meeting	Thursday, September 30, 2010 11:00 a.m. 925 Del Paso Blvd. Saturn Room
PAC Executive Committee Meeting	Thursday, September 30, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Thursday, September 30, 2010 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC Executive Committee Meeting	Thursday, October 7, 2010 9:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Budget/Planning Committee Meeting	Monday, October 11, 2010 9:00 – 10:30 a.m. 925 Del Paso Blvd. Redwood Room
Review of SETA-Operated Program Health and Nutrition Policies and Procedures (see flyer)	Friday, October 15, 2010 9:00 a.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC End-of-Year Appreciation Event (see flyer)	Saturday, October 16, 2010 12:00 – 3:00 p.m. Double Tree Hilton Hotel Capitol Ballroom 2001 Point West Way Sacramento, CA
Male Involvement Committee Meeting	Friday, October 29, 2010 11:00 a.m. 925 Del Paso Blvd. Redwood Room
Health Services Committee Meeting	Wednesday, October 27, 2010 5:30 – 7:30 p.m. 925 Del Paso Blvd. Shasta Room

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
Children's Dental Task Force	Wednesday, October 27, 2010 3:00 – 5:00 p.m. 2750 Gateway Oaks Drive, Ste. 330 Sacramento, CA



# PAC/PC

## Attendance Requested

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### Program Support Services Unit

Review of SETA Operated Programs

And

Health/Nutrition Policies and Procedures



Friday

October 15, 2010

9:00 – 11:00 a.m.

Sequoia Room

\*\*RSVP: Valerie Powell, (916) 263-5658 by 9/30/10\*\*

This meeting will provide information about the current status of SETA Operated Programs and Health/Nutrition Policies.

### Program Support Services

Manager: Brenda Campos  
925 Del Paso Blvd.  
Suite 200  
Sacramento, CA 95815  
Valerie Powell  
Phone: (916) 263-5658  
VJPowell@seta.headstart.net



# HSAC

**Health Services Advisory Committee**

**Fall Meeting**

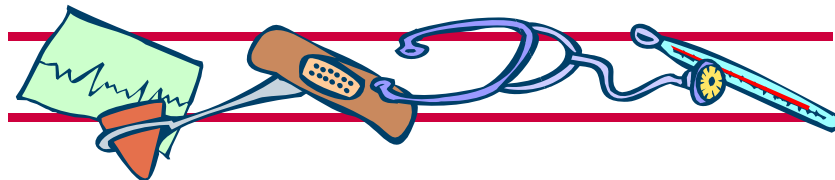
**Wednesday**

**October 27, 2010**

**5:30 p.m. – 7:30 p.m.**

**Shasta Room**

**SETA Head Start**



*Light Dinner will be provided.*

Program Support Services Manager:

Brenda Campos

925 Del Paso Blvd.

Suite 200

Sacramento, CA 95815

Clerical Support:

Valerie Powell

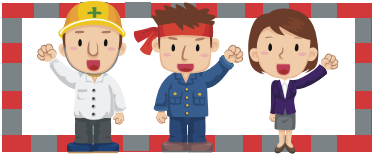
Phone: (916) 263-5658





# September 2010 Head Start Menu



Mon	Tue	Wed	Thu	Fri
<p><b>Hey Teachers! We would like to remind you that all Pre-school meals and some snacks are to be served with 2% Milk and All Toddler meals and some snacks are served with Whole Milk</b></p> <p>Monday of each week will indicate which menu cycle applies to that week. SETA Head Start has a 7 week menu cycle.</p>				
<p>6. [week2]</p> <p><b>Labor Day</b></p> 	<p>7. Breakfast: Rice Krispies Cereal and Fresh Apples Lunch: BBQ Beef Burger, Whole Wheat Buns, Mixed Vegetables and Fresh Tangerines or Strawberries Snack: Soft Pretzel and Grape Juice</p>	<p>8. Breakfast: Oatmeal with Raisins and Pineapple, tidbits Lunch: Enchiladas with Tomato Sauce &amp; Cheese, Steamed Broccoli and Apples or Watermelon Snack: Animal Crackers and Diced Pears</p>	<p>9. Breakfast: Crispix Cereal and Fresh Bananas Lunch: Turkey Ham Sandwich, Sliced Cucumbers with Dip and Fresh Raw Oranges Snack: Corn Flake Cereal and Milk</p>	<p>10. Breakfast: Blueberry Muffin and Diced Apricots Lunch: Roasted Sliced Turkey, Whole Wheat Bread, Fresh Baby Carrots and Kiwi Snack: American Cheese and Goldfish Crackers</p>
<p>13. [week 3] Breakfast: French Toast and Mandarin Oranges Lunch: Macaroni &amp; Cheese, Steamed Broccoli and Fresh Cantaloupe Snack: Animal Crackers and Milk</p>	<p>14. Breakfast: Raisin Bran Cereal and Fresh Bananas Lunch: Beef Ravioli, French Bread, Spinach Salad with Dressing and Fresh Orange Snack: Ritz Crackers and Fresh Apples</p>	<p>15. Breakfast: Biscuit and Jelly and Diced Peaches Lunch: Chicken Chow Mein, Rice and Fresh Kiwi Snack: French Toast Sticks and Peach Yogurt</p>	<p>16. Breakfast: Bagelette with Cream Cheese and Applesauce Lunch: Roasted Turkey Sandwich, Zucchini Sticks with Dip and Fresh Tangerines or Strawberries Snack: Cottage Cheese and Pineapple tidbits</p>	<p>17. Breakfast: Cheerios Cereal and Fresh Oranges Lunch: Turkey Bologna, Whole Wheat Bread, Fresh Sliced Tomato and Diced Apricots Snack: Orange Juice and Goldfish</p>
<p>20 [week 4] Breakfast: Bran Muffin and Fresh Cantaloupe Lunch: Fiesta Dinner, Tortilla and Tangerines or Strawberries Snack: Cheese- It Crackers and Apricots, halves</p>	<p>21. Breakfast: Bagel with Cream Cheese and Mixed Fruit Lunch: Teriyaki Chicken, Steamed Rice, Sunomono Salad and Fresh Kiwi Snack: Soft Pretzel and Fresh Apples</p>	<p>22. Breakfast: Granola Cereal and Fresh Bananas Lunch: Spaghetti with Meat and Tomato Sauce, Green Salad with Italian Dressing and Fresh Oranges Snack: Rice Cakes and Diced Peaches</p>	<p>23. Breakfast: French Toast and Fresh Apples Lunch: Turkey &amp; Cheese, Roll Up in a Tortilla, Coleslaw and Mango chunks Snack: Bagelette and Grape Juice</p>	<p>24. Breakfast: Rice Krispies Cereal and Diced Apricots Lunch: Tuna Salad, Crackers, Fresh Baby Carrots and Cantaloupe Snack: Cinnamon Raisin Bread and Milk</p>
<p>27. [week 5] Breakfast: French Toast and Mango chunks Lunch: Chili Can Carne with Beans, Saltine Crackers and Diced Apricots Snack: Animal Crackers and Milk</p>	<p>28. Breakfast: Pancakes with Maple Syrup and Kiwi Lunch: Chicken Pasta Primavera, California Blend Vegetables and Tangerines or Strawberries Snack: Kix Cereal and Milk</p>	<p>29. Breakfast: Biscuit with Jelly and Diced Peaches Lunch: Cheesy Potato Bake with Chicken, Dinner Roll and Cantaloupe Snack: Granola Cereal and Fruit Mix</p>	<p>30. Breakfast: Oatmeal with Raisins and Pineapple Lunch: Beef Macaroni and Tomato Sauce, Green Salad with Dressing and Fresh Oranges Snack: Bean Dip and Flour Tortilla</p>	

**ITEM IV-C – INFORMATION**  
**GOVERNING BOARD MINUTES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of August 12, 2010 attached.

**NOTES:**

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**SPECIAL MEETING OF THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
GOVERNING BOARD**

Minutes/Synopsis

*(The minutes reflect the actual progression of the meeting.)*

SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

Thursday, August 12, 2010  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Kevin McCarty called the meeting to order at 10:08 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento  
Bonnie Pannell, Councilmember, City of Sacramento  
Sophia Scherman, Public Representative  
Jimmie Yee, Member, Board of Supervisors

Member Absent:

Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors

**II. Consent Items**

- A. Minutes of the July 1, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or comments.

Moved/Pannell, second/Scherman, to approve the consent calendar as follows:

- A. Approve the July 1, 2010 minutes.
  - B. Approve claims and warrants for the period 6/25/10 through 8/4/10.
- Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval to Extend the Deadline for the Request for Proposals for Head Start Warehouse/Workshop Office Space

Mr. Rod Nishi stated that the RFP was released on Monday, May 3. Three proposals were received and one of the proposals was withdrawn; a fourth was received after the deadline. Subsequent to the deadline, the Agency was notified that the current landlord wanted to submit a proposal. This item requests the extension of the deadline to accept the current landlord's proposal; the new

deadline will be August 27. This is a closed session item; staff is prepared to make a recommendation but the extension is being brought before the board for consideration.

Ms. Scherman asked if this extension was only to accommodate our landlord. Mr. Nishi stated that other proposers will also be allowed to submit proposals. There was discussion as to where the responsibility of notifying the landlord. Mr. Nishi replied that staff directly mailed the RFP announcement to the top 50 commercial brokers and posted a public notice in the Sacramento Bee. The current landlord is requesting consideration to extend the deadline.

Mr. Yee asked whether there would be legal recourse from the two proposers that submitted on time. Mr. Thatch replied that this board has a history of extending deadlines for a variety of reasons. This board retains the right in the RFP to do specific things, one of which is to extend the deadline. The issue is that the current landlord was not aware of the RFP and they feel they can be competitive. It is entirely within this board's discretion.

**Speaker before the Board:** Mr. Johan Otto, North 10<sup>th</sup> Partners. Mr. Otto stated that they did talk with the tenant but were totally caught off guard that there was an RFP released. They cannot understand why they did not receive notification and are requesting an extension of the RFP deadline.

Mr. McCarty stated that everyone should learn from this situation and in the future, send notification to the actual landlord that an RFP is available.

Moved/Pannell, second/Scherman, to approve extending the deadline of the RFP to August 27, 2010. If the Board approves the extension, staff will come back to the Board at its September meeting to discuss recommendations for negotiating with the best proposers. Extending the deadline may give the Agency an opportunity to receive more proposals at competitive rates.  
Voice Vote: Unanimous approval.

## 2. Approval of Revisions to the Procurement Policies and Procedures

Mr. Roy Kim reviewed the specific changes to the Procurement Policies and Procedures which brings SETA into compliance with EDD's requirements. Allowable small purchases are changed from \$100,000 to \$50,000. Also, prior to small purchases utilizing WIA funds, staff would obtain more than one price quote.

Mr. Yee wants to make sure the staff is not confused by the changes. Mr. Kim replied that SETA's purchasing staff already follow EDD's procurement policies.

Moved/Scherman, second/Yee, to approve SETA's Procurement Policies and Procedures, as revised.

Voice Vote: Unanimous approval.

3. Approval of Amendment to Fiscal Year 2009-2010 One-Stop Share of Cost Agreement and Approval of New Fiscal Year 2010-2011 One-Stop Share Cost Agreement with the County Department of Human Assistance and Authorize the Executive Director to Sign the Amendment and the New 2010-11 Agreement and any Amendments to the New Agreement

Ms. Robin Purdy stated that the Workforce Investment Act requires that our partners in the One Stop system pay their fair share. Since 2003, SETA and the Department of Human Assistance agreed to share costs. On June 15 the County Board of Supervisors increased the contract of services to CalWorks by \$1 million. This would provide \$188,000 for self-sufficiency services to the South County Services, and to allocate SETA staff to provide job search services to customers.

Mr. Thatch requested that the board's action include approval to augment South County Services by \$188,000.

Moved/Scherman, second/Yee, to approve the amendment to the current agreement for \$1,100,000 with the County Department of Human Assistance to continue One-Stop Services to CalWorks customers and approve a new agreement for Fiscal Year 2010-11 in the form approved by the Board of Supervisors for further continuation of these One-Stop Services in the amount of \$3,700,000 and authorize the Executive Director to sign the amendment, the new agreement and any required amendments or other documents pertaining to the amendment or the new agreement. In addition, the board approves subcontracting with South County Services in the amount of \$188,000.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

4. Approval to Ratify the Submission of a Health Professions Opportunity Grant Application to the Administration for Children and Families

Ms. Cindy Sherwood-Green reviewed this item. Staff submitted a \$5 million proposal to cover eight counties and 10,000 square miles of service area. SETA will be the lead agency and fiscal agent.

Moved/Scherman, second/Yee, to ratify the submission of the HealthWorks Health Professions Opportunity grant application to the Department of Health and Human Services, Administration for Children and Families in the amount of \$5 million.

Voice Vote: Unanimous approval.

5. Approval of Staff Recommendations for the Adult and Youth Vendor Services (VS) List

Ms. Marianne Sphar stated that the applications were reviewed by an evaluation team. The new vendors will provide services to adult and youth customers.

Moved/Pannell, second/Scherman, to approve The Effort, Inc., and Sacramento Asian American Minority, Inc. (SAAMI) to the Adult and Youth VS Lists  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Labor Sector Representative to the Workforce Investment Board

Ms. Kossick stated that this appointment will fill a vacancy due to one of the members moving to the Bay Area.

Moved/Yee, second/Pannell, to appoint Daniel Koen to the vacant labor seat on the Sacramento Works, Inc. board of directors.

Voice Vote: Unanimous approval.

2. Approval to Accept Additional Funds for the California Clean Energy Workforce Training Program

Ms. Purdy stated that this item requests approval to accept funds for the California Clean Energy program. These funds are coming from the California Workforce Investment Board on behalf of six local regions. Staff is working with the state to negotiate a budget. The budget will be brought to the board in September along with recommendations of where to put the money.

Moved/Scherman, second/Yee, to accept \$900,000 in additional funding to expand and continue the Clean Energy Workforce Training Program for an additional year.

Voice Vote: Unanimous approval.

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

A. Update on Publicity/Media Outreach: Ms. Terri Carpenter stated that all of the media was positive.

B. Update on New and Pending Grants: Ms. Purdy reviewed the short summary of the discretionary grants; the grants are focusing on sector initiatives in clean

energy and health care. There are a couple of grants focusing on disabled customers and at-risk youth. Mr. Walker reported that 14 veteran families are being enrolled with more to come. Mr. Yee commended staff for the excellent job of seeking and securing funds for the various programs.

- C. Fiscal Monitoring Reports: No comments.
- D. Head Start Fiscal Report: No comments.
- E. Head Start Policy Council Minutes: No comments.
- F. Employer Recruitment Activity Report: No comments.
- G. Dislocated Worker Update: Mr. Yee asked about the number of people hired Campbell Soup? Mr. Walker stated that the testing process for Campbell Soup is quite lengthy. They utilize the WorkKeys assessment system. Campbell's Soup is still in the assessment process. Mr. Yee inquired whether Mr. Walker had met with the new HR manager at Campbell's Soup; Mr. Yee was able to meet the new person and feels the new HR manager will be excellent. Ms. Pannell inquired about a new store going in the old Circuit City building. Mr. Walker stated that Henry's Market, which offers organic food, is in the process of moving in.
- H. Unemployment Rate Update: No comments.
- I. Workforce Investment Act Incentive Awards for Exemplary Performance for Program Year 2007-08 AND Program Year 2008-09: Ms. Purdy stated that this report shows the excellent work that is being provided at the career centers. These funds will be used to do capacity building and staff training.
- J. Update on the Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) program services and Safe Community Partnership: Ms. Christine Welsch reported that this report updates the board on the services provided; SETA received two grants for Safe Community Partnership. SETA will be taking the lead. The grants will be focusing on the City of Sacramento macro corridor and then will serve other areas. Sacramento is the second highest gang activity area in the State of California, second only after Oakland.
- V. **Reports to the Board**
  - A. Chair: No report.
  - B. Executive Director: Ms. Kossick thanked the board for adjusting their schedules and wished Ms. Scherman a happy birthday.
  - C. Deputy Directors: Ms. Denise Lee distributed the June monthly report. The California Department of Education contracts have not been signed due to the state budget issues. The Office of Head Start stated that there are to be no inter-fund loans, so staff is looking for additional funding that is not restricted in order

to keep the doors opened. The Children and Family Services department was notified by the landlord of Center of Praise, which serves 60 children, that they are requesting the center area back for their own needs. SETA is the largest tenant there, with a month-to-month lease. The landlord is asking SETA to vacate by October 1. This has forced staff to consider other areas to serve the children, since the focus is on full enrollment. Bright Beginnings will be closed to have the new modular installed. Staff is working to prevent a potential lack of enrollment. The Management team is looking at where to replace the Center of Praise center. Staff has contacted Community Care Licensing to see if there are any centers locally that SETA could take over. In addition, staff is working with three property agents and Child Action to see if there are any centers that could work out. None of the areas toured have been found to be appropriate. There was discussion of moving children to other centers. Ms. Lee stated that there are 11 families affected by the closure of Center of Praise that will go to other centers; many of the children will graduate to kindergarten.

D. Counsel: No report.

E. Members of the Board: Ms. Sherman announced that a "Fill the Bus" event will be held August 28 at Henry's Market in Elk Grove. Food donated will go to the food bank in Elk Grove. Ms. Pannell reported that a business improvement district raised \$2.5 million to be used on Mack Road to put up cameras at three intersections.

F. Public: No comments.

## **VI. CLOSED SESSION ITEMS**

Mr. Thatch stated that under the second closed session item, sites 1 and 2 will not be heard; the Board will take action on sites 3 and 4. There will be a report out of closed session.

The board adjourned into closed session at: 10:57 a.m.

The board went back in open session at 11:14 a.m.; the Clerk called the roll to establish a quorum.

Mr. Thatch stated that there were two items to report out of closed session. The board in a unanimous vote, approved a five year lease, with an option to renew with Site #3, at \$1.15 /sq. foot to \$1.29

Additionally, the Board authorized staff and legal counsel to commence negotiation with site #4.

### **➔ CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146



→ **CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS.**

Pursuant to Government Code Section 54956.8

The Governing Board may discuss negotiations concerning the following properties and person(s):

Site #1

Address: 261 Richards Boulevard, Sacramento, CA 95814

Negotiating Parties: Michael S. Gellar Revocable Trust (Michael S. Gellar)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #2

Address: 301 N. 10<sup>th</sup> Street, Sacramento, CA 95815

Negotiating Parties: Tower Development (Timothy W. Lee)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #3

Address: 5655 Hillsdale Blvd, Suite 8 and 9

Negotiating Parties: The Olivewood Group (Frank and Vincent Maestri)

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

Site #4:

Address: 5249 Elkhorn Boulevard, Sacramento

Negotiating Party: Barbara Werbke, Owner

Under Negotiation: Price, Term of Payment, Terms of Agreement for lease

**VII. Adjournment:** The meeting was adjourned at 11:15 a.m.

**ITEM V – COMMITTEE REPORTS**

**BACKGROUND:**

This agenda item provides an opportunity for the PAC Executive Committee and Program Area Committees to provide a report.

- Executive Committee
  - Critique of the Parent Advisory Committee meeting, August 24, 2010.

<b>GOOD</b>	<b>NEEDS IMPROVEMENT</b>
Thank you Ms. Consuelo Lopez for translating.	Cell phones must be turned off and put away during the meeting.
Thank you Ms. Lori Black for reminder calls to PAC Representatives to attend the board meeting.	
Thank you Board Members for cleaning the Boardroom.	
Thank you Ms. Jeanine Vandermolen for a timely meeting.	
No side barring.	
Thank you for asking for Point of Personal Privilege.	

- Budget/Planning Committee
- Personnel/Bylaws Committee
- Social/Hospitality Committee
- ✓ Early Childhood Development and Health Services Committee and Parent/Family Support Committee (AKA Child Safety Committee)
  - ✓ Emergency Preparedness for Families (Subcommittee)
- Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- Male Involvement Committee
- Community Partnerships Advisory Committee (CPAC)
- Health Services Advisory Committee (HSAC)

**NOTES:**

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## ITEM VI – OTHER REPORTS

### BACKGROUND:

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

- Chair’s Report – Ms. Jeanine Vandermolen
- Policy Council Report(s) – Mr. David Quintero, Ms. Kelly Martin, Ms. Mary Brown, Ms. Katherine Yaipen-Faulter, Ms. Yvette Hernandez, and Ms. Dina Patterson
  
- Head Start Deputy Director’s Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report – (See attachment.)
  - ✓ Program Information Report (PIR) – (See attachment.)
  
- Managers’ Reports
  - Child Development and Education Services Monthly Report – Ms. Karen Gonzales
    - ✓ Region Monthly Reports (See attachment.)
  
  - Program Support Services Monthly Report – Ms. Brenda Campos
    - ✓ Tuberculosis Policy – Ms. Brenda Campos
    - ✓ No Outside Food Policy – Ms. Brenda Campos
  
  - Parent/Family Support Report – Ms. Lisa Carr

### NOTES:

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**ITEM VII – CENTER UPDATES**

**BACKGROUND:**

This agenda item provides an opportunity for Head Start (SOP) centers to give an update on their activities.

**NOTES:**

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**ITEM VIII – DISCUSSION**

**BACKGROUND:**

This agenda item allows Parent Advisory Committee Representatives the opportunity to ask questions about the program pertinent to their centers.

**NOTES:**

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**ITEM IX - PUBLIC PARTICIPATION**

**BACKGROUND:**

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

**NOTES:**

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**ITEM X- ADJOURNMENT**

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