

GOVERNING BOARD

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Thought for the Day: "Opportunities are never lost. Someone will always take the ones you miss"

Author: Betsy Haas, Esteemed Development Intl.

**HEAD START/EARLY HEAD START
SPECIAL PARENT ADVISORY COMMITTEE MEETING**

Date: Friday, April 24, 2009

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 Public Participation, Item IX 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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	➤ Celebrating Kinship and Grandparents Raising Their Grandchildren Conference Reports – Ms. Salina Davey	
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	➤ Head Start Deputy Director’s Monthly Report – Ms. Maureen Dermott	
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	• Cluster Monthly Reports	
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Distribution Date: Monday, April 20, 2009

ITEM I-A – ROLL CALL

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

- ___ **Vacant**, Auberry Park Head Start
- ___ Susan Allen, Bannon Creek Head Start
- ___ Donovan Harrison, Broadway Early Learning Center
- ___ **Vacant**, Center of Praise Head Start
- ___ Itzel Oregon, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ Souraphinh Panhnha, CSUS Head Start
- ___ **Vacant**, Early Head Start /Home Base
- ___ LaShonda Tablit, Florin Meadows Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ **Vacant**, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ **Vacant**, Grant Skills Center
- ___ Tracy Engebretsen, Grizzly Hollows
- ___ **Vacant**, Hillsdale Head Start
- ___ Salina Davey, Home Base
- ___ Erin Kimbro, Home Base
- ___ **Vacant**, 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, Jr., LaVerne Stewart Head Start
- ___ **Vacant**, Marie Cleveland’s Bright Beginnings Head Start
- ___ Michelle Stowe, Mather Head Start
- ___ Christian Ramirez, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ Yvette Hernandez, New Helvetia 2 Head Start
- ___ Sara Diaz, Northview Head Start
- ___ **Vacant**, Norma Johnson Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ Nicole Gordon, Phoenix Park Head Start
- ___ Robert Benoit, Sharon Neese Early Learning Center
- ___ Kiesha Spriggs, Solid Foundation Head Start
- ___ **Vacant**, Strizek Park Head Start
- ___ Greg Oviedo, Vineland Head Start
- ___ Nallely Figueroa, Walnut Grove Head Start
- ___ **Vacant**, Whispering Pines Head Start
- ___ LaDoris McDavid, Foster Parent Representative
- ___ Carol Aronis, Grandparent Representative
- ___ **Vacant**, Male Involvement Representative
- ___ Jeanine Vandermolen, Past Parent/Community Representative
- ___ Lynn Reynolds-Showalter, Past Parent/Community Representative

New Representatives to be seated:

- | | |
|--|--|
| ___ Veronica Torres, EHS/Home Base Head Start | ___ Yanette Burgos, Illa Collins Head Start |
| ___ Jeannette Flores, Galt Head Start | ___ Katherin Arrue, Job Corp Head Start |
| ___ Hilda Figueroa, Grant Skills Center Head Start | ___ Frank Jackson, Male Involvement Representative |
| ___ Kelly Martin, Hopkin’s Park Head Start | ___ Kyra Davis, Norma Johnson Head Start |

ITEM I- B – PAC MEETING ATTENDANCE UPDATE

The PAC was seated on November 13, 2008

PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009

COMMITTEE MEMBER	CENTER	11/13	12/12	1/20	2/17	3/17 No Mtg.	4/24	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant	AP													
Susan Allen S/B Seated 12/08	BC		X	X	X									
Donovan Harrison S/B Seated 11/08	BLC	E	E	X	X									
Frank Jackson Seated 11/08	COP	X	X	X	X									
Itzel Oregon Seated 3/08	CW	X	X	X	X									
Nadia Ramirez-Ochoa Seated 11/08	CR	X	E	E	E									
Souraphinh Panhnhha Seated 01/09	CSUS			X	X									
Erika Lopez Seated 11/08	EHS/HB	X	E	U	U									
LaShonda Tablit Seated 02/09	FM				X									
Vacant	FP													
Crystal Guevara Seated 11/08	FT	X	X	X	U									
Jeannette Flores S/B Seated 02/09	G				E									
Tracy Engebretsen Seated 11/08	GH	X	X	X	X									
Vacant	GSC													
Paula Watts Seated 11/08	H	X	X	X	X									
Salina Davey Seated 11/08	HB	X	X	X	X									
Erin Kimbro Seated 11/08	HB	X	X	X	X									
Vacant	IC													
Vacant	HP													
Vacant	JC													
David Quintero Seated 11/08	K	X	X	X	X									
Mary Brown Seated 11/08	LAR	X	X	X	X									
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	X	X									
Vacant	MCBB													
Michelle Stowe Seated 01/09	M			X	X									
Christian Ramirez Seated 12/08	NC		X	X	U									
Dauida Acker Seated 11/08	NJ	X	X	X	X									
Vacant	NH1													
Yvette Hernandez Seated 11/08	NH2	X	X	X	X									
Sara Diaz S/B Seated 12/08	NV		X	X	X									
Akila Dennis S/B Seated 11/08	PA	U	X	U	U									
Nicole Gordon S/B Seated 11/08	PP	AP	X	X	E									
Kiesha Spriggs Seated 11/08	SF	X	X	X	X									
Robert Benoit Seated 11/08	SN	X	E	X	X									
Vacant	SP													
Greg Oviedo Seated 11/08	V	X	X	X	X									
Nallely Figueroa Seated 11/08	WG	X	E	X	X									
Vacant	WP	X												
LaDoris McDavid Seated 11/08	FPR	X	X	E	X									
Carol Aronis Seated 11/08	GPR	X	X	X	X									
Vacant	MIR													
Vacant	OGC													
Jeanine Vanderمولen Seated 11/08	PPR	X	X	X	X									
Lynn Reynolds-Showalter Seated 11/08	PPR	X	X	X	E									

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. Salina Davey, at 349-6373, or the PAC Secretary, Ms. Lori Black, at 263-4068.

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

Head Start Center Abbreviations

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

Representative Abbreviations

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

Attendance Record Abbreviations

X:	Present
E:	Excused
AP:	Alternate Present
AE:	Alternate Excused
U:	Unexcused
PAC:	Parent Advisory Committee

ITEM II-A – CONSENT

APPROVAL OF MINUTES FOR SPECIAL PAC MEETING
FEBRUARY 17, 2009

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the Special Meeting held on February 17, 2009.

NOTES:

ACTION: Moved _____ Secoded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

February 17, 2009
6:00 p.m.

I. Welcome

- A. Call to Order/Roll Call - The meeting was called to order at 6:11 p.m. Attendees recited the Pledge of Allegiance. The Thought for the Day was read by Ms. Carol Aronis. Roll was called; a quorum was confirmed. (Ms. Itzel Oregon assisted with translation services.)

Members Present:

Susan Allen
Donovan Harrison
Frank Jackson
Itzel Oregon
Souraphinh Panhnha
Tracy Engebretsen
Paula Watts
Salina Davey
Erin Kimbro
David Quintero
Mary Brown
Victor Goodwin
Michelle Stowe
Yvette Hernandez
Sara Diaz
Davida Acker
Robert Benoit
Kiesha Spriggs
Greg Oviedo
Nallely Figueroa
LaDoris McDavid
Carol Aronis
Jeanine Vandermolten

Members Absent:

Nadia Rameriz-Ochoa (E)
Erika Lopez (U)
Crystal Guevara (U)
Christian Ramirez (U)
Akila Dennis (U)
Nicole Gordon (E)
Lynn Reynolds-Showalter (E)

- B. PAC Meeting Attendance Update – (Attached.)

New Representatives Seated:

LaShonda Tablit, Florin Meadows Head Start.
(Hilda Figueroa, AP for Grant Skills Center Head Start – no current Representative.)

New Representatives Absent:

Jeannette Flores, Galt Head Start (E).

II. Consent Item

- A. Approval of Minutes for Special PAC Meeting of December 12, 2008 – Motion by Ms. Susan Allen to approve the minutes as attached. Seconded by Mr. Victor Goodwin. No discussion. Ayes, 24. Nays, 0. Abstentions, 1 (Ms. Davey).

III. Information Items

A. Standing Information

- (Off the agenda) Introduction of Staff – Ms. Brenda Campos introduced staff who support Family Services Worker's (FSW) at the centers: Marta Chavez, EHS Health and Nutrition Services, 263-0605. Meghan Marshall, Preschool Health/Nutrition Specialist, 263-7405. Paula Perez, Health/Nutrition Specialist (former PAC Representative and FSW), 264-4678. (A forth staff will be introduced next month.) The FSW is the first in chain of command when there are health/nutrition questions. If issues are not resolved, a referral can be made to one of the above staff.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reported on the SOP Expenditures Report for January, 2009, attached in the agenda. January is the sixth month of the fiscal year. The Head Start Basic grant is at 48.65 percent. Early Head Start is even better at 44 percent. There were challenges with CDE programs expenditures being higher than SETA would like. There were T/TA expenditures. Credit card statement report attached.
- Program Content Area Mental Health Report – Ms. Marilyn Palmer introduced herself as one of the five Social Workers assisting with mental health support and addressing behavior problems in the classrooms, as well as with families. Call 263-3882 with questions. There is a Social Worker assigned to each cluster of Head Start centers: North, South I, South II, Midtown, and East. Parents usually sign a voluntary referral through the FSW and/or Teacher, then the Social Worker can speak to parents confidentially about needs or hold a CST with the child and teacher. If a family needs assistance or support, the Social Worker can provide a referral to a community resource.

IV. Action Items (Off agenda.)

- D. Selection of Representative and Alternate to the SETA Head Start Community Partnerships Advisory Committee (CPAC) – Ms. Terri Carpenter, Public Information Officer, replaced Renita Ervin as coordinator for the CPAC. The purpose of the Committee is to meet with various community partners to share resources on services and activities, and on services SETA would like to see involved in the centers. Meetings will be held twice a year; the first meeting in April, the second sometime in the fall. Tentative meeting time is 10:00 a.m.

Motion by Mr. Frank Jackson to select one Representative and one Alternate to the CPAC. Seconded by Ms. Davida Acker. Ayes, 24. Nays, 0. Abstentions, 1 (Ms. Davey). Nominees explained their interest in serving on the CPAC.

Vote results of nominees:

CPAC Representative – Robert Benoit, 11 votes.

CPAC Alternate – Paula Watts, 8 votes.

Jeanine Vandermolen, 5 votes.

III. **Information Items** (Continued)

B. Program Content AB 123 Ethics Training – Mr. Victor Bonnano (Workforce Development) provided the state mandated Ethics Training. Legislative bodies that receive compensation, stipends, reimbursements, etc., must receive ethics laws and principles training every two years. The entire course booklet, **AB 1234 2009 Ethics Training**, was distributed. A Certificate of Completion was provided after training.

IV. **Action Items** (Continued)

C. Selection of Parent Advisory Committee Members 2008-2009 (Continued item from 01/20/09 meeting.) – Ms. Marie Desha, Ms. Brenda Campos and Ms. Denise Lee (for Ms. Sudhira Mahajan) gave specifics on their prospective committees.

Committee members were selected as follows:

5) Monitoring and Evaluation,

AKA Self Assessment Committee (Overseen by Andrea Harvey):
Committee of the Whole

Volunteers for Self Assessment Documentation Review, Thursday, February 19th, 10:30 a.m., and for PC/PAC Focus Group Interview, Friday February 20th, 1:00 p.m.:

LaDoris McDavid
Erin Kimbro
Salina Davey
Susan Allen

6) Food Services Committee (Overseen by Brenda Campos):

Susan Allen
Victor Goodwin
Yvette Hernandez

7) Early Head Start Committee (Overseen by Sudhira Mahajan):

Sara Diaz
Itzel Oregon

Motion by Ms. Oregon to select Standing and Program Area Committees Representatives for Program Year '08-'09. Seconded by Ms. Allen. Ayes, 24. Nays, 0. Abstentions, 1 (Ms. Davey).

D. **TIMED ITEM: 6:00 p.m. AND PUBLIC HEARING:** Second and Final Reading of the Modifications to the Bylaws of the SETA-Operated Head Start/Early Head Start Parent Advisory Committee – Motion by Ms. Vandermolten to approve the modified Bylaws as attached: Page 6, Article IV, Regular Meetings, strike **second**, and replace with **third** Tuesday. Seconded by Ms. Kimbro. No discussion. Ayes, 24. Nays, 0. Abstentions, 1 (Ms. Davey).

E. Selection of Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC) – Ms. Campos gave specifics of the Committee. These dinner meetings relating to health and nutrition will be held

5:30 p.m. to 7:30 p.m., a minimum of twice per year in the Sequoia Room. There will be a meeting April 29th and another one in October.

Motion by Mr. Jackson to select one Representative and one Alternate to serve on the HSAC. Seconded by Ms. Acker. No discussion. Ayes, 24. Nays, 0. Abstentions, 1 (Ms. Davey).

Selection:

Sole nominee for **HSAC Representative, Tracy Engebretsen.**

Sole nominee for **HSAC Alternate, Mary Brown.**

The remaining agenda items were tabled due to bad weather:

III. Information Items (Continued) – Tabled.

A. Standing Information (Continued)

- Introduction of Newly Seated Representatives
- PC/PAC Calendar of Events – Ms. Salina Davey
- Parent/Family Support Unit Events and Activities – Ms. Salina Davey
- Parent/Staff Recognitions – Ms. Salina Davey
- National Head Start Association Annual Parent Training Conference Report (Attached)
- California Head Start Association (CHSA) Parent Conference Report – (Attached)
- Celebrating Kinship and Grandparents Raising Their Grandchildren Conference Reports – Ms. Salina Davey
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representative/Staff – Ms. Salina Davey

B. Governing Board Minutes January 15, 2009 (attached) – Tabled.

V. Committee Reports – Tabled.

- Executive Committee

VI. Other Reports – Tabled.

- Chair's Report
- Policy Council Report – Mr. David Quintero, Ms. Kiesha Spriggs, Ms. Salina Davey, Ms. Mary Brown, Mr. Greg Oviedo, and Ms. LaDoris McDavid
- Head Start Deputy Director's Monthly Report – Ms. Maureen Dermott
 - SETA Operated Program Monthly Enrollment/ADA Report
- Manager – Child Development and Education Services Monthly Report – Ms. Denise Lee
 - Cluster Monthly Reports
- Manager – Program Support Services Monthly Report – Ms. Brenda Campos
 - SETA Head Start Food Service Operations Monthly Report
- Manager – Parent/Family Support Monthly Report – Ms. Lisa Carr
- Monthly Program Information Report

VII. Public Participation – Tabled.

VIII. Adjournment – 7:45 p.m.

ITEM III-A – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2009-2010
HEAD START/EARLY HEAD START GRANT APPLICATION**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2009-2010 Grant Application.

Ms. Maureen Dermott will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2009-2010 Head Start/Early Head Start Grant Application.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2009-2010
HEAD START/EARLY HEAD START BUDGET**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Head Start/Early Head Start Budget for Fiscal Year 2009-2010 in the amount of \$39,383,216 for Head Start and \$4,726,059 for Early Head Start.

The Budget/Planning Committee and the Budget Preparation Workgroup Committee met several times with Ms. Maureen Dermott, Deputy Director, Head Start Children and Family Services; Mr. Rick Pryor, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Denise Lee, Ms. Brenda Campos, Ms. Lisa Carr; Program Officers (three); Governance Social Services/Parent Involvement (SS/PI) Coordinator; Information Technician Analyst; and PC/PAC Chairs, to provide input on the budget.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2009-2010 Head Start/Early Head Start Budget.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-C – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2009-2010
HEAD START/EARLY HEAD START CENTER LOCATIONS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve Head Start/Early Head Start center locations for Fiscal Year 2009-2010.

A listing of SETA-Operated Program center locations is attached for your review.

RECOMMENDATION:

That the Parent Advisory Committee approves Fiscal Year 2009-2010 Head Start/Early Head Start center locations.

Staff will be available to answer questions.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-D – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2009-2010 HEAD START/EARLY HEAD START
TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION TO BE IN
ALIGNMENT WITH ESTABLISHED THREE-YEAR GOALS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Assistance Grant Application in the amount of \$364,288 for Head Start, and \$118,152 for Early Head Start. The Budget/Planning Committee, and the Budget Preparation Workgroup Committee met several times with Ms. Maureen Dermott, Deputy Director, Head Start Children and Family Services; Mr. Rick Pryor, Fiscal Chief; Mr. Roger Bartlett, Fiscal Manager; Head Start Managers, Ms. Denise Lee, Ms. Brenda Campos, Ms. Lisa Carr; Program Officers (three); Governance; Information Technician Analyst; and PC/PAC Chairs, to provide input on the budget.

Ms. Maureen Dermott, Deputy Director, will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Grant Application to be in alignment with established three-year goals.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-E – ACTION ITEM

APPROVAL OF FISCAL YEAR 2009-2010
SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the SETA Operated Program Tracks for Fiscal Year 2009-2010.

Ms. Elsie Bowers will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the SETA Operated Program Tracks for Fiscal Year 2009-2010.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-F – ACTION ITEM

**APPROVAL OF FISCAL YEAR 2009-2010
SETA OPERATED PROGRAM OPTIONS**

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to approve the SETA Operated Program Options for Fiscal Year 2009-2010.

Ms. Elsie Bowers will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approves the SETA Operated Program Options for Fiscal Year 2009-2010

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:

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- Introduction of Newly Seated Representatives
- SETA Operated Program Monthly Enrollment/ADA Report – Ms. Elsie Bowers
- Parent/Family Support Unit Events and Activities – Ms. Salina Davey
- PC/PAC Calendar of Events – Ms. Salina Davey
- Parent/Staff Recognitions – Ms. Salina Davey
- California Head Start Association (CHSA) Parent Conference Report (Attached) – Ms. Salina Davey
- Celebrating Kinship and Grandparents Raising Their Grandchildren Conference Reports – Ms. Salina Davey
- Strengthening Fathers - Strengthening Families National Fatherhood and Families Conference Report (Attached) – Ms. Salina Davey
- Child Care Center Food Menu (Attached)
- Community Resources – PAC Representative/Staff – Ms. Salina Davey

NOTES:

PC/PAC CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Child Safety Sub-Committee Meeting (AKA Early Child Development and Health Services Committee)	Monday, April 20, 2009 1:30 p.m. 925 Del Paso Blvd. Sequoia Room
PC/PAC CPR and First Aid Training	Tuesday, April 21, 2009 9:00 a.m. – 4:30 p.m. 925 Del Paso Blvd. Sequoia Room
Community Partnerships Advisory Committee (CPAC) Meeting	Thursday, April 23, 2009 10:00 a.m. 925 Del Paso Blvd. Shasta Room
Special PAC Meeting	Friday, April 24, 2009 9:00 a.m. 925 Del Paso Blvd. SETA Board Room
Special PC Meeting	Friday, April 24, 2009 10:30 a.m. 925 Del Paso Blvd. SETA Board Room
NHSA 36th Annual Training Conference	Monday, April 27-Saturday, May 2, 2009 Orange County Convention Center Orlando, Florida
Health Services Advisory Committee (HSAC) Meeting	Wednesday, April 29, 2009 5:30 p.m. 925 Del Paso Blvd. Sequoia Room
PAC Executive Committee Meeting	Friday, May 7, 2009 9:30 a.m. 925 Del Paso Blvd. Pine Room
PC Executive Committee Meeting	Friday, May 8, 2009 10:00 a.m. 925 Del Paso Blvd. Pine Room
Special PC Meeting	Monday, May 11, 2009 8:30 a.m. 925 Del Paso Blvd. SETA Board Room

ITEM IV-B – INFORMATION ITEM

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of February 5, and March 5, 2009 attached.

NOTES:

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**
Minutes/Synopsis

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

Thursday, February 5, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Yee called the meeting to order at 10:29 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Kevin McCarty, Councilmember, City of Sacramento
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the January 15, 2009 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Audit Contract Extension
- D. Concurrence with Sacramento Works, Inc. on the Approval to Increase the Maximum Scholarship Award

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

- A. Approve the January 15, 2009 minutes.
- B. Approve the claims for the period 1/8/09 through 1/29/09.
- C. Approve the extension of the contract with Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2009 for the fee of \$44,634, a 3.8% increase from 2008 based on CPI.
- D. Concur with the Sacramento Works, Inc. board to increase the maximum scholarship awarded to \$5,000.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Adoption of the SETA Internet Protection Policy

Mr. Edward Proctor reported that SETA has applied for e-rate funding for Fiscal Year 2007-2008. SETA is eligible for up to \$161,000. In order to receive the funding, SETA must have an internet policy and certify that we are enforcing that policy. Web filters and content filter are being run through all of our facilities. This Policy has been reviewed by our e-rate consultants; it fills all of the needs.

Moved/Pannell, second/McCarty, to adopt the SETA Internet Protection Policy.
Voice Vote: Unanimous approval.

Items 2 and 3 will be continued to the March meeting.

2. Concurrence with the Head Start Policy Council to Modify the Agency Personnel Policies and Procedures Section 10: Layoffs, Separation from Service, and Disciplinary Action:
3. Endorsement of Transfer of Enterprise Zone Voucher Program to SETA:

B. WORKFORCE INVESTMENT ACT

1. Appointment of Labor Sector Member to the Sacramento Works Board of Directors

Ms. Kathy Kossick stated that the appointment of Ms. Cha will fill one of two labor vacancies on the Sacramento Works, Inc. board. There are six Labor Sector slots on the Sacramento Works, Inc. Board.

Moved/Pannell, second/Nottoli, to appoint May Cha to the Sacramento Works, Inc. board of directors, filling a labor seat.
Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. to Approve the Allocation of Youth Council Initiative funds

Ms. Christine Welsch stated that this is an information item.

Moved/Pannell, second/Nottoli, to concur with the Sacramento Works, Inc. Board to approve the following allocation of youth initiative funds

- 1) \$5,000 to support the Human Services Workforce convening, and
- 2) \$12,000 to support Career GPS.com enhancements through LEED.

Voice Vote: Unanimous approval.

3. Approval to Release a Request for Proposals for 2009-2010 Summer Youth Employment Program

Ms. Robin Purdy reviewed the Economic Stimulus Bill which was passed the House last week; it is being looked at and may be amended by the Senate. If it passes, funding is expected to be coming down through the Department of Labor and the Administration for Children and Families and then to SETA and EDD.

Ms. Christine Welsch stated that Sacramento has not had a summer youth program for 10 years. The intent is to release the funds by this summer for a two-year cycle. Staff would like to have the funds available to the community by June 1, 2009. The RFP targets young people between 16-21 years of age. Staff is asking for authorization to do job placement in public AND private sector employment.

Mr. McCarty asked what steps are being made so employers do not lay people off and then get trainees. Ms. Welsch stated that employers sign a document stating that they will not supplant employees. Notification of the RFP will be sent to a huge mailing list. Mr. Nottoli asked staff to notify Delta School District of the RFP. Current providers will also be notified of these funds.

Moved/Nottoli, second/Pannell, to approve the release of a Request for Proposals for 2009-2010 Summer Youth Employment Program.
Voice Vote: Unanimous approval.

Mr. McCarty spoke of the new Labor representative on the Sacramento Works Board. The union Ms. Cha represents has since been decertified. It is his understanding that all of the leadership in that organization was terminated. Mr. McCarty asked for legal counsel to check on this. Mr. Larry Larsen stated that he will work with Ms. Kossick so the information goes to the Youth Council and the WIB. Nominees technically do not have to be in labor, just nominated by labor. This person is supported by the Central Labor Council.

- C. **HEAD START:** No items.
- D. **COMMUNITY SERVICES BLOCK GRANT:** No items.
- E. **REFUGEE PROGRAMS:** No items.
- IV. **Information Items**
 - A. Fiscal Monitoring Reports: No comments.
 - B. Head Start Policy Council Minutes: No comments.
 - C. Head Start Fiscal Report: No comments.
 - D. WIA Youth Program Performance: No comments.
 - E. Economic Stimulus: Already done.
 - F. Clean Energy Roundtable: No comments.

- G. Dislocated Worker Update: Mr. William Walker received a request from Sacramento County to do outreach to Probation and Health and Human Services departments which will be laying off some people. Staff will be doing orientations with Health Net and Circuit City. SETA has not received a WARN notice from Macy's. We are holding off on a job fair for kids until it is known about the summer youth funding. Mr. Nottoli stated that some of the county terminations will try to be absorbed into other positions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick welcomed new member Councilmember Kevin McCarty. Ms. Terri Carpenter showed a brief DVD created just before SETA's 30th anniversary. Mr. Yee was wished an early Happy Birthday. Staff prepared a letter for Mr. Yee's signature to Governor Arnold Schwarzenegger regarding Unemployment Insurance issues people have experienced and asks for assistance. Ms. Purdy stated that right after last month's meeting, the issue was brought it up to the deputy director of EDD and the Unemployment Insurance branch. They are offering to put more computers and telephones in the lobby of the One Stops Career Centers. Ms. Purdy would also like to have Unemployment Insurance staff available at the Career Centers.

Ms. Welsch reported that in November, SETA applied for a Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP) grant, which takes best practices to assist 14-15 year olds in gang prevention. The grant was funded for \$500,000 and will target the entire county.

- C. Deputy Directors: Ms. Brenda Campos introduced Head Start Policy Chair Carol Aronis and Parent Advisory Committee Chair Ms. Salina Davey.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: Mr. Jonathan Williams spoke before the Board regarding Sow to Grow, a program working with youth in Del Paso Heights. The program would be building green affordable homes and use them as transitional homes. This program would also have a youth build program for construction and solar power installation. Mr. Williams was encouraged to contact LaShelle Dozier at SHRA.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board went into closed session at 11:15 a.m.

- VII. Adjournment**: The meeting adjourned at 11:25 a.m. with no report out of closed session.

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**
Minutes/Synopsis

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

Thursday, March 5, 2009
10:00 a.m.

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

Members Present:

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

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

II. **Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the February 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Council Member

Moved/McCarty, second/Yee, to approve the consent calendar as follows:

- A. Approve the February 5, 2009 minutes.
- B. Approve the claims for the period 1/30/09 through 2/26/09.
- C. Approve the appointment of Mr. Shuntae Campbell to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Vice Chair of the SETA Governing Board

Moved/Yee, second/Scherman, to nominate Councilmember Kevin McCarty to serve as Vice Chair of the SETA Governing Board

Voice Vote: Unanimous approval.

2. Concurrence with the Head Start Policy Council to Modify the Agency Personnel Policies and Procedures Section 10: Layoffs, Separation from Service, and Disciplinary Action

Mr. Rod Nishi reported that this item went before the Head Start Policy Council on February 24. Any modification to the agency personnel policies and procedures must be concurred by the Governing Board. The proposed modification to Section 10 is a result of serious incidences that exposed Head Start children of their rights. The agency took various steps to deal with these violations. This part is called the zero tolerance policy. Maureen Dermott and management team have reviewed overall procedures and policies that fit under the concept of creating a safer environment. There are monthly meetings of the child safety committee which includes staff, parents and union membership. The fire marshal as well as community care licensing staff have also attended these meetings and have inspected various centers.

Mr. Yee inquired whether this was discussed with the labor unions and Mr. Nishi stated that it had. The union has been involved and supports it.

Moved/McCarty, second/Scherman, to approve the modification to the Agency's Personnel Policies and Procedures.

Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal to the California Department of Transportation and Execute Subgrant Agreements for the Sacramento 2009 Regional Highway Construction Training Initiative

Ms. Christine Welsch stated that since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation (CalTrans) for highway construction and other transportation industry initiatives. In late February 2009, SETA was invited to submit a proposal to support the current Sacramento Regional Highway Construction Training Initiative. The proposal is being prepared and is due March 9. Staff will report back as to the amount requested. Previous training contracts have exceeded performance goals. Sacramento is the only WIA in the State of California to be part of the CalTrans 'family' to receive funds.

Moved/Scherman, second/Nottoli, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Economic Development Sector Member to the Sacramento Works, Inc. Board of Directors

2. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors
3. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick offered to answer questions.

Moved/Nottoli, second/Scherman, to approve appointments as follows:

- ✓ Approve the appointment of Dr. Dan Throgmorton to an Economic Development sector seat on the Workforce Investment Board.
- ✓ Approve the appointment of Mr. William Karns to an Education Sector seat on the Workforce Investment Board, and
- ✓ Approve the appointment of Mr. Mike Egan to a Labor Sector seat on the Workforce Investment Board.

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. Fiscal Monitoring Reports: In response to a question raised regarding South County Services, Mr. Pryor stated that a letter was sent out but SETA has not yet received the check in the amount of \$1,221.08.

B. Head Start Policy Council Minutes: No questions.

C. Head Start Fiscal Report: Ms. Kossick stated that Ms. Maureen Dermott was not present since she is home resting after being involved in an accident. Staff has identified a shortfall for current fiscal budget but understand that the agency will receive stimulus funding. Part of the money received will be part of a COLA which will cover the current year grant; these funds will be retroactive to February 17, 2009. Staff is working with the union to figure out a solution to the shortfall. Staff is meeting with delegate directors to see who can use additional slots for Early Head Start. Each part of the stimulus funding will come out with different applications.

D. Dislocated Worker Update: No questions or comments.

E. Update on Federal Economic Stimulus: Ms. Purdy stated that the Agency is anticipating funds coming down through the Health, Labor and Education system. She and Ms. Kossick will be sitting on teams for city and county as they develop

their plans as well as other regional planning teams. SACTO has been asked to develop a regional plan to explain how the stimulus funds will be used.

Ms. Kossick stated that she and Ms. Purdy are involved in a number of city and county planning groups.

Mr. Nottoli spoke of the culinary program at Mather Community Campus and inquired whether there would be any ability to partner and/or provide funds for this program. He would like to see if the program could be re-engaged before the facility is 'moth balled. Ms. Purdy stated that perhaps Folsom Cordova Unified School District or the county ROP will be interested in the facility.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that on March 3 the WIB held a board retreat. The turnout was excellent as was the retreat facilitator. The WIB is revising goals they set two years ago.

C. Deputy Directors: No additional report.

D. Counsel: No comments.

E. Members of the Board: No comments.

F. Public: Carlos Lopez, Center for Employment Training, spoke before the board.

VI. Adjournment: Meeting adjourned at 10:54 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 Special Parent Advisory Committee meeting, February 17, 2009.

GOOD	NEEDS IMPROVEMENT
1. Thank you Joy Otero for Reminder calls to attend PAC meeting.	1. Parents in need of childcare please be here at 5:00 p.m. for dinner, and must have children ready by 5:45 p.m. for substitutes to walk children to childcare center.
2. Thank you for good attendance and for being on time.	2. Please be acknowledged by the Chair prior to speaking.
3. Excellent written reports on CHSA Parent Conference by Jeanine Vandermolen.	3. Come prepared with agenda and pen.
4. Thank you to Victor Bonnano for the Ethics Training.	4. Please raise hands high to be acknowledged in the voting process.
5. Thank you for no side barring.	
6. Great job by Chair, Ms. Salina Davey, on conducting the PAC meeting.	
7. No cell phones went off.	

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair’s Report
- Policy Council Report – Mr. David Quintero, Ms. Kiesha Spriggs, Ms. Salina Davey, Ms. Mary Brown, Mr. Greg Oviedo, and Ms. LaDoris McDavid
- Head Start Deputy Director’s Monthly Report – Ms. Maureen Dermott
 - Stimulus Package, The American Reinvestment Recovery Act of 2009 the “Stimulus” or “ARRA”) including Cost of Living Adjustment (COLA) and Quality Improvement Dollars
- Manager - Child Development and Education Services Monthly Report – Ms. Denise Lee
 - Cluster Monthly Reports
- Manager - Program Support Services Monthly Report – Ms. Brenda Campos
- Manager - Parent/Family Support Monthly Report – Ms. Lisa Carr
- Monthly Head Start Report – (Attached)

NOTES:

ITEM VII- PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES:

ITEM VIII - ADJOURNMENT

NOTES:
