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KATHY KOSSICK
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MAUREEN DERMOTT
Deputy Director

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815

Phone: (916) 263-3804

Fax: (916) 263-3779

Website:

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

Thought for the Day: "When we give unconditional love to children, we give the most valuable gift we can"
Katherine M. Olson

HEAD START/EARLY HEAD START
PARENT ADVISORY COMMITTEE MEETING

Date: Tuesday, May 19, 2009
Time: 6:00 p.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.

AGENDA

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 - Introduction of Newly Seated Representatives
 - Parent/Family Support Unit Events and Activities – Ms. Salina Davey

- PC/PAC Calendar of Events – Ms. Salina Davey
- Parent/Staff Recognitions – Ms. Salina Davey
- Community Resources – PAC Representative/Staff – Ms. Salina Davey
- Child Care Center Food Menu (Attached)

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- Executive Committee
- 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)
- Monitoring and Evaluation Committee (AKA Self-Assessment Committee)
- Male Involvement Committee
- Early Head Start Committee
- Community Partnerships Advisory Committee (CPAC)
- Health Services Advisory Committee (HSAC)
- Food Services Committee

VI. Other Reports..... 11

- Chair’s Report – Ms. Salina Davey
- 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
 - The “Stimulus” or “ARRA” including Cost of Living Adjustment (COLA) and Quality Improvement Dollars Update
- 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)

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Distribution Date: Thursday, May 14, 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
- ___ **Vacant**, Broadway Early Learning Center
- ___ Ana Melara, Center of Praise Head Start
- ___ Itzel Oregon, Countrywood Head Start
- ___ **Vacant**, Crossroads Garden Head Start
- ___ Souraphinh Panhnha, CSUS Head Start
- ___ Veronica Torres, Early Head Start /Home Base
- ___ LaShonda Tablit, Florin Meadows Head Start
- ___ **Vacant**, Freedom Park Head Start
- ___ **Vacant**, Fruitridge Head Start
- ___ **Vacant**, Galt Head Start
- ___ Hilda Figueroa, Grant Skills Center
- ___ Tracy Engebretsen, Grizzly Hollows
- ___ **Vacant**, Hillsdale Head Start
- ___ Salina Davey, Home Base
- ___ Erin Kimbro, Home Base
- ___ Kelly Martin, Hopkins Park Head Start
- ___ Yanet Burgos, Illa Collin Head Start
- ___ Katherine Arrue, 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
- ___ Kathy Moneybrake, Mather Head Start
- ___ **Vacant**, Nedra Court Head Start
- ___ **Vacant**, New Helvetia 1 Head Start
- ___ Yvette Hernandez, New Helvetia 2 Head Start
- ___ Sara Diaz, Northview Head Start
- ___ Kyra Davis, Norma Johnson Head Start
- ___ **Vacant**, Parker Avenue Head Start
- ___ Nicole Gordon, Phoenix Park Head Start
- ___ **Vacant**, 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
- ___ Frank Jackson, Male Involvement Representative
- ___ Jeanine Vandermolen, Past Parent/Community Representative
- ___ Lynn Reynolds-Showalter, Past Parent/Community Representative

New Representatives to be seated:

- ___ Jeannette Flores, Galt Head Start
- ___ Lola Benavidez, Sharon Neese Head Start

ITEM I - B – PAC MEETING ATTENDANCE UPDATE – 1 of 2

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	5/8
Vacant	AP							
Susan Allen S/B Seated 12/08	BC		X	X	X		X	X
Donovan Harrison S/B Seated 11/08	BLC	E	E	X	X		X	U
Ana Melara Seated 04/09	COP						X	X
Itzel Oregon Seated 3/08	CW	X	X	X	X		X	E
Vacant	CR							
Souraphinh Panhnh Seated 01/09	CSUS			X	X		X	X
Veronica Torres Seated 04/09	EHS/HB						X	U
LaShonda Tablit Seated 02/09	FM				X		U	E
Vacant	FP							
Linda Adams Seated 04/09	FT						X	X - Seating pending
Jeanette Flores S/B Seated 04/09	G				E		U	U
Tracy Engebretsen Seated 11/08	GH	X	X	X	X		X	X
Hilda Figueroa Seated 04/09	GSC						X	X
Vacant	H							
Salina Davey Seated 11/08	HB	X	X	X	X		X	X
Erin Kimbro Seated 11/08	HB	X	X	X	X		AP	X
Yanet Burgos Seated 04/09	IC						X	U
Kelly Martin Seated 04/09	HP						X	X
Katherine Arrue Seated 04/09	JC						X	X
David Quintero Seated 11/08	K	X	X	X	X		X	U
Mary Brown Seated 11/08	LAR	X	X	X	X		X	X
Victor Goodwin, Jr. Seated 11/08	LVS	X	X	X	X		X	X
Vacant	MCBB							
Kathy Moneybrake Seated 04/09	M						X	X
Vacant	NC							
Kyra Davis Seated 04/09	NJ						X	X
Vacant	NH1							
Yvette Hernandez Seated 11/08	NH2	X	X	X	X		X	E
Sara Diaz S/B Seated 12/08	NV		X	X	X		U	X
Vacant	PA							
Nicole Gordon S/B Seated 11/08	PP	AP	X	X	E		X	X
Kiesha Spriggs Seated 11/08	SF	X	X	X	X		X	X
Robert Benoit Seated 11/08	SN	X	E	X	X		E	Resigned
Vacant	SP							
Greg Oviedo Seated 11/08	V	X	X	X	X		E	X
Nallely Figueroa Seated 11/08	WG	X	E	X	X		X	X
Vacant	WP	X						
LaDoris McDavid Seated 11/08	FPR	X	X	E	X		X	X
Carol Aronis Seated 11/08	GPR	X	X	X	X		X	X
Frank Jackson Seated 04/09	MIR						X	X
Vacant	OGC							
Jeanine Vandermolen Seated 11/08	PPR	X	X	X	X		X	X
Lynn Reynolds-Showalter Seated 11/08	PPR	X	X	X	E		X	E

ITEM I - B – PAC MEETING ATTENDANCE UPDATE – 2 of 2

The PAC was seated on November 13, 2008
 PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2008-2009

COMMITTEE MEMBER	CENTER	5/19	6/16	7/21	8/18	9/15	10/20	11/17
Vacant	AP							
Susan Allen S/B Seated 12/08	BC							
Donovan Harrison S/B Seated 11/08	BLC							
Ana Melara Seated 04/09	COP							
Itzel Oregon Seated 3/08	CW							
Vacant	CR							
Souraphinh Panhnhha Seated 01/09	CSUS							
Veronica Torres Seated 04/09	EHS/HB							
LaShonda Tablit Seated 02/09	FM							
Vacant	FP							
Linda Adams Seated 04/09	FT							
Jeanette Flores S/B Seated 04/09	G							
Tracy Engebretsen Seated 11/08	GH							
Hilda Figueroa Seated 04/09	GSC							
Vacant	H							
Salina Davey Seated 11/08	HB							
Erin Kimbro Seated 11/08	HB							
Yanet Burgos Seated 04/09	IC							
Kelly Martin Seated 04/09	HP							
Katherine Arrue Seated 04/09	JC							
David Quintero Seated 11/08	K							
Mary Brown Seated 11/08	LAR							
Victor Goodwin, Jr. Seated 11/08	LVS							
Vacant	MCBB							
Kathy Moneybrake Seated 04/09	M							
Christian Ramirez Seated 12/08	NC							
Kyra Davis Seated 04/09	NJ							
Vacant	NH1							
Yvette Hernandez Seated 11/08	NH2							
Sara Diaz S/B Seated 12/08	NV							
Vacant	PA							
Nicole Gordon S/B Seated 11/08	PP							
Kiesha Spriggs Seated 11/08	SF							
Robert Benoit Seated 11/08	SN							
Vacant	SP							
Greg Oviedo Seated 11/08	V							
Nallely Figueroa Seated 11/08	WG							
Vacant	WP							
LaDoris McDavid Seated 11/08	FPR							
Carol Aronis Seated 11/08	GPR							
Frank Jackson Seated 04/09	MIR							
Vacant	OGC							
Jeanine Vandermolen Seated 11/08	PPR							
Lynn Reynolds-Showalter Seated 11/08	PPR							

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
APRIL 24, 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 April 24, 2009.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

MINUTES/SYNOPSIS

SETA Boardroom
925 Del Paso Blvd.
Sacramento, CA 95815

April 24, 2009
9:00 a.m.

I. Welcome

A. Call to Order/Roll Call

The meeting called to order at 9:12 a.m. Attendees recited the Pledge of Allegiance. The Thought for the Day was read by Mr. Victor Goodwin. Roll was called; a quorum was confirmed. (Ms. Nicole Gordon sat in as Secretary, and Ms. Susan Allen sat in as Treasurer.) Ms. Salina Davey asked everyone to limit their statements to five minutes per subject in the essence of time.

Members Present:

Susan Allen
Donovan Harrison
Itzel Oregon
Souraphinh Panhnha
Tracy Engebretsen
Salina Davey
Leana Mena, (AP for Erin Kimbro)
David Quintero (9:30 arrival)
Mary Brown
Victor Goodwin
Yvette Hernandez
Nicole Gordon
Kiesha Spriggs
Nalley Figueroa
LaDoris McDavid
Carol Aronis
Jeanine Vandermolten
Lynn Reynolds-Showalter

New Members Seated:

Ana Melara, Center of Praise HS
Veronica Torres, EHS/Home Base HS
Linda Adams, Fruitridge HS
Hilda Figueroa, Grant Skills Center HS
Kelly Martin, Hopkin's Park HS
Yanet Burgos, Illa Collins HS
Katherine Arrue, Job Corp HS
Frank Jackson, Male Involvement
Representative
Kathy Moneybrake, Mather HS
Kyra Davis, Norma Johnson HS

Members Absent:

LaShonda Tablit (U)
Michelle Stowe (Resigned)
Christian Ramirez (U)
Sara Diaz (U)
Robert Benoit (E)
Greg Oviedo (E)

New Members Absent:

Jeannette Flores, Galt HS (U)

B. PAC Meeting Attendance Update – Read by Ms. Davey.

I. **Consent Items**

A. Approval of Minutes for Special PAC Meeting of February 17, 2009

Motion by Ms. Itzel Oregon to approve the minutes. Seconded by Ms. Nicole Gordon. Ayes, 25. Nays: 0. Abstentions, 2 Ms. Davey/Ms. Carol Aronis. Motion carried.

III. **Action Items**

A. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Grant Application

Ms. Maureen Dermott identified changes in the Head Start program and shared on the attached Part IV Program Narrative, and gave a Community Assessment Update. There were not many changes in the community assessment, and no additional funding to cover additional needs. Under "D" Goals/Objectives Update, SETA has no dollars to open new facilities on the North Side. Future dollars will go there.

SETA paid staff a Cost of Living Adjustment (COLA) based on expected COLA dollars that were not received. As a result, SETA has had to make adjustments to balance the budget. SETA will be receiving approximately \$1 million in stimulus money, but still has \$1.5 million to adjust due to the budget shortfall. SETA did everything it could this past year to cut costs. PAC and PC were directly impacted by discontinuing out-of-state travel, stopped lunches between meetings; etc., but SETA was still faced with a significant shortfall that resulted in staff layoffs. One way to avoid more layoffs this coming August was that SETA elected to reduce center enrollment and the number of centers operating with low service/attendance or in competition with Delegate Agencies. SETA Operated Program currently serves 104 more children and families than it is funded for. SETA will reduce enrollment by 98 slots. As leasors began walking away from leasing to SETA, SETA was able to chip away at these leased buildings. SETA put those children in the Home Base Option. **Sierra View** center closed. Of the 40 enrollment slots, 12 children and families went into the Home Base Option. All teachers were placed somewhere else. **CSUS** will not renew their lease with SETA, as they need the facility for their faculty. The 20 CSUS children and the staff will be relocated to LaRiviera. Because the South Area is highly over served by the SETA and its Delegates, the **Florin Meadows** center, with 63 slots, is scheduled for closure. **Whispering Pines** center will be relocating its 20 slots to New Helvetia II center.

With the federal stimulus dollars, SETA has elected not to close Florin Meadows for one year – at the end of 2009-2010 fiscal year, which will allow parents and staff a year to make other plans. The Stimulus Application has to be at ACF (Administration for Children and Families) on May 13th in order to get funds. The budget will then be modified in a few weeks, which will include what is put back due to the federal stimulus dollars.

The CDE (California Department of Education) program is a very costly program, but can't go away because it provides full day care for families. Head Start picks up the morning; CDE picks up afternoons, with the stipulation that SETA is not paid unless children are present in class. This is a constant challenge because children don't come to school regularly. SETA guarantees hours for staff, even though we get a flat fee from CDE. SETA decided to do reduce 27 teachers from 8 to 6 hours. Only through stimulus dollars are we able to keep staff for one more year. 12 positions were brought back through August 1st due to staff agreeing to furlough days.

SETA was generous with Union on the COLA agreement because we thought we would get COLA dollars.

There will be places for CSUS and Sierra View staff who have not already transitioned to other centers. There will be no layoffs for those centers. Layoffs are based strictly on seniority.

To the question of why children's and office supplies are being cut, Ms. Denise Lee explained that there was reduction in the amount of dollars, but a change in the way it was allocated in a 12-month period of time. Each center is audited to determine what is actually needed in the classroom and when. There was no change in amount spent.

It was asked what other areas have been cut in upper management. Ms. Dermott shared that every single item was scrutinized, cartridges for printers, copying supplies, etc.

Motion by Ms. Aronis to approve the 2009-2010 Head Start Grant Application. Ayes, 22. Nays, 2. Abstentions, 4 (Ms. Aronis, Ms. Davey, Ms. Kyra Davis, and Ms. Katherine Moneybrake). Motion carried.

B. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Budget

Mr. Rick Pryor thanked everyone who served on the budget committee. He shared that SETA was informed by ACF that we would receive approximately \$1 million to include in the COLA. SETA will get it, but it did not come this year. The increases were given to staff in June. SETA will be applying for those dollars within the next few weeks. The application must be submitted by May 13th. The major part of our costs are personnel costs. There is nothing in the budget for travel; it was taken out. There is some for local conferences under operating expenses on Schedule H (attached). There was \$3,500 spent in coffee/tea in the last 6 months. SETA will be stopping this service. Ms. Dermott shared that unless it is essential to keeping the business going, there won't be any new hires; hiring has been frozen for a long time.

A PAC Representative asked if the approximately \$1 million stimulus will be added later. Mr. Pryor answered that yes, it will be presented in two weeks, and salary increases will be added back. All will be to ACF by May 13th. SETA doesn't see having to close once per month for the new fiscal year, just through July, 2009.

A PAC Representative stated she was here the last time the budget was presented and approved, and it is very sad we didn't foresee having to lay off staff and close centers.

Ms. Patricia Marshall, Site Supervisor and AFSCME Union President, shared that she used to be a PC Representative. She is impressed with everything the Agency has done for the children. However, over the last year she has watched the program slowly lose its greatness. SETA eliminated Family Day at the Park to cut costs and

make a sound budget. In the Budget Committee meetings, they were given a budget showing no shortfall in dollars, only later to be told there was a shortfall. There were 9 staff laid off, and 15 more will be. SETA will be closing more sites. Ms. Marshall doesn't understand how this is possible. SETA is not cutting administrative costs. She urged the PAC to not be afraid to ask questions before passing the budget, and to understand the item before passing it. Knowledge is power.

Ms. Nancy Matulich, Business Agent, AFSCME Union Local 146, shared that the Union had a bigger turnout for the vote on furloughs than for any other vote. 248 staff said they were willing to give up a day of work for their laid off fellow workers. I don't believe we are at fault, in that we got a good contract; there are other issues with the budget than just that. She shared that (Parents) have a lot of power and have a responsibility to understand what is put before them. If (parents) don't have a good understanding, (they) shouldn't vote to approve the budget. She told the PAC that she appreciates them taking the time out of their day to participate.

Ms. Michele Lazara (Sp?) read a letter of her distress with the budget and what is going on at SETA Head Start. She believes there was a financial misuse of funds by management and it is affecting her family. Things need to be brought to certain people's attention. She wishes she could have been on the board to make an impact on the changes that need to be made. There needs to be more of an explanation on what's going on inside of management meetings. The main responsibility of Head Start is to help the children. The federal government has acknowledged the importance of early learning for children with the No Child Left Behind program. If the centers keep closing, the children won't get the start they need to become successful.

Ms. Marcie Moreno former Head Start parent, and SETA employee for the last 5 years, gave her background information. She implored the PAC to consider the deciding factors that need to be investigated. There are inconsistencies with management and they need to be explained. Now is not the time to point fingers or make accusations or rumors, but something has to be done to rectify the situation that exists. She questioned how staff can work affectively with the threat of layoff looming over their heads. She questioned what management and non union employees are going to do to help those who were laid off. When the County of Sacramento faced a budget shortfall, management took furloughs, not the employees. There need to be changes. She asked what this program is doing to promote change. There should be more outside accountants to conduct audits so the Fiscal Department can be held accountable. There needs to be unbiased efficiency experts involved in what management is doing, and in what positions are truly necessary. The Agency is "top heavy -- too many chiefs and not enough Indians." There needs to be a fulltime grant writer to access all monies available all year long. There must be accountability. Employees want a form of checks and balances.

Ms. Pam Cooper stated that she didn't want the PAC not to pass the budget, but that there is mismanagement of funds, and she wants management looked at from an outside party.

A PAC Representative stated he was sorry about the COLA cuts to employees.

A PAC Representative asked why SETA is paying for play yard/playground, in addition to paying for the classroom. It was explained that it depends on the center contract; some leasors charge for the parking lot, in addition to the classroom.

A PAC Representative commented that she is the director of her family budget. When cuts are necessary out of their personal budget, the cuts do not affect what her children need. She asked if the budget passes today, would it risk the grant money until it is resubmitted. It was answered yes, it would be risked until resubmitted. Ms. Dermott shared that SETA serve 2778 children. She doesn't know where the misunderstanding is. The cost per child is \$8,000 at one site, compared to \$4,000 at another site. Things have to be changed around and sites that are not cost affective must be closed. Sierra View notified SETA they would receive more funding from First 5, and CSUS notified SETA they would not renew our lease so they could utilize the space for their staff. Those slots are being accounted for at New Helvetia II. Everyone receiving compensation from Head Start is responsible for taking equivalent time off on the furlough days. This is a shortfall for the current year.

A PAC Representative raised concern with contaminated water at Mather. It was explained that there is no concern with water contaminates at Mather. A water sample was tested and SETA was told that it meets with requirements.

A PAC Representative commented that she applauds staff for voting for furloughs for their fellow employees, but that furlough days will cause hardships for families (working or in school) that depend on the Head Start centers to remain open.

Ms. Ednauseboye Davis, Director of WCIC, one of SETA's Delegate Agencies, shared that WCIC is the only community-based Head Start program. She thinks the budget should be passed. She shared that if (parents) don't pass the budget today, no one (staff) in the room will have a job. She stated that this isn't the time to point the finger of blame; it is about the money, children, and teachers. She had to cut one position in her small program of 100. Fringe benefits, which go up every year, play a big part in her budget. There are also the expenses of utilities, etc. She asked if there is no money, what can you do. This is the first time in her 20 years with Head Start that this has happened. Every Head Start in Sacramento County will be affected if the budget is not passed. Under the Reauthorization, if ACF sees that we were not able to pass this budget, when it comes time for re-applying, our grant may go to another agency because they know SETA has problems. She stated that any issues with SETA Head Start management need to be addressed later, but urged the PAC to pass the budget today for the sake of continued operations of the Head Start programs in Sacramento County.

Motion by Ms. Jeanine Vandermolten, seconded by Ms. Keisha Spriggs, to approve the 2009-2010 Head Start Budget. Ayes, 16. Nays, 3. Abstentions, 8 (Ms. Aronis, Ms. Davey, Ms. Kyra Davis, Ms. Kathy Moneybrake, Ms. Nallely Figueroa, Ms. Itzel Oregon, Ms. Veronica Torres, and Ms. Hilda Figueroa. Motion carried.

C. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Center Locations

Head Start/Early Head Start Site Locations – SETA Operated and Delegate Agencies '09-'10 list attached.

Motion by Ms. Nicole Gordon to approve the Fiscal Year 2009-2010 Head Start/Early Head Start Center Locations. Seconded by Ms. Mary Brown. Ayes, 21. Nays, 0. Abstentions, 4 (Ms. Davey, Ms. Aronis, Ms. Davis, Ms. Linda Adams.) Motion carried.

D. Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Assistance (T/TA) Grant Application to be in Alignment with Established Three-Year Goals

Ms. Lisa Carr and Ms. Brenda Campos shared on the T/TA. T/TA Plan attached. Ms. Carr shared that there is Disabilities monies used for staff training and classroom materials. Ms. Brenda Campos shared that T/TA for staff and parents. If the child needs added support, SETA will work with SCOE. There is a line item for those with an IEP (Individual Education Plan).

Motion by Ms. Mary Brown, seconded by Mr. Frank Jackson to approve the Fiscal Year 2009-2010 Head Start/Early Head Start Training/Technical Assistance (T/TA) Grant Application. Ayes, 23. Nays, 0. Abstentions, 5 (Ms. Davey, Ms. Aronis, Ms. Moneybrake, Ms. Oregon, and Ms. Yvette Hernandez). Motion carried.

E. Approval of Fiscal Year 2009-2010 SETA Operated Program (SOP)Tracks -

Ms. Denise Lee explained the SOP Track system. Tracks Options and Tracks Calendar attached.

Motion by Ms. Susan Allen, seconded by Ms. Mary Brown to approve the Fiscal Year 2009-2010 SETA Operated Program Tracks. Ayes, 21. Nays, 0. Abstentions, 2 (Ms. Davey and Ms. Aronis.) Motion carried.

F. Approval of Fiscal Year 2009-2010 SETA Operated Options

Background information read by Ms. Davey. Sacramento County Program Options for Grantee and Delegate Agencies - Head Start/Early Head Start, and Grantee Program Options attached.

Motion by Ms. Allen, seconded by Ms. LaDoris McDavid, to approve the SOP Program Options for FY '09-'10. Ayes, 22. Nays, 0. Abstentions, 6 (Ms. Davey, Ms. Aronis, Ms. Moneybrake, Ms. Hernandez, Ms. Oregon, and Ms. Nallely Figueroa). Motion carried.

IV. **Information Items**

A. Standing Information

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett shared on the attached monthly report. No questions/discussion.
- Announcements:
 - Congratulations to Ms. Jeanine Vandermolten for being selected the PAC Representative to attend the National Head Start Training Conference in Orlando, FL.
 - Parent Leadership Institute will be sometime in May; date to be announced.
 - There will be a Special PAC meeting on May 8th regarding the stimulus.

REMAINDER OF ITEMS TABLED DUE TO PAC MEETING RUNNING LATE.

- SETA Operated Program Monthly Enrollment/ADA Report (Attached) – Ms. Elsie Bowers
- Parent/Family Support Unit Events and Activities Calendar (Attached) – Ms. Salina Davey
- PC/PAC Calendar of Events (Attached) – Ms. Salina Davey
- Parent/Staff Recognitions – Ms. Salina Davey – Tabled.
- California Head Start Association (CHSA) Parent Conference Report – (Attached) – Ms. Salina Davey
- Celebrating Kinship and Grandparents Raising Their Grandchildren Conference Reports – Ms. Salina Davey – Tabled.
- 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 – Tabled.

B. Governing Board Minutes February 5, and March 5, 2009 attached.

V. Committee Reports

- Executive Committee – Attached.

VI. Other Reports – Tabled.

VII. Public Participation

(Covered under Action Item III-B, Approval of Fiscal Year 2009-2010 Head Start/Early Head Start Budget.)

VIII. Adjournment

11:50 a.m.

ITEM III - A – ACTION ITEM

ELECTION OF POLICY COUNCIL ALTERNATES

BACKGROUND:

Each year PAC elects six (6) Representatives and six (6) Alternates to the Sacramento County Head Start Policy Council (PC). There are currently five (5) vacant Alternate positions.

The duties of these Representatives and Alternates include:

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

RECOMMENDATION:

That the Parent Advisory Committee elects five (5) Alternates to the Policy Council.

NOTES:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B – ACTION ITEM

ELECTION OF PARENT ADVISORY COMMITTEE TREASURER, 2008-2009

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Treasurer. The duties of PAC officers shall be as prescribed in the Bylaws and shall also include such other duties as may be established by the PAC that are not in conflict with these Bylaws, Article V – Officers, Section 3: Duties of Officers.

SECTION 3: Duties of Officers

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

- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite PAC's business, work with staff/PAC Secretary and will oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality Committee.

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
- Family Support Unit Events and Activities – Ms. Salina Davey
- PC/PAC Calendar of Events – Ms. Salina Davey
- Parent/Staff Recognitions – Ms. Salina Davey
- Community Resources – PAC Representative/Staff – Ms. Salina Davey
- Child Care Center Food Menu (Attached)

NOTES:

CALENDAR OF EVENTS
PARENT/FAMILY SUPPORT UNIT

EVENT

DATE

PC/PAC CPR and First Aid Training (No childcare provided - No children allowed)	Tuesday, May 19, 2009 9:00 a.m. – 4:30 p.m. 925 Del Paso Blvd. Sequoia Room
Male Involvement Committee Meeting	Wednesday, May 20, 2009 2:00 p.m. 925 Del Paso Blvd. Pine Room

PC/PAC CALENDAR OF EVENTS

EVENT

DATE

CPR and First Aid Training (No childcare provided - No children allowed)	Tuesday, May 19, 2009 9:00 a.m. – 4:30 p.m. 925 Del Paso Blvd. Sequoia Room
Food Services Committee Meeting (Prior to the PAC Meeting)	Tuesday, May 19, 2009 5:00 p.m. 925 Del Paso Blvd. Oak Room
PAC Executive Committee Meeting	Wednesday, May 20, 2009 1:00 p.m. 925 Del Paso Blvd. Pine Room
EHS Committee Meeting	Wednesday, May 20, 2009 1:30 p.m. 925 Del Paso Blvd. Redwood Room
Male Involvement Committee Meeting	Wednesday, May 20, 2009 2:00 p.m. 925 Del Paso Blvd. Pine Room
PC Executive Committee Meeting	Thursday, May 28, 2009 10:00 a.m. 925 Del Paso Blvd. Pine 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 April 2, 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, April 2, 2009
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Jimmie Yee called the meeting to order at 10:09 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
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

- Recognition of Long-Term Employee: Ms. Barbara Meyer, Workforce Development Professional, Range 3 was acknowledged and thanked for her 25 years of service to SETA.

II. **Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the March 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the March 5, 2009 minutes.
- B. Approve the claims for the period 2/27/09 to 3/26/09.

Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA:** No items.

B. **WORKFORCE INVESTMENT ACT**

- 1. Approval of Request for Proposals for 2009-2010 American Recovery and Reinvestment Act (Recovery Act) and Workforce Investment Act (WIA) Title 1

Ms. Robin Purdy stated that staff developed the RFP to meet the goals of Sacramento Works, Inc. which provides policy guidance for the agency. Ms.

Purdy reviewed the goals for Sacramento Works. This RFP is soliciting proposals that provide skills development targeting adults and dislocated workers hit hardest in the recession. SETA is soliciting proposals in the following areas: 1) Occupational skills training in critical occupational clusters, 2) Workplace training or job creation, and 3) Business development innovations with the creation of jobs.

The Planning/Oversight Committee will be part of the funding process but this board will actually make the funding decisions. For the adult and dislocated workers, the Agency anticipates \$7.6 million for an 18-month period. There will be two dates for proposals to be submitted. One proposal deadline will be May 21. The second deadline for proposals will be July 23. The Agency is hoping to get a number of providers up and running in August and then others up and running in October.

Ms. Kossick spoke of the need of a quorum on July 2 to approve funding recommendations. Mr. Thatch stated that this board has no legal requirement to meet every month. However, a meeting will be needed for these funding recommendations. The Clerk will check with board member staffers regarding a possible meeting date.

Ms. Pannell inquired about the offerors' conference; Ms. Purdy stated that it will not be a mandatory offerors' conference. Ms. Pannell inquired whether there will be an opportunity for people not previously funded who have done good work in the community, to be funded. Ms. Purdy stated that the Agency is currently seeking occupational skills training providers. Staff is looking for new and creative ideas to assist small business to create jobs which is the purpose of the stimulus funding.

Mr. Thatch stated that any potential new program must pre-qualify in order to be considered for funding. He strongly encouraged programs that have not yet pre-qualified to do so immediately. He explained the history behind offerors' conferences and how crucial they are to the correct preparation of a proposal. Ms. Kossick reminded the audience that after the offerors' conference, staff cannot answer questions regarding the preparation of the proposals. Mr. Thatch stated that the Federal government still requires us to go through proper procurement for the programs.

Mr. McCarty inquired whether there are other CBOs that do not know about this RFP. How are groups finding out about this? Is there a media campaign letting people know? How will the public know about opportunities available? Ms. Purdy stated that a notice will be published in the Sacramento Business Journal and the Sacramento Bee. In addition, all of the chambers of commerce and some organizations will send out notification to their membership.

Ms. Terri Carpenter stated that the one stop career centers will notify people of the RFP. In addition, there is a media plan tied around notification of the providers to be funded. There will be public service shows on TV and the radio. Also, there will be a 'recovery' section added to SETA's web page.

Speakers before the board:

1. **Betty Williams, President, Sacramento Branch NAACP:** Ms. Williams stated that the NAACP has been given the task of making sure the stimulus funding information gets out to the underserved. She expressed concern that information would not get out to the communities that are underserved and that SETA was not using the CBOs appropriately to get the information out. She inquired whether we are reaching out to black and Hispanic newspapers. Ms. Purdy stated that the mailing list includes all of the funded CBOs and partners in the career centers. Once the services to be provided is known, it will be easier to reach out to underserved communities. Ms. Terri Carpenter stated that a public notice will be put in the Sacramento Observer, El Hispano, Sacramento Bee, and the Sacramento Business Journal. Ms. Pannell suggested putting the notification in the News and Review. Ms. Pannell stated that staff should find out every free community newspapers (East Sacramento, Pocket News, Rancho Cordova) and put the public notice in those papers. Also, high school students need to know that jobs will be available. Mr. Nottoli suggested the faith-based community be informed of the availability of funding/programs. Mr. McCarty asked Ms. Purdy to come back with information on new and innovative ideas of getting the ideas out to the community.
2. **Tonya Mack, Executive Board Member, Tree of Hope Funding:** She likes the idea of inclusion and being part of the process to create change. She wants to make sure that they are able to come to the table and be part of the process. Her program is ready to go and wants to know how will they be included in the decision making.

Mr. Nottoli suggested having geographic offerors' conferences. That may help early on in the process to make it easier for everyone in the process.

3. **James Shelby, President & CEO, Sacramento Urban League:** Mr. Shelby stated that since 2000, there has not been any new money to serve and create opportunities for those that have been locked out and underserved. He suggests bringing the various chambers to the table and help them to put a proposal together to serve the underserved. This board needs to understand what opportunities are available today that were not available nine years ago. These funds can provide an opportunity to provide training/GED/jobs for people that have not been served. Mr. Shelby suggests doing things differently from what was done in the past.

Ms. Purdy stated that staff reached out to the various ethnic chambers to inform them of this funding. Staff needs to be careful not to give more or less

information to people; she must give the same information to everyone. Ms. Pannell instructed Ms. Purdy to meet with the various chambers so they can help SETA to get the word out. Ms. Pannell offered to set the meeting up.

Ms. Purdy stated that California is a right to work state and in order to become employed in California have to have right to work documents. One service available that the career centers is assisting customers to acquire the right to work documents. It is true that customers cannot be enrolled in WIA programs without the right to work documents but other referral services are provided to people who are not legal residents.

4. **Derrell Roberts, Executive Director & CEO, Roberts Family Development Center**: His program has not yet received funding from SETA. He asked the Governing Board to look at other ways to do business; look beyond the traditionally funded agencies. They are trying to reach the hardest to employ and some have a difficulty going to the one stops. Look beyond the one stops to reach people that have not been served. Some customers have a difficult time going to one stop centers with security guards.

Ms. Purdy stated that over the past eight years there has been an environment of diminished funds for the one stops and program operators. This stimulus funding is a whole new environment. Our world in terms of workforce and education has changed. Staff is trying to broaden our scope to serve the people that have not been funded. Staff is planning in the dark even though we are receiving guidance letters once a week. Staff feels it is necessary to get something done now because there are a lot of people in distress. Also, there are no armed guards at the SETA-hosted career centers. The one stops are still very customer friendly places to go. The situation with customers trying to get unemployment insurance funds has increased the frustration level at some career centers.

5. **Tyrone Netters, Vice President, NAACP**: Mr. Netters thinks the timeframe is nearly impossible to meet and asked that the dates be changed. He asked for an additional week. Ms. Purdy stated that the Agency is trying to meet the goals of the Congress which is to get this money out as fast as we can and serve as many people as we can. Staff came up with is two different sets of deadlines but the deadlines can definitely be modified to accommodate potential proposers. Mr. Thatch stated that this legislation there is a requirement to spend this money very quickly, it to have a major impact with measurable outcomes that will go on a federal web site that will let the public know how many jobs will be created. It is important to get this money out quickly.

Ms. Purdy stated that there will be two proposed deadlines:

Phase 1 deadline: May 21 and **Phase 2** deadline: July 23

Ms. Pannell feels that the people in the audience can get the word out regarding the offerors' conference and pre-qualifications information. She suggested to

audience members to get on the phone and get people to this first meeting. It is important to get everyone here. Mr. McCarty reminded the audience that there are two bites of the apple and that it's important to get these funds out sooner rather than later.

Mr. Netters feels it would not be an issue to move it back a week. Ms. Kossick stated that staff has agreed to do more than one offerors' conference.

6. **Carlos Lopez, Director, Center for Employment Training**: This is the best opportunity the community has had in a number of years. He stated that needs-based payments is a big part of training and keeping people in training by providing money for transportation, child care, etc. Secondly, he suggested utilizing MOUs as a pilot approach to get qualified training vendors into the system quicker. The tradition is an RFP process. CET is willing to invest funds into getting green technology jobs. It is a high risk unless they were assured students for their program; they are willing to take the risk.

Staff will redo the calendar with another date for the Governing Board meeting. In addition, staff will make appointments with local chambers of commerce and do whatever possible to ensure the process is known to the public.

Moved/McCarty, second/Pannell, to approve the release of the Request for Proposals for 2009-2010 for the American Recovery and Reinvestment Act and Workforce Investment Act targeting services for adults and dislocated workers. Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Use of Community Services Block Grant Stimulus Funding

Ms. Cindy Sherwood-Green stated that the exact allocation is not yet known but it should be about \$3.2 million. SETA has been told by the state that once the information is known, the Agency will have one week to submit the plan for the stimulus money. The listing of services to be provided was reviewed.

Moved/McCarty, second/Pannell, to approve the planned concept for the use of CSBG economic stimulus funding as outlined in the board packet. Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: Ms. Kossick reminded board members that the Agency has no funds at risk with Sacramento Lao Family.
- B. Head Start Policy Council Minutes: No questions or comments.
- C. Head Start Fiscal Report: Ms. Maureen Dermott reviewed the updated budget roll up of all three programs. Ms. Dermott stated that there are challenges as to how to balance the expenses of the CDE contracts. The next budget looks like there will be a projected shortfall for 2009-2010. Management has met with the union regarding both fiscal budgets. There will be a plan that will be submitted for the next year dealing with the shortfalls. The Governing Board will be presented with an updated budget for approval on April 30. Two other stimulus opportunities are coming our way and staff will be applying for all funding available.
- D. Dislocated Worker Update: Ms. Pannell inquired about Gottschalk's. Mr. Walker stated that they started liquidation today. There are three in the area and staff will be working with all three stores.
- E. Enterprise Zone Program Update: No questions.
- F. Sacramento Region Clean Energy Roundtables: Ms. Purdy stated that Valley Vision has been invited to come to the next meeting to submit the results of conversations with 35 clean energy companies in the region.

V. Reports to the Board

- A. Chair: No comments.
- B. Executive Director: Ms. Kossick reminded board members of the Intel Summer Intern program which closes on Friday, April 18. The Hillsdale Career Center had the pleasure of hosting the Secretary of Labor Hilda Solis on March 16.
- C. Deputy Directors: No additional report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: Ms. Nancy Matulich, representing AFSCME, asked to meet with board members to talk about the Head Start budget issues. She stated that AFSCME members feel management did not plan appropriately in order to prevent these potential 14 layoffs. Ms. Kossick stated that she has met with Ms. Matulich.

VI. Adjournment: Meeting adjourned at 11:40 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, April 24, 2009.

GOOD	NEEDS IMPROVEMENT
1. Very good attendance.	1. Cell phones must be off.
2. Thank you Ms. Joy Otero for reminder calls.	2. Please be acknowledged by Chair prior to speaking or leaving for Personal Privileges.
3. Great job by Chair, Ms. Salina Davey.	3. Please raise hands high to be acknowledged in the voting process.
4. Good participation and questions about budget by PAC Representatives.	4. Come prepared with agenda and pen.
	5. No side barring, Representatives and audience.
	6. Parents in need of child care please be here at 5:00 p.m. for dinner, and must have children ready by 5:45 for substitute teachers to walk children to child care center.

NOTES:

ITEM VI – OTHER REPORTS

BACKGROUND:

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

- Chair’s Report – Ms. Salina Davey
- 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
 - The “Stimulus” or “ARRA” including Cost of Living Adjustment (COLA) and Quality Improvement Dollars Update
- 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:
