

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

PATRICK KENNEDY
Board of Supervisors
County of Sacramento

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>

Thought of the day: “The most effective way to achieve right relationships is to look for the best in every person, and then help that best into its fullest expression.

Author: Allen J. Boone

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

DATE: Wednesday, December 16, 2015

TIME: 9:00 a.m.

LOCATION: SETA **Sequoia Room**
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA/Head Start Policy Council welcomes and encourages participation in the Council meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Matters under jurisdiction of the SETA/Head Start Policy Council and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA/Head Start Policy Council limits testimony on matters not on the agenda to three minutes per person and not more than ten minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk’s office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

PAGE NUMBER

- | | | |
|-----|---|------|
| I. | <u>Call to Order/Roll Call/Review of Board Member Attendance</u> | 1-3 |
| | ➤ PC Meeting Attendance Update | |
| | ➤ Introduction of Newly Seated Representatives | |
| II. | <u>Consent Item</u> | |
| A. | Approval of the Minutes of the November 24, 2015 Regular Meeting | 4-10 |

III. Action Items

- A. Approval to Delegate Authority to the Parent Advisory Committee to Function in the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program 11
- B. Election of Policy Council Officers for Program Year 2015-2016 12-13

IV. Information Items

- A. Standing Information Items 14-19
- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
 - Parent/Staff Recognitions – Ms. Lynda Williams
 - Community Resources-Parents/Staff – Ms. Lynda Williams
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Denise Lee
- B. Governing Board Minutes of November 5, 2015 (attached) 20-27
- C. Fiscal Monitoring Reports 28-32
- Elk Grove Unified School District
 - Women’s Civic Improvement Club

V. Committee Report

33

- Executive Committee: Ms. Lynda Williams

VI. Other Reports

34-49

- A. Executive Director’s Report
- B. Head Start Deputy Director’s Report
- Monthly Head Start Report (attached)
- C. Head Start Managers’ Reports
- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
 - Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
 - Martha Cisneros - Health, Nutrition and Safe Environments Services
 - Karen Gonzales - School Readiness, Special Education and Mental Health Services
- D. Chair’s Report
- E. Open Discussion and Comments
- F. Public Participation

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, DECEMBER 10, 2015

ITEM I - CALL TO ORDER/ROLL CALL

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

- _____ Dennis Perez, Elk Grove Unified School District
- _____ Victoria Ruiz, Sacramento City Unified School District
- _____ Heart Bell, San Juan Unified School District
- _____ Linda Litka, San Juan Unified School District
- _____ Reginald Castex, WCIC/Playmate Child Development Center
- _____ Stacey Webster, Home Base Option
- _____ Natalie Craig, SETA-Operated Program
- _____ Monica Reynoso, SETA-Operated Program
- _____ Amanda Self, Early Head Start (SETA)
- _____ Kenneth Tate, Past Parent Representative
- _____ Robin Blanks, Grandparent Representative
- _____ Calvin Sheppard, Men's Activities Affecting Children Committee
- _____ Nicole Chilton, Birth and Beyond
- _____ Lynda Williams, Outgoing Chair

New Members to be Seated:

- _____ Lydia Razo, Elk Grove Unified School District
- _____ Feuy Saelee, Sacramento City Unified School District
- _____ Phoua Lee, Sacramento City Unified School District
- _____ Natalie Rossetti, Twin Rivers Unified School District
- _____ Erica Williams, Twin Rivers Unified School District
- _____ Morgan Siegel, Early Head Start, San Juan Unified School District
- _____ Brian Short, WCIC/Playmate Child Development Center
- _____ Charlotte Johnson, SETA-Operated Program
- _____ Penelope Scott, SETA-Operated Program
- _____ Georgina Schroeder, SETA-Operated Program
- _____ Jasmine Jamison, Past Parent Representative

Seats Vacant:

- _____ Vacant (Shepherd), SETA-Operated Program
- _____ Vacant (Cullen), Early Head Start (San Juan)
- _____ Vacant (Hill), Early Head Start (Sac. City)
- _____ Vacant (White), Early Head Start/Home Base (SOP)
- _____ Vacant (Peck), Foster Parent Representative

**** Please call your alternate, Policy Council Chair (Lynda Williams: 333-2402 or 533-7389), or Head Start staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. ****

**POLICY COUNCIL
BOARD MEETING ATTENDANCE
PROGRAM YEAR 2015-2016**

The 2015-2016 Board was seated on **November 24, 2015** and
December 16, 2015

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
H. Bell Seated 11/24	SJ	X												
R. Blanks Seated 11/24	GRAND	X												
R. Castex Seated 11/24	WCIC	X												
N. Chilton s/b/seated 2/24; seated 3/24	CR	X												
N. Craig Seated 11/24	SOP	X												
J. Jamison s/b/seated 11/24	PP	E												
C. Johnson s/b/seated 11/24	SOP	U												
J. Kline Seated 2/24	CR	E												
P. Lee s/b/seated 11/24	SAC	U												
L. Litka Seated 11/24	SJ	X												
D. Perez Seated 11/24	EG	X												
L. Razo Seated	EG													
M. Reynoso Seated 11/24	SOP	X												
N. Rossetti s/b/seated 11/24	TR	U												
V. Ruiz Seated 11/24	SAC	X												
F. Saelee s/b/seated 11/24	SAC	U												
G. Schroeder s/b/seated 11/24	SOP	E												
P. Scott s/b/seated 11/24	SOP	E												
A. Self Seated 11/24	EHS/HB	X												

BOARD MEMBER	SITE	11/24	12/16 *	1/26	2/23	3/22	4/26	5/24	6/28	7/26	8/23	9/27	10/25	11/22
C. Sheppard Seated 4/28	MAACC	E												
B. Short s/b/seated 11/24	WCIC	U												
M. Siegel s/b/seated 11/24	EHS/SJ	U												
K. Tate Seated 11/24	PAST	X												
S. Webster Seated 11/24	HB	X												
E. Williams s/b/seated 11/24	TR	U												

GLOSSARY OF ACRONYMS

ACRONYM	REPRESENTATIVE CENTER
CHDP	Child Health and Disability Prevention Program
CR	Community Representative
EHS	Early Head Start
ELK	Elk Grove Unified School District
FOSTER	Foster Parent Representative
GRAND	Grandparent Representative
HB	Home based Option
MAACC	Men's Activities Affecting Children Committee
PAST	Past Parent Representative
SAC	Sacramento City Unified School District
SJ	San Juan Unified School District
SOP	SETA-Operated Program
TR	Twin Rivers School District
WCIC	Women's Civic Improvement Club/Playmate Child Care Center

- X: Present
- E: Excused
- R: Resigned
- U: Unexcused Absence
- S/B/S: Should be Seated
- AP: Alternate Present
- E/PCB: Excused, Policy Council Business
- E/PCB: Excused, Policy Committee Business
- OGC: Outgoing Chair
- *: Special Meeting

Current a/o 11/17/15

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 24, 2015 REGULAR
POLICY COUNCIL MEETING

BACKGROUND:

Attached for the Policy Council's review are the minutes of the November 24, 2015 meeting.

RECOMMENDATION:

That the Policy Council approve the November 24 minutes.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____

**MINUTES OF THE REGULAR MEETING OF THE
HEAD STARTPOLICY COUNCIL**
(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, November 24, 2015
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Mr. Kenneth Tate called the meeting to order at 9:05 a.m. The Pledge of Allegiance was recited. Ms. Lynda Williams and read the thought of the day. Ms. Amanda Self called the roll. A quorum was established.

PC Members Present:

Robin Blanks, Elk Grove Unified School District
Tyrone Broxton, Elk Grove Unified School District
Joe Morales, Twin Rivers Unified School District
Tawana Craig, Women's Civic Improvement Club
Linda Litka, San Juan Unified School District
Lynda Williams, San Juan Unified School District
Todd Woods, SETA-Operated Program
Amanda Self, Home Base Option
Kenneth Tate, Past Parent Representative
Nicole Chilton, Birth and Beyond

PC Members Absent:

Stacy Wilson, Twin Rivers Unified School District (excused)
Brian Short, Women's Civic Improvement Club (unexcused)
Sabrina Lovelady, SETA-Operated Program (unexcused)
Jenna Kline, KVIE Public Television (excused)
Calvin Sheppard, Men's Activities Affecting Children Committee (excused)
Jasmine Jamison, Past Parent (excused)

II. Consent Item

A. Approval of the Minutes of the October 27, 2015 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Blanks, second/Woods, to approve the October 27

Show of hands vote:

Aye: 9 (Blanks, Broxton, Chilton, Craig, Litka, Morales, Self, Williams, Woods)

Nay: 0

Abstention: 1 (Tate)

Absent: 6 (Kline, Jamison, Lovelady, Sheppard, Short, Wilson)

III. Action Items

- A. Approval of the Submission of a Change in Scope for the Early Head Start-Child Care Partnership Grant to the Administration for Children and Families (ACF)

Ms. Denise Lee reviewed staff's recommendation to reprogram funds for the Early Head Start-Child Care Partnership grant. Staff, in partnership with Sacramento County Office of Education, scouted several alternate private providers to participate in the project. However, after much searching, no suitable provider was identified. Since this grant only allows for a center-based option; a switch of enrollment slots within the regular EHS program is recommended. This is strictly a 'puzzle shift' between both EHS programs. No money is moving out of the community.

Moved/Self, second/Woods, to approve the submission of the Early Head Start Child Care-Partnership Change of Scope to the Administration for Children and Families/Office of Head Start, resulting in a total funded enrollment of 80 infants/toddlers with a budget of \$2,516,160 for the project period of February 1, 2015 through July 31, 2016 (18-month project period).

Show of hands vote:

Aye: 9 (Blanks, Broxton, Chilton, Craig, Litka, Morales, Self, Williams, Woods)

Nay: 0

Abstention: 1 (Tate)

Absent: 6 (Kline, Jamison, Lovelady, Sheppard, Short, Wilson)

Ms. Lynda Williams thanked the Council members and staff for their time on the board. She welcomed the PC members coming in. Ms. Williams left the meeting at 9:17 a.m.

V. Other Reports

- A. Executive Director's Report: Ms. Kossick wished board members a Happy Thanksgiving. Sacramento was successful in receiving one of two Choice Neighborhood grants from the Department of Housing and Urban Development. Nationwide, over \$30 million was distributed. SETA and SHRA will begin the implementation stage with a meeting in early December. The funds will be directed specifically around the Twin Rivers Railyard area. There will be a new light rail station. Although this will happen over a number of years, the planning has begun and everyone is excited.

Ms. Blanks inquired who developed the plan. Ms. Kossick stated that the application was developed as a giant community effort including community partners, Regional Transit, the County of Sacramento, the City of Sacramento, and local school districts.

B. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 9:25 a.m.; the board went back into open session at 9:41 a.m. Mr. Tate reported that during closed session, the following eligible lists were approved: 1) Associate Teacher, 2) Head Start Education Coordinator (Supervisory), 3) Education Program Officer, and 4) Family Services Worker III.

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition:
 - PC Meeting Perfect Attendance Recognition: Mr. Tate gave Ms. Blanks a certificate of appreciation; Ms. Blanks attended all board meetings during the year. Ms. Amanda Self was also presented with a perfect attendance certificate.
 - Parent Yearbook – Ms. Alma Walton Hawkins distributed an innovative year book including pictures of events for the last year. Ms. Tamora Smith, Parent Intern, was thanked for her work on the yearbook.
- Introduction to Toastmasters Report(s): Mr. Todd Woods reviewed the last Toastmasters meeting where four speeches were given. He explained that Toastmasters is a class to assist people how to better speak in public. It is a great opportunity to learn and a wonderful way to learn new ways of speaking. Ms. Blanks urged everyone to participate in Toastmasters. Mr. Tate stated that Toastmasters has been a great opportunity for parents to improve their public speaking skills.
- Committee Reports:
 - ✓ Budget/Planning Committee: Ms. Blanks stated that at the last meeting, committee members reviewed the final reports of the 2014-15 program year. It was a really great meeting. Ms. Blanks urged all board members to attend to learn where the money goes and have a say on where the funds are allocated. Mr. Tate thanked Ms. Saurbourne for her hard work over the year especially for having most of the funds spent.

Members stepping down: Joe Morales, Todd Woods, Tawana Craig,

- Seating of New Policy Council Members (2015-2016): Ms. Amanda Self seated the following board members:

Dennis Perez, Elk Grove Unified School District
Reginald Castex, WCIC/Playmate Child Development Center
Heart Bell, San Juan Unified School District
Linda Litka, San Juan Unified School District
Victoria Ruiz, Sacramento City Unified School District
Amanda Self, Early Head Start, SETA Operated Program
Natalie Craig, SETA-Operated Program

Monica Reynoso, SETA-Operated Program
Stacey Webster, Home Base Option
Kenneth Tate, Past Parent Representative
Robin Blanks, Grandparent Representative

New Members Not Present:

Brian Short, WCIC/Playmate Child Development Center (unexcused)
Jasmine Jamison, Past Parent Representative (excused)
Georgina Schroeder, SETA-Operated Program (excused)
Penelope Scott, SETA-Operated Program (excused)
Natalie Rossetti, Twin Rivers Unified School District (unexcused)
Erica Williams, Twin Rivers Unified School District (unexcused)
Morgan Siegel, Early Head Start, San Juan Unified School District (unexcused)
Feuy Saelee, Sacramento City Unified School District (unexcused)
Phoua Lee, Sacramento City Unified School District (unexcused)

Mr. Tate seated Mr. Joe Morales and Ms. Tawana Craig. Ms. Desha explained that Mr. Morales and Ms. Craig were reseated because their new representatives are not present; they continue to hold their seat on the board until the new representatives are seated.

- Introduction of Policy Council Members: New board members introduced themselves.
- How to Present and Make Motions: Mr. Tate and Ms. Self reviewed the process by which motions are presented and acted upon.
- Introduction of Staff: Staff introduced themselves.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Saurbourne reported that the Agency is currently at 22% of budget which is fine since the fiscal year is still new. The \$51 million Head Start budget for the county is broken out by Head Start, Early Head Start, and Training/Technical Assistance. The agency is required to have 25% of non-federal share match; our current match is at 18.7%. Ms. Self inquired why the expenditures in the EHS partnership are so high. It's an 18 month program but we were funded for only 12 months initially. The in-kind report was reviewed.
- Board Procedures
 - ✓ Reimbursements & Budget/Planning: Ms. D'et Saurbourne reported that this committee meets every month and provides an opportunity for board members to review the budget and ask questions. This committee is involved in the budget planning for the program year. Board members are reimbursed for their expenses for attending meetings. Ms. Saurbourne reviewed the form to be filled out and submitted to staff to be reimbursed for mileage and child care. If there are situations that arise, contact staff and each issue will be dealt with. The reimbursement of mileage may change in January if the IRS modifies the amount to be reimbursed.
 - ✓ Personnel: Ms. Bonnie Bilger reviewed the various ways that parents can assist in the hiring of staff. Parents can participate by reviewing applications to

ensure they meet minimum qualifications or by participating on an interview panel. Ms. Bilger stated that experience is not needed and staff will provide training and assistance. Boards are eligible for expense reimbursement. Ms. Bilger also presents the Policy Council occasional policies and procedures updates and sometimes the board is asked to terminate an employee. Ms. Blanks urged board members to consider participating on an interview panel or participate in screening applicants.

✓ Conflict of Interest: Ms. Nancy Hogan reviewed the conflict of interest statement process. All board members are required to file a Form 700.

➤ Committee Reports (continued)

✓ Executive Committee: The Executive Committee critique was reviewed.

Ms. Reynoso was excused at 10:58 a.m.

✓ Maternal, Child and Adolescent Advisory Committee: No report.

✓ Sacramento Medi-Cal Dental Advisory Committee: Ms. Amanda Self reported on the last meeting where they continued working on an anesthesia policy. There will not be a meeting this month.

✓ Community Action Board: No report.

✓ Community Reports: Ms. Nicole Chilton reported that a workshop on infant sleeping and car seat safety workshop will be held December; attendees will have a free car seat installed. The car seat is based on age and weight. Their Girl Scout troop is still growing and still accepting girls ages from 5 years and up. Their next troop meeting is Monday, December 21, 4-5 p.m. Their Annual Ornabration is scheduled for Friday, December 18, 2-4 p.m. They are hoping to have a Santa for families to have pictures, arts and crafts. They are also hoping to have a gift for each child. There are a lot of festive things planned for the new year. Ms. Self stated that all of their activities are wonderful and encouraged all board members to attend; they're also free.

➤ PC/PAC Calendar of Events: The calendar of events was reviewed.

➤ Community Resources: Parents/Staff: None.

➤ Officer Elections – December 16, 2015: Mr. Tate urged interested board members to consider running for an officer position.

B. Governing Board Minutes of October 1, 2015: No questions.

V. **Other Reports** (continued)

B. Head Start Deputy Director's Report: Ms. Lee welcomed board members.

C. Head Start Managers' Monthly Reports

➤ Lisa Carr - Family Engagement, Home Base, and ERSEA Services: Ms. Carr will have a presentation next month.

- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services: Ms. Caruso reviewed the Child Safety And Supervision Report. SETA/Head Start has an entire unit with six analysts dedicated to quality assurance. They go out on a quarterly basis to visit delegate and SOP centers. SETA does a self-assessment annually and this will begin in December and January. This is a great opportunity look at strengths and areas that need improvement. This is a great way for board members to become involved.
- Martha Cisneros - Health, Nutrition and Safe Environments Services: Ms. Cisneros stated that she will be visiting the centers and attending various advisory committees.
- Karen Gonzales - School Readiness, Special Education and Mental Health Services: No report.

- D. Chair's Report: No report.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:37 a.m.

ITEM III-A – ACTION

APPROVAL TO DELEGATE AUTHORITY TO THE PARENT ADVISORY COMMITTEE TO FUNCTION IN THE SCREENING AND INTERVIEWING OF PROSPECTIVE APPLICANTS DIRECTLY RELATED TO THE SETA-OPERATED PROGRAM

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to approve the Parent Advisory Committee's involvement in screening and interviewing prospective applicants directly related to the SETA-Operated Program. Reference the Policy Council bylaws:

Article II Purpose, Powers, Duties and Functions, Section 2: Powers, Duties and Functions, E.12: *For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)*

RECOMMENDATION:

That the Policy Council approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

NOTES:

ACTION: Moved _____ Second _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM III-B - ACTION

ELECTION OF POLICY COUNCIL OFFICERS FOR PROGRAM YEAR 2015-2016

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to elect officers for the 2015-2016 program year. The duties of the Policy Council officers shall be as prescribed in the Policy Council Bylaws, Article V, Section 3 – Duties of Officers. These duties are as follows:

Section 3: Duties of Officers

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

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Parent Conference. The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 8 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event. The Vice Chair shall oversee the Parent Ambassador Committee.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality Committee, and shall be a member of the Parent Ambassador Committee.
- D. The Treasurer shall work with staff and Council Secretary and keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff and Council Secretary. The Treasurer shall be a member of the Social/Hospitality Committee and the Parent Ambassador Committee.

ITEM III-B - ACTION (Continued)
Page 2

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

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

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

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council elect:

Chair:

Vice Chair:

Secretary:

Treasurer:

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

ITEM IV-A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- PC/PAC Calendar of Events – Ms. Lynda Williams (attached)
- Parent/Staff Recognitions – Ms. Lynda Williams
- Community Resources-Parents/Staff – Ms. Lynda Williams
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. Denise Lee

NOTES:

CALENDAR OF EVENTS

<u>EVENT</u>	<u>DATE</u>
PC Executive Committee	Thursday, January 7, 2016 9:00 a.m. Olympus Room
PC/PAC New Member Orientation	Friday, January 8, 2016 9:00 a.m. – 3:00 p.m. (Registration at 8:30 a.m.) SETA Board Room
Budget/Planning Committee	Tuesday, January 12, 2016 1:00 p.m. Oak Room
County-wide Officer Training	Friday, January 15, 2016 9:00 a.m. – 12:30 p.m. (Registration at 8:30 a.m.) Redwood Room
Governance Self-Assessment	Wednesday, January 20, 2016 1:00 – 2:30 p.m. Redwood Room
PAC Executive Committee	Thursday, January 21, 2016 9:00 a.m. Olympus Room Room
PC Executive Committee	Thursday, January 28, 2016 9:00 a.m. Olympus Room

ITEM IV-B - INFORMATION

GOVERNING BOARD MINUTES

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review the attached Governing Board minutes of the November 5, 2015 meeting.

NOTES:

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

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Thursday, November 5, 2015
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:04 a.m.

Members Present:

Don Nottoli, Chair, Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, Governing Board; Public Representative
Patrick Kennedy, Member, Board of Supervisors

Members Absent:

Jay Schenirer, Councilmember, City of Sacramento
Allen Warren, Councilmember, City of Sacramento

- ➔ Recognition of long-term employee: **William Walker**, Workforce Development Manager: Mr. Roy Kim recognized Mr. Walker for 30 years of service to SETA.

II. Consent Items

- A. Minutes of the October 1, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council
- D. Approval to Modify California Employers Association's (CEA) Vendor Services Contract
- E. Approval to Add K Consulting to SETA's Vendor Services (VS) List

The consent items were reviewed; no questions or corrections.

Moved/Scherman, second/Kennedy, to approve the consent items as follows:

- A. Approve the October 1, 2015 minutes
- B. Approve the claims and warrants for the period 9/25/15 through 10/28/15.
- C. Approve the modifications to the Policy Council bylaws.
- D. Approve the recommendation modification to California Employers Association
- E. Approve the recommendation to add K Consulting to SETA's VS list.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0
Abstentions: 0
Absent: 2 (Schenirer & Warren)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick reviewed the process by which officers are chosen for the SETA Governing Board.

Moved/Kennedy, second/Scherman, to elect Ms. Sophia Scherman as Chair and Mr. Jay Schenirer as Vice Chair for a one-year term to begin November 6, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Ms. Loretta Su introduced Mr. Ken Urrutia of Arthur J. Gallagher. Mr. Urrutia stated that last year, there was a 25% reduction in premiums. The proposed premiums for next year are less than what was paid four to five years ago.

Mr. Urrutia reviewed the quotes and stated that auto insurance went up because four new vehicles were added. The Directors and Officers insurance quote was marketed aggressively. One of the challenges he faced with the market was that SETA had 13 employment claims over the past ten years; four claims made against the agency in this year. This affects the premium. Some companies declined to quote due to the high number of claims. He was expecting an increase in the flood insurance but the premiums quoted were higher than expected. Some of the Head Start centers are in a flood plain. Overall, he is very happy with the quotes received.

In December, the Workers' Compensation Insurance premiums will be brought to the board for consideration.

Moved/Scherman, second/Kennedy, to delegate authority to the Executive Director to purchase the various coverages fundamentally consistent with the presentation.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Schenirer & Warren)

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Revised Job Specifications for Associate Teacher (Tier I, II and III) and Head Start Substitute Child Care Teacher

Mr. Nottoli opened a public hearing.

Mr. John Allen reviewed this item which will allow the agency to better recruit teaching staff. This item was reviewed and approved by the Head Start Policy Council.

No speakers before the board.

Moved/Kennedy, second/Scherman, to close the public hearing and approve the revisions for the Associate Teacher and Head Start Substitute Child Care Teacher job specifications as outlined in the board packet.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Schenirer & Warren)

4. Approval to Extend Marketing, Advertising, Graphic Design and Website Maintenance Services Agreement and Authorize the Executive Director to Approve Additional Extensions

Ms. Terri Carpenter reported that last November, the Governing Board approved a one-year contract with EMRL to do graphic design. Included in the action was the ability to extend the contract for two more years. Staff is pleased with EMRL's services and is requesting a one-year extension from November, 2015 through November 9, 2016, not to exceed \$60,000.

Moved/Scherman, second/Kennedy, to approve the extension of the agreement with EMRL, Inc. for marketing, advertising, graphic design and website maintenance services for the term November 10, 2015 through November 9, 2016 for a not to exceed amount of \$60,000 and authorize the Executive Director to sign the agreement and approve additional extensions.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)
Nay: 0
Abstentions: 0
Absent: 2 (Schenirer & Warren)

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

One Stop Services: None.

Community Services Block Grant:

1. Approval to Ratify the Deobligation of 2015 Community Services Block Grant (CSBG) Funding from the Greater Sacramento Urban League, and the Augmentation of 2015 CSBG Funding to the Salvation Army

Ms. Julie Davis-Jaffe reported that the Greater Sacramento Urban League notified SETA on September 21 of their intent to terminate their contract for Safety Net Services. The Salvation Army continues to provide services in the North Sacramento area and will be able to reprogram these funds with no problem.

Mr. Kennedy suggested that when organizations come to us for funding in the future, take their past performance into consideration.

Moved/Scherman, second/Kennedy, to approve the deobligation of \$24,200 in 2015 CSBG funds from the GSUL and the augmentation of \$10,000 in 2015 CSBG funds to The Salvation Army to provide Safety-Net services in the North Sacramento Area through December 31, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

2. Consideration of Non-Responsive Proposals and Approval to Waive the Electronic Submission Requirements for the PY 2016 CSBG Request for Proposals

Ms. Julie Davis-Jaffe reported that three proposals came in without the electronic version of their proposal (Sacramento County Department of Health and Human Services, Volunteers of America and Elk Grove Food Bank Services). However, all three submitted their hard copy of the proposal, not their electronic version. The RFP included a requirement that written and electronic proposals be submitted by the deadline

The review team determined that failure to meet the electronic proposal deadline by these three respondents would not prevent an evaluation team member from accurately evaluating the written proposals. Therefore, staff recommends the approval of Option #1.

Ms. Scherman stated she is uncomfortable approving this waiver but she will agree to it; in the future, she will not approve waivers.

Mr. Thatch stated that the issue of timely submission of proposals has haunted the agency for years and the board has heard many excuses. The board has fundamentally held firm on submission dates, but when submission dates have been waived, it has caused issues. This board has the right to waive the issue. In past years, there was a requirement for proposers to submit eight to ten copies of their proposal; this board item recognizes how technology has improved with the requirement of electronic submissions. However, Mr. Thatch stated that he thinks this is a slippery slope.

Moved/ Kennedy, second/Scherman, to approve the waiver of the electronic submission requirements for the PY2016 CSBG Request for Proposals, provided that electronic proposals are submitted no later than November 6, 2015.

Roll call vote:

Aye: 3 (Kennedy, Nottoli, Scherman)

Nay: 0

Abstentions: 0

Absent: 2 (Schenirer & Warren)

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

- A. Report on American Express Corporate Account Rewards Points Program, FY2015: No questions.
- B. Fiscal Monitoring Reports: Mr. Kennedy requested clarification of the fiscal monitoring process and how issues are resolved, specifically with the Hmong Women's Heritage Association. Ms. Loretta Su replied that after the monitor found the issues, the service provider wrote a reimbursement check to SETA. There is no further action needed. If a finding is determined to require additional information submitted, service providers have 45 days to provide documentation to SETA. Staff does follow up if they do not comply within an additional 10 days.
- C. Employer Success Stories and Activity Report: Mr. Walker reported that Voxpro will be setting up a call center in Folsom.
- D. Dislocated Worker Update: No comments.
- E. Unemployment Update/Press Release from the Employment Development Department: No additional report.
- F. Head Start Reports

Ms. Denise Lee stated that recently, the Children and Family Services Department had an opportunity to expand their management staff. Ms. Lee introduced two new managers, Ms. Robyn Caruso and Ms. Martha Cisneros.

Ms. Robyn Caruso has worked with SETA as a Program Officer providing support to delegate agencies including the grant. She's now in charge of the Quality Assurance team, EHS child care program, and other programs.

Ms. Martha Cisneros has extensive experience in health, nutrition, and safe environments. Head Start is a very large network and she has heard great things about SETA.

The new structure will strengthen the services in the county. All managers will take a county-wide approach with the SETA-operated and delegate centers.

V. Reports to the Board

- A. Chair: None.
- B. Executive Director: Ms. Kossick thanked Mr. Nottoli for his work as Chair over the past year. Ms. Kossick wished Supervisor Kennedy an early Happy Birthday and congratulated Mr. Thatch for his 37th anniversary with SETA on November 1.
- C. Deputy Directors: None.
- D. Counsel: None.
- E. Members of the Board: Ms. Scherman reported that Elk Grove will be hosting their 15th Annual Veterans Day parade.
- F. Public: No comments.

At 11:13 a.m., the board recessed to take action on the Helping Others, Inc. annual meeting.

At 11:17 a.m., the SETA Governing Board reconvened.

The board adjourned into closed session at 11:18 a.m. Mr. Thatch stated that the first Closed Session item would be dropped from the agenda. In addition, there will not be a report out of closed session.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR: *Dropped from the agenda.*

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8. The Governing Board may discuss negotiations concerning the following property(ies) and person(s):

Address: 925 Del Paso Boulevard, Sacramento

Agency Negotiator: Kathy Kossick

Negotiating Party: McCuen Acoma Street Investors, LP

Under Negotiation: Price and Terms of Payment for Extension of Existing Lease

- VII.** Adjournment: The meeting was adjourned at 11:35 a.m. with no report out of closed session.

ITEM IV-C – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

NOTES:

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2014 to July 31, 2015 for the Head Start program have been traced to the delegate agency records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Edenausegboye Davis DATE: November 19, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic	\$ 826,068	8/1/14-7/31/15	8/1/14-7/31/15
Head Start	T & TA	\$7,500	8/1/14-7/31/15	8/1/14-7/31/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 10/13-10/14/15

	AREAS EXAMINED	SATISFACTORY		COMMENTS/RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Program Improvement	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2014 to July 31, 2015 for the Head Start program have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board
Policy Council

ITEM V

COMMITTEE REPORT

➤ Executive Committee

This item provides the opportunity for the Executive Committee to submit an oral report to the Policy Council. The Executive Committee met and evaluated the November 24, 2015 Policy Council meeting.

GOOD!!!
Thank you all Board Members for your introductions and attendance.
Thank you staff for your attendance and sharing of roles and responsibilities.
Thank you Ms. Kathy Kossick for shared information on the Choice Neighborhood grant.
Thank you Ms. Bonnie Bilger for sharing CFS eligibility list presentations.
Thank you Ms. Amanda Self and Ms. Robin Blanks for excellent attendance at PC meetings for the 2014-2015 Program Year.
Thank you Ms. Denise Lee for shared information on the Change in Scope for EHS Child Care Partnership Grant.
Thank you Ms. Robyn Caruso for shared information on Unannounced Safety and Supervision Compliance.
NEEDS IMPROVEMENT
Attendance. Please make every effort to attend all PC meetings.
Please turn off all electrical devices, i.e., phones.
Please be recognized by the Chair before leaving your seat by saying, "question of privilege."
Please be recognized by the Chair by raising your hand before speaking.
If unable to attend, or will arrive late to a meeting, please notify the Chair, Ms. Nancy Hogan, or Ms. Marie Desha and contact your alternate.
REMINDERS
Arrive on time and be seated by 8:50 a.m. to start meeting.
Refrain from leaving your seat during any presentation.
No eating in the Board Room.
Provide Ms. Marie Desha with community resource information/flyer seven days prior to meeting for approval.

ITEM VI- OTHER REPORTS

BACKGROUND:

- A. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) an opportunity to report to the Policy Council on any items of important information or training opportunities available through the Workforce Development Department.

- B. SETA HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT: This item is set aside to allow the Head Start Deputy Director (Ms. Denise Lee) to report to the Council on any items of important information or to deal with special requests which need to be addressed.

- Monthly Head Start Report (attached)

- C. HEAD START MANAGERS' MONTHLY REPORTS: This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

- Lisa Carr - Family Engagement, Home Base, and ERSEA Services
- Robyn Caruso - Program Support, Quality Assurance, and EHS-CCP services
- Martha Cisneros - Health, Nutrition and Safe Environments Services
- Karen Gonzales - School Readiness, Special Education and Mental Health Services

- D. CHAIR'S REPORT: The Chair of the Head Start Policy Council (Ms. Lynda Williams), on a regular basis, receives numerous items of information concerning legislation, current programs and agency activities.

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

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 11/30/15)

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

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

Agency/AFE (HS)*(EHS)**(CCP)*** Head Start #IEP (% AFE) Early Head Start #IFSP (%AFE)

Twin Rivers USD (233)	16 (6.8 %)	N/A
Elk Grove USD (440)	39 (9 %)	N/A
Sacramento City USD (1,211)(144)	108 (8.6 %)	16(11%)
San Juan USD (668) (160)	75 (11.25%)	17 (10.6 %)
WCIC (120)	6 (5 %)	N/A
Early Head Start/ Child Care Partnership (84)***		4 (4.7%)
SETA (2028) (369)	206 (10.3 %)	74 (20.3%)
County (4700)* (673)** (84)*** (Total 5,457) (AFE- Annual Funded Enrollment)	450 (9%)	111 (14%)

**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
November 2015**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Elk Grove USD	440	446	101	87
Sacramento City USD	1,211	1,207	99	86
SETA	2,028	2,036	100	73
San Juan USD	668	687	103	82
Twin Rivers USD	233	231	99	80
WCIC/Playmate	120	120	100	69
Total	4,700	4,727		

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Sacramento City USD	144	144	100	69
SETA	369	378	102	72
San Juan USD	160	174	109	73
Total	673	696	104	

EHS-CC Partnership/Expansion

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 11/30/15	(b) % Actual to Funded	Average Daily Attendance for Month %
Kinder World	36	36	100	TBD
Sacramento City USD	40	40	100	75
Unspecified Partner	8	0	0	N/A
Total	84	76		

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 day allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Average Daily Attendance for month, excluding Home Based



SETA Head Start Food Service Operations Monthly Report *October 2015

October 12th - WCIC-Playmate closed.

October 16th - Teacher Training, many classes closed.

October 17th - Daddy and Me at the Crocker Art Museum, breakfast provided for 80 guests.

October 19th - Hopkins Park PM classes closed due to plumbing issues.

October 21st - Home Base Preschool Pumpkin Patch Trip - Lunch and snack provided for 120.

October 22nd - Home Base Pumpkin Patch Trip - Lunch and snack provided for 216.

October 23rd - Teacher Training, many classes closed.

October 27th - Illa Collin closed due to staffing.

October 28th - Walnut Grove closed due to water supply.

Meetings & Trainings:

None

Total Number of Meals and Snacks Prepared for All Kitchens:

Lunch	PM Snack	Breakfast	Field Trips
42,306	25,040	27,482	720

Total Amount of Meals and Snacks Prepared 95,548

Purchases:

Food	\$83,716.50
Non - Food	\$14,634.97

Building Maintenance and Repair: \$218.00

Janitorial & Restroom Supplies: \$0.00

Kitchen Small Wares and Equipment: \$7,197.23

Vehicle Maintenance and Repair : \$2,836.13

Vehicle Gas / Fuel: \$1,496.17
 Normal Delivery Days 22



Head Start Monthly Report **December 2015**

SETA Operated Program

Parent Engagement

Workforce Development and Head Start have been collaborating on a few projects geared to help families increase access to jobs. We are excited to be working with Workforce Development to help our families gain access to education, job training and job seeking.

One of the projects we have been collaborating on is the CPEP grant that Workforce received to help reduce childhood poverty in our community. Nineteen single moms and a single dad met with case workers and began attending workshops on personal development, financial literacy, child development, and goal setting. These participants are working with an employment coach to help make them employment ready. Head Start staff is now working with these families to access Head Start and Early Head Start services. Of the 20 families enrolled, five have their children in the program. Our goal is to help families who qualify for care, to get into center based programs.

The other collaborative project is the Upper Land Park project. With staff from the Mark Sanders Job Training center, and the FSWS at Marina Vista and Alder Grove, the goal is to reduce the amount of unemployment in this area, which is at 14% compared to the 9% for the rest of the city. Both entities are working with parents to help them identify barriers that keep them unemployed or under employed, and to provide job training, educational opportunities, and personal development in order for families to gain better employment and move their families out of poverty.

Finally, our Parent Intern Project is one in which five parents applied, interviewed and were chosen to fill 5 intern positions on the Head Start side. The parent earns \$9.00 an hour, for up to 600 hours, all the time working in a position that will give them experience in the workforce. Workforce Development staff are assigned as Job Coaches, working with their intern to develop a resume, help with job search, to help them take typing tests to earn their certificate, and to help them navigate a work environment. One of the interns was hired on the basis of his experience at Head Start.

We are excited to work in collaboration with Workforce Development to help families access the skills they need to make them successful, and to move toward ending childhood poverty, one family at a time!

Health, Nutrition, and Safe Environments

The new Child and Family Services Manager, Martha Cisneros, joined the Health, Nutrition, and Safe Environments unit on November 2, 2015. Martha has participated in various unit meetings with most of the staff in the department as well as the agency as a whole. She will be meeting with delegate agencies in the next month or so, and will be visiting centers individually. Martha is currently in the process of assessing training needs for staff as well as other unit procedures to assist staff with current routings and referrals.

Our Health, Nutrition, and Safe Environments staff have been processing routings for children entering our program for the first time in addition to children currently enrolled who need special assistance meeting a medical requirement and/or need. Staff has also been working on processing special diet referrals as well as any other hearing and vision screening follow ups. They are currently processing 277 routings and referrals along with 174 special diets.

On November 18th Norma Johnson and North Avenue participated in a parent classes for Breathe California of Sacramento. Classes focused on lung health and asthma management. Twenty eight Head Start parents participated collectively along with three community partners and nine staff members. For more information on our partnership with Breath California of Sacramento, please contact Laura Moore, Program Specialist for Health, Nutrition, and Safe Environments.

Governance

The annual PC/PAC meeting was held November 17 (PAC) and November 25 (PC). New board members were seated for program year 2015-2016 followed by parent and staff introductions. Parents were encouraged to attend meetings throughout the year. There were 16 (sixteen) PAC representatives seated and 11 (eleven) PC.

The final parent Toastmasters session for the program year was Friday, November 13. There were a total of 8 (eight) parents present. Ms. Kathy Kossick, Ms. Denise Lee, managers and staff were also present. There were a total of 4 (four) presentations (2-4 minutes) and evaluations (1-2 minutes). The speakers were Mr. Todd Woods (*"All about Todd"*). Mr. Woods shared that his Head Start experience helped him discover a man he didn't know existed and to be a better father. He shared he is a Vice Chair at the elementary school his son attends and a member of the bylaws committee. Other presentations were by Ms. Robin Blanks (*"All about Camping with My Husband"*), Ms. Linda Litka (*"What Makes Me Angry"*), and Ms. Jasmine Jamison (*"The Package Have Arrived"*). All presentations were polished and masterfully delivered. The opening, body, and ending was strong. Their eye contact, body movement, voice tone/variety and confidence, were all excellent. Ms. Jackie Bates and Mr. Kenneth Tate were the evaluators. The use of "so," "and," "and "you know," were few in number, if at all. Mr. Dan Bates was the time keeper; all presentations were timely. Staff encouraged parents to use learned public skills as leaders in everyday life, to advocate for their personal needs, their children and the community in which they live. Parents expressed their heartfelt gratitude to staff for providing training and thanked Ms. Jackie Bates (facilitator) and Mr. Dan Bates for their commitment and for equipping them with the skills to become confident public speakers. We look forward to the project continuing with a new group of parents.

Program Support Services

Quality Assurance (QA)Unit

EHS Partners SCOE and River Oak Center for Children (ROCC) EHS Programs were monitored in November. Summary reports are being finalized and Exit Meetings are tentatively scheduled for December 11, 2015.

Health and Safety Screening Review Follow-Up

QA staff assigned as delegate liaisons are following up on corrective action plans submitted by delegate agencies. Onsite visits will be conducted to verify if non-compliance items have been rectified. Closeout letters pertaining to the August-September review results will go out by December 18, 2015.

Program Operations

Fall DRDP Child Assessment data has been gathered for the Fall collection period. In preschool the highest scoring developmental levels are:

- Perceptual, Motor and Physical development 6.6
- Language and Communication 6.1
- Mathematics 6.1

This is the first time that Mathematics has been a higher scoring indicator. SETA has been making very focused efforts to support math skill acquisition and we are glad to see that this sub-domain has made strides.

The Preschool areas that will scored as developing areas are:

Scientific Reasoning 5.7

Literacy 5.9

In Early Head Start, the sub-domains were very closely aligned. Data identified strengths as:

Perceptual, Motor and Physical Development 4.8

Language and Communication 4.2

Developing areas are:

Cognition 4.0

Approaches to Learning 4.1

Elk Grove Unified School District

Education Services Update

Gerri LaCalle and Karin Nakahira-Young, instructional coaches, presented training on the California Preschool Learning Foundations and Frameworks Volume 3 and how teachers can use them to enhance science instruction in their classrooms. Teachers were given time to read and discuss the section pertaining to earth sciences in each of the volumes. After discussing the earth sciences section, teachers divided into groups and each group developed a plan for teaching an earth science lesson. Lesson plans were shared with the entire group enabling everyone to leave with five earth science lessons.

Enrollment

The Elk Grove Unified School District Head Start Program is fully enrolled with 440 students in the program. Average Daily Attendance (ADA) for the month of November was 87%.

Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Catherine Barbero, PreK social worker and with Dr. Alicia Valero-Kerrick, PreK psychologist, to place students with an active IEP into the Head Start Program. There are 39 students with active IEPs being served which is nine percent (9%) of our Head Start student population.

Health Services Update

Catherine Barbero, PreK social worker, is scheduling observations and follow-up meetings in response to needs discussed at the Co-Op meetings which were held at the following elementary sites: James McKee, Florence Markofer, Samuel Kennedy, Herman Leimbach, Sierra Enterprise, John Reith, Prairie Elementary, David Reese, Franklin Elementary, Maeola Beitzel, Isabelle Jackson, Florin Elementary, Charles Mack, Union House, and William Daylor between October 16 and 30, 2015. Family and Student Support Team (FASST) meetings have been scheduled to offer guidance and support to teachers and families of students of concern.

USDA Meals/Snacks

Head Start students were served 7,558 meals during the month of November. This month's Elk Grove Meals/Snack calendars are attached.

Family and Community Partnerships Update

Family education activities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated in part by the desires and needs of families expressed in a yearly survey and in part by the School Readiness grant. Parents are notified of classes at monthly meetings by our monthly newsletter and individually by teachers.

“Safe Sleep for Babies”, a class for parents to learn what practices increase the possibility of infant death, myths

associated with infant sleep, and how safe sleep practices reduce risk, was held at Herman Leimbach Elementary School on November 3, and at David Reese Elementary School on November 7. Six (6) families attended the workshop at Herman Leimbach Elementary School. Seven (7) families attended the workshop at David Reese Elementary School.

“Read To Me Daddy/Pizza With Papa”, a workshop designed to help males learn the critical impact the male role-model has upon a child’s development and success in life, as well as give strategies for making the most of the time they spend with their children, was held at William Daylor High School on November 4, and at Herman Leimbach Elementary on November 5. Nine (9) families attended the workshop at William Daylor High School. Twenty-nine (29) families attended the workshop at Herman Leimbach Elementary School.

Recruitment

Individual registrations are taking place and thirty-one (31) students are on the wait list for the Head Start program.

Sacramento City Unified School District

Health and Nutrition

The Health, Nutrition and Safe Environments committee members attended their monthly meeting in November. Included in this committee are Head Start and Early Head Start Nurses, Health Clerks, the Data Specialist and the Facilities Licensing Specialist for safety issues.

Nurse Victoria Benson and Health/Nutrition Coordinator, Tammy Sanchez, attended the Child Development’s PIR Committee meeting chaired by Data Specialist, May Song. A summary of current PIR status was presented to the committee for all health and dental events as reflected in Child Plus. These PIR meetings will be held on a quarterly basis to assist with timeliness of sensory screenings, health and dental follow-up, and to assure more accurate data collection and data entry.

Since the beginning of the 2015-2016 school-year, Data Specialist, May Song, has been providing weekly email updates to the health and enrollment staff for Head Start/Early Head Start Programs regarding newly enrolled children. The Head Start (preschool) nurses have noted that this has been a helpful tool to alert them to newly enrolled preschoolers so that they may, in a more accurate and timely manner, identify preschoolers who are in need of medical and dental follow-up and sensory screenings.

Body Mass Index follow-up with parents continued in November for children who have been noted to be underweight, overweight and obese. The preschool nurses also reviewed health data for hemoglobin, lead status and pica behaviors in order to provide Registered Dietitian referrals and support for children with high risk status in these areas.

Nurses Victoria Benson, Lisa Stevens and Lori Souza presented Universal Precautions training to the instructional staff at the Professional Learning meeting on November 6th. Nurse Benson also presented on head lice and addressed the issue of head lice treatment resistance and measures to effectively prevent, identify, and treat head lice effectively.

Nurse Lisa Stevens continued her monthly attendance at the School Readiness Day at Edward Kemble Preschool in order to meet with parents and address any health concerns and provide sensory screening to preschoolers in the Head Start Home Base Program.

The preschool nurses continued to present health talks to parents in the Head Start and State programs this month. Topics such as preventing communicable illnesses, hand-washing, nutrition and dental health were addressed by the preschool nurses.

Mental Health

Social workers continue to support teachers and parents with children exhibiting challenging behaviors in the classroom and at home.

Social Workers completed Mental Wellness Observations in classrooms.

Ten Resource Staff began the training for Practice Based Coaching for CA CSEFEL Teaching Pyramid Implementation Five staff members are attending the Experienced Coach Cadre and five others are attending the New Coach Cadre.

Family and Community Engagement

During the November Professional Learning Social Workers presented a review session for Teaching Staff on how to complete the Family Partnership Agreement Goal Sheet.

A graduation gathering will be held on December 10, 2015 for the 10 staff persons who completed the Family Development Course.

Teachers met with families for the goal setting during Teacher-Parent Conferences.

May Song, Child Development Department, Data Information Technician presented a Child Plus Family Partnership Training to School Community Liaisons.

Early Head Start & Home Based

Mental Health and Family and Community Engagement

Selected EHS home visitors and other home visitors are finalizing their portfolios to move toward earning their credentials through the Family Development Credentialing Training program. Social Workers are continuing to facilitate this process.

Social Workers attended the Intensive Coaching Training for Teaching Pyramid.

EHS staff continue with the Family Partnership Process and following up with families with goal setting and updates.

Social workers continue to monitor and support the FPA process.

Social worker continues to provide support and consultation/case management to staff and making site visits and home visits.

Social worker finishing Mental Wellness Observations in the Infant Toddler Classrooms.

Social worker continues to provide mental health support to referred children and families in EHS.

Social Worker conducted a parent workshop for the November Home base Socialization: Topic: Positive Discipline with an emphasis on Attachment and Bonding and Supporting and Guiding the behaviors of very young children.

Education

In an effort to reach our 10% of children enrolled with special needs the resource staff in EHS has been collaborating with SCOE infant development program for referrals.

The EHS Home-based staff planned a parent meeting based on the questions that parents had in regards to social emotional well-being and child discipline. The parents were given the opportunity to lead the parent meeting by asking our social worker, Janet Love, questions that could help them to understand their own child's behaviors and temperament. In wrapping up the social we received parent input that they want to have a clothing and toy

swap at the December social. That way they can get rid of clothes their child has grown out of and acquire some that their child can fit in to currently. The exchange is on the agenda for the December social.

Preschool Home Base

Social worker continues to monitor and support the FPA process.

Social worker continues to provide mental health support to referred children and families

Social Worker conducted a parent workshop for the November Home base Socialization: Topic: Positive Discipline

Special Education

To date we have served 108 children with IEPs and an additional 13 children have pending IEPs. In EHS Basic we have 14 children with IFSPs and in EHS Expansion we 2 children with IFSPs.

The Special Needs Coordinator has been developing relationships with the Special Education Department and the speech therapists. Together with the Program Technician we are earning in-kind dollars for each minute preschool children in our Head Start funded programs are served with speech therapy. For the month of September we earned \$5,293.50 in speech services.

San Juan Unified School District

Education Services Update

All teachers completed their first DRDP assessment and began parent conferences this month. Parent conferences will continue into December. Teachers use the IDP Worksheet form with DRDP measures rated and grouped in the seven school readiness domains of development. All classrooms have started a new Creative Curriculum study entitled "Music Making". This study runs through the month of December. The letter focus is Uu, Yy, and Ww. The math activities include creating sets of 3-4 objects, adding and subtracting 1-2 objects from the sets, cardinality, and numerical comparisons.

Disabilities Services Update

During the month of November, the children's play area in the Screening Center got a little bit of a "facelift" with some new materials. It is now a little more inviting and comfortable for the children's use while parents talk with staff. The Screening Center is still operating on a one-day per week Screening Schedule, and will continue to do so until Spring Registration time. Many IEPs were held this month, with children starting to receive services in a timely manner. Now that children have settled into a classroom routine, many more referrals have been submitted. It was a very busy month!

Mental Health Services Update

The Mental Health Therapist participated in parent-teacher conferences to both address specific social-emotional needs of identified children as well as to provide community resources/mental health referral information. The Mental Health Therapist provided 50 parents with Self Esteem/Limit Setting workshops this month.

Health & Nutrition Services Update

Staff has been informed that the FISKRSR Project Orange Thumb Garden Grants are now available. SJUSD will support the application process for preschool classes. The application deadline is February 1, 2016.

Health continued to review students' health, nutrition, and immunization status, as well as completed and reviewed health files for newly enrolling students. The School Nurse completed and updated Individualized Student Health Plans for those who have health concerns. The health team screened children 1 day per week during November in the centralized screening room and also went out to the sites to do follow-up screenings. Smile Keepers completed dental screenings on children at the preschool sites this month.

Family and Community Partnerships Update

Congratulations to staff for making the deadline for the completion of Head Start Parent Surveys; submissions were received from each and every classroom, leading to a great representation of the program. It was yet another successful team effort! Thanks to Donald, the turn-a-round time with the site data was extraordinarily quick. Teachers received the information and are taking the time to review the results. The ECE department is looking forward to the cumulative report.

Program Support/Staff Training Update

Teachers and assistants were trained on various ECERS topics by Silvia Cane on November 6th. The topics covered included the substantial portion of the day and the importance of not crowding this time by overlapping structured small group activities, how to run transitional activities which are successful for children, and the importance of intentional teacher-child interactions. On November 20th Dee Johnston continued her series on CSEFEL, presenting the module on Resiliency and Vulnerabilities. The training began with a review of the ACE score tool and a Resilience Questionnaire.

Fiscal Update

November was very busy with the completion of 1st Interims. SETA reports for Head Start and Early Head Start were signed and submitted. All programs were reconciled and State reports were filed. There is continued work on the integration prototype and the fiscal staff are preparing for a fiscal monitoring review next week.

Early Head Start

This month, the classroom staff participated in a full day session on Meaningful Observation, the second presentation this year from Ramee Serwanga of SCOE. Teachers were able to expand on and discuss the connections to their DRDP 2015 session in August, and had time to reflect on what makes a good observation and how to document their observations of children's work and skills. The full day format allowed classroom teachers plenty of time to delve deeply into this critical piece of the assessment and planning process. Also this month, staff received their first DRDP 2015 assessment results, including classroom and individual data. Teachers were able to meet with parents and discuss the results with them during home visits and parent conferences this month. Parents gave input on home and school strategies to support their children's skill development and growth during the next few months.

The Home Based Teachers worked with Health staff and the School Community Worker to integrate services.

Student information was reviewed for thoroughness and accuracy. Missing items were defined and Home Based teachers are working to keep all files accurate and up-to-date. In addition, the Home Based Teachers and the registration department continued to meet and solidify procedures to maintain full enrollment. The HELP assessment results came back and Home Based teachers are studying the results to add to the data used to inform instruction during their visits to student's homes.

Twin Rivers Unified School District

Highlights: challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self-assessment, PIR, program highlights and significant program changes, expansion updates, etc.

Events

All three TRUSD Head Start sites participated in the Hmong New Year's Celebration as we continue to celebrate diversity in our communities. Students and families were encouraged to dress in their cultural attire with staff for the event. The event included local high school dancers who performed for the students and then taught the students a few of the cultural dance moves. Hmong students also participated in a fashion show in which their cultural attire was showcased for all to admire. Students were treated to a Hmong activity involving ball tossing in which the balls assisted with community building and social skills development. For this event, parents tasted a cultural dish and enjoyed the live entertainment.

The three sites also conducted a Coat Drive as the cold winter weather is fast approaching. Families were encouraged to donate their gently used coats and sweaters the first week of the drive. The second week of the coat drive involved the washing of the coats and sorting for students and families to come pick a “new” coat. Many families were delighted to the treats of coats and sweaters and appear to appreciate the “exchange” event.

Professional Development

On November 18th, the Head Start staff participated in the evening Professional Development workshop which focused on the development of Action Plans for their DRDP, CLASS and ECERS assessment results. Staff was given the opportunity to review their assessment data again and strategically plan for improvements with their students and classroom environment. The next workshop in January 2016 will focus updating the action plans, SUPERvision training and developing program action plans.

Components

The newest Community Liaison, Christina Southivilay, came onboard in November 2015. All four Community Liaisons are continuing to meet with parents to complete the Family Partnership Agreements and beginning to follow-up on the goals. Community Liaisons also continue tracking the blood lead results, hemoglobin and lead risk. The inputting of information into Childplus also continues.

All students who did not participate in hearing, vision and dental screenings due to absences are being screened by the District Nurse at all three sites. The District Nurse and Health Assistant have finished reviewing the students’ files for medical concerns and continue to input the information into the Childplus database.

Our School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. Our third case staffing is scheduled for December 3rd to determine which students may require additional support from staff related to academic, behavioral or health concerns and parent meetings to further discuss any concerns.

The Speech and Language Pathologist (SLP) continues to screen students that have come to our attention from parent referrals during enrollment/intake process and the multidisciplinary meeting. Services for students with IEPS continue on a weekly basis. The second set of parent meetings will be held on December 3rd and 10th. The program anticipates meeting the 10% service to special needs students by January 2016.

The Education Component Leader continues classroom observations to assist with academic strategies and teacher coaching/mentoring. The results of the first DRDP assessment for students have been received and action plans developed for all classes. The Education Component Leader has also completed the CLASS observations and ECERS assessments for all staff.

The ERSEA Component Leaders and Community Liaisons are very busy calling families and recruiting families to get the program fully enrolled. Fliers for local business and community based agencies have been delivered for recruitment purposes. The ERSEA Component Leaders are busily enrolling to ensure fully enrollment of all sites is reached as soon as possible and the program is 99%

full with Oakdale and Rio Linda full but Morey having 2 vacant slots. The Program Design and Management component leaders continue updating the personnel files.

Policy and Parent Committees

The November meeting was held at Morey on November 19, 2015. The agenda included monthly reports from October 2015, election of the Community Members and the planning of the Winterfest event for all three sites. The Parent Committee meetings were held at Rio Linda on November 18th and Oakdale on November 17th. Meetings will be held at all three sites in December 2015.

Parent Trainings/Meetings

The Community Liaison facilitated parent meetings for November 2015 with a guest speaker from the District Office's Parent Involvement Department. The training was called Parent University and during the workshop parents brainstormed on future topics that would be of interest to them. The next parent meeting in December 2015 will focus on building relationships between teaching staff and parents to increase student success.

Fiscal: any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds.

The HS Budget Analyst completed the October 2015 Fiscal reports and attended the PC meeting on November 19th to provide any overview of the budget process to the PC members.

WCIC

Enrollment

During the month of November 2015, WCIC's Enrollment was maintained at 100%.

Trainings

WCIC/Playmate Head Start Program's staff received the Mandated Reporters Training on November 6, 2015 by Courtney Wells, Training Specialist from The Child Abuse Prevention Center (CAPC). Ms. Wells gave an overview on Physical Abuse, Sexual Abuse, and Emotional Abuse. She discussed the Strengthening Families Six Protective Factors which are: Parental Resilience; Social Connections; Knowledge of Parenting and Child and Youth Development; Social and Emotional Competence of Children; Concrete Supports for Parents; and Nurturing and Attachment. Ms. Wells stated Sacramento County is approximately dealing with 28.8% physical abuse; 9.4% sexual abuse; 2.2% emotional neglect; 2.2% severe neglect; 0.8% caretaker absence; 0.6% at risk/sibling abuse; and 55.0% general neglect. She stated it is unlawful corporal punishment if an adult spansks and leaves a mark on the child's body more than 2 hours. She showed "First Impression, Exposure to Violence Video". Child care workers who work in the field of childcare are mandated reporters. They must make a report if there is at all a reason to suspect child abuse of any kind. Physical abuse can be an unexplained injury and it can be a re-occurring injury on a child. Psychomatic symptoms can be emotional abuse. It can cause severe anxiety and depression in a child. Behavior indicators can be sexual abuse and poor hygiene. If failure to report, staff can lose their credential. There are steps for making a child abuse report. Staff must call CPS @ (916) 875-KIDS or (911) Law Enforcement; and complete a written report within 36 hours. Forms can be downloaded from www.ag.ca.gov/childabuse/forms.php. Safe Surrender Law website is www.babysafe.ca.gov; phone number 1-877-babysafe. If staff has any questions, they may email Ms. Wells at cwells@capcenter.org.

WCIC/Playmate Head Start Program's staff received a Bloodborne Pathogens Training on November 13, 2015 by Ms. Garnett Volkens, Health Consultant from SETA Head Start. Ms. Volkens addressed the staff on Epi Pen, Asthma and Bloodborne Pathogens. Ms. Volkens taught the staff how to handle an Epi Pen and how to administer the Epi Pen to a child. She stated not to touch the tip of the Epi Pen where the needle is located, because it will cause contamination. Ms. Volkens stated that if the Epi Pen is used it should be given at the

thigh area of the child over clothes, because it is the thickest tissue of the body. The needle is strong enough to go through the clothes. Once the Epi Pen is inside the child's thigh it should not be removed until the medicine is completely gone. She noted that staff should always check the dates of the Epi Pen in order to make sure that it has not expired. The Epi Pen should be stored at room temperature. While the child is receiving the medication, call (911) and contact the parents/guardians of the child.

Children who need to use an Epi Pen have food allergies to tree nuts, peanuts, shellfish, eggs, milk, wheat soy, and sesame. These are the most common food allergies in children and adults. A child will show a reaction by red rash, swelling on the eyes, mouth, nausea, itching, breathing difficulty, vomiting or even swelling of the tongue.

As a child care provider, we have to be aware of a child's reaction to current foods that are served. Ms. Volkens introduced the 3 A's that will help staff. They include **Awareness, Avoidance, and Action**. **Awareness** is to know what to do in an emergency and to know each child's allergies. Also making sure that all staff and volunteers who come into contact with the child knows the allergies. **Avoidance** is to read all labels and to clean surface tops in order to avoid cross contamination. **Action** would be having an action plan and making sure that staff knows what to do at all time.

On November 13, 2015 Ms. Garnett Volkens' second Training was on Asthma. Asthma is a chronic inflammation of the bronchial tubes. This will cause severe swelling and narrowing. The child will have difficulty breathing. Many doctors will refer to asthma as either an extrinsic or intrinsic. Children who have extrinsic are commonly known as allergic asthma at 90% and intrinsic asthma at 10%. The symptoms include shortness of breath, wheezing, coughing, and chest tightness. Ms. Volkens trained the staff on how to administer the Nebulizer and how to clean the Nebulizer after each use. There are three brands of medicine used to treat asthma: Aerochamber, Optichamber, and Vortex. Before giving the Metered Dose Inhaler make sure the date is not expired and how much dosage the child should receive. The medication must be shaken before attaching it to the spacer of the mask. The child must be breathing in the medicine and the mask is completely covering the mouth and nose. If the child does not response to the dosage, staff needs to call 911. Reading the dosage of the medicine is now easier. They now have a counter on the side of the medicine which indicates how much of the medicine is left inside. After every use the spacer must be cleaned with lukewarm water and liquid detergent for 15 minutes. Allow the spacer to air dry and place in an upright position.

On November 13, 2015 Ms. Garnett Volkens' third Training was on Bloodborne Pathogens. The staff watched a Bloodborne Pathogens video. The staff learned about three Bloodborne viruses which are: Hep B, Hep C, and HIV. There is no cure of Hep B; only medication for treatment. Once the individual has Hep B it will attack the liver. The individual will need about three shots a month to manage the Hep B; however, there is no cure. Hep C attacks the liver leaving scars called cirrhosis but it is more serious then Hep B. Hep C will cause death. HIV is the first stage and it will develop into AIDS. There is no cure for HIV; only medication will slow down the stages and a person will be able to live a little longer. These types of Bloodborne Pathogens are transmitted through needles, sexual contact and through body fluid exchange. In order to avoid these types of transmitted diseases it is recommended that the staff needs to be very careful in handling blood and body fluids. Staff should always use gloves at all times and to properly dispose bloody materials into waste hazard bags.

WCIC/Playmate Head Start Program's staff and parents/guardians received an Oral Health Presentation on November 18, 2015 by Ms. Linda Mack Burch, MPH; Health Educator with the Sacramento County Department of Health and Human Services. Ms. Burch passed out a pre and post-test on Dental Health.

Ms. Burch spoke about dental care for infants and children. Her main focus was prevention and warning signs for tooth decay. Handouts were provided on the importance of dental care at a young age. Ms. Burch spoke about gum disease, signs of cavities, and what kinds of food that will cause tooth decay.

Children under the age of 1 year should use water and a damp cloth to clean the teeth and gum area. Babies

should not go to sleep with a bottle in their mouth because they will cause bacteria and early tooth decay in toddlers. After the age 1 to 2 years old, a rice size tooth paste without fluoride can be used. At the age 3-8 years old is when fluoride tooth paste can be used twice a day. Flossing should also be introduced to the child at this same time. Always make sure that children are supervised when brushing their teeth until the age of 8 years old. Parents need to know that tooth decay can be forwarded to their children; this is why sharing drinks and food are not recommended. The kinds of food children should stay away from are sugar drinks, coffee, candy and any food products that have high quantity of sugar; these foods and drinks will cause tooth decay. Children's major cavities are preventable.

Recent Program Instruction Memos from Administration for Children and Families (ACF)

None to report.

ITEM VI-OTHER REPORTS (continued)

Page 2

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

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