

*THOUGHT OF THE DAY: "If everyone is moving forward together then success takes care of itself"
~ Henry Ford*

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

REGULAR MEETING OF THE HEAD START/EARLY HEAD START PARENT ADVISORY COMMITTEE

DATE: Tuesday, March 15, 2016

TIME: 9:00 a.m.

LOCATION: SETA Board 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.

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AGENDA

	<u>PAGE NUMBER</u>
I. <u>Call to Order/Roll Call/Review of Board Member Attendance</u>	1-5
➤ PAC Meeting Attendance Update	
➤ Introduction of Newly Seated Representatives	
II. <u>Consent Item</u>	
A. Approval of the Minutes of the January 19, 2016 Regular Meeting	6-11
III. <u>Action Items</u>	
A. Approval of SETA Head Start/Early Head Start Written Service Plans for 2015-2016	12-14
B. Approval of the Parent Advisory Committee and Policy Council Joint Parent Activity	15-16

C.	Election of Parent Advisory Committee Parliamentarian	17
D.	Election of SETA-Operated Representatives and Alternates to the Policy Council	18
IV.	<u>Information Items</u>	
A.	Standing Information Items	19-28
➤	PC/PAC Calendar of Events – Ms. Terri McMillin	
➤	Parent/Staff Recognitions (Mr. Walter Lott, Programmer Analyst) – Ms. Terri McMillin	
➤	Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne	
➤	Early Learning Advocacy Day at the Capitol and National Families and Father Conference Reports – Ms. Terri McMillin	
➤	Child Care Center Food Menu (attached)	
➤	Community Resources – Parents/Staff: Ms. Terri McMillin	
B.	Governing Board Minutes – Ms. Terri McMillin	29-34
V.	<u>Committee Reports</u>	35-36
➤	Executive Committee Meeting Critique: Ms. Terri McMillin	
➤	Budget/Planning Committee: Ms. Terri McMillin	
➤	Men’s Activities Affecting Children Committee (MAACC): Ms. Terri McMillin	
➤	Parent Ambassadors Committee: Ms. Terri McMillin	
VI.	<u>Other Reports</u>	37
➤	Chair’s Report	
➤	Policy Council Report(s): Ms. Penelope Scott, Ms. Natalie Craig, Ms. Monica Reynoso, and Ms. Georgina Schroeder	
➤	Head Start Deputy Director’s Report – Ms. Denise Lee	
	✓ Head Start Annual Report for 2014-2015	
	✓ Adult Code of Conduct	
➤	Head Start Managers’ Reports	
	▪ <u>Lisa Carr</u> - Family Engagement, Home Base, and ERSEA Services	
	▪ <u>Robyn Caruso</u> - Program Support, Quality Assurance, and EHS-CCP services	
	▪ <u>Martha Cisneros</u> - Health, Nutrition and Safe Environments Services	
	▪ <u>Karen Gonzales</u> - School Readiness, Special Education and Mental Health Services	
VII.	<u>Center Updates</u>	38
VIII.	<u>Discussion</u>	38
IX.	<u>Public Participation</u>	38
X.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, MARCH 9, 2016

Parent Advisory Committee meeting hosted by:
Terri McMillin (Chair), Kenneth Tate (Vice Chair), Georgina Schroeder (Secretary),
Penelope Scott (Treasurer), Vacant (Parliamentarian).

ITEM I - A – ROLL CALL

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

- ___ Vacant, Alder Grove I Head Start
- ___ Vacant, Alder Grove II Head Start
- ___ Vacant, Auberry Park Head Start
- ___ **Monica Reynoso, Bannon Creek Head Start**
- ___ Vacant, Crossroad Gardens Head Start
- ___ Vacant, Early Head Start (Home Base)
- ___ **Yesenia Rodriguez, Elkhorn Head Start**
- ___ Vacant, Freedom Park Head Start
- ___ Vacant, Fruitridge Head Start
- ___ Vacant, Galt Head Start
- ___ Vacant, Grizzly Hollow
- ___ Vacant, Hillsdale Head Start
- ___ **Stacey Webster, Home Based Head Start**
- ___ Vacant, Home Base
- ___ Vacant, Hopkins Park Head Start
- ___ **Fabian Gonzales, Illa Collin Head Start**
- ___ Vacant, Job Corps Head Start
- ___ Vacant, Kennedy Estates Head Start
- ___ Vacant, LaVerne Stewart Head Start
- ___ Vacant, (Marie Cleveland's) Bright Beginning Head Start
- ___ Vacant, Marina Vista Early Learning Center
- ___ Vacant, Mather Head Start
- ___ Vacant, Nedra Court Head Start
- ___ **Laura Guzman, Norma Johnson Head Start**
- ___ Vacant, North Avenue Head Start
- ___ **Natalie Craig, Northview Head Start**
- ___ Vacant, Parker Head Start
- ___ Vacant, Phoenix Park Head Start
- ___ **Georgina Schroeder, Sharon Neese Early Learning Center**
- ___ Vacant, Solid Foundation Head Start
- ___ Vacant, Strizek Park Head Start
- ___ Vacant, Vineland Head Start
- ___ **Rafaela Casillas, Walnut Grove Head Start**
- ___ Vacant, Foster Parent Representative
- ___ **Penelope Scott, Grandparent Rep.**
- ___ Vacant, Men's Activities Affecting Children Committee Representative
- ___ **Kenneth Tate, Past Parent/Community Representative**
- ___ **Terri McMillin, Past Parent/Community Representative**
- ___ **Jasmine Jamison, Outgoing Chair**

ITEM I-A – ROLL CALL
(Continued)

Program Year 2015-2016 - New Representatives to be seated

<input type="checkbox"/> Megan Guerrero, Early Head Start Home Base
<input type="checkbox"/> Harmony Almaguer, Freedom Park Head Start
<input type="checkbox"/> Andrea Hensen, Fruitridge Head Start
<input type="checkbox"/> Alejandra Plascencia, Galt Head Start
<input type="checkbox"/> Vacant, Alder Grove I Head Start
<input type="checkbox"/> Vacant, Crossroad Gardens Head Start
<input type="checkbox"/> Vacant, Grizzly Hollow Head Start
<input type="checkbox"/> Vacant, Hillsdale Head Start
<input type="checkbox"/> Vacant, Job Corps Head Start
<input type="checkbox"/> Vacant, Kennedy Estates Head Start
<input type="checkbox"/> Vacant, Marie Cleveland's Bright Beginnings

<input type="checkbox"/> Thelma Adams, Hopkins Park Head Start
<input type="checkbox"/> Marina Gallegos, North Avenue Head Start
<input type="checkbox"/> Sara Reynolds, Strizek Park Head Start
<input type="checkbox"/> Vacant, Marina Vista Early Learning Center
<input type="checkbox"/> Vacant, Mather Head Start
<input type="checkbox"/> Vacant, Nedra Court Head Start
<input type="checkbox"/> Vacant, Parker Head Start
<input type="checkbox"/> Vacant, Phoenix Park Head Start
<input type="checkbox"/> Vacant, Solid Foundation Head Start
<input type="checkbox"/> Vacant, Foster Parent Rep

ITEM I – B

PAC MEETING ATTENDANCE UPDATE

**The PAC was seated on November 17, 2015 & December 15, 2015
PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM
YEAR 2015-2016**

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/15	9/20	10/18	11/15
Vacant Seated	AG I														
	AG II														
Vacant Seated	AP														
Monica Reynoso Seated 11/17	BC	X	U		X										
Emilia Herrera Seated 11/17	CR	X	U		U										
Marina Gallegos Seated 11/17	EHS/HB	X	X		X										
Megan Guerrero Seated	EHS/HB														
Yesenia Rodriguez Seated 11/17	EL	X	AP		X										
Harmony Almaguer s/b/seated 1/19	FP				E										
Andrea Hensen Seated	FT														
Alejandra Placencia s/b/s 12/15	G		U		E										
Alicia Strouse s/b/seated 11/17	GH	E	U		U										
Vacant Seated	H														
Stacey Webster Seated 11/17	HB	X	X		X										
Vacant Seated	HB														
Fabian Gonzales Seated 11/17	IC	X	U		E										
Thelma Adams Seated	HP														
Vacant Seated	JC														
Vacant Seated	JC														
Vacant Seated	K														
Vacant Seated	LVS														
Vacant Seated	MCBB														
Vacant Seated	MV														
Charlotte Johnson Seated 11/17	M	X	U		U										
Marina Gallegos Seated	NA														
Susana Hernandez s/b/seated 11/17	NC	E	U		R										
Laura Guzman Seated 11/17	NJ	X	U		X										
Natalie Craig Seated 11/17	NV	X	E		X										
Vacant Seated	PA														
Vacant Seated	PP														
Vacant	SF														

COMMITTEE MEMBER	CENTER	11/17	12/15		1/19	2/23 **	3/15	4/26 #	5/17	6/21	7/19	8/15	9/20	10/18	11/15
Georgina Schroeder Seated 11/17	SN	X	X		E										
Sara Reynolds Seated	SP														
Stephanie Brussard Seated 11/17	SP	X	X		R										
Vacant Seated	V														
Rafaela Casillas Seated 11/17	WG	X	X		X										
Vacant Seated	FPR														
Calvin Sheppard Seated 4/28	MAACC	E	E		U										
Jasmine Jamison Seated 11/17	OGC	X	X		U										
Penelope Scott Seated 11/17	GPR	X	X		X										
Kenneth Tate Seated 11/17	PPR	X	X		X										
Terri McMillin Seated 11/17	PPR	X	X		X										

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

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Terri McMillin, at 646-6707 or 747-6224, or the Clerk of the Boards, Ms. Nancy Hogan, at 263-3827.

** Ethics training with Policy Council

Special meeting

PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE
PROGRAM YEAR 2015-2016
(Continued)

Head Start Center Abbreviations

AG I	Alder Grove Early Learning Ctr.	K:	Kennedy Estates
AG II:	Alder Grove Infant/Toddler	LVS:	LaVerne Stewart
AP:	Auberry Park	MV	Marina Vista Early Learning Center
BC:	Bannon Creek	M:	Mather
BB:	Bright Beginnings	MCBB	Marie Cleveland's Bright Beginnings
CR:	Crossroad Gardens	NJ:	Norma Johnson
EHS:	Early Head Start	NA:	North Avenue
EL:	Elkhorn	NC:	Nedra Court
FP:	Freedom Park	NA	North Avenue
FT:	Fruitridge	NV:	Northview
G:	Galt	PA:	Parker Avenue
GH:	Grizzly Hollow	PP:	Phoenix Park
H:	Hillsdale	SF:	Solid Foundation
HB:	Home Based	SN:	Sharon Neese
HP:	Hopkins Park	SP:	Strizek Park
IC:	Illa Collin	V:	Vineland
JC:	Job Corps	WG:	Walnut Grove

Representative Abbreviations

FPR:	Foster Parent Representative
GPR:	Grandparent Representative
MAACC:	Men's Activities Affecting Children Committee
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
PC:	PAC Board Business
R:	Resigned
S/B:	Should be, or should have been (seated)
CD:	Child Dropped.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 19, 2016 PAC MEETING

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the January 19, 2016 PAC meeting.

RECOMMENDATION:

Approve the minutes of the January 19, 2016 PAC meeting.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

REGULAR MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE

(Minutes reflect the actual progress of the meeting.)

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

Tuesday, January 19, 2016
9:00 a.m.

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

Ms. Terri McMillin called the meeting was called to order at 9:12 a.m. The pledge of allegiance was recited. Ms. Rafaela Casillas read the thought of the day and called the roll; a quorum was established.

Members Present:

Natalie Craig
Marina Gallegos
Monica Reynoso
Laura Guzman
Rafaela Casillas
Penelope Scott
Kenneth Tate
Terri McMillin
Stacey Webster (seated at 9:15 a.m.)
Yesenia Rodriguez (seated at 9:29 a.m.)

Members Absent:

Emilia Herrera (unexcused)
Fabian Gonzales (excused)
Charlotte Johnson (unexcused)
Calvin Sheppard (unexcused)
Jasmine Jamison (unexcused)
Georgina Schroeder (excused)
Stephanie Brussard (unexcused)

Members to be seated but absent:

Alejandra Placencia, Galt Head Start (excused)
Alicia Strouse, Grizzly Hollow Head Start (unexcused)
Susana Hernandez, Nedra Court Head Start (resigned)
Melvin Singh, North Avenue (excused)
Harmony Almaguer, Freedom Park (excused)

II. Consent Item

A. Approval of the Minutes of the December 15, 2015 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Reynoso, second/Casillas, to approve the minutes of the December 15, 2015 meeting.

Show of hands vote:

Aye: 8 (Casillas, Craig, Gallegos, Guzman, Reynoso, Scott, Tate, Webster)

Nay: 0

Abstentions: 1 (McMillin)

III. Action Items

A. Approval of Selection Criteria for Enrollment in Early Head Start or Head Start

Ms. Denise Lee reviewed the selection criteria which provide a method by which vacancies are to be filled in centers. There is no centralized eligibility list in Sacramento County. The eligibility lists are more localized at the center level.

Ms. Rodriguez was seated at 9:29 a.m.

Ms. Lee for the state program, one must recertify their eligibility and in Head Start, we do not recertify even if a parent loses their eligibility with the state. The age waiver may come if the child has a disability then their income may be waived. Ms. Lee reviewed the priority order for potential enrollment.

Moved/Craig, second/Tate, to approve the Early Head Start Enrollment Selection Criteria and the Head Start Enrollment Selection Criteria for Sacramento County.

Show of hands vote:

Aye: 9 (Casillas, Craig, Gallegos, Guzman, Reynoso, Rodriguez, Scott, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

B. Election of SETA-Operated Alternates to the Policy Council

Ms. McMillin inquired whether any PAC members were interested in serving on the PC. Those interested must have a current child enrolled in order to serve on the PC.

Moved/Tate, second/Craig, to continue this item to the March PAC meeting.

Show of hands vote:

Aye: 9 (Casillas, Craig, Gallegos, Guzman, Reynoso, Rodriguez, Scott, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

C. Selection of Parent Advisory Committee Board Member Committees for 2015-2016

- Personnel/ Bylaws Committee: Ms. Desha reviewed the purpose of the committee and urged board members to consider joining. Those interested in serving: Terri McMillin, Kenneth Tate, Monica Reynoso, Stacey Webster. Mr. Tate stated that it is just as important to attend committee meetings as board meetings.
- Budget/Planning Committee: Ms. D'et Saurbourne reviewed the purpose of the committee. Those interested in serving: Penelope Scott, Kenneth Tate, Terri McMillin.
- Social/Hospitality Committee: Ms. Desha stated that this is a fun committee but there is a lot of work involved. The first meeting for this committee should

- be in March. Those interested: Georgina Schroeder, Penelope Scott, Natalie Craig, Stacey Webster, Terri McMillin, Marina Gallegos.
- Parent Ambassador Committee: Ms. Alma Hawkins reviewed this committee which is involved in actively recruiting Head Start families. Those interested: Kenneth Tate, Penelope Scott, Natalie Craig, Yesenia Rodriguez, Stacey Webster, Laura Guzman.
 - Food Services Committee: Ms. Martha Cisneros reviewed this committee and stated that there will only be two meetings per year; the first meeting will be to visit the central kitchen. The second meeting focuses on food services topics and quality assurance. Those interested: Laura Guzman, Natalie Craig, Stacey Webster, Monica Reynoso, Terri McMillin.
 - Men's Activities Affecting Children Committee (MAACC): Mr. Robert Silva provided an overview of the MAACC. This year want to provide more direct services to fathers including surveys to find out what needs fathers may have. This committee is open to all PAC parents. Those interested: Kenneth Tate and Yesenia Rodriguez.
 - Program Area Committees
 - ◆ Early Childhood Development & Health Services Committee/Parent, Family & Community Engagement Committee: Ms. Lee reviewed the purpose of this committee. Those interested: Marina Gallegos
 - Monitoring and Evaluation, AKA Self-Assessment Committee: This is a committee of the whole board.

Moved/Craig, second/Webster, to ratify the committee membership.

Show of hands vote:

Aye: 9 (Casillas, Craig, Gallegos, Guzman, Reynoso, Rodriguez, Scott, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

D. Selection of Representatives to the SETA Head Start Health Services Advisory Committee

Ms. Cisneros reviewed this item; this committee meets twice a year in the evening. Those interested: Natalie Craig, Marina Gallegos.

Moved/Craig, second/Reynoso, to confirm Ms. Craig and Ms. Gallegos to serve on the SETA Head Start Health Services Advisory Committee

Show of hands vote:

Aye: 9 (Casillas, Craig, Gallegos, Guzman, Reynoso, Rodriguez, Scott, Tate, Webster)

Nay: 0

Abstention: 1 (McMillin)

IV. Information Items

A. Standing Information Items

- PC/PAC Calendar of Events: Ms. McMillin reviewed the calendar of events.

- Parent/Staff Recognitions: None.
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D’et Saurbourne stated that there are four budget refunding meetings planned; the regular second Tuesday meetings will not be held due to the refunding meetings. Ms. Saurbourne reviewed the monthly fiscal report which shows the Agency expenditures under budget at 39.9% of budget. The in-kind is at 22.8% overall. The administrative expenditures are really low.
- PC/PAC Orientation & Officer Training Reports: The training will continue after the meeting.
- Child Care Center Food Menu: No comments.
- Community Resources – Parents/Staff: Mr. Tate provided a flyer on a SMUD energy assistance program which provides assistance on your energy bill.

Ms. Monica Reynoso was excused at 10:29 a.m.

Ms. Laura Guzman was excused at 10:30 a.m.

B. Governing Board Minutes: No questions.

V. **Committee Reports**

- Executive Committee Meeting Critique: Ms. McMillin reviewed the critique.

VI. **Other Reports**

- Chair’s Report: No report.
- Policy Council Report(s): Ms. Penelope Scott, Ms. Natalie Craig, Ms. Monica Reynoso, and Ms. Georgina Schroeder: Mr. Tate provided a report on items discussed at the December PC meeting.
 - ✓ Monthly Head Start Report: No questions.
 - ✓ Quality Assurance Reports: No questions.
 - Information and Resources – Ms. Marie Desha
(Parent Resource Information: Performance Standards, bylaws, the Brown Act, and Roberts Rules of Order. Additional parent resources are available on the web: www.headstart.seta.net)
 - Jeopardy: The Head Start Way – Ms. Alma Walton Hawkins lead the board through the Jeopardy: The Head Start Way game; the parents enjoyed the game.

Ms. Natalie Craig out of the room from 10:40 a.m. to 10:42 a.m.

VII. **Center Updates**: Ms. Yesenia Rodriguez stated a parent volunteer brought snow to the Elkhorn Center for the children to enjoy.

Ms. Scott asking for help at Solid Foundation. There have been issues with not enough teaching staff at Solid Foundation. Ms. Lee stated that CSUS bringing in their new students which is affecting the teaching staff in the SOP program. A good number of the substitute teachers are part of the CSUS students; they’re currently on winter break. If staff calls in sick, the Agency is allowed to bring in two substitutes; the Agency is struggling with a number of vacancies in teaching

staff. Because of licensing regulations, there can be no more than ten children for each teacher, and if there are no substitutes or another teacher, have to limit the number of children to ten.

Mr. Tate stated that parents can do things to facilitate getting their child in class by getting to school earlier and check with the teachers.

- PC/PAC Orientation & Officer Training Reports: Ms. Craig reported that she enjoyed the event and liked meeting the new people and the ice breaker.

VIII. **Discussion**: None.

IX. **Public Participation**: No comments.

X. **Adjournment**: The meeting was adjourned at 11:03 a.m.

ITEM III-A – ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START
WRITTEN SERVICE PLANS FOR 2015-2016

BACKGROUND:

This agenda item provides the opportunity for the Parent Advisory Committee to approve SETA Head Start/Early Head Start Written Service Plans.

Written Service Plans are reviewed each year and updated as needed. Plans include a detailed outline or “road map” of how SETA Head Start/Early Head Start staff accomplishes each required federal Performance Standard including what is required, strategies to carry out the requirements, staff responsible and time lines.

Plans were reviewed by program managers and content staff in October 2015. No major revisions were necessary with the exception of the disabilities and mental health sections which included a revamp to align with the newly developed and implemented Intervention Specialist job classification. A summary of changes is attached for review.

A full copy of the Written Service Plans is available online at the SETA Head Start website at www.headstart.seta.net

Staff will be available to answer questions.

RECOMMENDATION:

That the Parent Advisory Committee approve the SETA Head Start/Early Head Start Written Service Plans for 2015-2016.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

Written Services Plans Summary of Updates for the 2015-2016 Program Year

Background:

Annually, Managers from the Children and Family Services Department review and update the SETA Head Start/Early Head Start Written Service Plans. Written Service Plans outline each Head Start Performance Standard and targeted program strategies to ensure compliance with all requirements. While most approaches do not change significantly on an annual basis, some minor modifications may be required to reflect most current practices, staff responsible and time lines. Below is an outline of the minor modifications made for 2015-2016. A full copy of the Written Services Plans is available online at www.headstart.seta.net and can be provided upon request. There will also be copies available at the board meetings for review.

Updates by Content:

Health Services – no significant changes

Nutrition Services – no significant changes

Safe Environments – there was a minor change with wording regarding maintenance work orders and supply requests. SETA moved to electronic Work Order and Supply Request systems instead of paper. The flow of approvals and timelines remain unchanged.

Disabilities Services –

Staff Title Change – updated titles to reflect the conversion from Special Education Field Technicians to Intervention Specialists as well as the new strategies to support speech and language development in the classroom.

Mental Health Services –

Staff Title Change – updated titles to reflect the conversion from Social Service Specialists to Intervention Specialists as well as changes in the referral process for behavioral challenges. New processes include the integration of Teaching Pyramid into policies and procedures.

Family/Community Services:

Staff Title Change – updated titles to reflect Program Officer/ERSEA instead of Program Officer/Administration and Intervention Specialists instead of Special Education Field Technicians.

Family Partnership Agreement - terminology changed to Family Needs Assessment and was updated to reflect due dates “upon enrollment or soon thereafter.” Goal setting was changed to reflect due be due dates within 90 days of enrollment instead of upon enrollment. A 90 day time line will allow family

support staff to cultivate positive working relationships with families prior to connecting with and establishing individual family/child goals.

Transportation Services – no changes

Education/Child Development Services – Changes made to reflect the updated assessment tool used in both preschool and Early Head Start. The program previously used the DRDP-PS2010 for children ages 3 to 5 years old and the DRDP-IT for children 18 months to 3 years. The new DRDP 2015 is an assessment tool that provides a continuum of measures and is used for children birth to 5 years old.

Fiscal Management –

New Uniform Guidance Updates - the fiscal regulations referenced in the Written Service Plans were updated to conform to the new Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards which became effective for any federal award issued by HHS after December 26, 2014.

Fixed Assets - prior approval is now required for any equipment with a per unit cost of \$5,000 or more (previously \$25,000).

There were no other substantive changes to strategies, responsible staff, or time lines.

The applicable policy and procedure changes were already complete this past summer.

Program Design and Management

Program Governance – eliminated the Community Partnership Advisory Committee (CPAC). This Committee no longer exists.

Program Planning/Communication/Record-keeping/On-going Monitoring – no changes

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) – no changes

Human Resources – no changes

ITEM III-B – ACTION

APPROVAL OF POLICY COUNCIL/PARENT ADVISORY COMMITTEE
JOINT PARENT ACTIVITY

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council.

See attached information on the Parent Activity Fund.

RECOMMENDATION:

That the Parent Advisory Committee approve a joint parent activity with the Policy Council.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstain: _____

PARENT ACTIVITY FUND

How can the parent activity fund be used?

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

ITEM III-C – ACTION

ELECTION OF PARENT ADVISORY COMMITTEE PARLIAMENTARIAN

BACKGROUND:

This agenda item provides an opportunity for the Parent Advisory Committee (PAC) to elect a Parliamentarian for the remainder of Program Year 2015-2016. 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 2B: All PAC members are eligible to run for an Office/Officer position except members holding a seat. The Executive Committee must have at least three members who are parents of child/children currently enrolled in the HS/EHS, Home Base Option.

SECTION 3: Duties of Officers

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

- 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.

RECOMMENDATION:

That the Parent Advisory Committee elect a Parliamentarian.

Parliamentarian:

ACTION: Moved: _____ Second: _____

VOTE: Aye _____ Nay: _____ Abstain: _____

ITEM III-D – ACTION

ELECTION OF SETA-OPERATED REPRESENTATIVES
AND ALTERNATES TO THE POLICY COUNCIL

BACKGROUND:

This agenda item provides an opportunity for the PAC to elect two representatives and six SETA-Operated alternates to the Sacramento County Head Start Policy Council (PC). Bylaws provide six SOP slots on the Policy Council. There are four seated representatives and no alternates. Alternates will attend and serve as representatives when the representative is not able to attend.

The duties of representatives 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

PC Bylaws referenced – Article III – Membership, Section 2A: Parent Representatives: The above parent representatives must be a parent of a child/children currently enrolled in the Head Start/Early Head Start program.

RECOMMENDATION:

That the Parent Advisory Committee elect two representatives and six alternates.

NOTES:

Representatives nominated:

Alternates Nominated:

ACTION: Moved _____ Seconded _____

VOTE: Aye _____ Nay _____ Abstain _____

ITEM IV- A – INFORMATION

STANDING INFORMATION

BACKGROUND:

- A. Standing Information Items
 - PC/PAC Calendar of Events – Ms. Terri McMillin
 - Parent/Staff Recognitions (Mr. Walter Lott, Programmer Analyst) – Ms. Terri McMillin
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Ms. D'et Saurbourne
 - Early Learning Advocacy Day at the Capitol and National Families and Father Conference Reports – Ms. Terri McMillin
 - Child Care Center Food Menu (attached)
 - Community Resources – Parents/Staff: Ms. Terri McMillin

NOTES:

April 2016




MON.	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 1:00 p.m. Toastmasters Shasta Room
4	5	6 1:00 p.m. Social/Hospitality Committee Olympus Room	7 10:00 a.m. SETA Governing Board Meeting 9:00 a.m. San Juan PC meeting General Davie Center 1500 Dom Wau, Sacramento, CA 95864	8 1:00 p.m. Parent Ambassador Committee Redwood Room
11	12 9:00 a.m. Elk Grove PC meeting Prairie Pre-K2 5251 Valley Hi Drive Sacramento, CA 95823 1:00 p.m. PC/PAC Budget/Planning Committee Oak Room	13	14 9:00 – 11:00 a.m. Personnel/Bylaws Committee Redwood Room	15
18	19	20 5:15 p.m. WCIC PC Meeting 3555 – 3 rd Avenue Sacramento, CA 95817	21 8:30 a.m. Twin Rivers PC meeting 155 Morey Avenue, Sac. 95838 9:00 a.m. Sacramento City PC meeting Capital City Multipurpose Rm. 7220 24 th Street, Sacramento, CA 95823	22 10:30 a.m. MAACC Meeting Olympus Room
25	26 9:00 a.m. PC/PAC Meeting SETA Board room	27	28 9:00 a.m. PC/PAC Executive Committee Oak Room	29

CALENDAR OF EVENTS

PAC Executive Committee	Friday, March 18, 2016 10:30 a.m. Olympus Room
PC Executive Committee	Thursday, March 24, 2016 9:00 a.m. Olympus Room
PC/PAC Toastmasters Training	Friday, April 1, 2016 11:30 a.m. Shasta Room
PC/PAC Social/Hospitality Committee	Wednesday, April 6, 2016 1:00 p.m. Olympus Room
Parent Ambassador Committee	Friday, April 8, 2016 1:00 – 3:00 p.m. Redwood Room
PC/PAC Budget/Planning Committee	Tuesday, April 12, 2016 1:00 – 2:30 p.m. Oak Room
PC/PAC Personnel/Bylaws Committee	Thursday, April 14, 2016 9:00 a.m. – 11:00 a.m. Redwood Room
Men's Activities Affecting Children Committee (MAACC)	Friday, April 22, 2016 10:30 a.m. Olympus Room
PC/PAC Executive Committee	Thursday, April 28, 2016 9:00 a.m. Oak Room

March 2016

*We Serve 1% Lowfat Milk

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 4		<p>1</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Vegetarian Chili, Saltine Crackers, Sunomono Salad, Canned Apricots, Milk Snack: Whole Grain Cheerios Cereal, Milk</p>	<p>2</p> <p>Breakfast: Oatmeal Cereal, Banana, Milk Lunch: Cheese Enchilada with Sauce, Romaine Lettuce Salad, Orange, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>3</p> <p>Breakfast: French Toast Sticks, Canned Apricots, Milk Lunch: Turkey and Cheese Rollup, Whole Wheat Tortilla, Cole Slaw Salad, Diced Mango, Milk Snack: Strawberry Yogurt, Banana</p>	<p>4</p> <p>Breakfast: Blueberry Muffin, Apple, Milk Lunch: Tuna Salad, Wheat Thins Crackers, Baby Carrots, Cantaloupe, Milk Snack: Gold Fish Crackers, Milk</p>
Week 5	<p>7</p> <p>Breakfast: Pancakes, Diced Pear, Milk Lunch: Chicken Patty, Whole Wheat Bun, Carrots, Canned Apricots, Milk Snack: Raspberry Yogurt, Pineapple Tidbits</p>	<p>8</p> <p>Breakfast: Whole Grain Cheerios Cereal, Apple, Milk Lunch: Refried Beans, Whole Wheat Tortilla, Tomato Salsa, Strawberries or Tangerine, Milk Snack: Multi Grain Flakes Cereal, Milk</p>	<p>9</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Sliced Turkey, Mini Whole Grain Bun, Potato Salad, Cantaloupe, Milk Snack: Lemon Dinosaurs Crackers, Banana</p>	<p>10</p> <p>Breakfast: Oatmeal Cereal, Pineapple Tidbits, Raisins, Milk Lunch: Spaghetti Casserole, Romaine Lettuce Salad, Canned Apricots, Milk Snack: Bean Dip, Whole Wheat Tortilla</p>	<p>11</p> <p>Breakfast: Dreamy Orange Muffin Loaf, Orange, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Banana, Milk Snack: Apple, Cheese Stick</p>
Week 1	<p>14</p> <p>Breakfast: Pancakes, Diced Pear, Milk Lunch: Lemon Pepper Chicken, Cole Slaw, Whole Wheat Tortilla, Orange, Milk Snack: Cottage Cheese, Cheese-It Crackers</p>	<p>15</p> <p>Breakfast: Whole Grain Cheerios Cereal, Cantaloupe, Milk Lunch: Sliced American Cheese, Whole Wheat Bread, Potato Salad, Apple or Watermelon, Milk Snack: Lemon Dinosaur Crackers, Milk</p>	<p>16</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Whole Wheat Tortilla, Beans, Shredded Cheddar Cheese, Lettuce, Tomato, Strawberries or Tangerine, Milk Snack: Banana, Strawberry Yogurt</p>	<p>17</p> <p>Breakfast: Whole Wheat Bagel, Pineapple Tidbits, Milk Lunch: Spanish Rice with Chicken & Corn, Mandarin Orange, Milk Snack: Apple, Sun Butter</p>	<p>18</p> <p>Breakfast: Blueberry Muffin, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Cantaloupe, Milk Snack: Whole Wheat Tortilla, Bean Dip</p>
Week 2	<p>21</p> <p>Breakfast: Multi-Grain Flakes Cereal, Apple, Milk Lunch: Beef BBQ Burger, Whole Wheat Bun, Mixed Vegetables, Cantaloupe, Milk Snack: Strawberry Banana Yogurt, Orange</p>	<p>22</p> <p>Breakfast: French Toast Sticks, Diced Pear, Milk Lunch: Chicken Drumstick, Macaroni Salad, Tomato Slice, Apple or Watermelon, Milk Snack: Brown Rice Krispies Cereal, Milk</p>	<p>23</p> <p>Breakfast: Oatmeal Cereal, Raisins, Pineapple Tidbits, Milk Lunch: Rice & Beans, Cabbage Salad, Strawberries or Tangerine, Milk Snack: Hummus, Vegetable Stick Melody</p>	<p>24</p> <p>Breakfast: Crispix Cereal, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Orange, Milk Snack: Gold Fish Crackers, Milk</p>	<p>25</p> <p>Breakfast: Dreamy Orange Muffin Loaf, Apple, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Broccoli, Cantaloupe, Milk Snack: Cheese Quesadilla</p>
Week 3		<p>28</p> <p>Breakfast: Cheerios Cereal, Orange, Milk Lunch: Beef Ravioli, Mini Whole Grain Bun, Spinach Salad, Orange, Milk Snack: Apple, Sun Butter</p>	<p>29</p> <p>Breakfast: Whole Wheat Biscuit, Diced Peaches, Milk Lunch: Fiesta Dinner with Corn, Whole Wheat Tortilla, Cantaloupe, Milk Snack: Mini Whole Grain Bun, Sliced Turkey</p>	<p>30</p> <p>Breakfast: Whole Wheat Bagel, Banana, Milk Lunch: Sliced Turkey, Whole Wheat Bread, Baby Carrots, Strawberries or Tangerine, Milk Snack: Cottage Cheese, Pineapple Tidbits</p>	

	lunes	martes	miércoles	jueves	viernes
Semana 4		<p>1</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Verduras con Frijoles, Ensalada Sunomono, Galletas Saladas, Chabacano Enlatado, Leche. Bocadillo: Cereal Cheerios de Grano Integral, Leche.</p>	<p>2</p> <p>Desayuno: Cereal de Avena, Plátano, Leche. Comida: Enchilada de Queso con Salsa, Ensalada de Lechuga Romana, Naranja, Leche. Bocadillo: Puré de Garbanzo, Baritas de Verdura.</p>	<p>3</p> <p>Desayuno: Baritas de Pan Francés Tostado, Chabacano Enlatado, Leche. Comida: Tortilla de Trigo Integral, Rollo de Pavo y Queso, Ensalada de Col, Mango Picado, Leche. Bocadillo: Yogur de Fresa, Plátano.</p>	<p>4</p> <p>Desayuno: Barra de Mollete con Arándanos Azules, Manzana, Leche. Comida: Ensalada de Atún, Galletas Wheat Thins, Zanahorias Tiernas, Melón, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.</p>
Semana 5	<p>7</p> <p>Desayuno: Jotqueis (Pancakes), Pera Picada, Leche. Comida: Torta de Pollo, Pan de Trigo Integral, Zanahorias, Chabacano Enlatado, Leche. Bocadillo: Piña Machacada, Yogur de Frambuesa.</p>	<p>8</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Manzana, Leche. Comida: Frijoles Refritos, Tortilla de Trigo Integral, Salsa de Jitomate, Fresas o Tanjarina, Leche. Bocadillo: Ojuelas de Cereal Multigrano, Leche.</p>	<p>9</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Rebanada de Pavo, Minipan de Grano Integral, Ensalada de Papa, Melón, Leche. Bocadillo: Galletas de Limón Dinosaur, Plátano.</p>	<p>10</p> <p>Desayuno: Cereal de Avena, Pasas, Piña Machacada, Leche. Comida: Espagueti Horneado, Ensalada de Lechuga Romana, Chabacano Enlatado, Leche. Bocadillo: Puré de Frijoles, Tortilla de Harina de Trigo Integral.</p>	<p>11</p> <p>Desayuno: Barra de Mollete Dreamy Orange, Naranja, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Plátano, Leche. Bocadillo: Barita de Queso, Manzana.</p>
Semana 1	<p>14</p> <p>Desayuno: Jotqueis, Pera Picada, Leche. Comida: Pollo con Limón y Pimienta, Tortilla de Trigo Integral, Ensalada de Col, Leche. Bocadillo: Requesón, Galletas Cheese-It.</p>	<p>15</p> <p>Desayuno: Cheerios de Grano Integral, Melón, Leche. Comida: Queso Americano, Pan de Trigo Integral, Ensalada de Papa, Manzana o Sandía, Leche. Bocadillo: Galletas de Limón Dinosaur, Leche.</p>	<p>16</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Tortilla de Trigo Integral, Frijoles, Queso Cheddar, Lechuga, Jitomate, Fresas o Tanjarina, Leche. Bocadillo: Plátano, Yogur de Fresa.</p>	<p>17</p> <p>Desayuno: Bagel de Trigo Integral, Piña Machacada, Leche. Comida: Arroz Español con Pollo y Granos de Elote, Mandarina, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.</p>	<p>18</p> <p>Desayuno: Mollete con Arándanos Azules, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Melón, Leche. Bocadillo: Puré de Frijoles, Tortilla de Trigo Integral.</p>
Semana 2	<p>21</p> <p>Desayuno: Cereal de Ojuelas Multigrano, Manzana, Leche. Comida: Hamburguesa de Res, Pan de Trigo Integral, Verduras Mixtas, Melón, Leche. Bocadillo: Naranja, Yogur de Fresa y Plátano.</p>	<p>22</p> <p>Desayuno: Baritas de Pan Francés Tostado, Pera Picada, Leche. Comida: Pierna de Pollo, Ensalada de Macarrón, Rebanada de Jitomate, Manzana o Sandía, Leche. Bocadillo: Cereal Integral Rice Krispies, Leche.</p>	<p>23</p> <p>Desayuno: Cereal de Avena, Piña Machacada, Pasas, Leche. Comida: Arroz y Frijoles, Ensalada de Col (Repollo), Fresa o Tanjarina, Leche. Bocadillo: Puré de Garbanzos, Baritas de Verduras.</p>	<p>24</p> <p>Desayuno: Cereal Crispix, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Naranja, Leche. Bocadillo: Galletas de Pescados Dorados, Leche.</p>	<p>25</p> <p>Desayuno: Barra de Mollete Dreamy Orange, Manzana, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Brócoli, Melón, Leche. Bocadillo: Quesadilla.</p>
Semana 3		<p>28</p> <p>Desayuno: Cereal Cheerios de Grano Integral, Naranja, Leche. Comida: Ravioli de Res, Minimollete de Grano Integral, Ensalada de Espinacas, Naranja, Leche. Bocadillo: Manzana, Crema de Semillas de Girasol.</p>	<p>29</p> <p>Desayuno: Bizcocho de Trigo Integral, Durazno Picado, Leche. Comida: Cena Fiesta con Elote, Tortilla de Trigo Integral, Melón, Leche. Bocadillo: Minipan de Grano Integral, Rebanada de Pavo.</p>	<p>30</p> <p>Desayuno: Bagel de Trigo Integral, Plátano, Leche. Comida: Rebanada de Pavo, Pan de Trigo Integral, Zanahorias Tiernas, Fresa o Tanjarina, Leche. Bocadillo: Requesón, Piña Machacada.</p>	<p>31</p> 

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 January 7, 2016 meeting.

NOTES:

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)
(As corrected 2/4/16)*

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

Thursday, January 7, 2016
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:00 a.m.

Members Present:

Sophia Scherman, Chair, Governing Board; Public Representative
Jay Schenirer, Vice Chair, Governing Board; Councilmember, City of Sacramento
Patrick Kennedy, Member, Board of Supervisors
Allen Warren, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors (arrived at 10:20 a.m.)

II. **Consent Items**

- A. Minutes of the December 3, 2015 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Members to the Community Action Board
- D. Approval to Modify River Oak Center for Children's Vendor Services Contract

The consent items were reviewed; no questions or corrections.

Mr. Thatch asked that Item IIC be acted upon separately and that the motion includes the appointments are subject to conflict of interest statement being filed.

Moved/Warren, second/Schenirer, to approve the consent items as follows:

- A. Approve the minutes of the December 3, 2015 meeting.
- B. Approve claims and warrants for the period 11/24/15 through 12/21/15.
- D. Approve the modification of River Oak Center for Children's Vendor Services Contract.

Roll Call Vote:

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

- C. Appoint the Adult and Aging Commission of Sacramento County and the Women's Empowerment to represent the Low-Income Sector on the SETA Community Action Board.

Mr. Thatch stated that this board appoints organizations and it is not known at the time of appointment who the representative is. He requested that the appointments be subject to the completion of conflict of interest statements.

Moved/Warren, second/Kennedy, to appoint the Adult & Aging Commission of Sacramento County and the Women's Empowerment to represent the Low-Income Sector on the SETA Community Action Board. The appointments are subject to representatives completing their conflict of interest statement.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Receive Funds from the Sacramento Municipal Utility District (SMUD) for a SMUD/Sacramento Works High School Internship Program and Authorize the Executive Director to Execute the Services Agreement and any other Documents Required by the Funding Source

Ms. Kossick stated that has been a very positive, on-going partnership with SMUD. Ms. Scherman is very pleased with this program and would encourage other companies to have similar programs.

Mr. Kennedy inquired about the funding and why the funding is not equal per student. Mr. Kim replied that the work experience wages are dependent upon how much the student is paid. Approximately half of the funding goes to wages. Mr. Kim will get the specific numbers according to how much is stipends and a breakdown of workshops. Mr. Kennedy requested a breakdown of how the funds are expended.

Moved/Schenirer/Kennedy, to approve the receipt of funds from SMUD for a SMUD/Sacramento Works High School Internship program in the amount of \$410,168 for the next three years and authorize the Executive Director to execute the services agreement and any other documents required by the funding source.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

2. Approval of WIOA Board Application and Nomination Policy

Ms. Kossick stated that the agency has entered the new Workforce Innovation and Opportunity Act funding and staff is rolling out pieces of the Act. One is to have a new Workforce Development Board in place to represent the local workforce system. Board members were provided with a draft application and a proposed nomination policy to begin recruitment. Staff has met with the Sacramento Metro Chambers of Commerce; they will be providing outreach electronically to 15 different chambers in the region as well as other business-related organizations to reach out for applicants. Staff will also reach out to labor/adult education and other required partners.

Board members will be provided electronic versions of the applications received. The deadline is the second week of February which will allow time for legal counsel to vet all applications received. Ms. Kossick is requesting assistance from board members in soliciting applications.

It is expected that the Workforce Development Board will be a 25 member board because the law changed the number of mandated members. Of the 25, 13 would be business seats; other seats would include labor, CBOs, adult education, higher education, Department of Rehabilitation, EDD and 'other'. It covers a lot of mandated partners but the majority of slots are for private business. Staff is interested in having most seats appointed by the March meeting in order to have an operational board ready to go by July, 2016.

Moved/Schenirer, second/Warren, to approve the WIOA Board Application and Nomination Policy.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

B. WORKFORCE DEVELOPMENT DEPARTMENT

Community Services Block Grant: None.

Refugee Services: None.

One Stop Services

1. Approval to Deobligate CalWORKs Expanded Subsidized Employment Funds for On-the-Job Training/Subsidized Employment and Authorize the Executive Director to Make any Modifications Necessary to the Agreements

Mr. Kim stated that in June 2015, the board approved extensions for the next program year which included CalWORKs funds of \$1.8 million for a 12-month period. At that time, SETA had a contract with DHA in the amount of \$743,000

and it was understood that the contract would be increased; however, additional funding was not received. This item recommends approval to deobligate funds as a prudent measure since the contract is at a point of being fully expended. This approval is contingent upon action taken by the Board of Supervisors (BOS) at their January 12 meeting.

Moved/Schenirer/Warren, to approve the deobligation of up to \$1,797,947 of CalWORKs ESE funds for On-the-Job Training/Subsidized Employment if the DHA is unable to obtain approval for additional funds at the January 12, BOS meeting, and authorize the Executive Director to make any modifications necessary to the Agreements.

Aye: 5 4 (Kennedy, ~~Nottoli~~, Schenirer, Scherman, Warren)

Nay: 0

Abstentions: 0

Absent: Nottoli

C. CHILDREN AND FAMILY SERVICES: None.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Employer Success Stories and Activity Report: Mr. Warren asked for updates that occurred during the break. Mr. Walker reported that he met with HP and they are looking for operating engineers and processing employees. They operate 24/7 shifts and are having difficulty finding people for graveyard hours.

C. Dislocated Worker Update: Mr. Walker stated that Macy's at Country Club is closing which will affect 100 employees. Many of the staff will have an opportunity to go to different locations.

Mr. Nottoli arrived at 10:20 a.m.

Mr. Schenirer stated that the report does not include skill levels; he wanted to know what types of jobs are being lost. Mr. Walker stated that the report could be expanded to include more information. The skill level of the job applications will be included.

Ms. Kossick stated that she is in the process of setting up a meeting with Sacramento Steps Forward to continue spreading the word of services available at the Job Centers. Mr. Schenirer asked that the City of Sacramento's Homeless Liaison be included in the meeting.

D. Unemployment Update/Press Release from the Employment Development Department: No questions.

- E. Head Start Reports: Mr. Nottoli asked about the Walnut Grove site closure on November 30. Ms. Lee stated that if the temperature goes below what is allowed, the class has to close. There was an issue with getting parts for the heater.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported back on the workers compensation premium. Arthur J. Gallagher & Company was able to successfully secure coverage with Insurance Company of the West for approximately \$142,000 less than the current provider. The premium for the calendar year is \$981,289. The bulk of the savings is in the Head Start program, so funds can be utilized in whatever areas of need there are in the program. Staff engaged a risk management firm and a report will be provided in February or March on recommended changes to SETA's insurance. Gallagher is currently exploring options to purchase cyber insurance.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No reports.

The board went into closed session at 10:33 a.m.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Dee Contreras

Employee Organization: AFSCME Local 146

- and -

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 11:00 a.m. with no report out of closed session.

ITEM V – COMMITTEE REPORTS

COMMITTEE REPORTS

➤ Executive Committee

Critique of the January 19, 2016 Parent Advisory Committee meeting.

GOOD!!!
Thank you members for selecting committees to participate on for Program Year 2015-2016
Thank you Ms. Marie Desha and team (Ms. Alma Hawkins, Mr. Robert Silva, and Ms. Belinda Malone for orientation training. Jeopardy was awesome!
Thank you Ms. Terri McMillin, Chair, for well facilitated meeting.
Thank you Ms. Denise Lee for shared background information on the Selection Criteria for Enrollment in Head Start or Early Head Start and responding to members' questions.
Thank you Mr. Victor Bonanno for a great Ethics Training.
NEEDS IMPROVEMENT
Attendance. Please make every effort to attend meetings.
REMINDERS
Please be on time and be seated by 8:50 a.m.
Please turn off <u>all</u> electronic devices.
No eating in the Board room.
Please be recognized by the Chair before leaving your seat.
If you will be late or will not attend the PAC board meetings, please call or e-mail Terri McMillin, Chair, Marie Desha, or Nancy Hogan.

➤ Budget/Planning Committee

➤ Men's Activities Affecting Children Committee

ITEM V – COMMITTEE REPORTS (continued)
Page 2

➤ Parent Ambassadors Committee

ITEM VI

OTHER REPORTS

BACKGROUND:

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

- Chair's Report
- Policy Council Report(s): Ms. Penelope Scott, Ms. Natalie Craig, Ms. Monica Reynoso, and Ms. Georgina Schroeder
- Head Start Deputy Director's Report – Ms. Denise Lee
 - ✓ Head Start Annual Report for 2014-2015
 - ✓ Adult Code of Conduct
- 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

NOTES:

ITEM VII – CENTER UPDATES

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss events going on at their center.

NOTES:

ITEM VIII - DISCUSSION

BACKGROUND:

This agenda item allows Parent Advisory Committee Representatives the opportunity to discuss items not on the agenda.

NOTES:

ITEM IX – PUBLIC PARTICIPATION

BACKGROUND:

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

NOTES: