

*Thought for the Day: "If the family were a boat,  
it would be a canoe that makes no progress unless  
everyone paddles."*

*Author: Letty Cotton Pogrebin*

**GOVERNING BOARD**

BONNIE PANNELL  
Council Member  
City of Sacramento

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Board of Supervisors  
County of Sacramento

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

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Council Member  
City of Sacramento

**REGULAR MEETING OF THE HEAD START  
POLICY COUNCIL**

**DATE:** Tuesday, August 3, 2004

**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](http://www.seta.net).

**ADMINISTRATION**

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KATHY KOSSICK  
Executive Director

NORMA JOHNSON  
Deputy Director

**AGENDA**

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

**II. Consent Item**

A. Approval of the Minutes of June 22, 2004 Regular Meeting

**III. Action Items**

A. Approval of Labor Agreement

B. Approval to Modify Head Start Child Care Teacher Job Specification of Head Start Associate Teacher

- C. Adoption of Resolution Modifying the Salary Range for the Classification of Associate Teacher
- D. Approval to Modify the Head Start Child Care Site Director Job Specification to Child Care Site Supervisor
- E. Adoption of Resolution Modifying the Salary Range for the Classification of Child Care Site Supervisor
- F. **TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING:** First Reading of Modifications of the Bylaws of the Head Start/Early Head Start Policy Council
- G. Approval of Selection Criteria for Enrollment for Head Start Fiscal Year 2004-2005

**IV. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957**

- ◆ Approval of Eligible list for: Head Start Bilingual Aide (Spanish), Head Start Teacher, Program Officer
- ◆ Public Employee Discipline/Dismissal/Release
- Report out of Closed Session

**V. Information Items**

- A. Standing Information Items
  - Introduction of New Staff
  - Upcoming Meetings, Training, Conferences and Events
    - Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
  - PC/PAC/Delegate Agency-Policy Committee Governance Training (officers) – Thursday, July 29, 2004, 1:00 – 3:00 p.m., SETA
  - Average Daily Attendance (ADA) Report
  - Monthly Special Education Report
  - CHSA Report
  - NHSA Annual Training Conference Reports (written), April 21-24 (Wednesday-Saturday), Anaheim, CA
  - California Family Literacy Conference Reports (verbal) – June 30-July 2, 2004, Hyatt Regency, Sacramento
  - Region IX Head Start Report
  - Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
  - Fiscal Report (January, April, July, October) – Mr. Kim Peck
  - Community Resources/Recognitions - Policy Council Members/Staff
  - Parent/Staff Recognitions
  - Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir
  - Center for Law and Social Policy (CLASP) Policy Brief (attached)

- B. SETA Governing Board Minutes
- C. Fiscal Monitoring Reports
  - Del Paso Heights School District
  - Elk Grove Unified School District
  - San Juan Unified School District
  - Women's Civic Improvement Club, Inc.

**VI. Committee Reports**

- A. Executive
- B. Personnel/Bylaws
- C. Budget/Planning
- D. Hospitality
- E. Program Area Committees
  - Early Childhood Development and Health Services
  - Family & Community Partnerships/Training
  - Monitoring & Evaluation (Self-Assessment)
  - Early Head Start
- F. Community Advocating Male Participation (CAMP) – Vacant

**VII. Other Reports**

- A. SETA Executive Director's Report
- B. Chair's Report
- C. Head Start Deputy Director's Report
- D. Head Start Managers' Report
- E. Community Agency Report
  - Women Escaping a Violent Environment - Vacant
  - Child Health and Disability Prevention Program – Ms. Victoria Benson
  - Community Services Planning Council - Vacant
  - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody
  - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
  - Community Action Board: Ms. Darlene Anderson
- F. Health and Dental Report
  - Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough, Ms. Betty Walker, and Ms. Victoria Benson
- G. Open Discussion and Comments
- H. Public Participation

**VIII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, JULY 28, 2004**

ITEM I - CALL TO ORDER/ROLL CALL

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

- \_\_\_\_\_ Harriett Oden, Elk Grove Unified School District
- \_\_\_\_\_ Jessie Ramos, Playmate Child Development Center
- \_\_\_\_\_ Oma Reed, Playmate Child Development Center
- \_\_\_\_\_ Tawfiq Alnassiri, Sacramento City Unified School District
- \_\_\_\_\_ Raymond Muñoz, Sacramento City Unified School District
- \_\_\_\_\_ Stan Thompson, Sacramento City Unified School District
- \_\_\_\_\_ Diane Miller, San Juan Unified School District
- \_\_\_\_\_ Penny Campbell-Mays, SETA-Operated Program
- \_\_\_\_\_ Hasan McWhorter, SETA-Operated Program
- \_\_\_\_\_ Kama Meredith, SETA-Operated Program
- \_\_\_\_\_ Denise Nelson, SETA Operated Program
- \_\_\_\_\_ Betty Walker, SETA-Operated Program
- \_\_\_\_\_ LaRisa Yarbrough, SETA-Operated Program
- \_\_\_\_\_ Darlene Anderson, Past Parent Representative
- \_\_\_\_\_ Lyle LeTourneau, Past Parent Representative
- \_\_\_\_\_ Margie Mitchell, Past Parent Representative
- \_\_\_\_\_ Janet Foster, Early Head Start (San Juan)
- \_\_\_\_\_ Jacoolla Moody, Early Head Start (SETA)
- \_\_\_\_\_ Mary Lenoir, Foster Parent Representative
- \_\_\_\_\_ Beverly Shah, Grandparent Representative
- \_\_\_\_\_ Willie Williams, Grandparent Representative
- \_\_\_\_\_ Akilah Parks, Community Representative
- \_\_\_\_\_ Victoria Benson, Child Health and Disability Prevention Program

New Representative to be Seated:

- \_\_\_\_\_ Mai Yong Lee, Meadowview Community Action
  
- \_\_\_\_\_ Vacant, Del Paso Heights
- \_\_\_\_\_ Vacant, Del Paso Heights
- \_\_\_\_\_ Vacant, Elk Grove Unified School District
- \_\_\_\_\_ Vacant, Meadowview Community Action
- \_\_\_\_\_ Vacant, Sacramento City Unified School District
- \_\_\_\_\_ Vacant, San Juan Unified School District
- \_\_\_\_\_ Vacant, Elk Grove Unified School District
- \_\_\_\_\_ Vacant, Early Head Start (Sacramento City USD)
- \_\_\_\_\_ Vacant, CAMP Representative

**\*\* Please call your alternate, the Policy Council Chair (Margie Mitchell: 683-5747) or Head Start Staff (Marie Desha: 263-4082 or Nancy Hogan: 263-3827) if you will not be in attendance. \*\***

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 22, 2004 REGULAR POLICY COUNCIL  
MEETING

BACKGROUND:

Attached are the minutes of the June 22, 2004 Policy Council meeting for your review.

RECOMMENDATION:

That your Council review, modify if necessary, and approve the attached minutes.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## **REGULAR MEETING OF THE HEAD START POLICY COUNCIL**

Minutes/Synopsis

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

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

Tuesday, June 22, 2004  
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Margie Mitchell called the meeting to order at 9:12 a.m. Mr. Muñoz read the thought of the day. Ms. Mitchell welcomed the board to the meeting. Ms. Willie Williams called the roll.

### **Members Present:**

Harriett Oden, Elk Grove Unified School District (arrived at 9:19)  
Raymond Muñoz, San Juan Unified School District  
Georgia Work, Alternate, SETA-Operated Program  
Hasan McWhorter, SETA-Operated Program  
Kama Meredith, SETA-Operated Program (arrived at 9:26 a.m.)  
Denise Nelson, SETA-Operated Program (arrived at 9:12 a.m.)  
Suzy Root, Alternate, SETA-Operated Program  
LaRisa Yarbrough, SETA-Operated Program  
Darlene Anderson, Past Parent Representative (arrived at 9:19 a.m.)  
Lyle LeTourneau, Past Parent Representative  
Margie Mitchell, Past Parent Representative  
Janet Foster, Early Head Start, San Juan  
Jacolla Moody, Early Head Start  
Mary Lenoir, Foster Parent Representative  
Beverly Shah, Grandparent Representative  
Willie Williams, Grandparent Representative  
Akilah Parks, Community Representative  
Victoria Benson, Child Health and Disability Prevention Program

### **Members Absent:**

Tyrone Rhinehart, Meadowview Community Action (Unexcused)  
Mai Yong Lee, Meadowview Community Action (Unexcused)  
Jessie Ramos, Playmate Child Development Center (Excused)  
Oma Reed, Playmate Child Development Center (Unexcused)  
Tawfiq Alnassiri, Sacramento City Unified School District (Unexcused)  
Juan Ibarra, Sacramento City Unified School District (Unexcused)  
Stan Thompson, Sacramento City Unified School District (Excused)  
Diane Miller, San Juan Unified School District (Excused)  
Penny Campbell-Mays, SETA-Operated Program (Alternate present)  
Betty Walker, SETA-Operated Program (Alternate present)  
Gary Rauscher, CAMP Representative (Excused)

## II. Consent Item

### A. Approval of the Minutes of May 25, 2004 Regular Meeting

Ms. Foster made some modifications to the minutes as did Ms. Mitchell. All modifications were noted by the Clerk.

Moved/Shah, second/Williams, to approve the minutes as corrected.  
Voice Vote: Unanimous approval with one abstention (McWhorter).

## III. Action Items

### A. Approval of SETA/Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens: Continued Item from May 25, 2004 Policy Council meeting

Ms. Mitchell read the board item. Ms. Desha requested that this item not be acted upon until Ms. Campos arrives.

### B. Approval of Community Complaint Procedure

Ms. Mitchell reviewed this item.

Moved/Yarbrough, second/ by show of hands, second/Nelson, to approve the Community Complaint Procedure.

Ms. Desha stated that this is a procedure that needs to be approved annually by the Policy Council. A few modifications have been made to make it more up-to-date. She reviewed the changes to the procedure.

Ms. Parks suggested that modifications be considered at a later date. There was a great deal of discussion regarding the possible modifications to the Procedure. Ms. Norma Johnson made a modification to page 16.

Moved/Williams, second/Anderson, to amend the motion to approve the Procedure as modified by Ms. Johnson.

Show of hands vote: Aye: 17, Nay: 0, Abstention: 1 (McWhorter) (Mr. McWhorter did not vote due to the nature of the balloting; he cannot vote if there is no balloting.)

### A. Approval of SETA/Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens: Continued Item from May 25, 2004 Policy Council meeting

Moved/Muñoz, second/Moody, to approve, by a show of hands vote, the SETA Head Start/Early Head Start Exposure Control Plan for Bloodborne Pathogens Policy.

Ms. Brenda Campos offered to answer questions. Ms. Mitchell commended Ms. Campos and her staff for the much-improved policy which was easier to understand and read.

Show of hands vote: Aye: 16, Nay: 0, Abstentions: 2 (Root and McWhorter)

- C. Approval of Shared Decision-Making, Internal Dispute Resolution, and Impasse Procedures between the SETA Governing Board and Head Start Policy Council

Ms. Desha requested that this item be tabled until next month. The Administration for Children and Families is requesting that a time frame be put on this procedure. Ms. Johnson stated that this procedure has been in place for a while.

Moved/Parks, second/Nelson, to table this item.

Voice Vote: Unanimous approval.

- D. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity

Ms. Shah moved to table this item in order for the committee to meet.

Motion died for a lack of a second.

Moved/Williams, second/LeTourneau, that the Policy Council approve a joint parent activity with the Parent Advisory Committee.

Ms. Parks requested that the chair state for the record that the first motion died for a lack of a second.

Mr. McWhorter clarified that the first motion died for a lack of a second.

Ms. Anderson asked if a report from the Hospitality Committee would be provided; Ms. Mitchell stated that it would.

Mr. LeTourneau reported that the Hospitality Committee met June 2, 1:00 p.m. and went over the activity guidelines. There is a budget of \$3,000 for each board for a total of \$6,000. Mr. LeTourneau read off a list of recommended activities. The Committee is still looking at costs and the actual theme and activity will be presented next month for action.

Voice Vote: Unanimous approval.

- E. Approval of Request for Additional Time to Liquidate Head Start Funds for the Sharon Neese Early Learning Center



Ms. Mitchell reviewed this item. Ms. Johnson stated that this extends the timeline through June 30, 2004 requesting an additional month for the building of the playground.

Moved/Williams, second/Lenoir, to approve the extension of one month to expend funds for the Sharon Neese Early Learning Center.  
Voice Vote: Aye: 16, Nay: 0, Abstention: 0 (Mr. McWhorter did not vote due to the nature of balloting; he cannot vote if there is no balloting.)

Ms. Norma Johnson pulled some tickets and Mr. LeTourneau, Ms. Shah, and Ms. Foster were presented with gifts.

The Board took a break from 10:17 a.m. to 10:34 a.m.

#### **IV. Information Items**

##### **A. Standing Information Items**

- Introduction of New Staff : No new staff
- Upcoming Meetings, Training, Conferences and Events
  - ✿ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz  
Ms. Alma Walton distributed the next Family Literacy program book entitled “Animal Homes”, which is available in Spanish and English. She thanked everyone for attending the Grandparent/Foster Parent Conference; there were 73 attendees. The next Grandparent/Foster Parent meeting will be held Monday, July 12. Ms. Mary Lenoir will be the speaker at that meeting and staff presenter will be Belinda Malone.

Ms. Belinda Malone distributed the Parent Resource Assistant flyers. The next meeting will be June 23, 3:00 p.m. The Parent Resource Assistant Appreciation Luncheon will be July 30.

Mr. Bob Silva reported that Mr. Rauscher is receiving therapy for his back. Mr. Silva reported that the National Head Start Institute on Father Involvement Conference in Texas was great but VERY hot. Attendees included himself, Mr. McWhorter and Mr. Ron Jones. The conference emphasis was getting fathers involved in Head Start. Mr. Silva stated that SETA really does support the CAMP and fatherhood programs. In addition, SETA is way ahead of the game in a lot of areas. Mr. Silva stated that there are a lot of competitive funds available for which SETA will apply. Attendees met Rich Iberra who is the coordinator of fatherhood programs.

A flyer on the Daddy and Me summer extravaganza was distributed. This is an event will be held at Hiram Johnson High School on June 28 and will include a BBQ. Attendees will be sitting down with their child to do an activity. All are welcomed but particularly the fathers. Ms.

Moody asked if there would be people there to attend the grill. Mr. Silva, Mr. Jones and other staff will be working the grill at intervals.

Mr. Ron Jones spoke of his experience at National Head Start Institute on Father Involvement Conference. He thanked the Policy Council for the opportunity to attend the conference and encouraged people to attend the conference next year. He had an opportunity to meet counterparts at other Head Starts and found that SETA is way ahead of other Head Start programs in respect to fatherhood programs. Ms. Norma Johnson was thanked for her support of the fatherhood programs.

Mr. Muñoz stated that Ms. Foster had a fire in her house and acknowledged her for going to the conference in spite of her problems.

Ms. Julita Bentz stated that she is still doing training at the centers. She will be doing training around child development.

- Average Daily Attendance Report – Call Elsie Bowers at 263-3920 for questions.
- Monthly Special Education Report - Call Beverly Sanford at 263-3056 for questions.
- CHSA Report: No report.
- National Head Start Institute on Father Involvement Report: Reported on earlier. Mr. McWhorter will have a report for the next Policy Council meeting. He stated that it was a really great conference and a tremendous amount of information was available.
- California Family Literacy Conference: Attendees will include: Beverly Shah, Kama Meridith, LaRissa Yarbrough, Betty Walker, Denise Nelson, Willie Williams and Margie Mitchell. Ms. Mitchell reminded attendees to submit a written report.
- NHSA Annual Training Conference Reports: Ms. Mitchell's report was distributed to members.
- Region IX Head Start Report: Ms. Shah brought back a lot of written material from the conference. She read off the brochures and offered to share the information.
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: No report.
- Fiscal Report: No report
- Community Resources/Recognitions: Ms. Mitchell stated that the folder prepared by Renita Ervin was distributed to Policy Council members regarding community resources available in the area. Ms. Johnson reported on the First Five Neighborhood mini and micro grants that are available for groups that are getting together to share a common purpose to assist the 0-5 year old children. Ms. Johnson reviewed the process by which funds are requested and how the funds are expended. If interested,

attend one of the four application workshops in designated areas. This would be for PTA, church groups, father groups, and any group that works to help kids. Ms. Georgia Work asked if this is new; Ms. Johnson stated that it is fairly new.

- Parent/Staff Recognitions: Ms. Oden announced that she just had her 43<sup>rd</sup> birthday on June 12. Ms. Mitchell's birthday is July 2. Ms. Anderson's birthday is June 30. Ms. Moody's mother's birthday is July 5. Ms. Oden's father's birthday is July 4. Ms. Lenoir's daughter-in law's birthday is July 16. Ms. Shah spoke of her mother, Neosha LeForge had gone to the emergency room and the doctors will be doing an MRI.
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir: Ms. Williams reported that the grandparent conference was great and she has a lot of information available. Ms. Shah reported that it was a great conference and Ms. Williams was a great keynote speaker. The workshop she attended was on scams and consumer problems. Ms. Lenoir missed the grandparents conference because her grandson won ice cream for over 300 students. She attended that event. There is no report on the foster parent item.

- B. SETA Governing Board Minutes: Ms. Mitchell reviewed the items approved by the Governing Board.

#### **V. Committee Reports**

- A. Executive: Ms. Anderson reviewed the critique.
- B. Personnel/Bylaws: Next meeting will meet on June 24, 9 a.m., Oak Room.
- C. Budget/Planning: No further meetings.
- D. Hospitality: Next meeting will be July 2, 1 p.m., in the Oak Room.
- E. Program Area Committees
  - Early Childhood Development and Health Services: No meeting. Ms. Desha will inform the Policy Council when the meetings will resume again. Ms. Goins has left the agency and taken a job with Placer County.
  - Family & Community Partnerships/Training: Ms. Janet Foster reported on the May meeting. Met the first week of May and brainstormed on items of interest in the community. She read off a list of the items that were of interest.

Ms. Desha stated that the next meeting will be July 7, 9:00 a.m. in the Oak Room.

Monitoring & Evaluation (Self-Assessment): Completed

Early Head Start: Ms. Yarbrough spoke of a recent outing.

- F. Community Advocating Male Participation (CAMP) – Report already given.

#### **VI. Other Reports**

- A. SETA Executive Director's Report: No report.

- B. Chair's Report: Ms. Mitchell announced the Governance Training scheduled for July 15 is being rescheduled for July 29 at 1 p.m. in the Oak Room. This is for all executive committee members. Reminded board members with Internet access to join the National Head Start Association alert and e-mail announcements. There is a link at [www.seta.net](http://www.seta.net) to this site. Ms. Mitchell stated that vacation bible school will be held at her church. See her for information after the meeting.
- C. Head Start Deputy Director's Report : No report.
- D. Head Start Managers' Report: No report.
- E. Community Agency Report
- Women Escaping a Violent Environment - Vacant
  - Child Health and Disability Prevention Program – Ms. Victoria Benson distributed handouts regarding food allergies. Spoke of a presentation on the ABCs of IEPs.
  - Community Services Planning Council - Vacant
  - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody: No report.
  - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah stated that there was no meeting in June but should be one in July 13, 8:00 a.m.
  - Community Action Board: This board has not met; no report.
- F. Health and Dental Report
- Sacramento County Dental Health Advisory Committee Reps: Ms. LaRisa Yarbrough, Ms. Betty Walker, and Ms. Victoria Benson: Ms. Benson stated that the meeting was held in April and meets quarterly. The next meeting has not been scheduled.
- G. Open Discussion and Comments: Ms. Foster asked when the Early Head Start meeting would be in July. There is not one scheduled for July. Ms. Desha will speak with the staff in charge of Early Head Start to see if a meeting could be scheduled.

Ms. Benson's daughter's birthday is June 28; she will be 8 years old.

Ms. Shah stated that the CHSA has urged low income families to register to vote and to vote. She encouraged everyone to register AND vote.

Ms. Yarbrough spoke of July 4 aerial fireworks show.

Ms. Desha stated that a tobacco free and tuberculosis policy was distributed with the modifications as requested by the Policy Council.

- H. Public Participation: Ms. Mitchell thanked Mr. McWhorter for his excellent work as parliamentarian. She reminded members that the board meeting starts at 9:00 a.m. She urged Board members to get to the office at 8:30 a.m. for coffee and refreshments so that meeting will begin on time.

A final drawing and gifts were presented to LaRisa Yarbrough and Denise Nelson.

**VII. Adjournment:** Meeting adjourned at 11:28 a.m.

ITEM III-A – ACTION

APPROVAL OF LABOR AGREEMENT

BACKGROUND:

The American Federation State, County Municipal Employees (AFSCME) and SETA have had several negotiation meetings to propose a new Labor Agreement for SETA Head Start employees. The Head Start Policy Council reviews the proposed Labor Agreement prior to the Governing Board's final approval.

The major provisions of the tentative agreement between SETA and the Union are outlined on the following page and cover a three year period: (July 1, 2004 – June 30, 2007).

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the SETA/AFSCME labor agreement for the period of July 1, 2004 – June 30, 2007.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**KEY PROVISIONS OF TENTATIVE AGREEMENT BETWEEN SETA AND AFSCME:**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Salary</b>	2004-2005 3% Cost of living adjustment	2005-2006 2% Cost of living adjustment	2006-2007 2% Cost of living adjustment
<b>Health and Welfare</b>	<ul style="list-style-type: none"><li>• Effective January 1, 2005, Health Care Contribution for employee only health coverage will increase from \$302/month to \$320/month (excludes Blue Cross Catastrophic).</li><li>• Effective January 1, 2005, Health Care Contribution for employees with dependents will increase from \$325/month to \$400/month.</li><li>• Effective January 1, 2006, Health Care Contribution for employees with dependents will increase from \$400/month to \$445/month.</li><li>• Effective January 1, 2007, Health Care Contribution for employees with dependents will increase from \$445/month to \$480/month.</li><li>• Effective January 1, 2006, cash back for employees with Blue Cross Catastrophic will be reduced by \$20/month.</li></ul>		
<b>Personal Leave</b>	An additional one day of personal leave bringing the total to 4 days per year. In the Head Start Division, the Deputy Director shall designate a specific date on which one day of this leave shall be taken. Another day will be set aside for use during winter holiday agency closure.		

**OTHER KEY PROVISIONS OF TENTATIVE AGREEMENT BETWEEN SETA AND AFSCME:**

- Effective January 1, 2006, cash back for new employees choosing or current employees changing to Blue Cross Catastrophic is limited to \$100/month.
- Effective January 1, 2005, domestic partner family language to be added to Bereavement Leave.

- Revise Head Start Child Care Teacher job description to Associate Teacher requiring applicants to be eligible for a Child Development Associate Teacher Permit as verified by the State of California Commission on teacher credentialing.
- All Head Start Teacher Assistants be reclassified to new position of Associate Teacher (increased hourly rate to new position, same hours).
- Position classification of Head Teacher and Site Director combined under new classification called Site Supervisor. Also proposed is a 5% equity adjustment increase.



ITEM III-B - ACTION

APPROVAL TO MODIFY HEAD START CHILD CARE TEACHER JOB SPECIFICATION OF HEAD START ASSOCIATE TEACHER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Head Start Child Care Teacher job specification to Head Start Associate Teacher. Employees currently in the classroom hold status as Head Start Child Care Teachers and Head Start Teachers Assistants. The purpose of this action is to meet California State Department of Education and Community Care Licensing regulations. The affect of this recommendation is the all Head Start Child Care Teachers and Head Start Teachers Assistants will be combined into one classification.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME), of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents in the two (2) job classifications. Incumbents in the current Head Start Child Care Teacher and Head Start Teachers Assistant classifications shall be allocated to the revised Head Start Associate Teacher classification. Any employees in those classifications that do not meet the required permit will be given one (1) year to obtain the permit.

No financial impact occurs with this action to those holding current status as Head Start Child Care Teachers. An increase of approximately 24% to those holding status as Head Start Teachers Assistant shall result from this action.

Attached is the job specification with additions emboldened and deleted language appears with strike out.

RECOMMENDATION:

Approve the modification to the Head Start Child Care Site Director job classification as Child Care Site Supervisor pending ratification by union membership of labor contract.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

## **~~HEAD START CHILD CARE TEACHER ASSOCIATE TEACHER~~**

Definition: Under general supervision, to conduct activities for children ~~6 months~~ *infants* to 12 years old in a *Head Start preschool and day care* program; *to supervise and assist children with learning activities; to work with parent; to provide direction to child care teacher assistants and parent volunteers; and to do related work as required.*

### **EXAMPLES OF DUTIES**

~~Under general supervision, to conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children, to assist in planning and implementing educational activities in a Head Start classroom; assist with observing and assessing the progress of children; supervise children in outdoor activities and field trips; participate in parent and staff meetings; assist children with basic needs; to provide some direction for Teacher Assistants and parent volunteers; to promote parent involvement in the classroom; and to do related work as required.~~

#### **Minimum Qualifications:**

Knowledge of: Child Care programs and functions, developmental stages and needs of infants to 12 year olds; problems and needs of low-income families; teaching methods and techniques.

Ability to: Perform care-giving routines for children from 6 months to 12 years in a child care program operated by SETA; provide guidance for the parent volunteers and teacher assistants; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; maintain records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least one (1) year of successful work experiences as a teacher or a teacher assistant in a day care program in an educational or recreational setting.

Head Start Child Care Teacher **Associate Teacher**  
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Special Requirements: Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date. (Specify on a sheet of paper, what specific courses/work you have completed.) **be eligible for a Child Development Associate Teacher Permit as verified by the State of California Commission on Teacher Credentialing.**—When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.

When assigned to school age care, the teacher may substitute twelve (12) units appropriate to elementary school age children on a unit per unit basis or recreation units relevant to elementary school-age children.

Some special Head Start Child Care grants may require possession of a Children's Center Instructional Permit, either a limited or a regular permit (emergency permits are accepted).

ITEM III-C - ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE  
CLASSIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to modify a salary range.

RECOMMENDATION:

Approve the attached resolution modifying the salary range Associate Teacher classification pending ratification of labor contract.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

RESOLUTION NO. 2004-4

WHEREAS, the Head Start Parent Council modified the Agency classification plan and established the classification of **Associate Teacher**; and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$10.41	\$10.93	\$11.48	\$12.05	\$12.65

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Parent Council authorize the Sacramento Employment and Training Agency (SETA) to establish this salary range accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the foregoing resolution was passed and adopted by the Head Start Parent Council of the Sacramento Employment and Training Agency, State of California, this third day of August, 2004, by the following vote, to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chair, Parent Council

Attest:

\_\_\_\_\_  
Clerk of the Boards  
Nancy L. Hogan

ITEM III-D - ACTION

APPROVAL TO MODIFY THE HEAD START CHILD CARE SITE DIRECTOR JOB SPECIFICATION OF CHILD CARE SITE SUPERVISOR

BACKGROUND:

The Agency Executive Director is proposing a modification to the Head Start Child Care Site Director job specification to Child Care Site Supervisor. Employees that are currently responsible for the Head Start child care centers hold status in the Head Start Head Teacher and Head Start Child Care Director classifications. The purpose of this action is to meet California State Department of Education and Community Care Licensing regulations.

The affect of this recommendation is the all Head Teachers and Site Directors will be combined into one classification. The possession of or eligibility for a Child Development Site Supervisor Permit as verified by the State of California Commission on Teacher Credentialing is required.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME), of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents in the two (2) job classifications.

A fiscal impact occurs with this action of approximately 5% increase to the affected classification. This is caused by an equity adjustment to bring this classification in line with other supervisor classifications within the Head Start Department.

Attached is the job specification with additions emboldened and deleted language appears with strike out.

RECOMMENDATION:

Approve the modification to the Head Start Child Care Site Director job classification as Child Care Site Supervisor pending ratification of labor contract.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_

**HEAD START CHILD CARE SITE DIRECTOR Supervisor**

**DEFINITION:** Under general direction, to coordinate educational activities, enrollment and community outreach activities; to provide work direction for site staff and parent volunteers; to conduct staff and parent meetings.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions assigned to provide a variety of assistance with the outreach, social service, and health components of the Child Development Program operated by the Sacramento Employment and Training Agency. Responsibilities include assisting with outreach and enrollment programs, assisting families with the use of community resources, health screenings, maintenance of health records, supervising and overseeing a child care site that may include infant/toddler child care and/or preschool and/or school age.

This is a specialized classification for positions assigned to provide a variety of work coordination, as well as perform teaching duties at a Child Development Program site operated by Sacramento Employment and Training Agency. Responsibilities include curriculum planning, training, teaching, and promotion of parent involvement in site activities.

**EXAMPLES OF DUTIES**

Coordinates program activities at a Child Development site; plans daily learning activities; encourages parent involvement in site activities; performs classroom teaching functions; observes and assesses the progress of children; conducts home visits; coordinates field trips; conducts fire and evacuation drills; orders supplies; disseminates information from the SETA central office to site staff; conducts orientations for new and substitute personnel; assists with identifying and working with children and families with mental health problems and Special Education needs; insures that site activities are operated in accordance with Head Start and/or State Department of Education standards and regulations; insures a healthy and safe environment for children, parents, and staff; prepares new sites for licensing and maintains licensing requirements of existing sites.

Also assists with ~~Head Start~~ enrollment and community outreach programs; conducts home visits and discusses programs and problems with parents and families; assists families in locating and using community resources; accumulates health immunization and emergency information for children at a Child Development Program site; assists with health screenings and follow-up procedures; maintains inventory of health supplies; assists with presenting health information to students and parents; coordinates work assignments with other staff; works with parent advisory groups and organizations.

## Head Start Child Care Site Director Supervisor

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### MINIMUM QUALIFICATIONS:

Knowledge of: Child Development programs and functions; early childhood development; basic knowledge of health problems and communicable diseases; problems and needs of infant, pre-school and school age children; first aid; problems and needs of low-income families; staff development and training; principles of supervision.

Ability to: Coordinate and direct activities at a child care site operated by SETA; promote training for parent volunteer and site staff; work effectively with low-income families and parent groups; speak and write effectively; insure site compliance with Head Start regulations and standards, **California State Department of Education** and California State Community Care Licensing regulations; maintain records and prepare reports (such as ~~Child Observation Records, Chicago Early Screening and IDPs~~ **assessments, screenings and individual education plans**); assist with a variety of community outreach, parent involvement, enrollment and health activities of the child development program; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities would be:

At least ~~two (2)~~ **three (3)** years of successful teaching experience as a teacher in a day care program, or one (1) year of successful supervisory experience in a similar program assisting the early childhood development of young children. Experience working in infant/toddler care is preferred.

Special Requirements: Possession of a ~~Children's Center Instructional Permit, issued by the State of California, or a Child Development Associate Credential, or an Associate of Arts Degree or a Bachelor of Arts Degree in Early Childhood Education.~~ **or eligible for a Child Development Site Supervisor Permit as verified by the State of California Commission on Teacher Credentialing.** Completion of at least six (6) semester units in ~~Childhood Education Administration and Supervision.~~ At least three (3) semester units above must be related to the care of infants. **An Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education preferred.**

and

Possession of, or ability to obtain, a valid Class 3 California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class 3 Driver's License will be evaluated on a case by case basis.



ITEM III-E - ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE  
CLASSIFICATION OF CHILD CARE SITE SUPERVISOR

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to modify a salary range.

RECOMMENDATION:

Approve the attached resolution modifying the salary range Child Care Site Supervisor classification pending ratification of labor contract.

**NOTES:**

ACTION: Moved: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_ Abstentions: \_\_\_\_\_



RESOLUTION NO. 2004-5

WHEREAS, the Head Start Parent Council modified the Agency classification plan and established the classification of **Child Care Site Supervisor**; and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$17.01	\$17.86	\$18.75	\$19.69	\$20.67

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Parent Council authorize the Sacramento Employment and Training Agency (SETA) to establish this salary range accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the foregoing resolution was passed and adopted by the Head Start Parent Council of the Sacramento Employment and Training Agency, State of California, this third day of August, 2004, by the following vote, to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chair, Parent Council

Attest:

\_\_\_\_\_  
Clerk of the Boards  
Nancy L. Hogan

ITEM III-F – ACTION

TIMED ITEM 9:00 A.M. AND PUBLIC HEARING: FIRST READING OF  
MODIFICATIONS TO THE BYLAWS OF THE HEAD START/EARLY HEAD START  
POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met three times to review and recommend revisions to the bylaws of SETA Operated Head Start/Early Head Start Parent Advisory Committee.

Additions are indicated by *italic* type and deletions are indicated by ~~strike through~~.

RECOMMENDATION:

Open a public hearing, hear any additional testimony, and continue this item to the next Policy Council meeting where the action of the Council will be to close the public hearing and approve the amendments to the PC Bylaws as attached.

NOTES:

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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

ITEM III-G – ACTION

APPROVAL OF SELECTION CRITERIA FOR ENROLLMENT IN HEAD START

BACKGROUND:

The Selection Criteria for Sacramento County Early Head Start was originally revised by a Task Force made up of SETA and delegate Head Start staff and parents to determine the selection criteria for Head Start enrollees. The Criteria meets all requirements contained in 45 CFR 1305 Eligibility, Recruitment, Selection, Enrollment, and Attendance in Head Start. A copy of the Selection Criteria is included in this packet.

Staff will be available to answer questions.

RECOMMENDATION:

That the Policy Council approve the Sacramento County Head Start Selection Criteria as attached.

**NOTES:**

**ACTION:** Moved: \_\_\_\_\_ Second: \_\_\_\_\_

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

ITEM IV-A – ACTION

CLOSED SESSION: PERSONNEL

BACKGROUND:

This item provides an opportunity for the Council to take action on personnel items.

NOTES:

## ITEM V-A - INFORMATION

### STANDING INFORMATION ITEMS

#### BACKGROUND:

This agenda item provides an opportunity for upcoming meetings, trainings, conferences, and events to be shared with the Policy Council.

#### Standing Information Items:

- Introduction of New Staff
- Upcoming Meetings, Training, Conferences and Events
  - ✱ Ms. Alma Walton, Mr. Robert Silva, Ms. Belinda Malone and Ms. Julita Bentz
- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- CHSA Report
- National Head Start Institute on Father Involvement Report (June 14-18, 2004, Monday-Friday, Dallas, TX)
- California Family Literacy Conference (June 30-July 2, 2004, Wednesday-Friday, Hyatt Regency Hotel, Sacramento)
- NHSA Annual Training Conference Reports (written), April 21-24 (Wednesday-Saturday), Anaheim, CA
- Annual Parent Leadership Institute Reports - May 12-14 (Wednesday – Friday), Hilton Hotel, Concord, CA
- Region IX Head Start Report
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report (January, April, July, October)
- Community Resources/Recognitions -Catherine Goins/ Policy Council Members
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams, Ms. Beverly Shah and Ms. Mary Lenoir
- Center for Law and Social Policy (CLASP) Policy Brief (attached)

#### **NOTES:**

ITEM V-B – INFORMATION  
GOVERNING BOARD MINUTES

BACKGROUND:

A copy of the Governing Board minutes is attached for your review.

**NOTES:**



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

Minutes/Synopsis

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

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

Thursday, May 20, 2004  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:14 a.m.

**Members Present:**

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors  
Sophia Scherman, SETA Governing Board; Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento

**Members Absent:**

Illa Collin, Member, Board of Supervisors  
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

II. **Consent Items**

The consent calendar included approval of the minutes of the May 5, 2004 regular board meeting, and approval of claims and warrants for the period 4/30/04 through 5/13/04. There were no questions or comments.

Moved/Pannell, second/Scherman, to approve the consent calendar as distributed.

Voice Vote: Unanimous approval.

Mr. Nottoli announced that May is Foster Care Month in the City of Sacramento. He spoke of the number of foster children in our community and recognized the people working in the foster children community. Ms. Pannell also congratulated the agencies that work with the foster children for their hard work.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval To Release a Request for Proposals (RFP) for One Stop Career Center Office and Classroom Space in South Sacramento

Ms. Robin Purdy stated that the lease for the Franklin Career Center will be up for renewal in September. This RFP requests space in the south Sacramento

area. Ms. Purdy reviewed the boundaries of the RFP. Ms. Pannell stated that she and her staff will work to identify a potential office space.

Moved/Pannell, second/Scherman, to approve the release of the Request for Proposals for One Stop Career Center Office and Classroom space in South Sacramento.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 a.m. AND PUBLIC HEARING:** Approval of Classification of Labor Market Information Project Supervisor

Mr. Rod Nishi reviewed this item. This item modifies the agency classification plan to establish the new classification of LMI Project Supervisor.

Mr. Nottoli opened a public hearing.

As required by the labor contract and SETA personnel policies and procedures, the proposed job description and pay range was sent to the AFSCME. This was reviewed and this item will be placed in the supervisory unit. There was no public testimony

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan and approve the job specification for the classification of Labor Market Information Project Supervisor.

Voice Vote: Unanimous approval.

3. Approval of Salary Schedule for the Classification of Labor Market Information Project Supervisor

There were no questions or comments on this item.

Moved/Pannell, second/Scherman, to approve a resolution establishing a salary range for the classification of Labor Market Information Project Supervisor.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Approval to Deobligate WIA 15% Nurse Workforce Initiative Funding from San Joaquin County Employment and Economic Development Department

Ms. Karen Connor reviewed this item. SETA is the fiscal and administrative entity for this project which is funded through governor's discretionary funds. San Joaquin experienced a late class startup and will not be able to utilize all of the funding. This program is returning funds to be utilized elsewhere in the program.

Ms. Connor stated that it is expected that the funds will be reobligated. The contract expires in September 2005. The reobligated funds will assist in training even more nursing students.

Moved/Pannell, second/Scherman, to approve the deobligation of WIA 15% Nurse Workforce Initiative funds from San Joaquin County Employment and Economic Development Department in the amount of \$123,500.

Voice Vote: Unanimous approval.

Ms. Kossick requested that Item 3 be taken before Item 2.

3. Approval of Agreement with the Sacramento County Department of Human Assistance, PY2003-2004

Ms. Robin Purdy reviewed this item. The board of supervisors approved the Department of Human Assistance to share one-stop costs with SETA. The amount is based on the number of CalWORKS people served at the career centers. The agreement requires that SETA: 1) provide language specific job club/job search classes to Hmong, Ukrainian and Spanish speaking communities; and, 2) continue to provide job training and employment to the residents of Mather community campus.

Moved/Pannell, second/Scherman, to approve entering into an agreement for \$2,562,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKS customers.

Voice Vote: Unanimous approval.

2. Approval to Augment Sacramento County Office of Education's Fiscal Year 2004 One-stop Services Contract

Ms. Purdy also included in the Department of Human Assistance costs was \$85,000 to pay for the cost of coordination for the Rancho Cordova Neighborhood Center which is the host site for the career center there.

This item proposes to augment the SCOE budget by \$85,000 in CalWORKS funds for the coordination of services. This would be a one-time only augmentation.

Ms. Rosalinda Stoffel from the Department of Human Assistance was recognized and thanked for helping to make this happen.

Moved/Pannell, second/Scherman, to approve the augmentation of SCOE's 2004 One-Stop Services Contract in the amount of \$85,000.

Voice Vote: Unanimous approval.

## **C. HEAD START**

1. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant and Training/Technical Assistance Grant Applications

Ms. Norma Johnson reviewed the documentation that was provided. Several centers will be opening soon. There was expansion in the Early Head Start program last year but none this year.

Ms. Kossick stated that the Federal government changed our fiscal year from September 29 to August 1.

Moved/Scherman, second/Pannell, to approve the Head Start Fiscal Year 2004-2005 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).

Voice Vote: Unanimous approval.

2. Approval of Out-of-State Travel for Staff to Attend the Father Factor Fatherhood Conference in Dallas, Texas

Ms. Johnson reported that this is a conference put on by the National Head Start Association in Washington. Ms. Johnson stated that \$1,000 per participant will be provided and it is expected that 15 participants will be sent to this conference. SETA Head Start will pick up any overage in expenses.

Ms. Pannell requested a report back on the conference.

Moved/Pannell, second/Scherman, to approve out-of-state travel for up to fifteen people to attend the Father Factor Fatherhood Conference, June 14-18, in Dallas, Texas.

Voice Vote: Unanimous approval.

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

**E. REFUGEE PROGRAMS – No items.**

**IV. Information Items**

A. Second Annual Springboard to Health and Success Community Resource Fair

Ms. Liz Friend, Site Supervisor of the Citrus Heights Career Center, distributed information on this resource fair.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director:

Ms. Kossick reported back on the dislocated worker report on Folsom Lake Toyota. This company has hired all of the employees so there will be no dislocations. Ms. Kossick stated that next week is National One Stop day even though it is five days long.

Ms. Kossick distributed information on the arrival of the Hmong populations and provided information on their resettlement in the community.

Ms. Christine Welsch provided input on the annual Sacramento Works Women's Apprenticeship Conference. She distributed a Learn/Earn Build booklet and lists all of the apprenticeship programs in Sacramento and tee shirts.

- C. Counsel: No report.
- D. Members of the Board: Ms. Scherman inquired whether there would be board meetings held during the month of July. The Clerk will poll the board as to their availability.
- E. Public: Ms. Scherman announced that free American flags will be available at the Elk Grove City Hall in honor of Memorial Day.

The Board adjourned into Helping Others at 11:02 a.m.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Jackie Sanders

Employee Organization: AFSCME Local 146

The Board reconvened into closed session at 11:05 a.m.

- VII. **Adjournment**: The board adjourned out of closed session at 11:40 a.m. with no report out.

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

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

Thursday, June 3, 2004  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:09 a.m.

**Members Present:**

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors  
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento  
Sophia Scherman, SETA Governing Board; Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento  
Illa Collin, Member, Board of Supervisors

- ◆ **Recognition of Retiring Employee:** Ms. Maureen Crabaugh, Typist Clerk III, was presented with a gift in recognition for her years of service at SETA.

II. **Consent Items**

The consent calendar included approval of the minutes of the May 20, 2004 regular board meeting, and approval of claims and warrants for the period 5/14/04 through 5/27/04. There were no questions or comments.

Moved/Scherman, second/Waters, to approve the consent calendar as distributed.

Voice vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Out-of-State Travel to Attend the National Consultation and Conference with the Office of Refugee Resettlement in Washington, D. C.

No questions or comments on this item.

Moved/Collin, second/Pannell, to approve up to \$1,000 in RESS funds for a representative from the Hmong Women's Heritage Association to attend ORR's National Consultation and Conference in Washington D.C., June 23-25.

Voice Vote: Unanimous approval.

2. Approval of Resolution Regarding Retiree Health Insurance Program Policy

Ms. Kossick stated that every special district has to deal with this issue on an individual basis. Ms. Kossick has great concerns over the future because there are 168 potential retirees that have reached the age of retiring. This is a very difficult issue for the board and there are concerns on how to fund this in the future. Ms. Kossick is looking at options with the City and County. In the next 12 months, Ms. Kossick will be working with the city and county to consider alternatives.

Ms. Kossick is looking at options for the future. At this point, for next 12 month period, staff is recommending to continue providing funding for the health and dental coverage for retirees.

Ms. Collin provided a history of how the County of Sacramento is working to provide funding for retired staff.

Moved/Scherman, second/Pannell, to approve the staff report to continue funding retiree health insurance for one year.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works on WIA Youth Funds Allocation to Support Summer Jobs for Youth

Ms. Christine Welsch reviewed this item. The Youth Council strategic plan included an item to support summer youth.

Moved/Collin, second/Scherman, to concur with the Sacramento Works, Inc. Board on the allocation of \$21,640 to WIA youth providers, which will result in:

- a) Allocation of \$10,100 in WIA Youth funding to three WIA Youth providers for the facilitation and staffing of the JOBS workshops
  - Sacramento Chinese Community Services Center - \$4,040 (two weeks at Franklin SWCC serving 40 to 45 youth)
  - City of Sacramento - \$4,040 (two weeks at Mark Sanders SWCC serving 40 to 45 youth)
  - Elk Grove Unified School District - \$2,020 (one week at South County SWCC serving 25 youth)
- b) Allocation of \$11,540 in WIA Youth funding to two WIA Youth providers to continue youth resource mapping project and provide wages or stipends for 10 youth mappers for 120 hours per youth.
  - Elk Grove Unified School District \$5,770
  - San Juan Unified School District \$5,770

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Concurrence with Sacramento Works, Inc. Board to Extend WIA Title I Youth Programs for an Additional One Year Term

Ms. Christine Welsch reviewed this item. There were no additional questions.

Moved/Collin, second/Scherman, to concur with the Sacramento Works, Inc. Board funding recommendations for the WIA, Title I, Youth Program, FY 2004-2005.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

3. Concurrence with Sacramento Works, Inc. Board Continue Funding the Youth Development and Crime Prevention Program with WIA Title I Youth Funds

Ms. Christine Welsch reviewed this item.

Moved/Collin, second/Waters, to concur with the Sacramento Works, Inc. Board to approve funding the Youth Development and Crime Prevention program with WIA Title I Youth funds in the amount of \$113,370 to the Sacramento Chinese Community Service Center.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

4. Concurrence with Sacramento Works, Inc. Board to Submit a Proposal for High Tech Training to the California Employment Training Panel

Mr. William Walker reviewed this item and stated that the outcomes will be known by this Fall.

Moved/Scherman, second/Pannell, to concur with the Sacramento Works, Inc. Board to submit a proposal to train 565 incumbent workers in basic and advanced high technology training through Tech Skills to the California Employment Training Panel.

Voice Vote: Unanimous approval.

5. Approval of Resolution with the Department of Human Assistance

Ms. Kossick stated that this is a 'clean up' item. Mr. Thatch requested that a date change be made in the body of the resolution.

Moved/Collin, second/Pannell, to approve a resolution with the Department of Human Assistance

Voice Vote: Unanimous approval

- C. HEAD START - No items.**



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

**E. REFUGEE PROGRAMS** – No items.

**IV. Information Items** – No items.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded the board that there would only be one meeting in July (July 1). On May 25, Ms. Kossick spent an hour with a Special Advisor to the Governor to review the South County Career Center.

C. Counsel: No report.

D. Members of the Board: Ms. Pannell announced a book sale and all proceeds would go to Friends of the Library.

E. Public: Mr. Long Nguyen spoke on behalf of the SETA retirees and thanked the board for continuing the medical and dental subsidy for 2004-2005. He hopes that in the future that the SCERS will pick up their excess earnings to continue subsidizing the retirees.

Ms. May Lee, Asian Resources, Inc. reported that they would be doing a very small subsidized summer youth program for 35 youth.

**VI. Adjournment** – In response to a request by Ms. Scherman, Mr. Nottoli adjourned the meeting at 11:00 a.m. in memory of Ruth Chavez Hobbs, Ms. Scherman's mother, who passed away on Monday.

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

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

Thursday, June 17, 2004  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance: Mr. Nottoli called the meeting to order at 10:09 a.m..

**Members Present:**

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors  
Illa Collin, Member, Board of Supervisors  
Sophia Scherman, SETA Governing Board; Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento

**Member Absent:**

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

- Recognition of Long-Term Employee: Mr. Nottoli presented Ms. Verlene Kelly, Department Secretary, with a gift for her 10 years of service with SETA.

II. Consent Items

The consent calendar included approval of the minutes of the June 3, 2004 regular board meeting, and approval of claim and warrants for the period of 5/28/04 through 6/10/04. There were no questions or comments.

Moved/Scherman, second Collin, to approve the consent calendar as distributed.  
Voice Vote: Unanimous approval.

III. Action Items

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2004-2005

Mr. Kim Peck highlighted the proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2004-2005. \$69 million is the total amount that is being requested. This amount is \$3.7 million more than the last proposed budget. No out-of-state travel claims will be approved without first having approval from the SETA Governing Board. Ms. Collin asked Norma Johnson,

Head Start Chief if there would be any additional funds for discretionary. Ms. Johnson replied that there would not be any additional funds for discretionary. Head Start is looking into the Phoenix Park. Head Start is opening up a new site in New Helvetia.

Moved/Collin, second/Scherman, to open a public hearing on the Agency budget to receive input, and continue to September 2<sup>nd</sup> where the public hearing will be closed and the Agency budget adopted.

Voice Vote: Unanimous approval.

Ms. Scherman left the meeting.

2. Approval to Expend \$25,000 for the Human Services Information System

The Community Services Planning Council provides services to the County of Sacramento know as the Human Services Information System (HSIS). This database is the foundation for human service data currently used countywide. In the past, the County has requested that SETA participate in the share of the cost for maintaining the system. SETA's share of these costs will be \$25,000 for this year. Costs will be allocated across all of SETA's major funding sources.

Moved/Scherman, second/Pannell, to approve to expend \$25,000 for the Human Services Information System.

Roll Call Vote: Aye: 3, Nay: 0, Abstention: 0

**B. WORKFORCE INVESTMENT ACT**

1. Approval to Extend WIA Adult and Dislocated Worker Subgrants for an Additional Year

Ms. Purdy informed the board that additional funds were given to the Subgrantees for the Resource Allocation Plan. The number of customers increased by 25%. A total of \$219,795 in WIA Title I funds (\$142,577 – One Stop Services and \$72,218 – Scholarships/Workforce Skills Preparation) has been reserved for future allocation. Mutual assistance Network neither desires nor are we recommending continuation with the One Stop Services Subgrant Agreement for them.

Moved/Pannell, second/Scherman, to approve to extend WIA Adult and Dislocated Worker Subgrants for an Additional Year.

Voice Vote: Unanimous Approval.

2. Approval of Extension of Linking Education to Economic Development (LEED) Contract

Ms. Kathy Kossick reviewed this item. No questions or comments were asked.

Moved/Collin, second/Pannell, to approve the Extension of Linking Education to Economic Development.

Roll Call Vote: Aye: 3, Nay: 0, Abstention: 0

**C. HEAD START – No items.**

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

**E. REFUGEE PROGRAMS – No items.**

**IV. Information Items**

A. Sacramento Regional Research Institute (SSRI) Report

Mr. Ryan Sharp presented us with a report from the Sacramento Regional Research Institute. The report from the Department of Finance for 2000-2004 showed a 10% population growth. Elk Grove, Wheatland, and Yuba City are the top 10. Placer County and Riverside are the two highest population growth areas. The report did not offer any solutions, just the percentages. Mr. Sharp pointed out the need for effective planning, and how we were behind for educational growth. The region needs a better understanding and measure of workforce quality.

B. Fiscal Monitoring Reports: No comments or questions.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that we were officially in the process of obtaining the license. The Job Fair in Galt on June 6, 2004 was very successful.

C. Counsel: No report.

D. Members of the Board: Ms. Collin will be on break until July. Ms. Collin will be leaving tomorrow for a 12 day Baseball tour. On July 3<sup>rd</sup> there will be a Parade in the Parkway Community. The parade is a lot of fun. Parkway is south of Florin road. On July 4<sup>th</sup> there will be a Firework show at Garcia Bend.

E. Public: Ms. Margie Mitchell, Policy Council Chair, introduced her son, a recent graduate from the Head Start program. Her son went through the Head Start program with a 4.0 G.P.A..

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR  
**Pursuant to Government Code Section 54957.6****

**Agency Negotiator: Jackie Sanders**  
**Employee Organization: AFSCME Local 146**

**Closed Session:** Adjourned at 11:55 a.m.

**VII. Adjournment:** Meeting adjourned at 11:26 a.m.

ITEM V-C – INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

Attached is a copy of the latest fiscal monitoring reports. Staff will be available to answer questions.

**NOTES:**



**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2003 to April 30, 2004 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) A review of the payroll allocation for March and April, 2004 showed that two Teacher Assistants and the Custodian were charged 100% to Head Start instead of 80% as budgeted .
- 3) The findings involving disallowed costs, mentioned in our previous monitoring report, were corrected and the records were adjusted. These are now considered closed.

**Recommendations for Corrective Action:**

- 1) Review the payroll allocation , adjust your records and reflect the adjustments in the subsequent fiscal report.

cc: Kathy Kossick  
Governing Board  
Policy Council



**MEMORANDUM**

**TO:** Ms. Nancy Lucia **DATE:** June 17, 2004  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, Quality Impv., COLA	\$ 1,198,775	9/30/03-7/31/04	9/30/03-4/30/04
Head Start	T & TA	7,500	9/30/03-7/31/04	9/30/03-4/30/04
Head Start	Basic (Carry-over)	75,000	9/30/03-7/31/04	9/30/03-4/30/04

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 5/27/04 & 6/11/04

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

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2003 to April 30, 2004 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Ms. Debra Merchant **DATE:** June 23, 2004  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,Quality	\$ 6,872,402	9/30/03-07/31/04	9/30/03-4/30/04
Head Start	T & TA	20,000	9/30/03-07/31/04	9/30/03-4/30/04
Early H. S.	Basic, COLA,Quality	936,875	9/30/03-07/31/04	9/30/03-4/30/04
Early H.S.	T & TA	4,000	9/30/03-07/31/04	9/30/03-4/30/04

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Various dates

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

**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2003 to April 30, 2004 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) The findings mentioned in our previous monitoring report have been corrected and are now considered closed.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council



**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2003 to March 31, 2004 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings in the initial monitoring.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council



**Program Operator:** WCIC

**Findings and General Observations:**

- 4) The total costs as reported to SETA from September 30, 2003 to April 30, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no major findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council



**ITEM VI- COMMITTEE REPORTS**

- A. 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 June 22, 2004 Policy Council meeting.

<b>Good</b>	<b>Needs Improvement</b>
Timeliness of meeting.	<b>PUNCTUALITY!!!</b>
Chair did a great job.	Sidebarring.
Parliamentarian did a great job.	<b>NO FOOD IN THE BOARD ROOM</b>

- B. PERSONNEL/BYLAWS COMMITTEE:** A report on the most recent meeting will be given at this time.

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- C. BUDGET/PLANNING COMMITTEE:** This item provides the opportunity for the Planning/Budget Committee to submit an oral report to the Policy Council.

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ITEM VI- COMMITTEE REPORTS (Continued)

Page 2

**D. HOSPITALITY COMMITTEE:** A report on the most recent meeting will be given at this time.

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**E. PROGRAM AREA COMMITTEES:**

☼ Early Childhood Development & Health Services

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☼ Family & Community Partnerships/Training

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☼ Monitoring & Evaluation Committee (Self-Assessment)

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☼ Early Head Start

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**F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)**

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## ITEM VII- OTHER REPORTS

### BACKGROUND:

- A. SETA EXECUTIVE DIRECTOR'S REPORT:** This item is set aside to allow the SETA Executive Director (Ms. Kathy Kossick) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Policy Council packet.

The Executive Director's report also allows the Executive Director to apprise the Council of upcoming events, significant agency activities or conferences.

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- B. CHAIR'S REPORT:** The Chair of the Head Start Policy Council (Ms. Margie Mitchell), 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.

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- C. HEAD START DEPUTY DIRECTOR'S MONTHLY REPORT:** This item is set aside to allow the Head Start Deputy Director (Ms. Norma Johnson) to report to the Council on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal Head Start Policy Council packet.

The Deputy Director's Report also allows the opportunity for the Head Start Director to apprise the Council of upcoming events, significant agency activities, or conferences.

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ITEM VII- OTHER REPORTS (Continued)

**D. HEAD START MANAGER’S REPORTS:** This item provides an opportunity for the Head Start Managers to provide reports. The Managers are:

Brenda Peck: Grantee Program Support Services Manager  
Vacant: Grantee Program Operations  
Vacant, Early Head Start, Special Projects and Community Partnerships  
Buffie Engstrom, Head Start Administration

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**E. COMMUNITY AGENCY REPORT:** This item provides the opportunity for Community Agencies to submit an oral report to the Policy Council.

- Women Escaping a Violent Environment – Vacant
  - Child Health and Disability Prevention Program – Ms. Victoria Benson
  - Community Services Planning Council - Vacant
  - Advisory Board of Perinatal & Infant Health Committee – Ms. Jacoolla Moody
  - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah
  - Community Action Board – Ms. Darlene Anderson
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**F. HEALTH AND DENTAL REPORT:** This item provides an opportunity for Policy Council representatives to submit an oral report to the Policy Council.

- Sacramento County Dental Health Advisory Committee Representatives:  
Ms. LaRisa Yarbrough, Ms. Betty Walker and Ms. Victoria Benson
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**G. 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.

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**H. 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.

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The 2003-2004 Board was seated on **November 18, 2003** and **December 23, 2003**

POLICY COUNCIL - BOARD MEETING ATTENDANCE - PROGRAM YEAR 2003-2004

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4	5/25	6/22				
T. Alnassiri (2/24)	SAC				X	X	X	E	U				
D. Anderson (11/18)	PAST	X	X	X	X	X	X	X	X				
P. Campbell-Mays (5/25)	SOP							X	AP				
J. Foster (11/18)	EHS	X	X	X	X	X	X	X	X				
<del>J. Ibarra (2/24)</del>	<del>SAC</del>				<del>X</del>	<del>X</del>	<del>X</del>	<del>U</del>	<del>U</del>				
M. Lenoir (11/18)	FOSTER	X	X	X	E	X	X	X	X				
L. LeTourneau (11/18)	PAST	X	E	X	X	X	X	X	X				
H. McWhorter (12/23)	SOP		X	X	X	X	X	X	X				
K. Meredith (11/18)	SOP	X	X	X	X	X	X	X	X				
D. Miller (s/b seated 11/18) (12/23)	SJ	U	X	X	X	X	X	X	E				
M. Mitchell (11/18)	PAST	X	X	X	X	X	X	X	X				
J. Moody (11/18) reinstated 4/08)	EHS						X	X	X				
R. Munoz (5/04)	SJ						X	X	X				
D. Nelson (1/27)	SOP			X	X	X	E	X	X				

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24	3/23	5/4	5/25	6/22				
H. Oden (1/27)	EG			X	X	X	X	E	X				
A. Parks (12/23)	CR		X	X	X	X	X	E	X				
J. Ramos (2/24)	PLAY				X	X	E	X	E				
<del>G. Rauscher (8/26)</del>	<del>CAMP</del>	<del>U</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>X</del>	<del>E</del>				
O. Reed (11/18)	MCA	X	X	X	X	X	X	E	U				
<del>T. Rhinohart (12/23)</del>	<del>MCA</del>		<del>X</del>	<del>X</del>	<del>X</del>	<del>U</del>	<del>X</del>	<del>U</del>	<del>U</del>				
B. Shah (11/18)	GRAND	X	X	X	X	X	X	X	X				
S. Thompson (3/23)	SAC					X	U	X	E				
B. Walker (11/18)	SOP	X	X	X	X	X	X	X	AP				
W. Williams (11/18)	GRAND	X	X	X	X	X	X	X	X				
L. Yarbrough (11/18)	SOP	X	X	X	X	X	X	X	X				
M. Yong Lee (12/23) (s/b re-seated 6/04)	MCA								U				
V. Benson (11/18)	CHDP	X	AP	X	X	X	AP	X	X				
Vacant	WEAVE												
Vacant	CSPC												

DP: Del Paso Heights School District    DHA: Dept. Of Human Assistance    CCCP: Child Care Collaboration Program    SOP: SETA-Operated Program    SJ: San Juan Unified School District    HB: Home Based Option    EG: Elk Grove Unified School District  
Alta: Alta California Regional Center    SAC: Sac. City Unified School District    EHS: Early Head Start    PAST: Past Parent Representative    WCIC: Playmate Child Child Center    CHDP: Child Health & Disability Prevention Program    CAMP: Community Advocating Male Participation  
MCA: Meadowview Community Action    ACTION: Child Action    CSPC: Community Services Planning Council    CR: Community Representative  
**S/B/S:** Should be Seated    **AP:** Alternate Present    **X:** Present    **E:** Excused    **U:** Unexcused Absence  
**E/PCB:** Excused, Policy Council Business    **E/PCB:** Excused, Policy Committee Business  
**GRAND:** Grandparent representative    **FOSTER:** Foster parent representative

*Current a/o 7/13/04*