

*Thought for the Day: "All our dreams can come true, if we have the courage to pursue them."
Author: Walt Disney*

GOVERNING BOARD

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Council Member
City of Sacramento

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

DATE: Tuesday, February 24, 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.

ADMINISTRATION

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Website:
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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 January 27, 2004 Regular Meeting

III. Action Item

A. Selection of Representatives and Alternates to Attend the National Head Start Association Annual Training Conference

IV. 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

- Average Daily Attendance (ADA) Report – Ms. Elsie Bowers
- Monthly Special Education Report – Ms. Beverly Sanford
- CHSA Conference Reports (Attached)
 - NHSA Annual Training Conference, April 21-24 (Wednesday-Saturday), Anaheim, CA
- Region IX Head Start Report – Ms. Akilah Parks
- 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 -Catherine Goins/ Policy Council Members
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Mary Lenoir

B. Fiscal Monitoring Reports

C. SETA Governing Board Minutes

V. **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) – Mr. Gary Rauscher

VI. **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

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, FEBRUARY 18, 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
- _____ Cassandra Tye, Elk Grove Unified School District
- _____ Tyrone Rhinehart, Meadowview Community Action
- _____ Mai Yong Lee, Meadowview Community Action
- _____ Oma Reed, Playmate Child Development Center
- _____ Diane Miller, San Juan Unified School District
- _____ Akilah Parks, Del Paso Heights
- _____ Jennifer Lozano, 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)
- _____ Gary Rauscher, CAMP Representative
- _____ Mary Lenoir, Foster Parent Representative
- _____ Beverly Shah, Grandparent Representative
- _____ Willie Williams, Grandparent Representative
- _____ Victoria Benson, Child Health and Disability Prevention Program

New Representative to be Seated:

- _____ Jessie Ramos, Playmate Child Development Center
- _____ Tawfiq Alnassiri, Sacramento City Unified School District
- _____ Stan Thompson, Sacramento City Unified School District
- _____ Jesus Esquilin, Early Head Start (Sacramento City USD)

- _____ Vacant, Del Paso Heights
- _____ Vacant, Elk Grove Unified School District
- _____ Vacant, San Juan Unified School District

**** 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. ****

BOARD MEMBER	SITE	11/18	12/23	1/27	2/24								
D. Nelson (1/27)	SOP			X									
H. Oden (1/27)	EG			X									
A. Parks (12/23)	DP		X	X									
G. Rauscher (8/26)	CAMP	U	X	X									
O. Reed (11/18)	MCA	X	X	X									
T. Rhinehart (12/23)	MCA		X	X									
B. Shah (11/18)	GRAND	X	X	X									
S. Thompson (s/b/s 2/24)	SAC												
C. Tye (11/18)	EG	X	X	X									
B. Walker (11/18)	SOP	X	X	X									
W. Williams (11/18)	GRAND	X	X	X									
L. Yarbrough (11/18)	SOP	X	X	X									
M. Yong Lee (12/23)	MCA		X	E									
V. Benson (11/18)	CHDP	X	AP	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

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 27, 2004 REGULAR POLICY COUNCIL
MEETING

BACKGROUND:

Attached are the minutes of the January 27, 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

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

Tuesday, January 27, 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 9:17 a.m. Ms. Jennifer Lozano read the thought of the day. Ms. Willie Williams read the roll call. The following members were seated: Harriett Oden and Denise Nelson. Members were asked to notify staff or Ms. Mitchell, Ms. Desha or Ms. Hogan if they are not going to attend and ask their alternates to attend.

Members Present:

Akilah Parks, Del Paso Heights Unified School District
Cassandra Tye, Elk Grove Unified School District
Tyrone Rhinehart, Meadowview Community Action
Oma Reed, Playmate Child Development Center
Diane Miller, San Juan Unified School District
Jennifer Lozano, SETA-Operated Program
Hasan McWhorter, SETA-Operated Program
Kama Meredith, 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) (arrived at 9:36 a.m.)
Jacoolia Moody, Early Head Start (arrived at 9:35 a.m.)
Mary Lenoir, Foster Parent Representative
Beverly Shah, Grandparent Representative
Willie Williams, Grandparent Representative
Gary Rauscher, CAMP Representative
Victoria Benson, Child Health and Disability Prevention Program

Newly Seated Members:

Harriett Oden, Elk Grove Unified School District
Denise Nelson, SETA-Operated Program

Members Absent:

Zuleyma Guzman, Del Paso Heights Unified School District (Unexcused)
Mai Yong Lee, Meadowview Community Action (Excused)
Veronica Alacron, Sacramento City Unified School District (Unexcused)
Marisol Gaviria, Sacramento City Unified School District (Excused)

II. Consent Item

A. Approval of the Minutes of December 23, 2003 Regular Meeting

Ms. Mitchell made one correction. Ms. Willie Williams requested one additional modification. Additional clerical errors will be given to the Clerk.

Ms. Mitchell stated that the minutes stand approved as corrected.

III. Action Item

A. Election of Region IX Head Start Association Representative and Alternate

Ms. Mitchell reviewed this item. This position must be filled by a current parent. Ms. Desha provided a report on Region IX.

Moved/LeTourneau, second/Rauscher, to select a representative and alternate by ballot; the person receiving the highest number of votes will be the representative and the second highest will be the alternate.

Voice Vote: Unanimous approval.

Those interested in serving: Akilah Parks, Hasan McWhorter, LaRisa Yarbrough. Each spoke of their interest in serving. Ms. Mitchell stated that she would refrain from voting. A vote was taken.

Result of the Vote: Representative: Akilah Parks; Alternate: LaRisa Yarbrough.

A. Selection of Community Action Board Representative and Alternate

Ms. Mitchell requested written report by the CAB representative be included in the board packet.

Moved/Rauscher, second/Yarbrough, to elect a representative and alternate by ballot and the person receiving the highest number will be the representative and the second highest will be the alternate.

Voice Vote: Unanimous approval.

Those interested in serving: Darlene Anderson, Mary Lenoir, Lyle LeTourneau, Beverly Shah. People spoke of their interest in serving on this board. Mr. LeTourneau and Ms. Lenoir both stated that they would like to serve as alternate.

IV. Information Items

A. Standing Information Items

- Introduction of New Staff: No new staff.

III. Action Items (Continued)

B. Selection of Community Action Board Representative and Alternate (Continued)

Result of the vote: Representative: Darlene Anderson; Alternate: Beverly Shah.

C. Selection of Council Committee Representatives/Appointments

1) Head Start Personnel/Bylaws Committee Representatives: The Parliamentarian, Mr. Hasan McWhorter, is automatically on this committee. Others interested: Beverly Shah, Willie Williams, Tyrone Rhinehart.

2) Head Start Budget/Planning Committee Representatives: The Treasurer, Ms. Cassandra Tye, is the automatically on this committee. Others interested: Darlene Anderson, Mary Lenoir, Diane Miller, Lyle LeTourneau.

3) Head Start Social/Hospitality/Fundraiser Committee: The Secretary, Ms. Willie Williams and Ms. Cassandra Tye, Treasurer, are automatically on this committee. Those interested: Betty Walker, Kama Meredith, Darlene Anderson, Lyle LeTourneau, Jennifer Lozano.

4) Program Area Committees

A) **Early Child Development and Health Services Committee:** Ms. Sharon Neese provided an overview on this committee. This committee meets four times per year. Those interested in this committee: Jacoolla Moody, Willie Williams, LaRisa Yarbrough, Mary Lenoir, Oma Reed, Janet Foster, Victoria Benson.

B) **Family and Community Partnership/Training Committee:** Ms. Marie Desha provided an overview on this committee. Those interested in serving: Denise Nelson, Akilah Parks, Beverly Shah, Jacoolla Moody, Harriett Oden, Cassandra Tye, Janet Foster.

C) **Monitoring & Evaluation (Self-Assessment) Committee:** Ms. Denise Lee provided an overview on this committee. All members of the Policy Council will serve on this committee to provide self-evaluation on the Head Start program. Board members will be asked to provide input on an evaluation which should be completed by the end of April.

The Board took a break from 10:42 to 10:55 a.m.

5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health

Ms. Mitchell read the overview on this committee. Ms. Desha suggested that the chair appoint the representative to this board. Those interested in serving: Akilah Parks, Jacoolla Moody, Diane Miller, Victoria Benson (declined since she is a community agency representative). Those interested in serving spoke about their interest.

Ms. Mitchell made a board appointment of Ms. Jacoolla Moody.

6) Appointment of Representative & Alternate to the Maternal, Child and Adolescent Health Advisory Board

Those interested in serving: Beverly Shah, LaRisa Yarbrough, Akilah Parks.

Ms. Mitchell made the following appointments: Representative: Beverly Shah; Alternate: LaRisa Yarbrough.

7) Appointment of Three Representatives to the Sacramento County Dental Health Advisory Committee

This will be open to parents AND past parents. Those interested in serving: Victoria Benson, Betty Walker, and LaRisa Yarbrough.

8) Early Head Start Committee

Ms. Catherine Goins provided an overview of this committee. Field trips will be done throughout the county to visit other Head Start sites. Those interested: Denise Nelson, Jacoolla Moody, Akilah Parks, Harriett Oden, Mary Lenoir, Janet Foster.

Ms. Diane Miller excused at 11:20 a.m.

Moved/Williams, second/Yarbrough, to ratify the committee memberships.
Voice Vote: Unanimous approval.

Ms. Jennifer Lozano excused at 11:27 a.m.

IV. Information Items (Continued)

➤ Upcoming Meetings, Training, Conferences and Events

Ms. Belinda Malone spoke of an orientation for male involvement representatives. Board members were reminded that Head Start continued to provide computer training on Tuesdays and Wednesdays. There will be a Grandparent/Foster parent meeting scheduled for February 2, 2004.

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

The Board was in closed session from 11:24 until 11:36 a.m. Ms. Mitchell reported that the board approved the eligible list for: Head Start Cook/Driver.

III. **Action Items** (Continued)

D. **Selection of Representative to the SETA Head Start Community Partnerships Advisory Committee**

Ms. Catherine Goins stated that this committee meets twice per year.

Moved/Anderson, second/LeTourneau, to select one representative and alternate by ballot to the CPAC with the person receiving the highest number of votes as the representatives and the second highest number of votes will be alternate.
Voice Vote: Unanimous approval.

Those interested in serving: Denise Nelson, Akilah Parks, LaRisa Yarbrough, Harriett Oden, Mary Lenoir, Gary Rauscher (declined but nominated Mr. Rhinehart), Tyrone Rhinehart. Those interested spoke of their interest.

Ms. Goins stated that she will automatically invite the PC and the PAC chairs (Ms. Mitchell and Mr. McWhorter) to the committee meetings.

Result of the Vote: Representative: Tyrone Rhinehart; Alternate: Akilah Parks.

E. **Selection of Representative and Alternate to the SETA Head Start Health Advisory Committee**

Ms. Mitchell read the committee overview. Those interested in serving: Betty Walker, LaRisa Yarbrough, Akilah Parks, Willie Williams, Beverly Shah. They spoke of their interest in serving.

Moved/Williams, second/Walker, to vote for one representative and one alternate by ballot with the person receiving the highest number of votes selected as representative and the second highest number of votes to serve as alternate.
Voice Vote: Unanimous approval.

IV. **Information Items**

A. Standing Information Items

- Community Resources/Recognitions - Tabled.
- CHSA Report (Vacant)
- Region IX Head Start Report (Vacant)
- Sacramento City Unified School District's Citizen's Title I/SCE Program Advisory Committee Report: Ms. Darlene Anderson
- Fiscal Report - Tabled.
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report –Tabled.

B. Fiscal Monitoring Reports: Tabled.

C. SETA Governing Board Minutes: Provided for Board members' information.

V. **Committee Reports**

- A. Executive: Members were asked to review the Executive Committee evaluation.
- B. Personnel/Bylaws: No report.
- C. Budget/Planning: No report.
- D. Hospitality: No report.
- E. Program Area Committees: No report.
- F. Community Advocating Male Participation –Tabled.

VI. **Other Reports**

- A. SETA Executive Director's Report: Tabled.
- B. Chairperson's Report: Ms. Mitchell reported that at the CHSA conference, Sacramento City USD won a \$200 gift certificate from Lakeshore for the 2004 Literacy Fair.
- C. Head Start Deputy Director's Report: No report.
- D. Head Start Managers' Report: No report.
- E. Community Agency Report: Tabled.
 - 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 – Vacant
 - Maternal, Child and Adolescent Health Board – Ms. Beverly Shah: Tabled.
 - Community Action Board: Ms. Darlene Anderson: Tabled.
- F. Health and Dental Report: Tabled.
 - Sacramento County Dental Health Advisory Committee Reps: Tabled.
- G. Open Discussion and Comments: Tabled.
- H. Public Participation

Mr. Rauscher stated that the next CAMP meeting will be held February 20 in the Redwood Room. Flyers will be send out prior to the meeting.

Result of vote for HSAC: Representative: Willie Williams; Alternate: Akilah Parks.

A calendar will be prepared with all of the PAC and PC committee meetings and will be distributed to all Board members.

Ms. Desha reminded Board members that their CHSA conference written reports are due on February 13, 2004. PC members attending will get a call from Ms. Willie Williams to remind them of the deadline.

VIII. **Adjournment:** Meeting adjourned at 12:10 p.m.

ITEM III -A – ACTION

SELECTION OF REPRESENTATIVES AND ALTERNATES TO ATTEND THE NATIONAL HEAD START ASSOCIATION ANNUAL TRAINING CONFERENCE

BACKGROUND:

This agenda item provides an opportunity for the Policy Council to select Representatives and Alternates to attend the National Head Start Association Annual Training Conference. The conference will be held April 21-24, 2004, (Wednesday - Saturday) in Anaheim, CA. See attached conference information.

RECOMMENDATION:

That the Policy Council approves the selection of three (3) Representatives and three (3) Alternates to attend the National Head Start Association Annual Training Conference.

NOTES:

ACTION: Moved: _____ Second: _____

VOTE: Aye: _____ Nay: _____ Abstentions: _____



POLICY COUNCIL
REPRESENTATIVE CONFERENCE ATTENDANCE
GUIDELINES

The following guidelines are for Policy Council who has an interest in attending a Head Start Parent Conference is as follows:

1. Priority preference for selection to attend a Head Start Conference will be PC Representatives who have not had an opportunity to attend an out-of-state Head Start Conference (SETA-Operated or Delegate Agency Level).
2. The PC Representative must give a written report to the Policy Council at the next scheduled PC meeting upon his/her return from the parent conference (local or out-of-state).
3. The PC Representative's report must include the PC Representative's name, date, conference title, location, workshops attended and networking information.
4. Any additional comments.

ITEM IV-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 Conference Reports (Attached)
 - NHSA Annual Training Conference, April 21-24 (Wednesday-Saturday), Anaheim, CA
- Region IX Head Start Report – Ms. Akilah Parks
- 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 - Catherine Goins/Policy Council Members
- Parent/Staff Recognitions
- Grandparent/Foster Parent Report – Ms. Willie Williams and Ms. Mary Lenoir

NOTES:

ITEM IV-B – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

NOTES:

MEMORANDUM

TO: Ms. Donna Mobley **DATE:** February 2, 2004

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Meadowview Community Action

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Headstart	Basic, Quality Impv., COLA	\$ 1,504,093	9/30/02-9/29/03	9/30/02-9/29/03
Headstart	T & TA	7,500	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	Prog. Impv.	24,500	9/30/02-9/29/03	9/30/02-9/29/03
CSBG	Safety Net	32,000	1/1/03-12/31/03	1/1/03-12/31/03

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Various dates

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

Program Operator: Meadowview Community Action

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2002 to September 29, 2003 for Head Start and from January 1, 2003 to December 31, 2003 for CSBG have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) MCA over-reported expenditures by \$424.91 due to an error in the payment of a vendor's invoice.
- 3) Based on unaudited Profit and Loss statement, MCA incurred an operating loss of \$ 13,631.93 from January 1 to December 31, 2003 . The Balance Sheet as of December 31, 2003 shows total current assets of \$ 118,537.39 and current liabilities of \$ 226,935.77 . The current liabilities exceeded the current assets by \$ 108,398.38 primarily due to the loan with Wells Fargo which has a balance of \$ 93,772.95 as of December 31, 2003.
- 4) On September 12, 2003, MCA filed a claim against the Non-Profit Directors and Officer's Insurance policy for \$100,000. In the claim, MCA indicated that the organization incurred a loss in September, 2000 due to the action of the then Program Manager, who extended the Head Start school year by a month resulting in unbudgeted expenses which were not reimbursed. This caused MCA to maximize its \$100,000 credit line with Wells Fargo. Please provide SETA with information on the result of this claim filed with your insurance company.
- 5) MCA conducted fund raising activities last year and the funds raised helped the organization to keep up with the interest payments on the loan but not enough to substantially pay down the loan principal. The negative current ratio of almost 2 to 1 (\$2 current liabilities for every \$1 of current asset) as of December 31, 2003 indicates an urgent need to raise funds to reverse this trend . Please provide SETA with your fund raising plans for the current year.

Recommendations for Corrective Action:

- 1) Reimburse SETA \$424.91 from non-SETA funds and adjust your records.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Debra Merchant **DATE:** January 30, 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/T & TA	\$ 7,439,157	9/30/02-09/29/03	9/30/02-9/29/03
Head Start	Prog. Improvement	1,380,492	9/30/02-09/29/03	9/30/02-9/29/03
Early H. S.	Basic/T &TA	1,031,608	9/30/02-09/29/03	9/30/02-9/29/03
Early H.S.	Prog. Improvement	13,000	9/30/02-09/29/03	9/30/02-9/29/03

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

		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	N/A			
4	Disbursement Control		X	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, 2002 to September 29, 2003 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) The school district reported Program Improvement (PI) expenditures of \$1,380,492.38 for the construction of three portables but excluded the purchase and installation of a new playground equipment at the Parkway Head Start site which is provided for in the PI budget. The Program Coordinator, in a letter dated November 24, 2003, mentions that the playground equipment was not purchased because the actual costs of the portables exceeded the budget allocation and that the playground equipment will be funded from another funding source. The school district cannot provide at this time a copy of the requisition showing the obligation of funds for the purchase of said playground equipment. In view of this, we are questioning \$40,825.00 of the total PI expenditures, which represents the total budgeted cost of the playground equipment. The PI budget has a special condition which states, "Expenditures of these funds for purposes other than those identified in the budget without the prior written approval of Grantee and ACF, may be cause for disallowance of those costs."
- 3) The finding mentioned in our previous monitoring report (Sept. 4, 2003), which involved disallowed costs of \$ 41,559.38, is still outstanding.

Recommendations for Corrective Action:

- 1) Submit a copy of the requisition showing the obligation of funds for the purchase and installation of a playground equipment at the Parkway Head Start site.
- 2) Adjust your records and reimburse SETA \$41,559.38 from non-SETA funds.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-C – 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

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

Thursday, January 15, 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

Member Absent:

Illa Collin, Member, Board of Supervisors

Two board members celebrate birthdays during the month of January:
Bonnie Pannell on January 10 and Robbie Waters on January 16.

- The following staff was recognized for their 20 years of service to SETA:
Brenda Flores, Pearl Foster, Joanne Kennedy, and Alma Walton. Each was presented with a gift and spoke of their experiences over the years.

II. **Consent Items**

The consent calendar included approval of the minutes of the December 18, 2003 regular board meeting, and approval of claims and warrants for the period 12/11/03 – 1/8/04.

There were no questions or comments.

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

Voice Vote: Unanimous approval.

III. **Action Items**

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

B. WORKFORCE INVESTMENT ACT

1. Approval to Modify the WIA Governor's Discretionary Grant to Train Public Sector Dislocated Workers as Workers' Compensation Claims Adjusters

Mr. William Walker reviewed this item which requests a time-only extension and a modification of the contract to work with dislocated workers.

Moved/Waters, second/Pannell, to approve a modification requesting a time-only extension for SETA's WIA 25% Discretionary Grant Subgrant.

Voice Vote: Unanimous approval.

2. Approval to Augment Asian Resources, Inc.'s On-the-Job Training Program Under the Workforce Investment Act

Mr. Roy Kim reviewed this item. Staff is recommending the augmentation of Asian Resources to provide on-the-job training. Asian Resources was the only program operator that exceeded their contracted goals.

Moved/Pannell, second/Scherman, to augment Asian Resources, Inc., with \$29,729 in CalWORKs funds to provide WIA OJT services to 34 CalWORKs and 14 WIA Adult customers.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of WIND Youth Center's Request to Change its 2004 Community Services Block Grant Contract From Family Self-Sufficiency to Safety-Net

Ms. Kossick asked that this item be pulled from the agenda.

Moved/Scherman, second/Pannell, to drop this item from the agenda.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Sacramento Works Career Center Employer Customer Satisfaction Report

Mr. DeHerrera reviewed the report. Career Centers provided employer services to 73 separate employers. This survey is a result of responses from 39 of the employers.

- B. Head Start Newspaper Article – No comments
- C. Final PY 2002-2003 Workforce Investment Act Performance Results – No comments.

V. Reports to the Board

- A. Chair: Mr. Nottoli spoke of the budgetary discussions at the Board of Supervisors. Everyone receiving government funds is struggling to make ends meet.
- B. Executive Director: Ms. Kossick thanked all of the SETA staff and partners that assisted in meeting the performance standards. It was a very difficult year. Not every area in California was as successful as SETA.

The first official SETA yearbook was distributed. Ms. Kossick thanked Rebecca Valdez who finalized this yearbook.

- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell announced that there will be Martin Luther King walkathon on Saturday, January 17.
- E. Public: Ms. May Lee stated that the Martin Luther King celebration is going on all week. There will be a Job Fair Expo on Monday, January 19 at Florin Mall. Mr. Thatch was thanked as a key sponsor for five grants.

Ms. Norma Johnson introduced Margie Mitchell, chair of the Policy Council, Hasan McWhorter, chair of the Parent Advisory Committee, and Beverly Shah who is on both boards.

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 went into closed session at 10:55 a.m. At 11:16 a.m. the board went back into open session. There was no report out.

- VII. Adjournment:** Meeting adjourned at 11:16 a.m.

ITEM V- 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 January 27, 2004 Policy Council meeting.

Good	Needs Improvement
Attendance	Acknowledgement of Chair.
Participation by Members on Committee Selection.	
Participation by staff – Ms. Catherine Goins and Ms. Alma Walton.	
Mentoring with new members going well.	
Awareness of new members.	

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

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

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

E. PROGRAM AREA COMMITTEES:

☀ Early Childhood Development & Health Services

☀ Family & Community Partnerships/Training

☀ Monitoring & Evaluation Committee (Self-Assessment)

☀ Early Head Start

F. COMMUNITY ADVOCATING MALE PARTICIPATION (CAMP)

ITEM VI- 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.

- 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.

- 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.

ITEM VI- 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 Flores: Grantee Program Support Services Manager

Sharon Neese: Grantee Program Operations

Catherine Goins, Early Head Start, Special Projects and Community Partnerships

Buffie Engstrom, Head Start Administration

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 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.

- 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.

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.
